WELSH BACCALAUREATE

Centre Code of Practice

July 2016

Contents

1.   Introduction

1.1.   About this document

This document has been produced to provide guidance to centres on assessment arrangements for the National/Foundation KS4 Welsh Baccalaureate, Foundation (post-16) Welsh Baccalaureate, National (post-16) Welsh Baccalaureate and Advanced Welsh Baccalaureate qualifications.

It should be read in conjunction with:

- the qualification specification(s) for the specific Welsh Baccalaureate qualifications being delivered

- the Welsh Baccalaureate Delivery Handbook for the specific Welsh Baccalaureate qualifications being delivered

- Challenge Brief materials

- the Welsh Baccalaureate Administrative Handbook

1.2.   Who is this guidance for?

This guidance should be read by Heads of Centres, Welsh Baccalaureate Coordinators, and senior managers within centres with responsibility for internal quality assurance and standardisation procedures and anyone managing, delivering or assessing the Welsh Baccalaureate qualifications. The Welsh Baccalaureate Coordinator should ensure that all relevant staff in the centre are aware of this document.

1.3.   The Delivery Handbooks and Administration Handbook

The Delivery Handbooks provide advice and guidance on the delivery of each Welsh Baccalaureate qualification.

The Administration Handbook provides details of essential information relating to the administration of each Welsh Baccalaureate qualification including entry deadlines, moderation arrangements and coding information.

2. Managing Quality within a Centre

2.1. The Skills Development File

Centres are required to maintain a digital Skills Development File for each qualification delivered and each year cohort. The Skills Development File provides evidence of the centres' quality assurance procedures and their management of teaching, learning and assessment. It is a key component in WJEC Quality Assurance processes for the Skills Challenge Certificate.

The Skills Development File must include the following evidence:

Centre based evidence	Internal Quality Assurance procedures	Internal Quality Assurance records • Records of Standardisation • Records of Internal Moderation • Records of the implementation of actions arising from internal moderation. External Moderator reports • Records of the implementation of actions arising from the reports. Learner Voice feedback
Schools Evidence per cohort **Colleges** Some evidence may be per cohort if consistent approach across college but mainly evidence per course	Management of Teaching and Learning	• Welsh Baccalaureate staff profiles • Timetabling information • A detailed outline or year plan of the delivery model including all four components • Scheme of work (optional)
	Management of Assessment	• Assessment schedule • Outline of Challenge Briefs used for assessment • Controlled Assessment log including dates and hours

The Regional Support Officer allocated to your centre will monitor the centre's internal quality at regular points during the academic year.

2.2. The Welsh Baccalaureate Quality Assurance Cycle

The Welsh Baccalaureate quality assurance cycle is outlined over the page. Key roles and responsibilities related to quality assurance are outlined in Section 3.

The Welsh Baccalaureate quality assurance cycle consists of six steps:

- Managing / Setting challenge briefs within the centre
- Taking Challenge Briefs
- Standardisation of assessment
- Assessment of candidate work
- Internal and external moderation
- Implementation of actions from external moderation reports

Welsh Baccalaureate Quality Assurance Cycle

- Selection of Challenge Briefs
- Challenge Brief Taking
- Standardisation of Assessment
- Assessment of Candidate Work
- Internal Moderation
- Implementation of Actions from Internal Moderation
- External Moderation of Sample
- Implementation of Actions from External Moderation Report
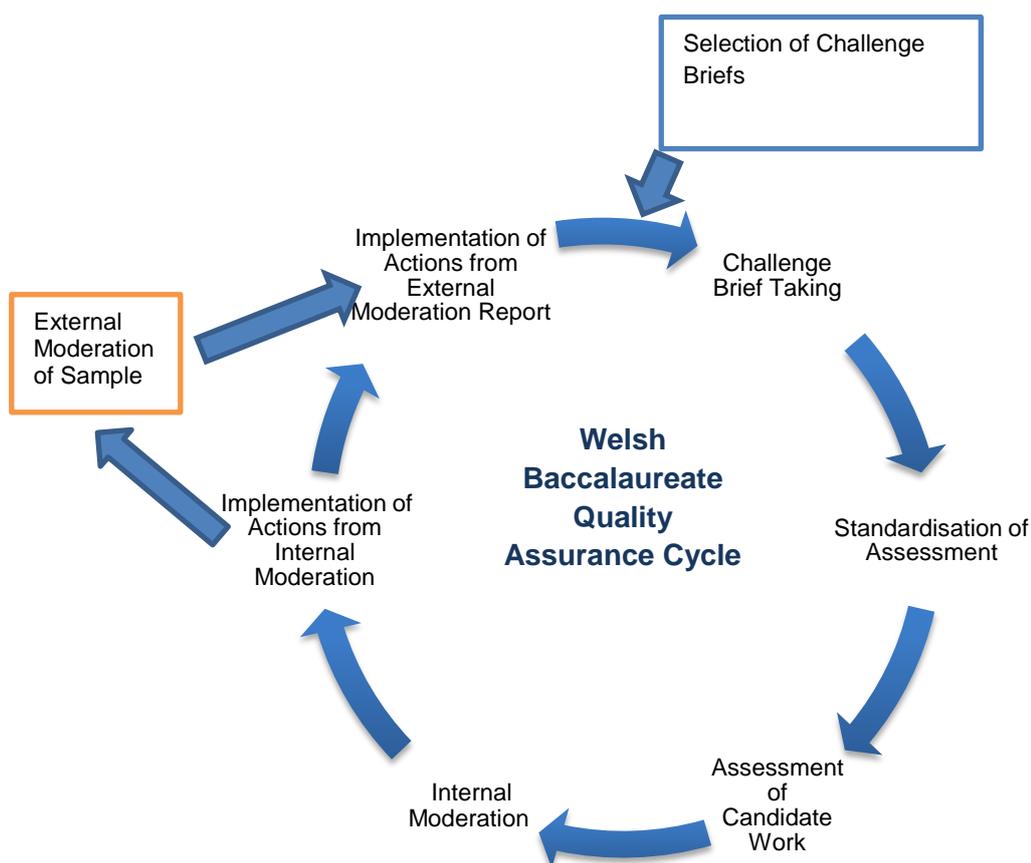
Selection of Challenge Briefs

The development of the skills of learners must be central to the design, delivery and completion of all Challenges. Through the Challenges, learners should be encouraged and enabled to develop all seven essential and employability skills, with a particular emphasis on those identified as the focus skills for assessment. These skills are assessed using WJEC **set tasks** available on WJEC secure website www.wjecservices.co.uk and set in context through a **Challenge Brief**. The Challenge Brief Approval Process is outlined at Appendix I.

There are three types of Challenge Briefs that centres can select from for assessment purposes:

1. Generic Challenge Briefs: These have been set by WJEC and can be adapted by teachers to address a particular context. WJEC Regional Support Officers will ensure the adapted briefs are fit for purpose as part of the Quality Assurance process. Generic Challenge Briefs are available on the qualification pages of WJEC's website http://www.wjec.co.uk/qualifications/welsh-baccalaureate/welsh-bacc-from-2015/

2. Centre Devised Challenge Briefs: Centres can develop their own Challenge Briefs in line with the specification and assessment requirements. WJEC Regional Support Officers will be able to provide advice and guidance to centres who wish to do this. Centre Devised Challenge Briefs will need to be approved by WJEC Challenge Brief Evaluation Committee – see below.

3. External Organisations Devised Challenge Briefs: These Challenge Briefs will be devised with appropriate advice and guidance from WJEC. External Organisations Challenge Briefs will need to be approved by WJEC Challenge Brief Evaluation Committee. Approved Challenge Briefs can be found in a Challenge Bank available in related documents for each qualification at http://www.wjec.co.uk/qualifications/welsh-baccalaureate/welsh-bacc-from-2015/

Challenge Brief Evaluation Committee

The Challenge Brief Evaluation Committee is responsible for reviewing and approving Welsh Baccalaureate Challenge Briefs in line with the specification.

Once a Challenge Brief has been approved by the CBEC, it will be added to the Challenge Bank on the WJEC public website. A meeting will be held for each of the four Welsh Baccalaureate qualifications in May and November each year and the Challenge Bank amended in June and December.

CBECs role is to ensure parity of standards across all Challenge Briefs for each Challenge within a Welsh Baccalaureate qualification and to confirm a final Challenge Brief.

Challenge Brief Taking

The Welsh Baccalaureate Challenges must be taken under controlled conditions as set out in the Delivery Handbook. The controls are set for time, resources, supervision, collaboration and feedback for each Challenge as specified in the appropriate qualification Delivery Handbook.

Controlled assessment has been introduced in the new Welsh Baccalaureate Qualifications to:

- ensure that all candidates spend approximately the same amount of time on their Challenge
- prevent third parties from providing inappropriate levels of guidance and input
- mitigate concerns about plagiarism and improve the reliability and validity of Welsh Baccalaureate awarding
- allow centres a reasonable degree of freedom and control
- allow candidates to produce an original piece of work.

Issuing of Task Briefs to Candidates

The tasks and assessment grids for each of the Challenges published on www.wjecservices.co.uk can be accessed by centre staff throughout the year to allow time for planning, resourcing and teaching in centres.

Centre must ensure that candidates do not have sight of the live tasks prior to the planned assessment period.

Exemplar work

Centres **must not** allow learners access to

- previous learners work from the centre
- WJEC exemplar work of candidates which have been through a moderation process (available on the WJEC secure website). This work is available to provide assessors with material to inform their teaching and learning and for the Welsh Baccalaureate coordinator to use for assessment training with staff.
- Principal Moderator examples from WJEC CPD events.

Supervision

The centre **must** ensure that:

- there is sufficient supervision of every candidate to enable that work to be authenticated
- the work that an individual candidate submits for assessment is his/her own.

Centres **must** ensure that candidates understand what they need to do to comply with the regulations for non-examination assessments as outlined in the JCQ document *Information for candidates – non-examination assessment*s, a copy of which can be obtained from the JCQ website: http://www.jcq.org.uk/exams-office/information-for-candidates-documents

In particular, centres **must** ensure that candidates:

- understand that information from published sources must be referenced
- receive guidance on setting out references
- are aware that they must not plagiarise other material.

It is the responsibility of the supervisor of the controlled assessment to ensure that once a task has been completed, candidates are not able to make any amendments and the work is kept secure.

The time spent on the controlled tasks will be monitored by WJEC to ensure that controls are run appropriately.

Group Work

As detailed in the Specifications, some Challenges have tasks that can be undertaken by candidates working in small teams (3-6 candidates). Where team work is undertaken, it must be possible to attribute assessable outcomes to individual candidates.

Where specific tasks within a Challenge allow for group activity, it is acceptable for all members of a team to include work that has been development collaboratively.

The centre is responsible for monitoring group work and ensuring that each candidate's contribution can be separately assessed.

Advice and Feedback

Where appropriate to the Challenge Brief, centres should advise candidates on aspects such as those listed below before work begins:

- sources of information
- relevance of materials/concepts
- structure of the response
- techniques of data collection
- techniques of data presentation
- skills of analysis and evaluation
- health and safety considerations.

Centres must not provide model answers specific to the task. At Foundation level only, centres can provide writing frames such as outlines, paragraph headings or section headings.

Centres **must not** provisionally assess work and then allow candidates to revise it.

Authentication procedures

Candidate **must** sign a declaration to confirm that the work they submit for final assessment is their own unaided work.

Teachers **must** sign a declaration of authentications after the work has been completed confirming that:

- the work is solely that of the candidate concerned

- the work was completed under the required conditions

- signed candidate declarations are kept on file

If work is not accompanied by a signed candidate declaration form the teacher should:

- not accept the candidate's work for assessment

- record a mark of zero for the work.

Candidate work and assessment sheets (which include the signed candidate declarations) must be kept on file until the deadline for an enquiry about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They can be subject to inspection by a WJEC member of staff.

Use of the E-Portfolio

The Welsh Baccalaureate e-portfolio represents the collation of electronic evidence for the assessment of outcomes demonstrating competence according to learning outcomes. The candidate evidence is created, submitted, assessed, internally moderated and externally moderated electronically. **The following Challenges may be submitted by e-portfolio:**

- National/Foundation KS4 – Community Challenge

- Foundation post-16 – Community Challenge, Enterprise & Employability Challenge and Global Challenge

- National post-16 - Community Challenge, Enterprise & Employability Challenge and Global Challenge

- Advanced – Enterprise and Employability Challenge

The centre may also choose to submit the other Challenges and the Individual Project in digital form e.g. USB, CD and DVD.

Where the e-portfolio is used for assessment purposes:

- the information must be in a format capable of validation

- it must form part of an auditable trail and conform to the challenge controls

- evidence can be added over time to aid successful completion, provided that a valid, auditable process for this is adhered to.

Additional guidance on e-Portfolio can be found at
http://www.wjec.co.uk/qualifications/welsh-baccalaureate/welsh-bacc-from-2015/

Standardisation of Assessment

Internal standardisation for the Welsh Baccalaureate qualifications is the process by which the centre ensures that all assessors are assessing the component, whether one of the Challenges or the Project, to the same standard. By undertaking a standardisation process assessors will become confident in their judgements and are correctly and consistently applying the performance bands. This process ensures that all learners are judged to the same standard across different assessors, teaching groups and from year to year within a centre.

Internal Standardisation should not be confused with Internal Moderation. Internal Standardisation takes place before marking is undertaken, whereas Internal Moderation is carried out by the Welsh Baccalaureate Co-ordinator or Lead Assessor and takes place after components have been marked by assessors.

The co-ordinator will provide support to the assessors on the interpretation of the learning outcomes and the evidence requirements for the bandings. Internal Standardisation is a collaborative process by which assessors within a centre consider a common piece of work and discuss and justify the banding awarded. It promotes:

- a common understanding of standards
- an agreed application of standards when assessing learner work

WJEC have produced support material for internal standardisation which can be found at www.wjecservices.co.uk

A centre's Internal Standardisation process must be evidenced in the Skills Development File.

Assessment of Candidate Work

Each centre must appoint a Coordinator who takes on the role of lead assessor. An appropriate number of assessors will be required to carry out the internal assessment of the Individual Project and the three Challenges. Assessment of evidence must be made against the performance bands provided in the specification.

The assessor is responsible for ensuring that candidates are aware of the criteria used to assess their work.

Assessors are required to provide comments on learners work indicating where learning outcomes and performance bands have been achieved.

Internal Moderation

Internal Moderation of assessed work is the process of ensuring that performance bands are applied consistently by assessors across the centre. It allows learners to be treated fairly through the assessment process and shows that there is shared understanding across the centre of the standards learners are expected to achieve. Internal Moderation ensures the reliability of assessment decisions across a centre and the consistency of assessment practice within the centre over a period of time.

In order to ensure that the Internal Moderation process is effective, it is essential that a sufficient sample of work produced by the learners and assessed by the team is checked. The characteristics of the sample are that it should include all assessors, a spread of learners and any satellite centres. Internal Moderation should take place within an appropriate timescale after assessment and should be completed prior to the upload of marks to WJEC.

Evidence that an internal moderation process has taken place must be available for scrutiny by WJEC. The internal moderation process should be recorded and there must be evidence of the implementation of actions from internal moderation. A centre's Internal Moderation process must be evidenced in the Skills Development File.

The moderation process can be taken a stage further by undertaking Cross Moderation. Cross Moderation of assessed work is the process of ensuring consistency and accuracy of assessment decision across a local authority/family of schools/region/campus.

WJEC have produced support material for internal moderation which can be found at www.wjecservices.co.uk

External Moderation

There is an expectation that prior to the sample being sent for external moderation that accurate marks have been uploaded to WJEC, all work has been assessed, and a

standardisation and an internal moderation process is in place. A sample of work identified by WJEC must be sent to the external moderator within the required time scales. All work must be retained under secure conditions until after the deadline for enquiries about results.

The external moderator will re-assess the sample of work using the published marking criteria in the specification. The moderator's marks are compared with the centres marks for the sample work. If any of the differences between the moderator marks and the centre marks exceeds a specific tolerance adjustments are normally applied to the centre marks.

Moderator reports will provide feedback on:

- the efficiency of the centre administration
- the accuracy of the centre assessment against the bands in relation to the agreed standard for the challenge
- whether the centre's marks have been adjusted.

Comments on the accuracy of a centre's assessment may be made even if no adjustments have been applied, for example, if the difference between the moderator marks and the centre marks is only just within the specified tolerance, the moderator will normally provide advice on the standard of marking.

Implementing actions from external moderation reports

Moderators' reports will be available for inspection by centres on the same electronic page used for submitting the internally assessed marks. They will become available from the publication of results date. Moderation reports should be shared with all assessors for information and to enable action plans for improvement where necessary.

Centres are expected to read all feedback provided in external moderation reports and **must take appropriate action** to address any weaknesses identified.

2.3. Storage and retention of work

Centres are required to retain marked work under secure conditions until after the deadline for enquiries about results. This applies to all work – whether or not it was part of the moderation sample. Where work is being stored electronically, the centre must take steps to protect it from corruption and have a back-up procedure in place, should the data become corrupted. If retention is a problem because of the nature of the work, retain some form of evidence such as photos, audio or video recordings.

3. Key Quality Assurance Roles
Regional Support Officer

Each centre is allocated a Regional Support Officer who will:

- Monitor centre compliance with WJEC procedures;
- Advise centre on their internal quality assurance and internal moderation and verification processes;
- Monitor and evaluate centre performance and agree and monitor activities within centres;
- Review and agree centre amendments to Generic Challenge Briefs;
- Provide advice and guidance on the development of centre devised Challenge Briefs

Centre Responsibilities

The responsibilities for each of the key roles within the Quality Cycle are described briefly below:

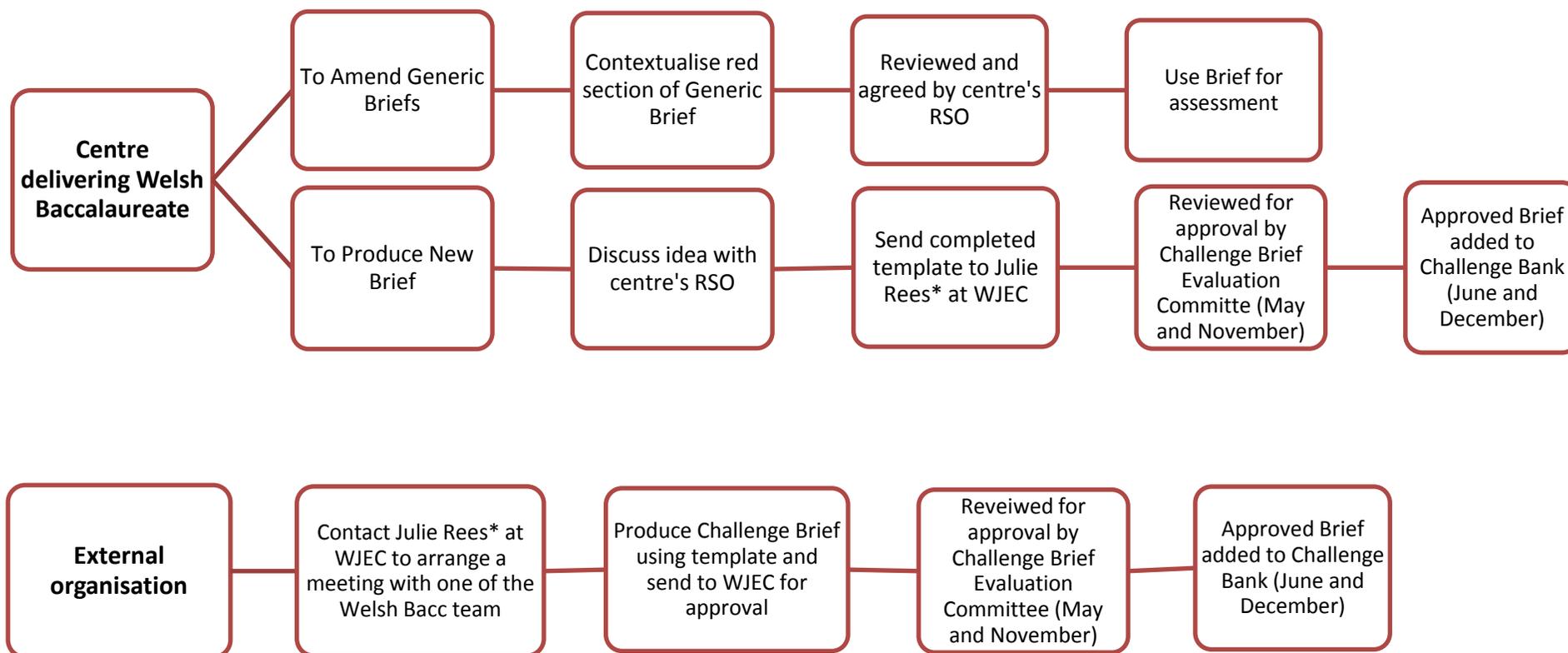|	Senior Managers	Examinations Officer	Welsh Baccalaureate Coordinator	Assessors
Implementation	• Appoint a Welsh Baccalaureate Coordinator • Ensure the provision of a suitable delivery team • Ensure the provision of appropriate resources • Ensure post-16 learners are recruited with integrity • Ensure that a non-examination assessment policy is in place • Appoint a suitable person with responsibility for the management of e-Portfolio and liaison with WJEC	• Liaise with Welsh Baccalaureate co-ordinator • Have a clear understanding of the Centre Code of Practice and Administration Handbook • Ensure all Welsh Baccalaureate learners are registered by 31st October of first year of course • Ensure all Welsh Baccalaureate learners are registered for the correct qualification • Ensure all data is correct for registrations and follow correct procedures if amendments are required	• Have a clear understanding of the Welsh Baccalaureate Specification(s), Delivery Handbook(s), Centre Code of Practice and Administration Handbook • Create and agree a delivery plan • Create and agree an assessment schedule • Disseminate any information from WJEC • Have a clear understanding of the e-Portfolio system • Maintain Skills Development File	• Have a clear understanding of the Welsh Baccalaureate Specification(s), Delivery Handbook(s), Centre Code of Practice • Have a clear understanding of the requirements of the learning outcomes and performance band statements prior to commencing controlled assessment • Have a clear understanding of the e-Portfolio system

	Senior Managers	Examinations Officer	Welsh Baccalaureate Coordinator	Assessors
Managing Challenges Briefs			• Ensure that the Challenge Brief selected is permitted	
Managing The Challenge Brief Taking	• Ensure full and fair access to controlled assessment			• Ensure assessment is conducted under specified controlled conditions
Standardisation of Assessment			• Undertake appropriate staff training for delivery and assessment • Manage the standardisation process for each component	• Attend assessment training and take any remedial action

	Senior Managers	Examinations Officer	Welsh Baccalaureate Coordinator	Assessors
Assessments of Candidate Work			• Undertake the role of Lead Assessor for whole centre or for specific level • Advise on the appropriateness of assessment evidence with regard to level, sufficiency, authenticity, validity and consistency • Ensure that there is an effective system of recording learner achievement and that corrective action is taken when necessary	• Meet all internal and external assessment deadlines • Ensure evidence presented for assessment is authentic • Ensure assessment decisions are accurately recorded • Ensure comments are recorded for each learning outcome • Ensure judgements are only made against the performance band statements • Ensure Confirmation Statements contain sufficient detail for objective corroboration of decisions

	Senior Managers	Examinations Officer	Welsh Baccalaureate Coordinator	Assessors
Internal Moderation			• Manage Internal Moderation process • Ensure assessment decisions are internally moderated and appropriate action is taken where required • Maintain accurate and up-to-date records of the internal moderation process	
External Moderation		• Share the results and moderation reports with Head of Centre, senior managers, Welsh Baccalaureate Coordinator and assessors	• Ensure that the sample sent to the external moderator is correct and meets deadlines • Implement actions from the External Moderators report	• Ensure that external moderators reports are read and actions implemented where appropriate

	Senior Managers	Examinations Officer	Welsh Baccalaureate Coordinator	Assessors
Monitoring of Quality by WJEC	• Ensure centre compliance with all Welsh Baccalaureate quality assurance processes • Deal with appeals from learners • Investigate malpractice allegations related to learners or members of staff • Liaise with WJEC on any aspect of quality assurance which relates to the overall integrity and security of Welsh Baccalaureate qualifications	• Ensure entries for the four components and two cash-ins of Welsh Baccalaureate meet appropriate deadlines • Ensure post-16 supporting vocational qualifications are claimed by 30th June	• Liaise with the centres WJEC Regional Support Officer • Ensure all required documentation is available for Quality Assurance Visits by Regional Support Officer • Ensure action points identified with Regional Support Officer are implemented	

Appendix I. Process to Produce Challenge Briefs for Assessment of Challenges

Centre delivering Welsh Baccalaureate

To Amend Generic Briefs → Contextualise red section of Generic Brief → Reviewed and agreed by centre's RSO → Use Brief for assessment

To Produce New Brief → Discuss idea with centre's RSO → Send completed template to Julie Rees* at WJEC → Reviewed for approval by Challenge Brief Evaluation Committe (May and November) → Approved Brief added to Challenge Bank (June and December)

External organisation → Contact Julie Rees* at WJEC to arrange a meeting with one of the Welsh Bacc team → Produce Challenge Brief using template and send to WJEC for approval → Reveiwed for approval by Challenge Brief Evaluation Committee (May and November) → Approved Brief added to Challenge Bank (June and December)

*Julie.Rees@wjec.co.uk