

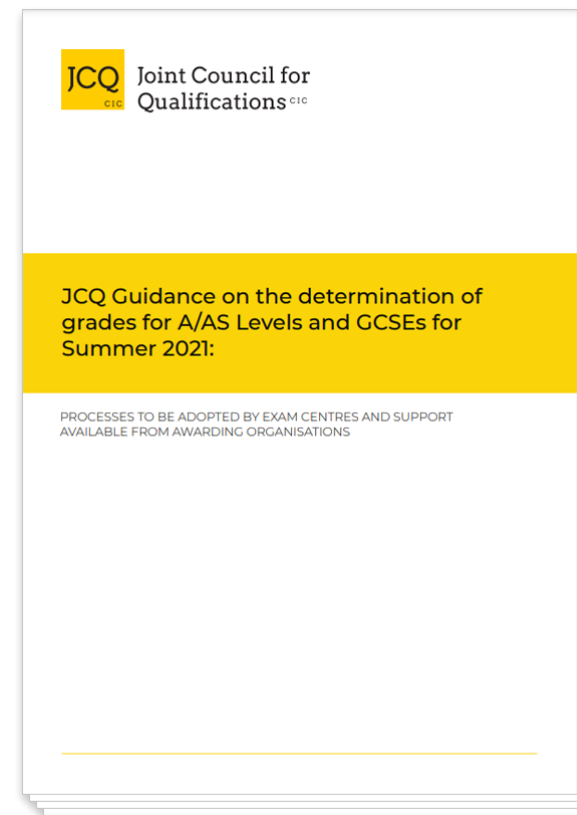
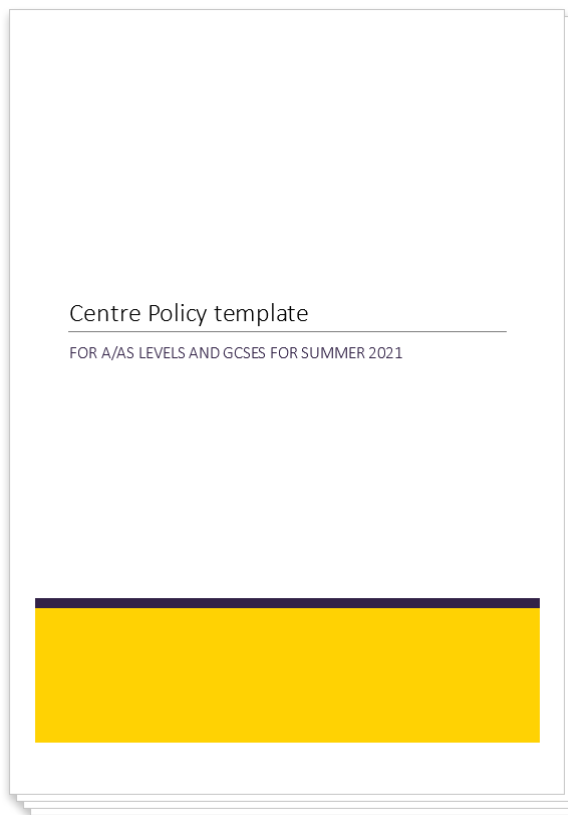


A Guide to the Submission of Centre Policy for the
Delivery of Teacher Assessed Grades (TAG) for General Qualifications
2021

Awarding organisations will require each centre to complete the Centre Policy Summary webform on the JCQ CAP portal so that it can be reviewed to ensure that all required areas are addressed.

A copy of the Centre Policy Summary form can be found [here](#), and the Centre Policy template can be downloaded from [here](#).

The JCQ Guidance on the determination of grades for AS/A Levels and GCSEs for Summer 2021 can be found [here](#), and a link to the Centre Policy template can also be found on page 15.



The Centre Admin Portal (CAP)

All centres will access CAP via the awarding organisation extranet sites:

Pearson - Edexcel Online

AQA - eAQA

OCR - OCR Interchange

CCEA – Central

Eduqas – WJEC Secure Website

Scroll down and select:

Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021

The screenshot shows the CAP Centre Admin Portal interface. At the top, there is a navigation bar with the CAP logo, the text 'Centre Admin Portal', and language options for 'Cymraeg' and 'English'. The JCO logo and 'Joint Council for Qualifications' are also present. Below the navigation bar, a welcome message reads: 'Welcome. Exam Centre 00000. You have logged in from Pearson as exams@centre.com'. A 'Log out' button is visible. The main content area lists the capabilities of CAP, such as uploading Centre Policy, applying for access arrangements, and completing forms. Below this list are four interactive tiles: 'Search' (with a magnifying glass icon), 'Training guide' (with a document icon), 'Access Arrangements Online' (with a house icon), and 'Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021' (with a document icon).

This block provides a detailed view of the selected form tile. It features a document icon with a person silhouette on the left. The title is 'Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021'. Below the title, the text states: 'This form should be completed by the Head of Centre or a representative as a statement of compliance to confirm that your centre's policy is in place for the delivery of Teacher Assessed Grades for General Qualifications in 2021.'

Completing the Summary form

This form should be completed by the Head of Centre or a delegated representative as a statement of compliance, to confirm that your centre's policy is in place for the delivery of Teacher Assessed Grades for General Qualifications in 2021.

The questions asked in this form are intended to provide a summary of the Centre Policy, and will be reviewed as part of the External Quality Assurance process carried out by exam boards.

Questions marked with an * are a required field and must be filled in.

For additional help on any of the sections contained within this form, select the question mark (?) icon on the right to open the JCO Guidance PDF.

The 'bar' (-) icon can be used to minimise a section once completed.

NB No data will be saved if the webform is closed before submission.

The screenshot shows the CAP Centre Admin Portal interface. At the top, there are logos for CAP, Cymraeg, English, and JCO (Joint Council for Qualifications). The main content area is titled "Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021". It includes instructions for completion and a "Policy Attachment" section with a "BROWSE" button and a confirmation checkbox.

CAP Centre Admin Portal

Cymraeg English JCO Joint Council for Qualifications

CAP Home > Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021

Welcome. Exam Centre 00000. You have logged in from Pearson as exams@centre.com Log out

Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021

This form should be completed by the Head of Centre as a statement of compliance to confirm that your centre's policy is in place for the delivery of Teacher Assessed Grades for General Qualifications in 2021.

The questions asked in this form are intended to provide a summary of the Centre Policy, and will be reviewed as part of the External Quality Assurance process carried out by exam boards.

Questions marked with an * are a required field and must be filled in.

For further information please refer to the 'Centre policy' section of the [JCO guidance](#).

Policy Attachment ? -

Please upload your Centre Policy document here

BROWSE

I confirm that I have attached the Centre Policy document *

Yes

This screenshot shows a close-up of the "Policy Attachment" section. A blue banner at the top contains the text: "Your Centre Policy should be a single document. For further guidance please see the Creating your Centre Policy section of the [JCO Guidance](#)." Below this is the "BROWSE" button and the confirmation checkbox.

Policy Attachment ? -

Your Centre Policy should be a single document. For further guidance please see the Creating your Centre Policy section of the [JCO Guidance](#).

Please upload your Centre Policy document here

BROWSE

I confirm that I have attached the Centre Policy document *

Yes

Attaching the Centre Policy

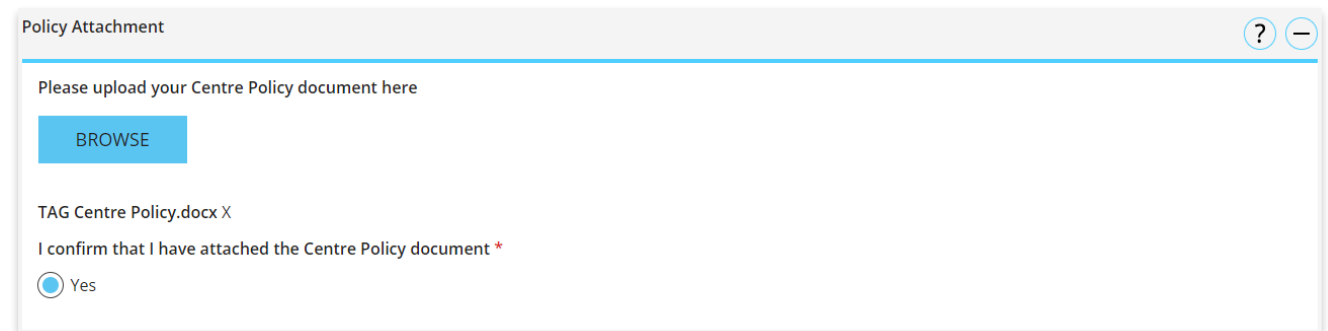
Click the 'BROWSE' button and locate and select your Centre Policy document.

The name of the document will appear below the button.

If the wrong document has been uploaded, you can select the 'X' on the right of the filename to remove and repeat the browse step.

Most standard document formats are accepted (.doc, .docx, .pdf, etc.)

Please ensure that once the Centre Policy document has been uploaded, that you select 'Yes' to confirm (required).



Policy Attachment

Please upload your Centre Policy document here

BROWSE

TAG Centre Policy.docx X

I confirm that I have attached the Centre Policy document *

Yes

Centre Details

Your Centre Number and Centre Name will be pre-populated using information provided by your awarding organisation.

NB If your centre has multiple NCNs (National Centre Number) due to a consortium arrangement or multi-site centre, ensure this is the correct information for your site. A separate form will be required for each NCN used by your organisation.

All questions in this section are marked with an * and are required fields and must be completed.

Centre Details

Centre Number * 00000

Centre Name * CENTRE NAME

Head of Centre Name *

Head of Centre Email address *

Confirm Head of Centre Email address *

Please select all exam boards your centre has made entries with this Summer *

AQA

Eduqas

OCR

Pearson

Continue to complete all of the required sections within the form.

Each question requires a YES/NO response, a tick-box, or will provide you with a text box where you can provide additional information (1500 character limit).

The form will allow the user to copy and paste information from a document into the text boxes.

Appropriate Evidence



All teachers determining teacher assessed grades will have regard for the Ofqual Information for Heads of Centre, Heads of Department and Teachers, DfE guidance on recommended evidence, and further exam board guidance *

Yes No

In line with the Ofqual Information for Heads of Centre, Heads of Department and Teachers, evidence and records on which a student's grade is based, will be retained safely by the centre and will be made available for the purposes of external quality assurance and appeals *

Yes No

Our centre will use the following evidence across subjects to determine students teacher assessed grades (Please select all that apply) *

- Whole past papers
- Additional Assessment Materials provided by exam boards
- Completed or incomplete Non-Examined Assessment (often referred to as coursework)
- Mock exams
- Substantial class or homework (including those that took place during remote learning)
- Internal tests taken by students
- Records of a students capability and performance over the course of study in performance-based subjects such as music, drama and PE
- Records of each student's progress and performance over the course of study
- Other

Briefly describe how you will ensure an appropriate balance of evidence to determine teacher assessed grades that are awarded consistently and fairly to students (Please note there is a 1500 character limit) *

Private Candidates

If your centre does NOT accept entries from Private Candidates, please select 'Not applicable' and add 'Not applicable' to the text box. The next question is not required in this instance.

If your centre does accept entries from Private Candidates, please complete ALL questions in this section.

Centre Policy Portability

The questions in this section should be answered if relevant to your centre or left blank if they are not.

Private Candidates

Our centre accepts entries for and will be awarding teacher assessed grades to private candidates (Please enter 'Not applicable' if this is how you answered the previous question) *

Yes Not applicable

Briefly describe your approach to gathering a range of evidence to assess private candidates, including whether you will accept evidence from other established educational providers (Please note there is a 1500 character limit) *

I confirm that we will follow the JCQ interim guidance for centres accepting private candidates

Yes No

Centre Policy Portability

Our centre is in a UK jurisdiction other than England and has completed a Centre Policy or equivalent for CCEA, SQA or WJEC

Yes Not applicable

Our arrangements for ensuring confidentiality of centre determined grades for Ofqual regulated qualifications are compliant with those outlined in the JCQ Guidance

Yes No

COMPLETE

Submitting a completed form

Once all sections have been completed, click the 'COMPLETE' button to submit your form.

Centre Policy Portability

Our centre is in a UK jurisdiction other than England and has completed a Centre Policy or equivalent for CCEA, SQA or WJEC

Yes Not applicable

Our arrangements for ensuring confidentiality of centre determined grades for Ofqual regulated qualifications are compliant with those outlined in the JCQ Guidance

Yes No

COMPLETE

Form validation errors

If a question or section of the form has not been completed correctly, you will see a red validation error message. This validation error message will provide you with the specific question that has not been completed correctly, as shown.

THE FOLLOWING VALIDATION ERRORS MUST BE CORRECTED BEFORE SUBMITTING YOUR APPLICATION

- Confirm Head of Centre Email address does not match the value.

Head of Centre Name *

Mr John Smith

Head of Centre Email address *

hoc@centre.ac.uk

Confirm Head of Centre Email address *

exams@centre.ac.uk

Please select all exam boards your centre has made entries with this Summer *

Confirm Head of Centre Email address does not match the value.

You must correct ALL validation errors before you will be able to submit a completed form.

Form submission complete

When all the required sections of the webform have been completed correctly, you will see a confirmation message.

NB Please take note of the unique form reference number provided as this will enable you to use the CAP search page to locate, view and print your submission (see next section).



The form has been sent successfully

A Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021 has been submitted. To access the CAP system please use one of the awarding bodies' secure extranet sites. Having accessed the CAP system, use the search button and enter the unique reference number: TAG000000001.

[BACK TO HOME](#)

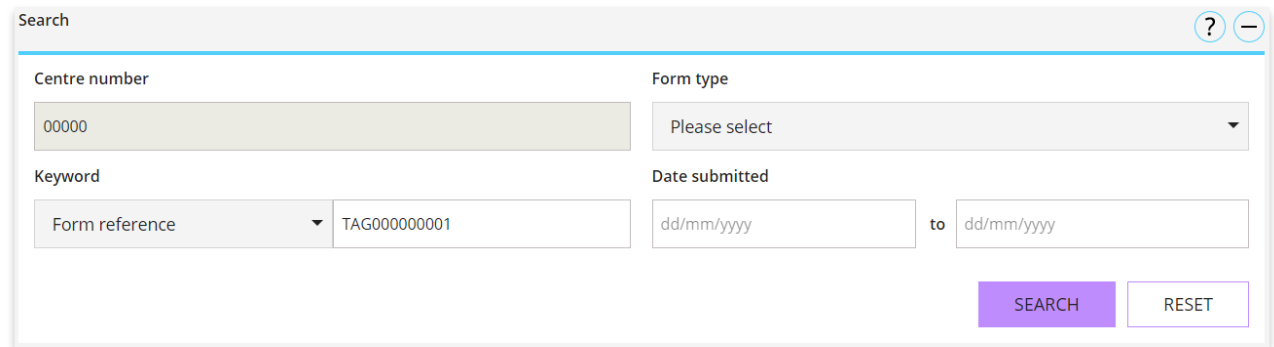
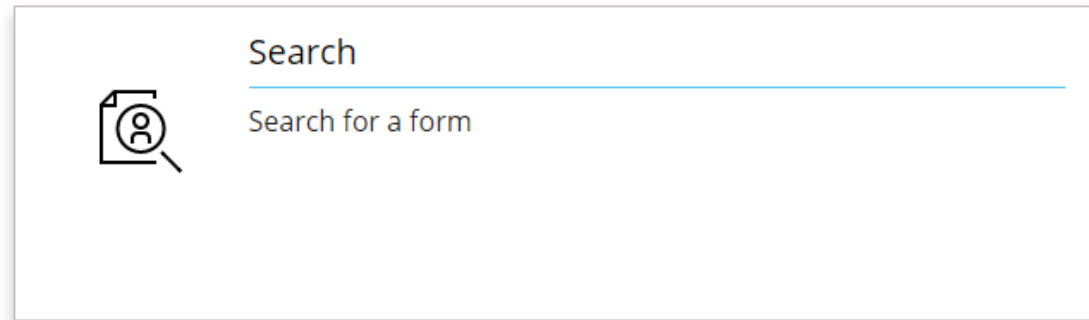
Searching for a submitted form

Select 'Search' from the CAP homepage.

The centre number will be pre-populated using information from your awarding organisation.

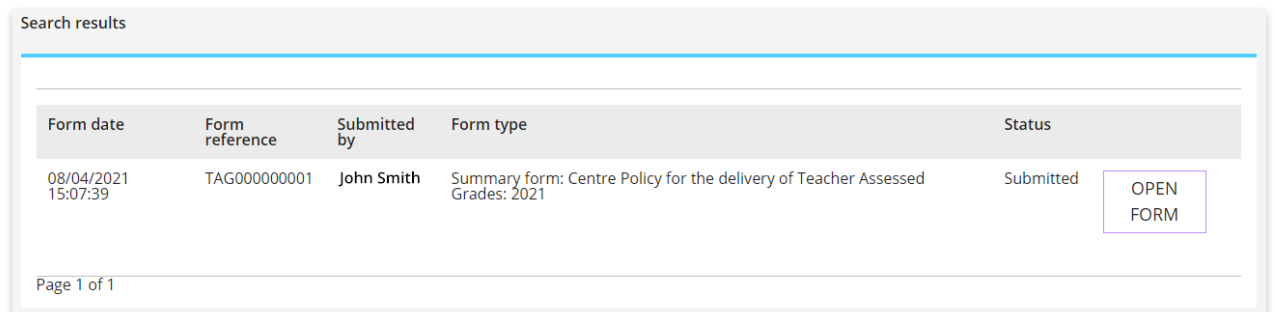
Enter the Unique Form Reference Number that was provided when the form was submitted, and click 'SEARCH'.

Select 'OPEN FORM' to open the saved webform.



The image shows a search form with the following fields and controls:

- Centre number:** A text input field containing "00000".
- Form type:** A dropdown menu with "Please select" and a downward arrow.
- Keyword:** A dropdown menu with "Form reference" and a downward arrow, followed by a text input field containing "TAG000000001".
- Date submitted:** Two date input fields with the placeholder "dd/mm/yyyy" and a "to" separator between them.
- Buttons:** A purple "SEARCH" button and a white "RESET" button.



The image shows a table of search results with the following data:

Form date	Form reference	Submitted by	Form type	Status	
08/04/2021 15:07:39	TAG000000001	John Smith	Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021	Submitted	OPEN FORM

Page 1 of 1

Printing a submitted form

Once you have completed the above steps and located your submitted form, select 'PRINT' to open your printer dialogue box.

CAP Centre Admin Portal

Cymraeg English JCO Joint Council for Qualifications

CAP Home > Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021

Welcome. Exam Centre 00000. You have logged in from Pearson as exams@centre.com Log out

PRINT

Summary form: Centre Policy for the delivery of Teacher Assessed Grades: 2021

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The questions asked in this form are intended to provide a summary of the Centre Policy, and will be reviewed as part of the External Quality Assurance process carried out by exam boards.

Questions marked with an * are a required field and must be filled in.

For further information please refer to the 'Centre policy' section of the [JCO guidance](#).

Status: Submitted
Reference: TAG000000001

Policy Attachment

Please upload your Centre Policy document here

TAG Centre Policy.docx

I confirm that I have attached the Centre Policy document

Yes

Further support

Should you require Quality Assurance Support when submitting the form, please use the contact email address appropriate to your Centre Number as shown.

Quality Assurance Support:

For the summer 2021 series, awarding organisations are working collectively to support centres on their quality assurance.

The awarding organisation supporting your quality assurance has been determined by your centre number.

Pearson will support centres whose centre number falls between 08000 and 24999.

For further queries, please contact: [jqc2021qa@pearson.com](mailto:jcq2021qa@pearson.com)

AQA will support centres whose centre number falls between 25000 and 52999.

For further queries, please contact: jcqqa@aqa.org.uk

OCR will support centres whose centre number falls between 53000 and 67999.

For further queries, please contact: jcqqa@ocr.org.uk

WJEC Eduqas will support centres whose centre number falls between 68000 and 99999.

For further queries, please contact: jcqqa@eduqas.co.uk

