Quality Assurance Checklist

Have you thought about these as you set up and work through your internal and external quality assurance processes?

**Internal QA**

- Produced one Centre Policy that will cover all awarding organisations. The following sections are included:
  - statement of intent
  - outlined the roles and responsibilities of individuals in the centre
  - detailed the training and support provided for newly qualified teachers (NQTs) and training around objectivity in decision making
  - the use of appropriate evidence
  - awarding Teacher Assessed Grades
  - outlined Internal and External quality assurance processes
  - compared the Teacher Assessed Grades to results for previous cohorts
  - Access Arrangements and Special Considerations
  - addressed the disruption and differential lost learning
  - described the process that ensures objectivity of decisions and where a potential conflict of interest has been identified, such as where a teacher’s relative is a student
  - recording decisions and retention of evidence and data
  - authenticating evidence
  - detailed any provision for Private Candidates, if applicable.
  - issuing results
  - approach to appeals.

- Referred to the JCQ template Centre Policy.
- Head of Centre has signed the form.
- Uploaded the form to the Centre Administration Portal (CAP) by 30 April 2021.

**External QA**

- **Stage 1 – Centre Policy review**
  - Received email confirmation that your Centre Policy has been received.
  - Received an email confirming that your policy as been ‘Accepted’ or that there is a follow up needed.

- **Stage 2 – Virtual centre visits (only where follow up has been identified)**
  - Centres may be contacted for a visit in May and June.
  - A suitable time and place has been arranged.

- **Stage 3 – Post-submission sampling**
  - Happened after the submission of grades.
  - You followed your centre policy and can evidence this.
  - Reviewed the evidence at qualification level.
  - Reviewed the evidence at subject level.

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**How we are supporting schools and colleges**

We’re committed to providing you with the best support available. Full details can be found on our [summer 2021 support page](#).

We’ll also be providing support and guidance documents via the [Pearson Professional Development Academy](#) as well as running pre-recorded and live training sessions.

**Get in touch**

If you would like to speak to us directly, you can get in touch with any questions via our [Support Portal](#), or by calling the [relevant team for your role](#).