



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.

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](#).