

Stage 1

Heads of Departments devised a plan (Assessment Rationale) to ensure that all assessment objectives have been taught and form part of the plan for assessment.

Stage 2

Assessment Rationales are scrutinised by the Leadership Team to ensure that all criteria laid out by JCQ and DfE are met.

Stage 3

Assessment Overviews written by Heads of Department, in conjunction with their team, and shared with SLT, guaranteeing accurate, sufficient evidence in which to produce grades.

Stage 4

Holbrook Centre Policy is submitted to JCQ and exam boards for checking. Holbrook's procedures will be signed off as fair.

Stage 5

Teaching staff to mark and moderate Year 11 assessments, ensuring consistency across the department.

Stage 6

Departments have the opportunity to link with other schools, including Debenham High, in order to moderate across schools, adding a further layer to the moderation process and Quality Assurance.

Stage 7

Senior Leadership Team to consider the grades submitted and ensure that they represent a true reflection of the students' performance, based on the evidence.

Stage 8

Grades submitted to exam boards.

Stage 9

Exam boards to examine submitted grades, considering past attainment (2017-2019). Sample of evidence may be requested.