



**ASDAN at Dorin Park School**  
**DORIN PARK SCHOOL**  
*(Exams/Assessments Suite)*

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**REVIEWED:** Helen McGillivray, Owen Williams

**DATE:** AUTUMN 2023

**NEXT REVIEW DATE:** AUTUMN 2024 or earlier

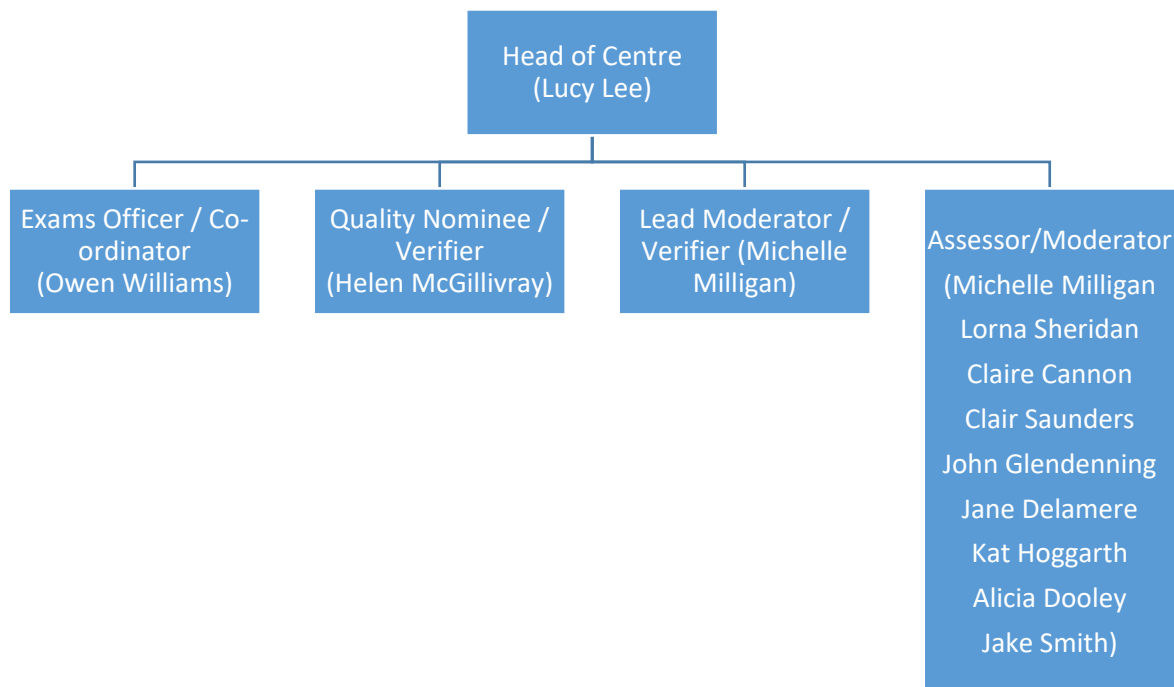
*This document is reviewed annually to ensure compliance with current regulations*

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## Organisation Chart



## Responsibilities

### Teacher

- Responsible for delivering the qualification/unit learning outcomes and completing formative assessment.

### Assessor

All our teachers are also assessors.

- Responsible for assessing summative activities and providing feedback to the candidate.

### Internal moderator (IM)

- Responsible for reviewing and approving assessment plans.
- Responsible for quality assurance of the assessment process by sampling and moderating each unit being delivered and units delivered by each assessor.
- Responsible for providing feedback to the assessor(s) to improve assessment practices and decisions.

### Internal verifier (IV)

Responsible for ensuring that the form and content of assessment tasks and methods are:

- appropriate, fair and valid in terms of standards;
- fit for purpose and will effectively assess the achievement of learning outcomes;
- and present an appropriate level of challenge to students.

### Internal quality assurer (IQA)

- If not the lead IM, responsible for quality assurance of the entire process, from setting the assessments (assessment plans) to training the IM.
- Responsible for reviewing the summative assessment decisions by the assessor, agreeing the final results and reports, then communicating the results to ASDAN at the end of the quality assurance review.
- Ensures assessors/moderators new to ASDAN Personal Progress are inducted in-house / undergo appropriate CPD in the first term of the new academic year.

### Co-ordinator

- Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners.

## Assessment Planning

Please refer to our *Non-Examination Assessment Policy* and our *Access to Fair Assessment Policy*: [www.dorinpark.co.uk/parents-carers/examinations](http://www.dorinpark.co.uk/parents-carers/examinations)

Each year, teachers (i.e. assessors) agree with Senior Leadership the units they will be delivering.

Units are delivered as part of timetabled lessons e.g. life skills, english, maths, business enterprise.

Teachers write up assessment plans and get them signed off by the Lead Moderator and QA Lead.

Evidence for Learning (EFL) is primarily used to record achievement (photos and text). Evidence can be printed off (as learning journeys) as necessary. Other evidence may be paper-based e.g. posters and worksheets.

## Internal Moderation Policy & Procedure

Please refer to our *Internal Moderation Policy & Procedure*: [www.dorinpark.co.uk/parents-carers/examinations](http://www.dorinpark.co.uk/parents-carers/examinations)

Completed units and queries / concerns can be presented at any time, but we have termly standardisation/moderation meetings where any completed units can be validated and signed off, and any queries / concerns raised.

The ASDAN internal quality assurance templates are used.

The Qualification Co-ordinator is available to proof all evidence and evidence transcripts in the first instance, prior to their going forward for moderation.

## Statement on Candidate Support

Our learners come to us through our Local Authority SEN Team. All our learners have EHCPs.

Learners are assessed when they first arrive, reassessed yearly, and are placed on one of our four curriculum pathways. Typically, key stage 4 learners on our semi-formal pathway take ASDAN Personal Progress. Learners are placed into classes based on age and ability. Our classes are of mixed year groups.

All learning and portfolio work is done within timetabled lessons.

Credit transfers, exemptions and Recognition of Prior Learning are all typically not applicable, but will be considered where appropriate.

Candidate progress is monitored:

- By the class teacher in the first instance
- Through termly standardisation / moderation meetings
- Through Evidence for Learning (EFL) moderations
  - Evidence (photos and description) of learning, progress and outcomes is typically, though not always, captured on EFL, where it can be printed off as required.

## Quality Assurance Review of the Qualification

At the start of the academic year, Teachers (all of whom are also Assessors) confirm the ASDAN Personal Progress units being delivered for the year and update our Qualification Tracker, which details what is being delivered to each of our learners.

The Qualification Coordinator makes ASDAN entries for the learners accrediting in the current year. Qualification size is based on the units being delivered. Typically we run ASDAN Personal Progress across Key Stage 4, making entries in Year 11.

In the summer term, the Qualification Coordinator reconfirms the units for claiming and adds the units to the learners' ASDAN entries, together with the details of the assessor. The Qualification Coordinator also packages and sends all necessary materials to the EQA.

The EQA provides moderation feedback. The Qualification Coordinator stores this on the school network and emails to all interested parties requesting that they read it and act on any actions and recommendations. This EQA feedback is later discussed by all in the first half term of the new academic year.

## Conflict of Interest

Please refer to our *Conflict of Interest Policy and Procedure*: [www.dorinpark.co.uk/parents-carers/examinations](http://www.dorinpark.co.uk/parents-carers/examinations)

## Appeals Policy

Please refer to our *Internal Appeals Policy & Procedures*: [www.dorinpark.co.uk/parents-carers/examinations](http://www.dorinpark.co.uk/parents-carers/examinations)

## Assessment Malpractice and Maladministration Policy

Please refer to our *Malpractice and Maladministration Policy*: [www.dorinpark.co.uk/parents-carers/examinations](http://www.dorinpark.co.uk/parents-carers/examinations)

## Satellites & 3<sup>rd</sup> Party Partnership Arrangements

We have no satellites and no 3<sup>rd</sup> Party Partnership Arrangements.

## Distance and Blended Learning Policy

Dorin Park School does not offer a Distance Learning option or a Blended Learning option.