# VTCT TAG Internal Quality Assurance Record

## Centre information

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| **Centre name:** |  |
| **Centre number** |  |
| **Qualification title** |  |
| **Qualification code** |  |

## Internal quality assurance requirements

You will be required to demonstrate a robust internal quality assurance process to support the Teacher Assessed Grades (TAGs) submitted to VTCT. As a team, you should ensure that your centre puts in place effective arrangements to internal quality assure TAGs, which must include:

* a clear approach as to how the centre makes judgements in relation to each TAG, including;
  + how the sources of evidence will be used to support judgements
  + how results from previous cohorts have been used to carry out a high-level cross-check of the TAGs being submitted
* a review of the TAGs by both;
  + subject Teachers or Assessors, and
  + the relevant Head of Department or equivalent or, where there is no person in such a role, the Head of Centre or equivalent

Information on VTCT’s Internal Quality Assurance for TAGs can be found in the Guidance for Teachers.

VTCT require the appropriate teacher to make the TAG judgement for each eligible learner. A second teacher is required to internally quality assure the TAG, to ensure they agree with the judgement made based on available evidence.

## Types of Evidence used for TAG judgements.

Centres will use the categories below to record the evidence used to support the TAG. The evidence is categorised by qualification suite.

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| **Number** | **Evidence** | **Qualification suite** | | |
| **Technical Award** | **Technical Certificate and Technical Level Qualifications** | **Applied General** |
| **1** | **Banked assessment components: theory examinations** | ✓ | ✓ | ✓ |
| **2** | **Banked assessment components: externally moderated/verified assessments** | ✓ | ✓ | ✓ |
| **3** | **Complete or partially complete internal assignments which have not been externally moderated/verified by VTCT** | ✓ | ✓ | ✓ |
| **4** | **Complete unit graded practical assessments which have not been externally verified by VTCT** | X | ✓ | X |
| **5** | **Completed mock papers and past papers marked internally by the centre** | ✓ | ✓ | ✓ |
| **6** | **Completed mock synoptic practical assessments** | X | ✓ | X |
| **7** | **Classwork or homework tasks** | ✓ | ✓ | ✓ |
| **8** | **Informal assessments** | ✓ | ✓ | ✓ |

## Internal quality assurance record

| **Learner name** | **Learner number** | **Assessment component** | **Sources of evidence** | **Proposed TAG** | **Teacher One Name** | **Signature** | **Proposed TAG** | **Teacher Two Name** | **Signature** | **Date** | **Commentary** | **Final TAG** |
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| **Please record any additional internal quality assurance that has taken place.**  *For example, there may have been additional IQA because of a learner’s reasonable adjustment.* |
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Document amendment history page

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Document Review

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