

BTEC Q-TAG evidence record

Template to record alternative evidence used to inform the Qualification-level Teacher Assessed Grade (Q-TAG) judgements.

Background

It is fundamental that teachers and Heads of Department maintain records that show how the Q-TAG process has operated, including the rationale for decisions in relation to individual grades. Evidence should be maintained across a variety of tasks to develop a holistic view of each learner's demonstrated knowledge, understanding and skills in the areas of content taught. Recording the various stages of the process should ensure accurate and secure retention of the evidence used to make decisions. The importance of robust processes for recording decisions and retention of evidence including data is essential in complying with data protection legislation and in anticipation of centre internal QA process, our review of the Q-TAGs submitted and potential appeals.

As centres may be subject to Q-TAG evidence sampling it is important to make sure that the grades accurately reflect the evidence available. All relevant evidence and records should be available for inspection as required and should be retained securely in case of appeals, until 6 months after the date of the issue of the result, or the conclusion of any appeal in relation to that result, whichever is later.

Recording Learner Evidence for Q-TAG

To support you in understanding this requirement, we have created a template to capture alternative forms of evidence. This can be used in conjunction with your normal evidence for internal assessment. Alternatively, the sections can be incorporated into your existing quality management documentation. **Although the template itself is not mandatory, you must ensure that evidence used to inform the Q-TAG judgement is captured in your documentation.**

As part of the process outlined in our guidance [Awarding results in 2021: Guidance for certificating and non-certificating learners](#), you will follow the below steps in determining and internally verifying the Q-TAG judgement:

1. Review the specification grading information i.e. unit-level assessment criteria and grade descriptors with the subject teaching team
2. Consider what evidence you will have from the content you have taught
3. **Collect the evidence**
4. **Evaluate the quality of the evidence**
5. Assign a Qualification-Level Teacher Assessed Grade (Q-TAG)
6. Reflect on your judgement before submission

As part of step 3 and 4 you will collect, collate and evaluate the evidence you have available to make your Q-TAG judgement. As explained above, this year the evidence you have will be used to inform a holistic qualification judgement.

In many cases the evidence you use will be replicated across cohorts, but learners should be evaluated on their individual evidence, and you should document where evidence is/is not available for individual learners within the group(s). Where a learner or learners are given special consideration or reasonable adjustments this should be recorded.

As part of Ofqual's Vocational Contingency Regulatory Framework part of the internal quality assurance check that centres should complete is a high-level cross check of the Q-TAGs against results for previous cohorts. In the [Awarding results in 2021: Guidance for certificating and non-certificating learners](#) (Section 8: page 22 to 26), there is detailed information to support centres on how the high-level check should be completed.

As the template provided is not mandatory:

- You may choose to adopt the [BTEC Q-TAG evidence record](#) in full. Or you may choose to make additions to reflect your own practices, or incorporate the requirements into your existing documentation. In any case, the template is provided as a minimum example of what is expected to be recorded in relation to documentation of alternative evidence used in your holistic Q-TAG judgement. The template consists of four tabs. The first tab contains instructions on how to complete all other tabs. The second tab provides space to record your common sources of alternative evidence. It also contains two mandatory sections (1. and 2.) which cannot be adapted and must be answered.
- If you choose not to use the [BTEC Q-TAG evidence record](#), you are expected to have your own records available for review if requested. These records must be appropriate and sufficient to support the submitted Q-TAG decisions for this programme. If you do not use the template, you must instead fully complete the [BTEC Q-TAG Evidence Record cover sheet](#) to support the evidence you have collected.

A video tutorial walkthrough of an example of a completed template will be available on our website to support you when completing your own template. Further individual learner worked examples are available [here](#).