

Update: 27 April 2021

Dear Colleagues,

It continues to be very busy in schools and colleges across the country. We hope that everything is running as smoothly as possible for you and your centre community.

Quality assurance

Last week Ofqual [published information](#) about the quality assurance process, with particular reference to GCSE, AS and A levels.

LIBF qualifications fall under the Vocation Technical Qualifications (VTQs) category. We will carry out sampling for our qualifications and will publish arrangements for this soon. In the meantime please continue to gather and keep any evidence used to determine Teacher Assessed Grades (TAGs).

Quality assurance policy

We know that other Awarding Bodies have requested copies of your centre policy and summary documents; JCQ have provided template policies on their [website](#) and these documents are in line with their requirements. Whilst LIBF generally adhere to JCQ requirements we are not a member of theirs.

In order to support your work and not create additional workload for your centre, please send LIBF your completed centre policy and summary document that you have produced, as approved by your Head of Centre, and submitted to other Awarding Bodies. Details of how to submit these will be sent directly to your Exams Officer.

Please could we ask that this is sent by 5pm Wednesday 5 May.

TAG process

- When deciding upon TAGs please ensure that you consider any special considerations / reasonable adjustments and that these are taken into account when awarding your final grade.
- Mini assessments that students can access are now on the [MyLIBF platform](#).

Key dates reminders

- Please check that all registrations are correct for students at your centre prior to the opening of the TAG input window. All students who are expecting to receive a grade for this summer must be registered, if not already done so, by **14 May 2021** to allow for processing to take place.
- Any students that you are intending to withdraw from qualifications should also be withdrawn by **14 May 2021**. To withdraw a student from a qualification, please send the student LIBF number and the qualification that they need to be withdrawn from to, fcexams@libf.ac.uk.
- There are no summer exams this academic year. On demand tests (LiFE / AiFE / CeFE units 1 and 2 / CeFCCD) remain available for centres to use where considered safe and in line with public health requirements. Centres who cannot complete on demand tests in these qualifications will be able to submit TAGs.
- The window for TAG entry is Wednesday 26 May 2021 – Friday 18 June 2021. We would actively encourage centres to input TAGs during the early part of the window so to avoid any possible unforeseen issues that may arise during the process. This will also ensure that we can provide the necessary support should this be needed to help centres with the process. **We cannot guarantee results for students if TAGs are submitted after the 18 June deadline.**
- Following the closing of the TAG window there is a very tight deadline for requesting evidence, reviewing and reporting results to Ofqual / DfE. **Please ensure that you have evidence available for submitting should this be requested after the 18 June deadline.**

We will continue to communicate details each week until further notice.

Thank you for your continued support and the work that you and your centre are doing to support your learners during these continued challenging times.

Catherine Winter,

**Managing Director
Financial Capability & Community Outreach**