**Head of Centre/Department declaration for Teacher Assessed Grades**

The following declaration pertains to the Teacher Assessed Grades submitted by the Centre **[Please print the Centre name and the Trinity Centre ID]** on Click or tap to enter a date.

I declare that:

* for all components, where a TAG is submitted, only staff who were/are teaching the component(s) to the Learner provided the TAG estimations,
* TAGs are not used to compensate for any loss of learning and that the Learners have covered the required materials and are performing at the targeted level,
* the TAGs are fair, accurate and that they represent the tutors’ professional judgement,
* the TAGs are not influenced by a Learner’s appearance, social background or special education needs (SEND),
* the tutors when arriving at TAGs considered any reasonable adjustments that were made to the assessment in respect of a Learner with special needs,
* the tutors involved in TAGs have attended Trinity’s Assessment and Quality Assurance workshops,
* tutors’ judgements were based on a range of evidence types from at least two categories, Category A (Trinity set test, compulsory) and Category B (various assessment evidence) and Category C (classwork and or homework activities), in line with the Trinity guidelines,
* where more than one tutor was involved in the TAGs process, the tutors standardised their judgements before arriving at TAGs,
* TAGs for learners where a staff member might have had a special interest in a Learner (i.e., close friend, relative etc.) were verified by an independent reviewer,
* the Learners have taken the Trinity-set, end-of-course exam under supervised and timed conditions in line with the Trinity guidelines,
* all evidence used to inform TAGs is available to be submitted to Trinity for moderation upon request,
* all Learner’s evidence will be retained at the Centre for at least six months or longer if an appeals process or other investigation is in progress,
* I oversaw the process for calculating TAGs,
* The subject teacher/ assessor and I have reviewed the TAGs and confirm their accuracy,
* I have cross-checked the TAGs against results for previous cohorts at the Centre who took the same SfL level SfL award in previous years.

**Name:**

**Role:**

**Email:**

**Phone number:**

**Signature:**