

## National Professional Qualifications (NPQ) Protocol 2020

### NPQ Assessment Protocol and Agreement Form

This assessment protocol and agreement form outlines the responsibilities of The Humber Teaching School and Leading Learning Forward TSA, as accredited providers for the Department for Education (DfE), and the NPQ course participant named below in respect of the forthcoming preparation for assessment and submission for assessment processes.

### Commitment & Responsibilities of the DfE Accredited Providers

The Humber Teaching School and Leading Learning Forward TSA as DfE accredited providers, will:

1. Deliver an NPQ assessment check-up and preparation day for the course participant named on page 2 of this form with his/her cohort, at least one month before the first assessment submission deadline of that cohort;
2. Provide the required forms, checklists and guidance documents as well other relevant online resources to support the preparation for assessment process;
3. Keep the named course participant informed of any changes to the content and assessment framework (CAF), the DfE assessment criteria and mark scheme;
4. Maintain correspondence with the named course participant during the preparation for assessment and submission for assessment processes;
5. Provide the named course participant with online support, advice and guidance when preparing for the assessment submission;
6. Ensure the administration, marking and moderation of the named course participant's assessment form and supporting documentation is conducted efficiently, equitably and without prejudice, in line with the requirements of the DfE's content and assessment framework and mark scheme;
7. Provide a detailed e-letter and NPQ assessment outcome report (PDF) as soon as the national moderation process has been completed, usually within three months of the assessment submission deadline and within fourteen days of receipt of the results.
8. Provide feedback to the named course participant, in the rare event of a failed submission being declared, by reviewing redrafted copies of the assessment form and supporting documentation, during preparation for the second and third assessment submission, in accordance with points 1-7 above.

*Please turn over to read the commitment and responsibilities of the course participant*

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Name:

Teacher Reference Number (TRN):

School:

Unique Reference Number (URN):

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### Commitment & Responsibilities of the Named Course Participant

As the named NPQ course participant. I agree to:

1. Attend an NPQ assessment check-up and preparation day with my cohort at least one month before the first assessment submission deadline of that cohort;
2. Download, read and use the latest versions of the required assessment forms, checklists and guidance documents as well any other relevant paper and online resources **before** the start of the preparation for assessment process;
3. Keep the NPQ offices informed of any changes to my personal or professional status, place of work or my chosen assessment submission deadline by contacting the office **at least 30 days** before that deadline (**if later than 30 days**, an administrative charge of £50 may be applied and the named course participant's assessment submission may be delayed until the next available marking window);
4. Respond promptly to any correspondence from the NPQ offices at The Humber Teaching School (HTS) and Leading Learning Forward (LLF) TSA during the preparation for assessment and submission for assessment processes;
5. Seek online support, advice and guidance when preparing for the assessment submission and send a draft copy of the assessment form and supporting documentation to the LLF TSA office for review, **at least 21 days before** the assessment submission deadline;
6. Ensure that the assessment form and supporting documentation is completed and submitted in accordance with the requirements of the NPQ checklist, guidance document and the DfE mark scheme; I understand that **failure to do so**, may result in an administrative charge of £50 being applied and my assessment submission may be delayed until the next available marking window;
7. Submit for first assessment within the eighteen month period allowable from the date of the induction, **unless** a successful application has been made for a deferral or withdrawal in accordance with the published Payment, Deferral and Withdrawal Protocol.

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- Adhere to points 1-7 above, in the rare event of a failed submission at the first attempt, during preparation for the second and third assessment submission.

### Protocol Review

This assessment protocol and agreement form will be reviewed annually by the NPQ Steering Group and approved by the NPQ Strategic Board. The next review of this NPQ Protocol is scheduled for **July 2020**.

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### NPQ Assessment Agreement Form

I agree to abide by the terms of this assessment protocol during the period of preparing for and submitting for NPQ assessment. I understand that I must submit for my first assessment **before** the final (backstop) of *(insert date)*

#### NPQ Course Participant:

Name:

NPQ Level:

Teacher Reference Number (TRN):

School:

Unique Reference Number (URN):

Signature:

Date:

#### For The Humber Teaching School & Leading Learning Forward TSA

Signed by:

*J Wakefield*

NPQ & Teaching School Director

Date: (insert date/month) 2020

END