

## **Arts Award Policy on Teacher/Adviser Observations, Scribing and Witness Statements**

### **Teacher/Adviser Observations**

Teacher/Adviser observations may be used to give context but will not be accepted in place of supporting evidence unless in the form of witness statements.

### **Scribing**

Where a young person is unable to write or type for any reason, the use of a scribing is accepted.

Scribing must be written in the young person's voice and be a record of what is said word for word. If scribing takes place, it must be made clear that the words are scribed and who the scriber was.

Words must be scribed by the adviser/teacher/professional practitioner supporting the young person. We don't recommend that parents/relatives scribe but if this is necessary the centre must ensure that the parent/relatives are briefed on the guidelines regarding scribing as per this document.

Any writing which is included in the young person's portfolio of evidence but does not belong to the young person may be questioned by the moderator unless it is clear that it has been scribed.

### **Witness Statements**

Witness statements are a way of formally recording a young person's record of activity in relation to the evidence requirements and assessment criteria. They must fulfil certain criteria for them to be accepted. Moderators must be satisfied that the evidence presented in a witness statement is credible, reliable and authentic.

Witness statements should only be used in exceptional circumstances, examples of which may include the following:

- where work has been lost
- the adviser is on long term sick leave
- the young person has moved schools/left the centre
- the young person isn't able to fully articulate answers for a specific reason

- where it is necessary to add context for a full understanding of the evidence presented
- where the setting is such that it's not possible to document some of the evidence

If in doubt, please contact Trinity for advice. Witness statements must not generally be used in place of evidence and any suspected malpractice will be reported.

Witness statements must:

- include a detailed description of what the candidate did and which Unit/Part the witness statement relates to
- be written by a trained adviser or teacher, professional practitioner or placement leader involved in the specific part of project. If they are not written by the adviser, the statement must be validated by the adviser
- be written for each, individual young person

Witness statements must not:

- be used in place of the young person's evidence
- be used as the only evidence for a part
- be used in every part
- be used for the whole cohort unless in exceptional circumstances which must be declared and approved by Trinity
- be written by a family member or peer

The quality of the witness statement will also be assessed alongside the evidence of the young person. If a witness statement is not accepted, the moderator will indicate the reason why.

### **Witness Statement Process**

The adviser must fill in the Arts Award witness statement form. Witness statements which are not written on the form will not be accepted and the young people's work may be referred.

The witness statement form must be submitted alongside the young people's evidence in their portfolio.

Only one witness statement form can be used per part.