

Curriculum Knowledge Assessment: Guidance for trainees

What is the Curriculum Knowledge Assessment?

The Curriculum Knowledge Assessment (CKA) is an electronic self-assessment of your curriculum knowledge. It's used to assess your suitability to teach the phase/subject as part of the Training Programme. As part of your CKA, you will need to draw up a phase/subject development plan before you begin Summer Institute.

You will need to complete the CKA using the online system. This is so that it can be reviewed by a tutor from one of our university partners and stored for future reference.

Passing the CKA is one of the conditions of your offer to the Training Programme. It's important to remind you that the assessment should be entirely your own work. We would treat any infringement to this very seriously.

We are not able to provide any advice with the completion of your CKA. The CKA is an opportunity for you to demonstrate your curriculum knowledge. Your ability to convey and apply your knowledge independently. As well as the required skills for the completion of the two-year programme.

We expect you to use your initiative when answering the assessment questions. Please do leverage the resources available to you when in the classroom.

Please **DO NOT** email copies of your CKA, as these cannot be forwarded to reviewers.

Accessing the Curriculum Knowledge Assessment

You will have received a welcome email with access instructions. You have ten days from receiving this email to complete and submit your CKA. Click on the link included in the email to access the CKA website. Your login details will be the same as those used to complete your application form.

You can log into the [CKA website](#) to edit your responses as many times as you need before submitting your CKA.

Working on the Curriculum Knowledge Assessment

Once logged you will be asked a series of questions, designed to help you tell us what you know about your curriculum area and how that maps against the relevant area of the National Curriculum. Please read each question and enter your responses in the boxes provided.

Use the **"Save and Next"** and **"Save and Previous"** buttons to navigate through the questions.

You do not have to answer all the questions in one go - you can logout and come back to your responses at any time until you submit your assessment for review. Always click the **"Save and Logout"** to save your current response and log out.

Preparing your responses offline

If you choose to prepare your answers offline in a text file or word processor, it is important to remember that only text may be entered in your response. Please **DO NOT** attempt to lay out your responses in a table format.

What do I write?

Before starting your CKA, please visit the National Curriculum web pages referred to in the questions and fully familiarise yourself with the phase/subject content you will be training to teach. If you are training to teach secondary, your answers need to be based on the subject areas covered in Key Stages 3 and 4 and in particular the National Curriculum and GCSE requirements for your subject area (unless applying for Business Studies when you will need to familiarise yourself with Key Stages 4 and 5).

You need to summarise a range of ways you could explore your phase/subject with your students (i.e. consider a range of approaches to phase/subject delivery).

Please explain how your own education (including degree level if applicable) equips you to do this. This allows you to consider whether you already have relevant curriculum knowledge or would need to acquire it.

We aren't expecting that you will have strong knowledge in every area of the curriculum. Though you have the appropriate academic qualifications, your specific areas of study may not match with the elements of the National Curriculum you need to teach. It's important to use the CKA process to identify where you need to develop knowledge – for your own benefit and for your tutors'.

The areas of strength and development you are required to address as part of your phase/subject development plan must be related to the National Curriculum. Your CKA will be based on the key concepts, processes, range and content for the curriculum area rather than what your degree did not cover.

It's expected that there will be significant areas for phase/subject development and that you will need to continuously work on this, with our support during Summer Institute and your training programme.

Creating your Phase/Subject Development Plan

The final question asks you to create a phase/subject development plan, to consider what you will undertake between now and the start of the Summer Institute, to develop your curriculum knowledge with regard to the current curriculum.

Several trainees in previous Teach First cohorts have made very good use of resources available to them as undergraduates, including choosing to attend lectures and seminars on relevant topics and using core books and resources from subject libraries. A great starting place includes the Department for Education's [information on the National Curriculum](#). There are archived QCA links for each phase and subject too.

For secondary trainees, information about KS4 and KS5 (for Business Studies) examination specifications are available through the examination board websites:

- <http://www.aqa.org.uk/>
- <https://qualifications.pearson.com/en/home.html>

- <http://www.ocr.org.uk/>

We also recommend that you read a textbook designed for beginning teachers in your subject, for example from the Learning to Teach Subjects series published by Routledge Falmer. However, many subjects have a wide variety of books and we encourage you to pick one that you feel will be appropriate. You can easily find out detailed information about this series and similar texts at www.amazon.co.uk. Within your CKA please detail why you have selected the text you have and which section(s) you will focus on.

The reviewer will give you some advice as to how to proceed with your phase/subject development plan once you have been accepted through this application stage.

Submitting the Curriculum Knowledge Assessment

Before submitting your CKA you must ensure you thoroughly proofread your answers. Spelling and grammar errors cannot be rectified once the CKA has been submitted. The reviewers will consider the content of your answers and quality of your work when determining the outcome of your CKA; you must submit your best-quality work.

When you are ready to submit, click “**Save and Next**” through to the last question and then click “**Submit your CKA**”. Your assessment will then be available to the reviewer for your curriculum area and the words “(LOCKED AS SUBMITTED)” will show near the top of your screen. Once you have submitted your CKA, and whilst it is locked you will not be able to edit your text.

Receiving Curriculum Knowledge Assessment results

If your assessment is accepted, the reviewer will provide a response, including a comment on your phase/subject development plan via email. You will no longer be able to edit your CKA, but you will be able to log back in at any time to see your responses, as well as the reviewer’s feedback.

If your assessment is not accepted by the reviewer, you will be contacted by Teach First to discuss your offer. We consider the reviewer’s feedback on the failed CKA and your eligibility for alternative curriculum areas (where we have remaining availability) to determine if a revised offer can be made.

Curriculum Knowledge Assessment during the Training Programme

If your CKA is accepted and you begin the programme **you will be asked at Summer Institute to show what progress you have made against your phase/subject development plan**. Unfortunately, the site does not currently allow you to download a version of your CKA, so we suggest you keep a separate record of your plan and progress against it.

When you start Summer Institute, you will be asked to upload the updated development plan onto your BlueSky account, so that it can be used throughout the year to support your professional development and to address any inevitable gaps in your curriculum knowledge.

Your initial CKA will also form part of your final portfolio of work.

You can log onto the CKA system at any time using your username and password to refer to your phase/subject development plan.

Frequently Asked Questions – please use these as your first point of reference

When should I complete a Curriculum Knowledge Assessment?

You should complete a CKA for the subject or key stage you have been offered to teach within ten calendar days of receiving the email notification. Therefore, please ensure that you have submitted by midnight on the tenth day.

How many Curriculum Knowledge Assessments will I need to complete?

Most trainees will only need to complete one CKA - for early years, primary or the subject they will teach. However, should you be unsuccessful in your CKA you may be asked to complete a second one for an alternative subject if we are able to revise your offer. In some circumstances you may be requested to complete another CKA by Teach First if you are able to teach more than one subject.

Who will see my Curriculum Knowledge Assessment?

One “main” reviewer is responsible for making a judgement about your assessment, although they may discuss it with a second reviewer. The main reviewer may change if they become unavailable, or through workload. A small number of programme administrators and technical support staff can also monitor progress and to support the reviewer with access and training.

What else does my login work for?

Your username and password for the Curriculum Knowledge Assessment are the same details as used when you created your application form.

Is there a word limit?

Each question has a specific word count listed beside it. You must make sure you adhere to the word count stated.

Will I be able to see my CKA in the future?

You can always access your CKA through the CKA system by logging in, so make sure you keep a note of your login details.

When will I know if my Curriculum Knowledge Assessment has been accepted?

Once you have submitted your assessment it will automatically be allocated to a university tutor, who will receive notification that your CKA is ready for review. Assessments should be reviewed within 3-6 weeks however due to university work commitments, during busy recruitment periods there may be some delays due to high volumes. We thank you in advance for your patience.

Who can I contact for further help?

For **URGENT** queries relating to your CKA please reply to your offer email, please note however that we will not be able to give advice regarding content or how to answer specific questions.

If you have a general query - regarding the progress or status of your enrolment, please liaise with your **Admissions Officer or Recruiter**.