

## Curriculum Knowledge Assessment: Guidance for Candidates

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### What is the Curriculum Knowledge Assessment?

The Curriculum Knowledge Assessment (CKA) is an electronic self-assessment of your curriculum knowledge and is used to assess your suitability to teach a secondary subject or the primary curriculum as part of the Teach First Leadership Development programme. During your completion of the CKA you will draw up an Action Plan to help you develop your curriculum knowledge before you begin the Summer Institute.

The CKA is completed online and once submitted will be read and reviewed by a tutor from one of our University Training Partners. It is essential that the CKA is completed through the online system as this is used to give reviewers' access to your CKA, and it is where your responses and reviewer feedback are stored for future reference.

The successful completion of the CKA is one condition of enrolment on the programme. It is 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 or assistance with the completion of your CKA. The CKA is designed to provide you the opportunity to demonstrate your curriculum knowledge and also your ability to convey and apply your knowledge independently in order to evidence that you have the required skills for the completion of the two year programme.

It is an expectation that you will be able to use your own judgement and leverage the resources available to you when in the classroom, therefore please use your initiative when answering the assessment questions.

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

### Accessing the Curriculum Knowledge Assessment

You will have received a welcome email with access instructions and you have 10 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 consist of the email address and password you used to complete your LDP application.

You can log into the CKA website to edit your responses as many times as you need before submitting your CKA. Access to the CKA website is via <https://cka.teachfirst.org.uk/>

### Working on the Curriculum Knowledge Assessment

Once logged in you will be guided through a self-assessment process that is 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 carefully 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 primary or 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 each area with secondary or primary students i.e. consider a range of approaches to 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 are not 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 is 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 Action Plan must be related to the National Curriculum for primary or, for secondary, the subject you are training to teach at Key Stages 3 or 4 (Key Stages 4 or 5 if teaching Business Studies). Your CKA will be based on the key concepts, processes, range and content for the primary curriculum or the secondary curriculum area rather than what your degree did not cover.

Please ensure that you focus on the teaching of primary or your secondary curriculum area to develop pupil learning and achievement rather than your own ability, which is already demonstrated within your academic history.

It is expected that there will be significant areas for curriculum development and that you will need to continuously work on this, with our support during the Summer Institute and year long training programme. The assessment is designed to find out about how you propose to engage with the new concept of promoting pupil learning through the primary or your subject curriculum rather than acquiring knowledge for yourself.

## Creating your Action Plan

The final question asks you to create an Action 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.

A number of candidates 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 which can be found [here](#). The archived QCA link can be found [here](#) for EY/Primary and [here](#) for secondary.

For secondary candidates, information about KS4 and KS5 (for Business Studies) examination specifications are available through the examination board websites: <http://www.aga.org.uk/> , <https://qualifications.pearson.com/en/home.html> and <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](http://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.

Your Action Plan will be discussed by the reviewer who will give you some advice as to how to proceed once you have been accepted through this application stage.

## Submitting the Curriculum Knowledge Assessment

Before submitting your CKA you must ensure you thoroughly proof read 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 Action 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, taking into account any requests for more information, you will be contacted by Teach First to discuss the way forward. There may be a possibility for some candidates to be asked to submit an assessment for another subject or key stage, but this will only be possible for people who have a significant level of knowledge in more than one subject.

## Curriculum Knowledge Assessment during the Teach First Programme

If your CKA is accepted and you begin the programme you will look at your CKA during the Summer Institute - please bring a copy with you. The updated assessment will then be used throughout the year to support your professional development and action planning will allow you to address inevitable gaps. 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 Action Plan or to print off a copy of your completed CKA.

**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 10 calendar days of receiving the email notification. Therefore, please ensure that you have submitted by midnight on the 10th day.

## How many Curriculum Knowledge Assessments will I need to complete?

Most candidates will only need to complete one CKA - for 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. 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 in the event that they become unavailable, or through workload. A small number of programme administrators and technical support staff also have the ability to 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 LDP application. These details will be required again for a later stage known as the Personal Information Form. You will be given separate login details for other systems such as the Teach First Community Website.

## Is there a word limit?

Each question has a specific word count listed beside it. You must ensure 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 software 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 subject 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 or your enrolment, please liaise with your **Recruitment Officer**.