



Guidance for the determination and internal quality assurance of Centre Assessed Grades, Summer 2021

On 4 January 2021, the Government announced that it was no longer fair for the Summer 2021 examination series for GCSE and A/AS Level qualifications to go ahead due to the coronavirus (COVID-19) pandemic. External examinations in vocational qualifications were also cancelled. On 25 February 2021, the government set out its policy that centres will be submitting students' grades to the awarding bodies no later than 18 June 2021.

Our school's process for submitting these grades was under-pinned by the information provided in the guidance from both the [Department of Education](#) and the [Joint Council for Qualifications](#) (JCQ). Please do start by reading this guidance if you have not yet done so and you would like to understand how your child's grades will be calculated.

During this process, our staff will follow very precise and consistent guidance about how they should arrive at a Centre Assessed Grade (CAG). The data will then go through a series of rigorous checks before final submission to the exam boards. The exam boards will carry out their own external quality assurance prior to results being issued to students in August.

GCSE & A Levels

Stage 1

Students in Year 11 and Year 13 will complete assessments based on questions taken from legacy examination papers in the fortnight beginning 19 April and the fortnight beginning 10 May. In deciding which elements of the course will be assessed, Heads of Department will carefully select content that has been taught and accessed by all learners equally.

These assessments will be marked by teachers using the examination boards' mark schemes that match the questions selected to assess students. Departments will also moderate the papers to ensure they have been marked accurately. Where there is a single teacher of a subject, measures will be taken to ensure moderation can take place using links with other local schools.

These assessments will form part of the evidence portfolio that each subject will have in place. Details of the evidence used in each subject will be shared with students and parents and be available on the school's website.

Stage 2

The evidence portfolio will be used by the class teacher to make a holistic judgement of each student's performance leading to the award of an initial Teacher Assessed Grade (TAG) based on the subject content that has been delivered. The class teacher will make a reasonable application of academic judgement. The grade awarded cannot be based on a student's potential nor cannot it be awarded on the basis of if the student had sat their examinations this summer. The grade must reflect the portfolio of evidence that a subject is using; this will, as far as is possible, be consistent across the cohort.

Stage 3

Heads of Department will then quality assure the grades awarded by their department ensuring that processes had been followed to arrive at them, checking them against:

- assessment tracking across the year
- previous outcomes in the subject at the school
- a random sampling of the students 'evidence portfolios to ensure the grades awarded reflect that class teacher's reasonable application of academic judgement.

During this stage, conversations may take place between the Head of Department and class teacher that lead to the adjustment of grades that could be viewed as either too lenient or too harsh based on the student's evidence portfolio.

Stage 4

Once these checks (and any necessary adjustments to grades) have been undertaken by Heads of Department, members of the Senior Leadership Team will scrutinise the information supplied by each subject ensuring the process had been consistently applied using the same criteria as in Stage 3.

Stage 4

Once these checks (and any necessary adjustments to grades) have been made, the Headteacher will conduct a thorough scrutiny of processes, ensuring consistency in the application of checks at each stage and examining how evidence was utilised by staff to arrive at the initial TAGs.

Stage 5

The Examinations Officer supported by the Data Manager will upload the required data to the examination boards meeting the required deadline of 18 June 2021.

Stage 6

The examination board allocated to the school for external quality assurance will carry out its own post-submission sampling beginning on 21 June 2021. A Level students will receive their results on Tuesday 10 August 2021 and GCSE students will receive their results on Thursday 12 August 2021. The school's format for results days is being considered in line with government guidance on social distancing and will be communicated in due course.

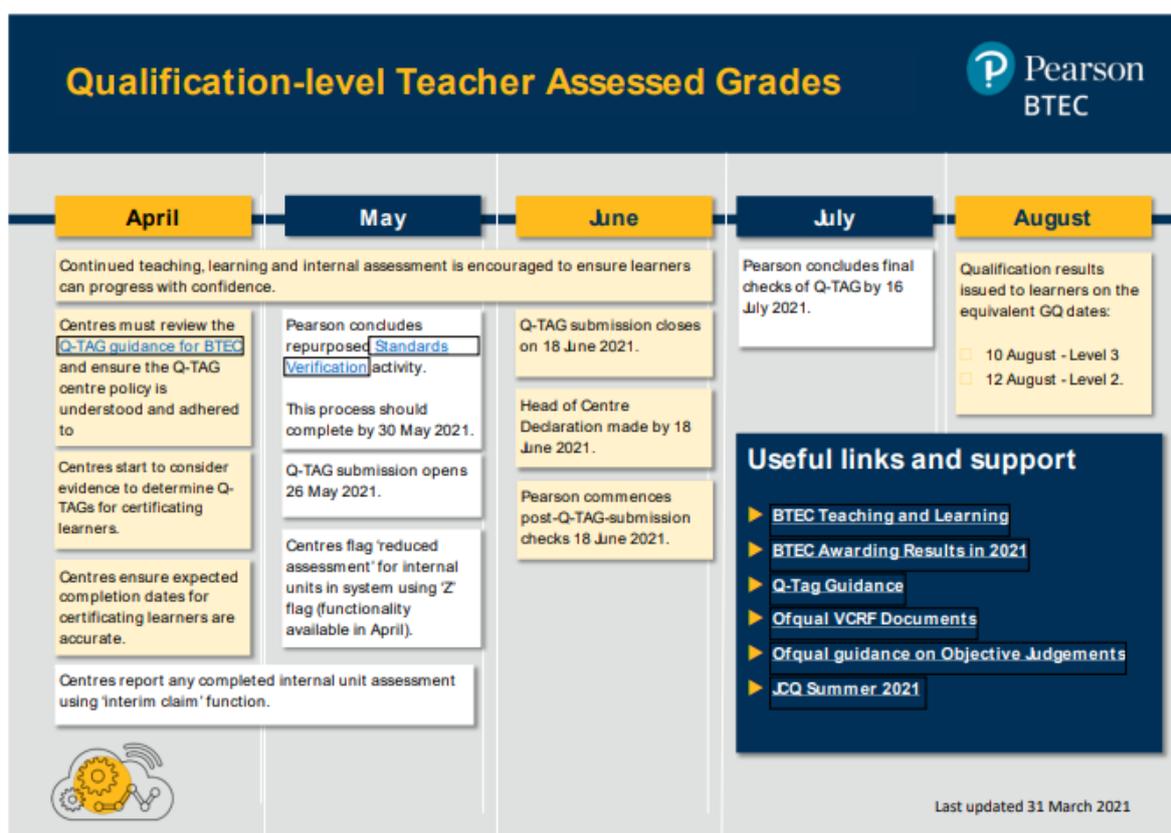
BTEC and CTECs

Stages 2-6 above will be applied to all vocational qualifications including the Centre Assessed Grade reflecting the portfolio of evidence that a subject is using; this will, as far as is possible, be consistent across the cohort.

Separate and specific [guidance](#) from Pearson has been issued to schools about how Summer 2021 results will be calculated for BTEC qualifications. With external examinations cancelled, students will use the period between 8 March 2021 and 26 May 2021 to complete internal units that make up the qualification. Completed internal units, along with any external units already claimed and additional evidence of assessment, will be used by the class teacher arrive at a calculated grade for each learner in each subject.

At stages 2 & 3, the school will follow Pearson's guidance and use existing policies and procedures that are in place for vocational qualifications to ensure the internal verification of the grades awarded.

Pearson's timeline for process of awarding grades for BTEC qualifications can be found below:



Grade Release by Examination Boards

OFQUAL has made it clear that centres must not, under any circumstances, share the Centre Assessed Grade with students, or their parents/carers or any other individuals outside the centre, before final results have been issued.