

PROTOCOLS FOR GRADING AND RANKING OF PUBLIC EXAM CANDIDATES Summer 2020

Context

The UK government decided on 18th March to cancel the June 2020 series of external public exams, as a response to the coronavirus outbreak. On 3rd April Ofqual announced the alternative arrangements they would be putting in place to enable candidates to receive grades for all GCSE, AS level, A-level and EPQ entries, so that students can proceed to the next stage of their learning, be it sixth form, college or university.

Ofqual has undertaken a formal process of consultation on some of the details, such as the specifics of the statistics used for the standardisation process, which is due to close on 29th April 2020.

At the time of writing Ofqual have not published the arrangements they will put in place for other qualifications such as Cambridge Technical and Cambridge National qualifications, although it is expected that these will require a Calculated Grade similar to the Centre Assessment Grade detailed below.

Centre Assessment Grades and Rankings

For all GCSE, AS level, A-level and EPQ exam entries for the summer 2020 series, schools have been asked to produce the following for each candidate for each subject:

- a Centre Assessment Grade (CAG)
- a Rank Order for all candidates within each level or grade

The Centre Assessment Grade should be ***“the grade the student would most likely have received had the exam taken place”***.

Within each grade, students should be ranked in order, with the rank of 1 being allocated to the most secure/highest attaining student in that grade, working down to the lowest attaining student in that grade.

According to the Ofqual guidelines:

“Teachers should draw on existing records and available evidence” to produce a “holistic professional judgement, balancing the different sources of evidence. [...] It is important that the judgements are objective, and they should only take account of evidence about student performance.” (Ofqual/20/6607/page 5)

This document sets out the protocols that St Edmund's School will adopt in producing these Centre Assessment Grades and Rank Orders, including details of the timeline to be adopted to complete the process.

The gathering of evidence

Teachers are required to produce a **holistic** judgement based on a **wide range of evidence**. This will include the following, where it is available:

- records of each student's performance over the **full course of study** including, for example, progress review data, classwork, bookwork, and/or participation in performances in subjects such as music, drama and PE
- performance on any non-exam assessment (NEA), even if this has not been fully completed
- performance on any class or homework assessments, progress tests and mock exams taken over the course of study
- for re-sitting students, any information about previous grades achieved or NEA marks that would, under normal circumstances, have been carried forward
- tier of entry in tiered subjects – centre assessment grades must reflect the tier of entry (9 to 3 for Higher tier; 5 to 1 for Foundation, as well as U)
- previous results in the centre in this subject
- the performance of this year's students compared with those in previous years
- any other relevant information
- Where disabled students have an agreed reasonable adjustment (for example a reader or scribe), or other students have an agreed access arrangement, the judgement should take account of likely achievement with the reasonable adjustment/access arrangement in place.

In order to facilitate the collection of relevant data, all departments will be issued with a **spreadsheet** containing the following information:

U5 students	U6 Students
Subject	Subject
Student name	Student name
MidYIS score	GCSE forecast grade



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U5 students	U6 Students
MidYIS points prediction	ALIS test score
CAT mean SAS	ALIS forecast points
CAT prediction if stretched	ALIS forecast grade
Target Grade for ARC	Target Grade for ARC

The spreadsheet will then provide columns to add the following data:

- M5 Interim Assessment/L6 Progress test result Michaelmas 1
- M5 Interim Assessment/L6 Progress test result Michaelmas 2
- M5 Interim Assessment/L6 Progress tests result Lent 1
- M5 Interim Assessment/L6 Progress test result Lent 2
- M5 Interim Assessment/L6 Progress test result Summer 1
- M5 End of year Exam/L6 Progress test result Summer2
- U5 Interim Assessment/U6 Progress test result Michaelmas 1
- U5 mock exam/U6 Progress test result Michaelmas 2
- U5 Interim Assessment/U6 Progress tests result Lent 1
- U5 Interim Assessment/U6 Progress test result Lent 2 (mock)

Finally, there will be columns to add agreed Centre Assessment Grade, agreed Rank Order along with space to add descriptive notes if needed.

It is expected that departments will be able to provide statistical data for most, if not all, of these test periods. This should provide a useful summary of formal assessment data. Such statistical information should be used to *inform* judgements but **not** to *make* judgements.

In addition to the above, departments will be expected to refer to their **own internal documents**, such as mark books, in order to supply additional evidence of performance, along with their knowledge of the student.

Attention is drawn to Ofqual's direction in relation to **work submitted after 20th March** when schools closed: *"Where additional work has been completed after schools and colleges were closed on 20 March, Heads of Centre should **exercise caution** where that evidence suggests a change in performance. In many cases this is likely to reflect the circumstances and context in which the work is done."*



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There is no requirement from Ofqual to set additional mock exams or homework tasks. In order not to disadvantage those students who might be unable to complete such additional work, and given the need to exercise caution in considering such late evidence, St Edmund's School recommends that students should only submit work produced after 20th March in exceptional circumstances. The submission of coursework material for Art, Ceramics and Photography *is* permitted, as this involves the submission of work that has been completed over an extended period of time whilst at school. **No student will be penalised for failing to submit work after 20th March deadline.**

Once the evidence has been gathered the **department** will be required to **meet formally** to discuss the CAGs and rank orders for each and every student. These departmental meetings should be **minuted** or recorded. It will be important for teachers in larger departments to come to a shared view of the standards required for each grade and then agree a unique rank for each individual student within each grade. Teachers may need to discuss and compare the performance of several students. It is recommended that departments start by requesting teachers to rank all the students in their set. When the department comes together they will need to agree the qualities of students at the top and bottom of each grade and integrate the rank orders as necessary, by starting at the top and comparing each student with the one below. It is important to spend time on getting the rank order correct.

It is recommended that departments have access to the **previous 3 years' exam results** for that subject so that they can

- a) Compare the distribution of this year's results for all grades with those of the previous few years (Ofqual state that this is usually fairly constant within any centre)
- b) Compare candidates with those from other years (for whom we know the final outcome), where appropriate, to ensure consistency with both grades and ranks
- c) Run statistical tests on the data to avoid unconscious bias on the grounds of, for example, gender or ethnicity

Previous exam data is available on request from the Exams Officer.

Review processes

In order to ensure appropriate checks and balances are in place Heads of Department should submit a summary of evidence along with their agreed Grades and Ranks to CFS, in her role as both Exams Officer and Head of Academic Information.

She will then organise a Teams meeting, to include HoD, Head of Sixth Form and/or another member of SLT, to review the Centre Assessment Grades and ranks. It will be the role of

this meeting to potentially challenge the grades and or ranks and seek appropriate justification for the decisions made. This should help avoid any unconscious teacher bias and ensure the centre's processes are both rigorous and objective.

These meetings will also be minuted to include the final, agreed, grades and ranks.

Staff children/potential conflicts of interest

Subject teachers whose own children have been entered for external exams this summer clearly have a potential conflict of interest. A list will be drawn up of all staff children entered for exams in the summer 2020 series. Members of staff will not be involved in any of the decision making related to their own children. This includes the Head of Centre (EOC) who will designate the signing off of the Centre Assessment Grades and Rank Orders to the Deputy Head (CJS) for those subjects for which his daughter has been entered.

Timeline

St Edmund's school has created the following action plan to ensure that all Grades and Ranks are agreed and signed off in a timely fashion and before the deadline for submission of information to exam boards.

Date	Action	Responsible
6 th April - 2pm	Planning webinar: review requirements, establish timeline	EOC, AEB, CFS, CJS
8 th April - 2pm	Organisational webinar with HoDs: explain and set process	EOC, AEB, CFS, HoDs, CJS
14 th April	Departmental organisational meetings on Teams	HoDs and teachers
14 th -24 th April	Data gathering on pupils	HoDs and teachers
27 th April-1 st May	HoDs & Teachers finalise Centre Assessment Grades and Rankings	HoDs and teachers
5 th May	Organisational webinar with HoDs: review process and identify problems and outstanding issues Update on data submission to HODs from CFS	EOC, AEB, CFS, HoDs, CJS



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Date	Action	Responsible
8 th May	Internal deadline for completion of Centre Assessment Grades and Rankings – submitted to CFS	HoDs and teachers
4 th -14 th May	Teams meetings organised for Reviews Check for unconscious bias e.g. on gender, ethnicity grounds	HoDs, CFS, CJM, CJS
14 th May	Internal sign off of grades and rankings	HoDs with additional subject teacher (or CFS)
15 th May	Internal sign off of grades and rankings	EOC* (as Head of Centre) *except for own children
18 th -29 th May	Troubleshooting/time buffer for resolving any problems	All
29 th May	Data entry period opens (two weeks)	HODs, AEB, EOC, CFS

Signing off

Once the Centre Assessment Grades and Rank Order have been reviewed by CFS and/or CJM/CJS, the final set of Grades and associated ranks will be signed off by the Head of Department and one other teacher in that subject. Where the Head of Department is the sole teacher for that subject the Grades and ranks will be signed off by the Exams Officer (delegated by the Head of Centre) in addition to the Head of Department.

The Head of Centre will then be required to confirm that the Centre Assessment Grades and the rank order of students are a true representation of student performance. The Head of Centre will delegate this role to the Deputy Head (CJS) for those subjects and grades where he has a conflict of interest as a family member.

Confidentiality

All grading and ranking decisions must be kept confidential up until the release of results in August. According to Ofqual:



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*“Centres **must not**, under any circumstances, share the centre assessment grades nor the rank order of students with students, or their parents/carers or any other individuals outside the centre, before final results have been issued. This is to protect the integrity of teachers’ judgements, and to avoid teachers, Heads of Department, senior leaders or Heads of Centre being put under pressure by students and parents, to submit a grade that is not supported by the evidence. Since the final grades for some or all students in a centre could be different from those submitted, it also helps to manage students’ expectations.”* (Ofqual/20/6607/page 10)

Because the exam boards will undertake a process of statistical analysis and standardisation there is no guarantee that the Centre Assessment Grades which the centre submits will be the same as the grades finally awarded to students. It is therefore imperative that, whilst good records are kept of the processes undertaken, no information about grades and rankings is shared with students or parents/carers in advance of results days.

The results days have been confirmed as:

A-level Results Day: Thursday 13th August 2020

GCSE Results Day: Thursday 20th August 2020

Appeals

There will be **no standard appeals process** this summer (i.e. requests for Reviews of Marking etc). The only exception will be where a technical or processing error is suspected; for example, if the centre made a data error when submitting its information, or the exam board made a mistake when calculating, assigning or communicating a grade.

Students who feel that their result is not an accurate reflection of what they would have achieved in the exam in June, had they been able to sit it, will have the opportunity to sit actual examinations in the relevant subjects in the Autumn Term. Details of the autumn exam series have yet to be published by the government.

EOC

21st April 2020