

Ofqual guidance has directed centres to make estimates of grades. This gives the schools and subject teachers the flexibility within overall parameters to be as fair as possible to pupils within each subject. The Principal and senior leaders will be actively engaged in ensuring that the grades submitted by the school are appropriate and that there is an overall process of control and oversight.

The definition of a “Centre Assessment Grade” is the teacher’s professional judgement of the grade the student would most likely have achieved if they had sat exams this summer and completed any non-exam assessment. It is based on our teachers understanding of each individual student's abilities.

### Evidence Used

- Performance in class
- Performance in assignments
- Performance in recent mock exams
- Performance in coursework and other centre assessed work
- Performance during Remote learning
- In year working grades
- Performance of other students in previous years
- Ability of students to redraft and improve their work

### Stages to assigning Centre Assessment Grades

**Stage 1** - The first stage in the process of assigning a Centre Assessment Grade is for a teacher to consider each individual student, assigning them a Professional Judgement Grade in their group(s).

At this stage (Subject Teachers);

- Evidence will be collected and graded in line with guidance provided by the Joint Council for Qualifications and the appropriate awarding body.
- Grades will be given consideration as to the level of control under which the evidence submitted was completed.
- Grades will be given consideration to whether the evidence has been completed more than once, or drafted and redrafted.
- Where an assessment has taken place without an agreed reasonable adjustment or access arrangement, and this has impacted negatively on student performance, consideration of this will be used when standardising and finalising final grades.

**Stage 2** - The second stage is subject moderation and starts with a group discussion, including the other teachers and the Head of Department of the subject, to combine the groups and students within them.

At this stage;

- The subjects are moderated by using data from previous years course performance.
- Evidence and grades are moderated and standardised across the subject cohort.

**Stage 3** - The third stage is cohort moderation. This step is undertaken by members of the Leadership Team, in conjunction with the Heads of Department.

At this stage;

- The subjects are moderated by using data from previous years course performance.
- Grades are moderated and standardised across the school cohort.

**Stage 4** - The fourth stage is final grade submission and entry.

At this stage;

- The Head of Department and the Exams Officer submit the Centre Assessed Grades to the appropriate awarding body.

### Concerns about your results & Arrangements for appeals

**Centre Review** - If you have a concern about a grade you have been awarded, you can ask the Exams Officer to:

- Check whether an error was made when submitting your centre assessment grade.
- Raise a concern that the school did not apply a procedure correctly.

The school will share with you the Centre Policy, sources of evidence used and any special circumstances that have been taken in to account when determining the grade.

**Appeal to the Exam Board** - if you still don't think you have the correct grade after the centre review is complete, you can ask the school to appeal to the exam board, who will review whether;

- the school made an unreasonable exercise of academic judgement based on the evidence used.
- the school did not apply a procedure correctly.
- The exam board made an administrative error.

At both stages of the process you will need to submit your appeal to school and give us your written consent to conduct the appeal or submit it to the exam board on your behalf.

**Priority and Non-Priority Appeals** - If you have a place at university that is dependent on your appeal, you should tell the university you are hoping to go to so they can decide how to handle your offer. You should also tell your school so they can ask the exam board to prioritise your appeal. The timelines for priority and non-priority appeals will be as follows:

Priority Appeal		Non-Priority Appeal	
10 <sup>th</sup> – 16 <sup>th</sup> Aug	Student request centre review	10 <sup>th</sup> Aug – 3 <sup>rd</sup> Sept	Student request centre review
10 <sup>th</sup> – 20 <sup>th</sup> Aug	Centre conducts centre review	10 <sup>th</sup> Aug – 10 <sup>th</sup> Sept	Centre conducts centre review
11 <sup>th</sup> – 23 <sup>rd</sup> Aug	Centre submits appeal to exam board	11 <sup>th</sup> Aug – 17 <sup>th</sup> Sept	Centre submits appeal to exam board