

Movilla High School

Centre Determined Grades Policy (for CCEA Assessed Qualifications)



*Developing individuals.....
Providing for success.....
Raising attainment*

March 2021

**Revision date:
September 2023**

MOVILLA HIGH SCHOOL
Centre Determined Grades Policy

Title	Centre Determined Grades Policy
Summary	This policy sets out the schools protocols, priorities and rationale in awarding Centre Determined Grades in line with DE determination (Summer 2021 and beyond)
Purpose	<p>To ensure that the effective operation of Centre Determined Grades process produces fair, objective, consistent and timely outcomes within and across departments;</p> <p>To ensure that all staff involved in producing Centre Determined Grades know, understand and can complete their roles in the process as published by CCEA;</p> <p>To ensure that Centre Determined Grades are produced in line with the process as published by CCEA, using the professional judgement of teachers, with internal moderation, ensuring quality and accuracy of grades submitted to CCEA; and</p> <p>To ensure that Movilla High School meets its obligations in relation to relevant legislation.</p>
Operational Date	March 2021
Frequency of Review	Every 3 Years
Date last Reviewed and Approved by Board of Governors	March 2021

1. Introduction

There is a five step process for the Summer 2021 awarding arrangements as outlined in the document "*CCEA Alternative Arrangements- Process for Heads of Centre*". Internal deadlines relating to the steps of the CCEA process are provided overleaf:

Step & Indicative Timeframe		Activity	Personnel	Internal Deadlines
1	Guidance, Information and Readiness (March, April)	CCEA guidance documentation shared and understood by all involved staff. Centre fully participates in support offered by CCEA and other partner bodies (e.g. EA)	SLT HoD's & Teaching Staff	
		Centres agree their quality assurance process to ensure consistency across teachers, subjects and departments	SLT HoD's & Teaching Staff	17.03.21 – 21.03.21
		Centre policy for awarding Centre Determined Grades developed, documented and shared with all staff. Policies to be sent to CCEA by 23 April so they are available for review at grade submission stage.	SLT	Draft issued to staff 26.03.21 To be submitted by 23.04.21
		Preliminary consideration of value of available evidence	SLT & HoD's	SDD 17.03.21
2	Evidence Gathering and Provision of Assessment Resource (March, April and May)	Completion and marking of defined assessments in line with centre policy; for example, this could comprise CCEA assessment resources which will be available from April 2021	SLT, HoD's and Teaching Staff	12.04.21 – 14.05.21
		All other available evidence collated and documented	SLT, HoD's and Teaching Staff	
3	Centre Professional Judgement and Moderation (April and May)	All available evidence moderated in line with centre policy	SLT, HoD's and Teaching Staff	12.04.21- 14.05.21
		All potential bias in Centre Determined Grades and outcomes considered	HoD's and teaching staff	
		Centre Determined Grade outcomes reviewed by Senior Leadership Teams	SLT	19.05.21 – 31.05.21
		Head of Centre sign-off and submission of Centre Determined Grades	Head of Centre	04.06.21
4	Review of Evidence and Award (June and July)	Centre evidence and grade outcomes reviewed	CCEA Personnel	
		If evidence submitted is considered reasonable, centre grades proceed to award. If necessary, additional evidence requested and reviewed	CCEA Personnel	
		Where evidence still has concerns, there will be engagement with the centre, and in some cases, this may require the centre to re-run their grading process.	Head of Centre and CCEA Personnel	04.06.21- 30.06.21
5	Post-Award Review Service (August and September)	After the issue of results, students will have the right to appeal to their centres and to CCEA	Head of Centre ,CCEA Personnel	

2. Roles and Responsibilities

The **Board of Governors** is responsible for approving the policy and producing Centre Determined Grades and must notify CCEA of arrangements should the Head of Centre be unavailable to confirm the Centre Determined Grades.

The **Principal/Head of Centre**;

- has overall management responsibility for the centre as an examinations centre and will ensure the roles and responsibilities of all staff are defined.
- will confirm that Centre Determined Grade judgements are accurate and represent the professional judgement made by staff. They will ensure that the method of determining grades by the centre in line with the processes published by CCEA) uses the professional judgement of teachers, with internal moderation and participation in an external review process set out by CCEA.
- will work collaboratively with CCEA in terms of engaging with professional dialogue and the provision of evidence as requested.

The **Senior Leadership Team** will:

- provide support to staff involved in producing Centre Determined Grades
- support the Principal/Head of Centre in the quality assurance of the final Centre Determined Grades
- have a role in achieving a consistent approach across departments and authenticating the preliminary outcomes in subjects where there is only one teacher. This will be agreed on a case by case basis but may include, for example, SLT or Head of Centre validating the outcomes after comparing them with the outcomes in associated subject areas where applicable.
- The Principal and Vice Principal who attended the CCEA Chartered Institute of Educational Assessors (CIEA) training will act as Lead Assessors and will disseminate the content of the programme to all teachers involved in producing Centre Determined Grades.

The **Examinations Officer** will:

- be responsible for ensuring accurate and timely entries are submitted to CCEA. Get must ensure that all information from CCEA is promptly shared with all relevant staff.
- will ensure that they know, understand and can use the CCEA Centre Manager

applications and ensure that the school's systems for data capture are enabled and that the Centre Determined Grades are submitted for each candidate entry by the published date(s) for Summer 2021.

Heads of Department will:

- have responsibility to support departmental staff and ensure everyone conducts assessments under the appropriate levels of control and have the information required to make accurate and fair judgements.
- will ensure that a Head of Department check list is completed for each qualification that they are submitting.

Additional support and, where appropriate, quality assurance measures will be provided for newly qualified teachers.

Teachers are responsible for:

- ensuring that they conduct assessments (which may include the optional assessment resource) under the school's appropriate levels of control, where it is safe to do so, and that they have sufficient evidence, in line the with school policy, to support Centre Determined Grades for each candidate they have entered for a qualification.
- will ensure that the Centre Determined Grade they assign for each candidate is a fair, valid and reliable reflection of the assessed evidence available for each candidate.
- they must complete the Candidate Assessment Record to include a description of the assessment evidence used, the level of control for each assessment considered, and any other evidence that explains the final Centre Determined Grade submitted.
- have responsibility for internal standardisation and moderating candidates' work, in conjunction with departmental colleagues and SLT as required.
- securely store and be able to retrieve evidence to support their decisions.

The Governors and Senior Leadership Team acknowledge that the knowledge, expertise and professionalism of the staff of Movilla High School is central to determining Centre Determined Grades.

3. Training, Support and Guidance

Teachers involved in determining grades must attend any centre-based training provided whether remotely or face -to-face.

Movilla High School will engage fully with all training and support that CCEA has provided, including web-based support and training. Further general and subject-specific support and guidance can be found on the CCEA website at www.ccea.org.uk

This policy will be supported through training provided by CCEA to the Principal and Vice Principal through the CIEA. They will disseminate this training to all teachers involved in producing Centre Determined Grades.

If relevant staff are unable to attend subject support meetings or training, they must delegate to the most suitable alternative member of staff and ensure that the information is shared at the earliest possible opportunity with all the relevant staff. The Vice Principal should be notified if no one from a department has been able to attend support meetings and the Principal will consider how this is to be addressed.

4. Appropriate Evidence

Movilla High School will use the following candidate evidence in arriving at Centre Determined Grades. The first part of the list indicates the key evidence that will be considered, and the asterisked evidence will be used in key evidence is not available:

- CCEA assessment resources for 2021;
- CCEA past papers;
- Mock Examinations, which relate to the CCEA Specification;
- Subject -specific Coursework or controlled assessments (even where not completed)
- Class Tests or Assessment Window tasks
- Data-tracking/progress review information
- Notional unit grades for units sat prior to Summer 2021
- Tiers of entry
- Homework* (completed remotely or otherwise)
- Google Classroom tasks *

Movilla High School will base all evidence on the relevant CCEA qualification specifications as set out in the *CCEA Alternative Arrangements-Process for Heads of Centre*.

Movilla High School has taken into account the information provided by CCEA about unit

omissions before the cancellation of examinations. These are detailed on the Summer 2021 Information Pre-Examination Cancellation section of the CCEA website.

Movilla High School is taking account of disruption that candidates have faced to their learning as a result of COVID-19 by

- Amending CCEA Assessment Task to take account of content covered
- With effect from 22 March 2021, no new content will be delivered to pupils
- Adopting individualized evidence trails for pupils most adversely affected due to shielding, caring for a CV or CEV family member, or having to isolate during the period from March 2020 to 4 June 2021
- Facilitating departmental plans to further assess pupils in high level control situations in order to maximize quantitative and qualitative evidence.
- Following PHA guidance, facilitating extra classes to support pupils most affected as a result of Covid -19, either through illness, self-isolation, digital disadvantage, or family circumstance.

Any adaptations that have been made will be recorded in the checklists provided by CCEA and will be based on the *CCEA Alternative Arrangements – Process for Heads of Centre*.

Candidates will be made aware of the evidence that will be used in determining their grades. The Candidate Assessment Record for each candidate in each subject will be shared (minus grade information) before the end of June 2021.

5. Centre Determined Grades

Movilla High School will determine grades based on evidence that reflects the standard at which a candidate is performing, i.e. their demonstrated knowledge, understanding and skills in regard to the specification content they have covered.

To make accurate judgements, teachers must have a clear understanding of:

- the range of skills, knowledge and understanding covered by the specification
- the assessment requirements and the structure of the specification
- the grade descriptions at key grades
- the level of demand of the qualification assessments; and
- the weighting of each component/unit and the type of assessment

Information on these aspects of each qualification will be drawn from the CCEA specification, specimen assessment materials, past papers, controlled assessments/coursework assessment tasks, and Chief Examiner and Principal Moderator reports, which are available on the CCEA website at www.ccea.org.uk

All teachers will complete the Candidate Assessment record and will forward to their Head of Department/Subject Leader. All teachers are responsible for ensuring that all evidence has been stored safely and is accessible to support the CCEA Review of Evidence and Award process. It is important that decisions are justified and recorded to show how the evidence was used to arrive at a fair and objective grade.

6. Internal Standardisation

In subjects where there is more than one teacher and/or class in the department, it is a requirement to carry out internal standardization. The purpose of internal standardization is to provide teachers with confidence in the grades they have assigned, to ensure fairness and objectivity of decisions, and to ensure consistency in the application of assessment criteria and standards. This allows for any teachers' differences to be resolved.

Further reference should be made to the internal assessment arrangements of the *Movilla High School Assessment for Learning Policy*.

Internal assessment should include cross-checking of marking across the full range of marks and include candidates from each class.

The Candidate Assessment Records should form the basis of discussions around decisions made.

As a result of the internal standardization process, it may be necessary for a teacher or the Head of Department to adjust the original decision:

- to match the standards as established and understood in the guidance provided; and
- to bring judgements into line with those of other teachers in the department.

In the context of internal standardization, any necessary decisions will be made by the Head of Department. They should complete the relevant checklist, which will record any adjustments and relevant information.

7. Head of Centre Moderation and Declaration

Movilla High School undertakes to have a consistent approach across departments/subjects. The Principal and Vice Principal will carry out moderation, to include a review of marking

and the internal standardization arrangements, and will investigate whether decisions have been justified. Unexplained grade profiles will be considered and may result in a review of the evidence used or remarking. A record of decisions will be retained.

The moderation exercise will include professional discussions with Heads of Department. The Principal and Vice Principal will consider both the subject and centre outcomes based on the evidence available.

The Head of Centre will submit a declaration on behalf of Movilla High School. This will include a confirmation that the Centre Determined Grades for candidates are a true representation of their performance.

8. Access Arrangements and Special Consideration

Where candidates have agreed access arrangements or reasonable adjustments (for example a reader or scribe), Movilla High School will make every effort to ensure that these arrangements are in place when assessments are being taken. Details on access arrangements can be found in the JCQ document *Adjustments for candidates with disabilities and learning difficulties*, which is available on the JCQ website.

As public examinations have been cancelled, the normal application process to the awarding organization for special consideration will not apply this summer in the usual manner. However, where illness or other personal circumstances, covered by the JCQ guidelines, might have affected the candidate's standard of performance, Movilla High School will take account of this when making judgements. Class teachers will record how they have determined any impact of illness or personal circumstances and how this was incorporated into their judgements in the Candidate Assessment Record. Movilla High School will ensure consistency in the application of special consideration by following the guidance on Pages 4-7 of the JCQ document *A guide to the special consideration process, with effect from 1 September 2020*.

9. Bias and discrimination

Movilla High School will fulfil its duties and responsibilities concerning relevant equality and disability requirements.

The Principal and Vice Principal will disseminate guidance from the CIEA training on potential bias in judgements, including the challenges and solutions relevant to a holistic approach to assessing the validity of assessment judgements. This will include information on:

- sources of unfairness and bias (situations/contexts, difficulty, presentation and format, language, conditions for assessment and marker pre-conceptions);
- minimising bias (how to minimize bias in questions and marking, and hidden forms of bias); and
- bias in teacher assessments

To avoid bias and discrimination, all staff involved in Centre Determined Grades will consider that:

- unconscious bias can skew judgements
- the evidence should be valued for its own merit as an indication of performance and attainment
- centre determined grades should not be influenced by positive or challenging personal circumstances, character, behaviour, appearance, socio-economic background, or the performance of candidates' siblings;
- unconscious bias is more likely to occur when quick opinions are formed; and
- having effective internal standardization will help to ensure that there is consideration from different perspectives

10. Recording Decisions and Retention of Evidence and Data

It is fundamental that teachers and Heads of Department maintain records that show how Centre Determined Grades have been produced and internally standardized, including the rationale for decisions in relation to individual marks/grades. All evidence to support the grade determined for each candidate will be retained electronically on the C2k network.

Further information can be accessed on the *Movilla High School Acceptable Use Policy and the GDPR Policy statement*.

It is essential that there are robust, accurate and secure records of decisions and retention of evidence to comply with data protection legislation and in anticipation of centre moderation and the CCEA Review of Evidence and Award process and potential appeals.

When requested, evidence will be uploaded via the CCEA application used to submit Centre Determined Grades.

The following CCEA documentation must be fully and accurately completed and retained securely:

- Candidate Assessment Records
- Head of Department Checklists and Departmental Assessment Evidence Grid; and
- Head of Centre Declaration

11. Confidentiality

Movilla High School will not disclose any candidates' Centre Determined Grades in advance of the official issue of results. This is keeping with the schools GDPR policy and CCEA requirements.

12. Malpractice/Maladministration

Movilla High School will act ethically, to uphold the integrity of the qualifications system and to report potential cases of malpractice and maladministration to CCEA for investigation. There may be instances where the school or individual teachers are put under improper pressure from a candidate or their parent/guardian to influence the decision-making on a grade. Any improper pressure will be reported to CCEA, who may investigate this as potential malpractice or maladministration.

Other examples of potential malpractice include:

- deception;
- improper assistance to a candidate;
- failure to appropriately authenticate a candidate's work;
- over-direction of candidates in preparation for assessments;
- the school submitting grades not supported by evidence or that they know to be inaccurate;
- the school entering candidate(s) who were not originally intending to cash in a grade in the Summer 2021 series;
- failure to engage as requested with CCEA during the review stage of the process; and
- failure to keep appropriate records of decisions made and Centre Determined Grades.

The consequences of malpractice or maladministration are as published in the JCQ guidance *Suspected Malpractice; Policies and Procedures* which is available on the JCQ website, and include the risk of a delay to candidates receiving their grades, up to and including removal of centre status.

13. Private Candidates

For subjects where entries have been made for private candidates, Movilla High School will ensure that they have sufficient evidence to confidently submit an objective Centre Determined Grade. If evidence is limited, it is essential that these candidates complete the CCEA Assessment resource or an appropriate adaptation of the assessment resource. Thereafter, decisions for the private candidate should be made with the same approach as for all other candidates at Movilla High School.

14. Conflicts of Interest

To protect the integrity of assessments, staff must declare any potential conflicts of interest to the Principal. Instances when there may be a conflict include teaching and preparing members of their family or close friends for qualifications that include internally assessed components.

The Principal will take appropriate actions to manage any potential conflicts of interest arising with staff, following the requirements set out in *CCEA's Alternative Arrangements-Process for Heads of Centre* document issued in March 2021.

Movilla High School will also carefully consider the requirements of the school's policies, particularly in relation to the separation of duties and personnel to ensure fairness in later process review and appeals.

15. Internal Appeals Procedure relating to Centre Determined Grades

A written internal appeals procedure is available to permit candidates recourse in relation to the production of a Centre Determined Grade. Movilla High School's internal appeals procedure is available for staff, candidates and parents. This can be accessed on *Movilla High School Examinations and Appeals policy* available from the school.

It outlines the roles and responsibilities for centre staff and provides clarity on the various steps in the internal procedure. The various steps in the internal appeals procedure are timebound and in line with CCEA requirements. Candidates will be updated at each stage and will be informed in writing of the outcomes and recourse procedures.

16. Complaints Procedure

Movilla High School's internal complaints procedure permits candidates to challenge the school's delivery or administration of a qualification (including failure to follow their internal appeals procedure correctly) and is available from the school.

17. Requirements as a JCQ Registered Centre

Movilla High School has reviewed and amended, where necessary, all assessment and examination-related policies and procedures in line with the *JCQ General Regulations for Approved Centre, 1 September 2020 to 31 August 2021* to ensure appropriateness for the unique context of Summer 2021 qualifications.