



St Ciaran's  
College

**Policy for Centre  
Determined Grades  
Summer 2021**

*Date: May 2021*

**ADOPTED BY THE BOARD OF GOVERNORS: 10<sup>th</sup> March 2021**

Signed:

*Plaveny*

## Mission Statement

**As a Catholic school community St. Ciaran's College provides high quality, holistic education for all our pupils so that they can develop their full uniqueness and potential, in a climate of mutual respect, support, challenge and celebration. St. Ciaran's prepares pupils to lead fulfilling and purposeful lives, becoming responsible citizens who will contribute positively to society.**

## CONTENTS

Statement of Intent	3
Process Overview	3
Roles and Responsibilities	4
Training, Support and Guidance	6
Appropriate Evidence	6
Centre Determined Grades	7
Internal Standardisation	7
Access Arrangements and Special Consideration	8
Bias and Discrimination	8
Recording Decisions and Retention of Evidence and Data	9
Confidentiality	10
Malpractice/Maladministration	10
Private Candidates	10
Collaboration	11
Conflicts of Interest	11
Internal Appeals	12
Requirements as a JCQ Registered Centre	12
 <b><i>Appendices</i></b>	
Five Step Awarding Process	13
JCQ Timelines and Key Dates	14
JCQ Awarding Process	15
JCQ Notice to Centres – Release of General Qualification Results June 2021	16
Training Schedule	17

## Statement of Intent

### Context:

Due to the ongoing health pandemic and by Formal Direction of the Minister of Education, formal examinations will not take place in 2021. The approach to awarding grades in Summer 2021 will be based on teacher professional judgements, with moderation.

In 2021, centres are asked to use a range of evidence to arrive at a professional and academic judgement of the standard at which each student is performing in the context of the specification for which they are entered and from this provide a grade to CCEA. This is different from 2020, when centres were asked to supply a centre assessment grade based on their judgement of the grade a student would likely have achieved if they had been able to complete examinations. It will require centres and CCEA to develop and use different processes from those used last year.

With the ongoing disruption to public health and educational norms caused by the Covid-19 pandemic, St Ciaran's College is committed to ensuring that CCEA GCSE, AS and A Level grades based on teacher professional judgements, with moderation in 2021 will be valid and reliable, enabling progression for students.

### The purpose of this policy is:

- to ensure that the effective operation of the Centre Determined Grades process produces fair, objective, consistent and timely outcomes within and across departments;
- 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;
- 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 the grades submitted to CCEA; and
- to ensure that the centre meets its obligations in relation to relevant legislation.

It is the responsibility of everyone involved in the generation of Centre Determined Grades to read, understand and implement this policy. The Centre Determined Grades policy will be in line with **CCEA Alternative Arrangements – Process for Heads of Centre**, subject specific guidance and other CCEA guidance and information issued in relation to Summer 2021. All staff involved in centre determined grades will support the implementation of alternative arrangements as set out by CCEA, including the CCEA review stage. Staff will familiarise themselves with all relevant guidance provided by CCEA, the JCQ requirements and the relevant centre policies. References to centre and Head of Centre in this document are in line with JCQ examination centre terminology.

### Process Overview

There is a five step process for the Summer 2021 awarding arrangements as outlined in the **CCEA Alternative Arrangements – Process for Heads of Centre**. The steps are detailed below and internal deadlines relating to the steps of the CCEA process are provided in Appendix 1.

1. Guidance, Information and Readiness (March, April)
2. Evidence Gathering and Provision of Assessment Resource (March, April and May)
3. Centre Professional Judgement and Moderation (April and May)
4. Review of Evidence and Award (June and July)
5. Post-Award Review Service (August and September)

## Roles and Responsibilities

Roles and responsibilities of **St Ciaran's College** staff are outlined below:

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

The **Head of Centre** has overall responsibility for the centre as an examinations centre and will ensure the roles and responsibilities of all staff are defined.

- The Head of Centre will confirm that Centre Determined Grade judgements are accurate and represent the professional judgement made by staff.
- The Head of Centre will ensure that the method of determining grades by the centre (in line with processes published by CCEA) uses the professional judgement of teachers, with internal moderation and participation in an external review process set out by CCEA.
- The Head of Centre will work collaboratively with CCEA in terms of engaging with professional dialogue and the provision of evidence as requested.

The **Senior Leaders** will:

- Provide support to Subject Leaders/Heads of Department and staff involved in producing Centre Determined Grades.
- Support the Head of Centre in the quality assurance of the final Centre Determined Grades.
- Ensure there is consistency of approach across departments.
- Carry out an analysis of department and whole school CDGs, including comparison with trend and predicted data.
- Collaborate with Subject Leaders/Heads of Department to validate whole school and departmental outcomes.

They 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, Senior Leaders or the Head of Centre validating the outcomes after comparing them with outcomes in associated subject areas where applicable.

The Principal and Miss Donnelly (Senior Teacher i/c Assessment) have attended the CCEA Chartered Institute of Educational Assessors (CIEA) training and will act as Lead Assessors. They will disseminate the content of the programme to all teachers involved in producing Centre Determined Grades.

The **Examinations Officer, Miss O'Donnell** is responsible for:

- Ensuring accurate and timely entries are submitted to CCEA.
- The administration of the final Centre Determined Grades across awarding bodies and for managing the post-results service within the centre.
- Collating applications for special consideration.
- Ensuring that all information from CCEA and other awarding bodies is shared promptly with all relevant staff.

- Knowing, understanding, and using the CCEA Centre Manager Applications.
- Ensuring that the centre'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.
- The administration of Access Arrangements through liaison with the SENCo.

**Heads of Department/Subject Leaders** are responsible for:

- Supporting departmental staff and providing additional support and, where appropriate, quality assurance measures for newly qualified teachers.
- Overseeing the process of allocating Centre Determined Grades within their department in line with school policy.
- Liaising with SLT regarding procedures and protocols for CDGs.
- Ensuring staff within their department conduct assessments under the appropriate levels of control and have the information required to make accurate and fair judgements.
- Maintaining departmental records of assessment evidence, standardisation and moderation.
- Managing and collating departmental evidence.
- Overseeing final submission of CDGs to SLT and to awarding bodies.
- Ensuring secure storage of departmental evidence.
- Ensuring that a Head of Department Checklist is completed for each qualification that they are submitting.

## Teachers

The knowledge, expertise, and professionalism of the staff of **St Ciaran's College** is central to determining Centre Determined Grades.

**Teachers** are responsible for:

- Ensuring that they conduct assessments (which may include the optional assessment resource) under the centre's appropriate levels of control, where it is safe to do so.
- Maintain records of assessments/evidence in line with school policy, procedures and protocols,
- Collating sufficient evidence, in line with the centre policy, to support Centre Determined Grades for each candidate they have entered for a qualification.
- Adhering to school and departmental guidance to ensure that the Centre Determined Grade they assign to each candidate is a fair, valid and reliable reflection of the assessed evidence available for each candidate.
- To keep candidate records in line with centres policy\*
- Actively participating in internal standardisation and moderating of candidates' work, in conjunction with departmental colleagues and Senior Leaders as required.
- Securely store and be able to retrieve evidence to support their decisions.
- Where CCEA have requested a sample, complete the CCEA Candidate Assessment Records to include a description of the assessment evidence used, the level of control for each assessment considered and any other evidence relating to the CDG submitted.

*\*Centres must ensure records are kept similar to 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.*

The **SENCO** will provide support to the pupils who normally have access arrangements or reasonable adjustments as per normal JCQ arrangements.

## Training, Support and Guidance

Teachers involved in determining grades must attend any centre-based training provided. A log of training is provided within Appendix 5.

St Ciaran's College has engaged fully with all training and support that CCEA has provided, including web-based support and training.

The centre policy was supported through training provided by CCEA to Senior Leaders through the CIEA. Senior Leaders 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 relevant staff. **Mr Lavery** should be notified if no one from a department has been able to attend support meetings and **Miss Donnelly** will consider how this is addressed.

## CCEA Appropriate Evidence

**St Ciaran's College** will use the following candidate evidence in arriving at Centre Determined Grades. Only evidence completed under High or Medium Levels of control will be considered (**CCEA Appendix 5 – Definitions of Levels of Control - CCEA Alternative Arrangements – Process for Heads of Centre**):

The first part of the list indicates the key evidence that will be considered, and the asterisked evidence will be used if key evidence is not available:

- CCEA assessment resources for 2021;
- CCEA past papers;
- mock examinations, which relate to the CCEA specification;
- coursework or controlled assessments, even where not completed – if applicable to the subject;
- Internal End of Unit tests/continuous assessments;
- Practical Assessments were appropriate;
- For GCSE students who sat units prior to Summer 2021, their notional unit grades in that subject;
- class tests;
- homework\*

**St Ciaran's** will base all evidence on the relevant CCEA qualification specifications as set out in the **CCEA Alternative Arrangements – Process for Heads of Centre**.

**St Ciaran's College** 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.

**St Ciaran's College** is taking account of disruption that candidates have faced to their learning as a result of COVID-19 by adaptations, for example:

- Appropriate adjustments to CCEA Assessment Units
- Opportunity to sit additional CCEA Assessment Units
- Alternative assessments opportunities

**All pupils will only be assessed on material which they have had the opportunity to study.**

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.**

**St Ciaran’s College will share** the Candidate Assessment Record minus grade information with students.

### **Centre Determined Grades**

**St Ciaran’s College** 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.
- the weighting of each component/unit and the type of assessment.

Information on these aspects for each qualification will be drawn from the CCEA specification, specimen assessment materials, past papers, controlled assessment/coursework assessment tasks, and Chief Examiner and Principal Moderator reports, which are available on the CCEA website at **[www.ccea.org.uk](http://www.ccea.org.uk)**

All teachers will complete the Candidate Assessment Records 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.

### **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 standardisation. The purpose of internal standardisation 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. The School’s Internal Assessment Policy outlines the internal standardisation processes which are in place.

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

The Candidate Assessment Records, or similar records, should form the basis of discussions around decisions made.

As a result of the internal standardisation 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 standardisation, 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.

### **Comparison of Grades to Results for Previous Cohorts**

After the grading judgements have been made, the centre will use trend data effectively to compare the grades for this year's cohort to cohorts from previous years (2018 to 2020).

### **Head of Centre Moderation and Declaration**

**St Ciaran's College** undertakes to have a consistent approach across departments/subjects. Senior Link Teachers will carry out moderation, to include a review of marking and the internal standardisation 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 should be retained.

The moderation exercise will include professional discussions with Heads of Department.

The Senior Leadership Team will consider both the subject and centre outcomes based on the evidence available.

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

### **Access Arrangements and Special Consideration**

**St Ciaran's College** 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 organisation 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, **St Ciaran's College** will take account of this when making judgements. The centre 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, or similar records.

**St Ciaran's College** 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.\*](#)

### **Bias and Discrimination**

**St Ciaran's College** will fulfil its duties and responsibilities concerning relevant equality and disability requirements.

Miss Donnelly 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 minimise 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 standardisation will help to ensure that there is consideration from different perspectives.

### **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 standardised, including the rationale for decisions in relation to individual marks/grades. All evidence used to support the grade determined for each candidate will be retained electronically on the C2k network.

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. GCSE, AS and A Level Awarding Summer 2021: Alternative Arrangements – Process for Heads of Centre* First published 5 March 2021. When requested, evidence will be uploaded via the CCEA application used to submit the Centre Determined Grades.

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

- CCEA Candidate Assessment Records, or similar records;
- CCEA Head of Department Checklists and Departmental Assessment Evidence Grid; and
- CCEA Head of Centre Declaration.

Heads of Department/Subject Leaders will be responsible for maintaining departmental evidence of records of assessment, standardisation and moderation.

- Records of Grades, evidence, standardisation and moderation processes carried out will be stored securely within the C2k system;
- Final evidence portfolios will be securely stored in a central location to enable access and submission of evidence to the awarding body in an efficient and timely manner.

**On request, evidence will be submitted to the awarding body in line with CCEA procedures.**

The following CCEA documentation must be fully and accurately completed and securely retained: Candidates Assessment Records for candidates whom evidence has been requested;

- Head of Department/Subject Leader Checklists and Departmental Evidence documentation for subjects requested by CCEA;
- Head of Centre declaration.

## **Authenticating evidence**

The Centre will adopt a robust procedure to the authentication of student evidence and in ensuring that work used in support of the teacher assessed grade is the student's own.

## **Confidentiality**

**St Ciaran's College** will not disclose any candidates' Centre Determined Grades in advance of the official issue of results. This is in keeping with the centre's GDPR policy and CCEA requirements.

## **Malpractice/Maladministration**

**St Ciaran's College** will act ethically, to uphold the integrity of the qualifications system and to report potential cases of malpractice or maladministration to CCEA for investigation. There may be instances where the centre 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 must 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 centre submitting grades not supported by evidence or that they know to be inaccurate;
- centres 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.

## **Private Candidates**

For subjects where entries have been made for private candidates, centres 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 **St Ciaran's College**.

**St Ciaran's College does not have entries for private candidates for the academic year 2020/21**

## Results

St Ciaran's College adheres fully to JCQ procedures and protocols on the issue of results.

The JCQ document *Notice to Centres - release of general qualification results, June 2021 examinations* provides detailed information for heads of centres, senior leaders and examination officers, and is available in the appendices.

Advice and guidance to students upon issue of results will be implemented by the centre.

## Collaboration

In the host school, assessment evidence for the collaborating pupil is gathered as part of the process for the class group in which the collaborating pupil is studying the subject.

The assessment evidence is standardised and moderated within the host school in line with the school's CDG policy and CCEA guidance.

In the host school the Centre Determined Grade is assigned to the collaborating pupil as a member of the year group taking the subject.

Information on the CDG is transferred to the collaborating pupil's home school with assurance that:

- Assessment evidence exists in the host school to support the collaborating pupil's CDG.
- The host school has followed procedures in reaching the CDG for the collaborating pupil in accordance with CCEA guidance.
- The home school will have access to the evidence used to reach the CDG if requested by CCEA as part of their sampling process.

The home school submits the CDGs for their collaborating pupils to CCEA.

## Conflicts of Interest

To protect the integrity of assessments, staff must declare any potential conflicts of interest to the Head of Centre. 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 Head of Centre will take the appropriate actions to manage any potential conflicts of interest arising with centre staff, following the requirements set out in **CCEA's Alternative Arrangements – Process for Heads of Centre** document issued in March 2021.

**St Ciaran's College** will also carefully consider the requirements of their centre policies, particularly in relation to the separation of duties and personnel to ensure fairness in later process reviews and appeals.

## **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. **St Ciaran's College's** internal appeals procedure is available for staff, candidates and parents on our website. It outlines the roles and responsibilities for centre staff and provides clarity on the various steps in the internal procedure. The various steps of 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.

## **Requirements as a JCQ Registered Centre**

**St Ciaran's College** has reviewed and amended, where necessary, all assessment and examination-related policies and procedures in line with the JCQ General Regulations for Approved Centres, 1 September 2020 to 31 August 2021 to ensure appropriateness for the unique context of Summer 2021 qualifications.

## **Associated/Related Centre Documents**

External Examinations Policy  
Internal Examination Policy  
E-Safety and Acceptable Use of ICT Policy  
Remote Learning Policy  
Safeguarding and Child Protection Policy  
Complaints Policy  
Additional Needs and Inclusion Policy

## **JCQ related documents available on [www.jcq.org.uk](http://www.jcq.org.uk)**

JCQ document – A guide to the special consideration process, with effect from 1 September 2020.

JCQ guidance Suspected Malpractice: Policies and Procedures

## **Awarding organisation links are as follows:**

## **CCEA related documents available on [ccea.org.uk](http://ccea.org.uk)**

CCEA Alternative Arrangements – Process for Heads of Centre (Full document)

CCEA Alternative Arrangements – Process for Heads of Centre (CCEA – Appendix 5)

## **Other Awarding Bodies**

AQA: [www.aqa.org.uk/2021-exam-changes](http://www.aqa.org.uk/2021-exam-changes)

WJEC/Eduqas: <https://www.eduqas.co.uk/home/summer-2021-information-andupdates/>

OCR: [www.ocr.org.uk/everything-you-need-to-know-for-summer-2021/](http://www.ocr.org.uk/everything-you-need-to-know-for-summer-2021/)

Pearson/Edexcel: [www.pearson.com/uk/educators/schools/update-for-schools.html#appendix-2](http://www.pearson.com/uk/educators/schools/update-for-schools.html#appendix-2)

JCQ Key Dates

OCN

Princes Trust

## Appendix 1 Five Step Awarding Process

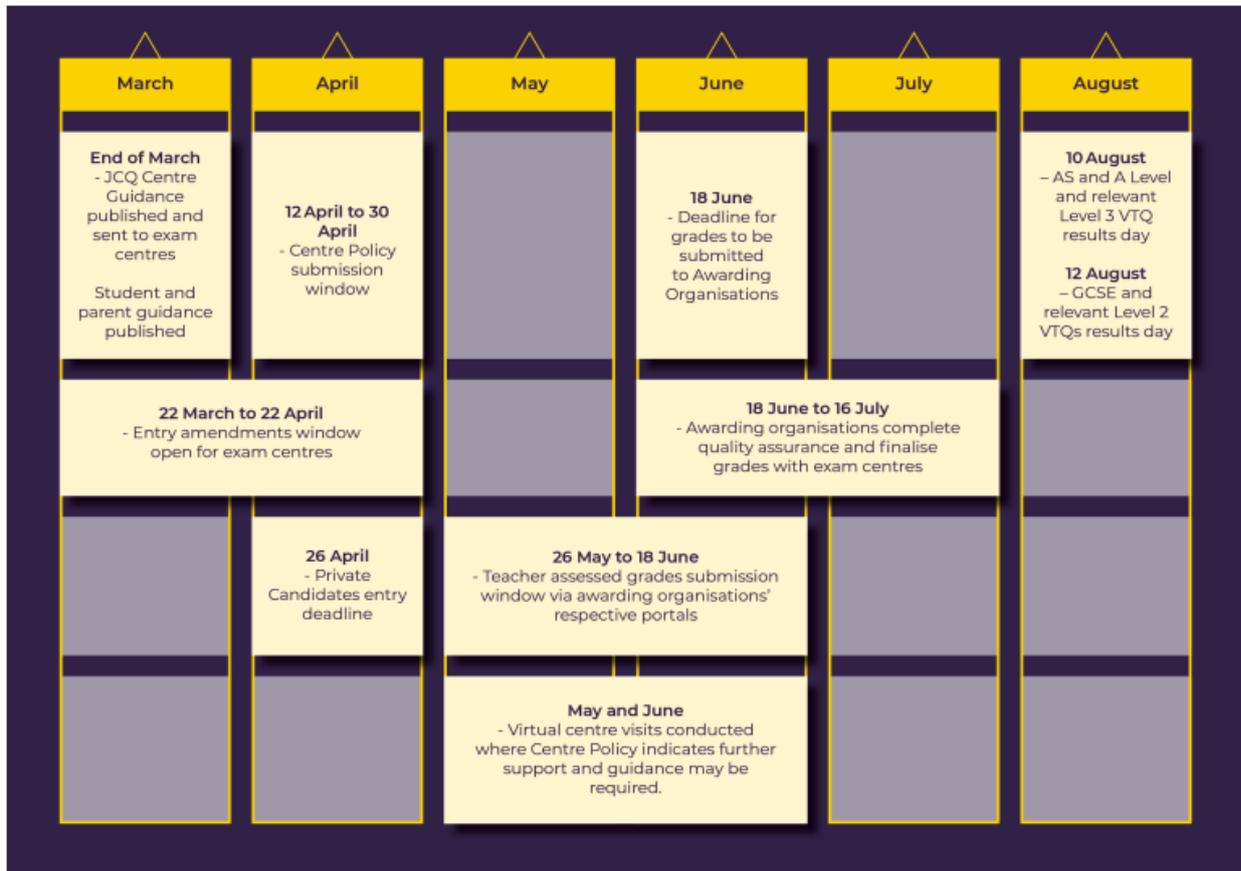
Step and Indicative Timeframes		Activity	Personnel	Internal Deadlines	
1	Guidance, Information and Readiness (March, April)	CCEA guidance documentation shared and understood by all involved staff. Centre fully participates in support offered by CCEA and other partner bodies, such as EA and CCMS.	Centre Leadership Team, Heads of Department (HoD) and teaching staff	23 <sup>rd</sup> March	
		Centres agree their quality assurance process to ensure consistency across teachers, subjects and departments.	Centre Leadership Team, HoD and teaching staff	23 <sup>rd</sup> March	
		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.	Centre Leadership Team	12 <sup>th</sup> March	
		Preliminary consideration of value of available evidence	Centre Leadership Team and HoD	30 <sup>th</sup> March	
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.  Key Dates: 21 <sup>st</sup> May 2021 – A/AS grades submitted to CCEA 4 <sup>th</sup> June 2021 – GCSE grades submitted to CCEA	Centre Leadership Team, HoD and teaching staff	<b>AS/A2</b>  <b>Assessment</b> completed by 7 <sup>th</sup> May  Moderation to be completed by 14 <sup>th</sup> May	<b>GCSE</b>  <b>Assessment</b> completed by 19 <sup>th</sup> May  Moderation to be completed by 28 <sup>th</sup> May
3	Centre Professional Judgement and Moderation (April and May)	All available evidence moderated in line with centre policy	Centre Leadership Team, HoD and teaching staff	<b>AS/A2</b>  10 <sup>th</sup> May	<b>GCSE</b>  21 <sup>st</sup> May
		Any potential bias in Centre Determined Grades and outcomes considered	HoD and teaching staff		
		Centre Determined Grade outcomes reviewed by senior leadership teams	Centre Leadership Team	<b>AS/A2</b> 14 <sup>th</sup> May	<b>GCSE</b> <b>26<sup>th</sup> May</b>
		Head of Centre sign-off  Submission of Centre Determined Grades	Head of Centre	<b>AS/A2</b> 17 <sup>th</sup> May  21 <sup>st</sup> May	<b>GCSE</b> 28 <sup>th</sup> May  4 <sup>th</sup> June
4	Review of Evidence and Award (June and July) (April and May)	Centre evidence and grade outcomes reviewed	AO Personnel e.g. CCEA Personnel	After submission of grades to AO/CCEA (June 2021)	
		If evidence submitted is considered reasonable, centre grades proceed to award. If necessary, additional evidence requested and reviewed.	AO Personnel e.g. CCEA Personnel	After submission of grades to AO/CCEA (June 2021)	
		Where CCEA 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 AO/CCEA Personnel	After submission of grades to CCEA (June/July 2021)	
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 and AO/CCEA Personnel	August 2021	

## JCQ Timelines and key dates

The overall process for awarding in 2021 is illustrated on the next page. The key dates are:

- 22 March to 22 April: Entry amendments window open for centres
- 31 March: Additional Assessment Materials (sets of questions, mark schemes and mapping)
- 12 April: Additional support materials (marking exemplification)
- 12 April to 30 April: Window for Centre Policy submission via proforma on CAP (Centre Admin Portal)
- 19 April: Additional support materials (grading exemplification) and additional sets of questions publicly available
- 19 April to 11 June: Awarding organisations review Centre Policies and conduct virtual visits where needed
- 26 April: Entry deadline for Private Candidates
- 26 May to 18 June: Window for Teacher Assessed Grades submission opens via awarding organisations' respective portals
- 18 June to 16 July: Awarding organisations conduct sample checks of evidence (\* in exceptional circumstances, sample checks may take place until 23rd July)
- 10 August: A/AS Levels and relevant other Level 3 results day
- 12 August: GCSE and relevant other Level 2 results day
- 10 August to 7 September: priority appeals window
  - » 10 August to 16 August: student requests centre review
  - » 10 August to 20 August: centre conducts centre review
  - » 11 August to 23 August: centre submits appeal to awarding organisation
- 10 August to end October: majority of non-priority appeals take place
  - » 10 August to 3 September: student requests centre review
  - » 10 August to 10 September: centre conducts centre review
  - » 11 August to 17 September: centre submits appeal to awarding organisation

Appendix: JCQ Awarding Process



## Restricted release of results to centres only

Electronic copies of results will be released to centres, either through secure means on awarding body extranet sites or via A2C, as follows:

Date	Qualifications
0001 hours on Monday 9 August 2021	GCE, FSMQ Extended Project Level 3 Vocational and Technical qualifications
0001 hours on Wednesday 11 August 2021	GCSE, ELC Foundation and Higher Projects Level 1 and Level 2 Vocational and Technical qualifications

Results are released to centres on the strict understanding that the results files and their contents remain entirely confidential to the head of centre, examinations office staff and senior members of teaching staff within the centre, the consortium or Multi Academy Trust.

The awarding bodies reserve the right to withdraw the special concession of providing early information about results electronically to any centre which is found to be in breach of these requirements.

Centres **must** abide by the additional restrictions detailed in this document.

## Release of results to candidates

Results may be released to candidates as follows:

Date	Qualifications
0800 hours on Tuesday 10 August 2021	GCE, FSMQ Extended Project Level 3 Vocational and Technical qualifications
0800 hours on Thursday 12 August 2021	GCSE, ELC Foundation and Higher Projects Level 1 and Level 2 Vocational and Technical qualifications

The results **must not** be despatched until after 0800 hours on the appropriate date for the publication of results. **Candidates must not receive results by e-mail, post or otherwise prior to 0800 hours.**

**Any breach of these requirements will be considered as malpractice by an awarding body.**

## Additional restrictions on the release of results

Results, or information derived from results, **must not** be divulged to or discussed with: ● other teachers;

- candidates or parents;
- educational institutions and Local Authorities;
- the media; ● any other persons.

Additionally, the results, or information derived from results, **must not** be divulged or discussed on social media such as Facebook or Twitter.

Centres **must not** release results data to Local Authorities until after 9.30am on the appropriate date for the publication of results.

Similarly, centres **must not** issue press releases or statements to the media under any circumstances until after 9.30am on the appropriate date for the publication of results.

Results data **must not** be shared more widely until after the candidates have received their results.

**Any breach of these requirements will be considered as malpractice by an awarding body.**

Centres should note that results are issued on a provisional basis and may be subject to amendment through the published post-results services.

Candidate statements of provisional results are not certificates. An awarding body reserves the right to amend examination results prior to the issue of certificates.

## Use of electronic result files

Awarding bodies do not provide paper copies of candidates' provisional results. Centres will need to use the electronic result files to prepare the information that is released to candidates.

Where candidates need to provide their provisional results to third parties, such as Sixth Form or FE colleges, we strongly recommend that the candidate statements of provisional results are printed on school letter headed paper and/or stamped with the school name and logo.

## Appendix 5: Training Schedule

<b>Principal &amp; Miss Donnelly</b>	CIEA Training Feb-March 2021 (6 Sessions)
<b>Staff Meeting</b>	23 <sup>rd</sup> March 2021
<b>HoD Meeting</b>	30 <sup>th</sup> March 2021
<b>Departmental Meetings</b>	1 <sup>st</sup> April 2021
<b>Pupil Briefing</b>	w/b 22 <sup>nd</sup> March 2021
<b>Parent Information (Year 12)</b>	11 <sup>th</sup> March 2021