

**Submission via grade submission system: 1–12 June 2020**

Subject teachers need to assign individual qualification grades to students and prepare a rank order with no ties. Along with results for previously completed units and centre performance history, we will use these to calculate the final qualification grades.

**Do not share centre assessment grades or rank orders with students, parents, carers, or anyone outside the centre. Centre assessment grades and ranks orders should only be provided for students that would have completed their course between March and end of July 2020.**

**1 INDIVIDUAL STUDENT GRADES**

What grade is the student on track to achieve? Does this grade realistically reflect what the student would have most likely achieved had they completed all assessments?

**YES**

Performance throughout the course supports this grade

**JUSTIFYING THE PROPOSED GRADE**



Does the student's rate of progression support the proposed grade?



Do the grades achieved in any externally assessed units that the student has completed support the proposed grade?



Do grades achieved in any mocks support the proposed grade?



Do grades achieved in internally assessed units (complete or incomplete) support the proposed grade?



Look at your previous accuracy in target grades to help improve what you are required to do this year.

**NOT SURE**

Take a closer look at the evidence available for this student

**POSSIBLE SOURCES OF EVIDENCE**



**Classwork/workbooks**  
Most recent tracking grade? Rate of progression? Student's trend over time?



**Internally assessed units**  
What grade was obtained in internally assessed units (complete or incomplete)? In previous years, what was the final qualification grade for students with these grades?



**Externally assessed units and mocks**  
How secure was the student's grade? In previous years, what was the final qualification grade for students with this grade in externally assessed units or mocks?

**OTHER THINGS TO CONSIDER**



Does the proposed grade reflect likely achievement with any additional learning support and agreed reasonable adjustments in place?



You can use Active Results to view the previous examination performance of individual students and cohorts. Click here to visit Active Results.

**Decide grade. Judgements should be fair and based on the evidence available. For further guidance on how to provide fair and objective grades, take a look at our [FAQ](#).**

**Please do not ask students to complete any internal assessments now. Teacher judgements should be based on evidence gathered before 20 March 2020.**

## 2 RANK STUDENTS BY GRADE

For each qualification, group students by centre assessment grade.

Rank students in each grade. Start at 1, where 1 is the most secure/highest-attaining student in the grade.

You may have a lot of ties in your first rank orders. You will need to submit a rank order with no ties. Follow the steps under 'general principles of ranking'.

Where there is more than one subject teacher, you need to agree one rank order across all students in each grade for that subject.

**Rank order of students complete**



Your judgements need to be fair and based on evidence. You'll need to consider different types of evidence to reach a judgement for each student.

You may find it helpful to assign a mark to each student to support the ranking and give you a sense of the distribution. However, please be aware that we will only require you to submit centre assessment grades and rank order.

## GENERAL PRINCIPLES OF RANKING

1 Decide how secure within the grade each student is. An example categorisation you could use to do this is shown below; you may find it helpful to assign a number to each student.

1 Very secure

2 Secure

3 Comfortable

4 Insecure

5 Very insecure

### How do I decide how secure a student is?



Which student has the highest marks?



Which student has most consistently performed at this grade?



How accurate is the marking?  
How reliable is the data?

2 Put students into rank order for each grade based on their security within that grade.

3 Where 'ties' exist, use professional judgement and available data to decide on rank order.