

For all students that would have completed Level 2 and Level 3 Cambridge Technicals qualifications (2012 & 2016 suites) this summer, and for which you have made an 'intention to claim.'

There is a separate process for confirming 'intention to claim.' 'Intention to claim' must be made by 22 May

[Click here to find out more](#)

For each unit, Heads of Department need to sign off centre assessment grades 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.

Submission via grade submission system: 8–26 June 2020

Do not share centre assessment grades or rank orders with students, parents, carers, or anyone outside the centre.

You do not need to provide centre assessment grades or rank orders for units that students have already completed and were not intending to resit.

HEAD OF DEPARTMENT ROLE

For each unit, ensure that centre assessment grades provided for each student reflect a fair and evidence-based judgement of the grade that the student would have most likely achieved had they completed all assessments.



For each unit, agree the centre assessment grades and the rank order of students.



Sign off the centre assessment grades and rank order. Sign off should be completed by the Head of Department and at least one other subject teacher. If there is only one subject teacher, sign off should be completed by that teacher and the Head of Centre.

PROVIDING CENTRE ASSESSMENT GRADES

Teacher judgements should be fair and evidence-based. Teachers will need to consider the different types of evidence they have available to reach a judgement for each student. This could include:



Records such as progress review data, classwork/workbooks.



Performance in work for internally assessed units, even if not fully complete.



Performance in mock exams for externally assessed units.



Results for any units that the student has already completed.



Previous grades (for students resitting the unit).

SUPPORTING TEACHER JUDGEMENTS

Think about the quality of the evidence that will be used to support teacher judgements.



Types of evidence

What types of evidence do subject teachers have available to them?



Reliability of evidence

Which types of evidence are going to be the most reliable?



Other factors

Are there anomalies or other factors (such as student illness) to consider?

OTHER THINGS TO CONSIDER



Previous centre results in the subject and performance of this year's students compared to those in previous years.



Do the proposed unit grades reflect likely achievement with any additional learning support and agreed reasonable adjustments in place?



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

For further guidance on how to provide fair and objective grades, take a look at our [FAQ](#).

FOR EACH UNIT, RANK STUDENTS BY GRADE

All students taking the same unit should be included in the same rank order, even if their scheme code is different.



If there is more than one teacher for a unit, combine the grades for all students in the unit into a single list ordered by grade and proposed rank within each grade.



For each unit, 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'.



Review centre assessment grades and rank orders. If any changes are needed, discuss outcomes with subject teachers and agree final rank order.



Rank order of students for each unit is complete.

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 is most secure in the grading criteria?



Which student has most consistently performed at this grade?



How reliable is the data?

2

For each unit, 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 final rank order.