

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](#)

Subject teachers need to assign centre assessment grades and prepare a rank order with no ties for all units that students due to certificate this summer would have completed or resat between March and the end of July 2020. 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.**

## 1 INDIVIDUAL STUDENT GRADES

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

**YES**

Performance supports this grade for the unit

**NOT SURE**

Take a closer look at the evidence available for this student

### JUSTIFYING THE PROPOSED UNIT GRADE



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



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



Do grades achieved in any mocks for externally assessed units support the proposed unit grade?



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

### POSSIBLE SOURCES OF EVIDENCE



#### Classwork/workbooks

Most recent tracking grade? Rate of progression? Student's trend over time?



#### Mocks for externally assessed units

How secure was the student's grade? In previous years, what was the final unit grade for students with this mock grade?



#### Work for internally assessed units

What grade was obtained in work for internally assessed units (complete or incomplete)? In previous years, what was the final unit grade for students with this grade?



#### Previous grades for the unit

If the student is resitting the unit, what was their previous grade?



#### Completed units

What grade has the student achieved in any completed units?

### OTHER THINGS TO CONSIDER



Does the proposed unit grade 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.

**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](#).**

## 2 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.



For each unit, rank students in each grade. Start at 1, where 1 is the most secure 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 teacher for the unit, you need to agree one rank order across all students in each grade for that unit.



**Rank order of students for each unit is 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.

## 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 rank order.