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| **Centre Assessment Grades: Supporting Information** |
| OCR Functional Skills Qualifications |

You should complete your Functional Skills centre assessment grades submission forms and this supporting information with reference to the Centre and Teacher guidance documents.

OCR will check your Functional Skills centre assessment grades and this supporting information.

You may be asked to provide other documentation and candidate evidence used to support judgments as part of the Quality Assurance of submissions**. You must retain all evidence relating to centre assessment grades for a minimum of six months after the release of results.**

We may return your submission for you to review if you do not provide sufficient detail here to support your proposed centre assessment grades, particularly if they are significantly different from previous years. If you are unable to provide additional evidence or information, your submission may be rejected.

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| **Centre name** |  | **Centre no** |  |  |  |  |  |

**Qualifications submitted (tick all that apply)**

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| --- | --- | --- | --- | --- | --- |
|  | Entry Level 1 | Entry Level 2 | Entry Level 3 | Level 1 | Level 2 |
| English (legacy) |  |  |  |  |  |
| Maths (legacy) |  |  |  |  |  |
| ICT (legacy) |  |  |  |  |  |
| English (reformed) |  |  |  |  |  |
| Maths (reformed) |  |  |  |  |  |

**Head of Centre declaration**

I confirm that the centre assessment grades submitted and the supporting information recorded on this form are accurate and represent the professional judgements made by my staff, and that submissions are appropriate for each candidate. Having reviewed the relevant processes and data, I am confident that they honestly and fairly represent the grades that these candidates would have been most likely to achieve if they had completed their assessments as planned, and that they have not been disclosed to either the candidate or their parent/guardian.

I understand that OCR will conduct Quality Assurance checks, and that if the profile of grades submitted is substantially different from what might be expected based on my centre’s historical entry numbers and results, the supporting information provided here needs to explain why this is the case. I also understand that where there are concerns, we may be asked to review our submission, and/or provide more information.

**Signature of Head of Centre**

Signature:……………………………………… Print name:……………………………………………

Date:…………………………………………….

# Section 1: Candidates and evidence

|  |  |
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|  | **Tick to confirm** |
| All candidates included in the submission are eligible (see centre guidance) |  |
| All candidates and components where a centre assessment grade is appropriate are included |  |
| All centre assessment grades have been judged by staff with experience of teaching that component to the candidate |  |
| All centre assessment grades have been subject to internal standardisation as necessary |  |
| Each candidate centre assessment grade is supported by at least one piece of valid evidence |  |
| **Provide details below on how evidence summarised on your submission form(s) has been used, including:*** the types of evidence used (including how you categorised any which were different to those listed in the guidance)
* how the evidence demonstrates candidates’ ability and progress towards the assessment requirements of the component
* how skills statements and pass descriptors have been used, as relevant
* how the evidence gives you confidence that candidates you are submitting as ‘Pass’ grades are able to progress appropriately and demonstrate enough of the expected skills
* how you dealt with any decisions around ‘borderline’ candidates.

This does **not** need to be at individual candidate level; it may be at component or whole submission level as you feel appropriate. |

**Section 2: Checks made within the centre**

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| **Checks on judgements** | **Tick to confirm** |
| All judgements have been made in an impartial, balanced and unbiased way. |  |
| All judgements have taken account of any reasonable adjustment or access arrangement which candidates may have had in place.  |  |
| **Provide details below on how you have ensured that your decisions:*** are fair and impartial
* take account of any protected characteristics and equalities issues, and
* consider any reasonable adjustments or access arrangements that may have applied.
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| **Checks against previous centre activity** | **Tick to confirm** |
| We have checked the number of candidate grades being submitted and the proportion of Pass grades being proposed against past centre performance |  |
| **Provide details below on what these checks have shown, including:*** any similarities or differences from previous entry numbers and/or pass rates, and
* reasons for any differences.
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