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| **Centre Assessment Grades: Head of Centre Declaration** |
| Using ICT (Entry 3) (01679) |

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

Please complete this form using the [centre guidance on the process for summer 2020](https://support.ocr.org.uk/hc/en-gb/sections/360009233852).

You must only make one submission for all candidates expected to be assessed for this qualification during the period 20 March to 31 July 2020.

**You do not need to provide candidate evidence with this form.** 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, including candidate enrolment, attendance records and when a candidate intended to complete their study programme.**

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.

This form, signed by your Head of Centre (this may be an electronic signature) and a [candidate submission form](https://support.ocr.org.uk/hc/en-gb/articles/360045151211) (containing a list of your candidates) must be submitted to vqprocessing@ocr.org.uk by **17 July 2020.**

# Section 1: Candidates and evidence

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|  | **Enter Y/N** |
| All candidates included in the submission are eligible (see centre guidance). |  |
| Each candidate centre assessment grade is supported by at least one piece of valid evidence. |  |
| Your centre has already claimed for some assessments during this academic year  |  |
| All centre assessment grades have been subject to internal standardisation, as necessary. |  |
| **Forms of evidence** | **A** | **B** | **C** | **D** | **E** |
| Please enter ‘Y’ for which **forms of evidence**, as described in the [centre guidance](https://support.ocr.org.uk/hc/en-gb/sections/360009233852), have been used to make decisions for the centre assessment grades for this submission. (complete as many boxes as is necessary) |  |  |  |  |  |

**Section 2: Checks against previous centre activity**

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|  | **Enter Y/N** |
| We have compared the number of candidate assessment grades being submitted with this form and the proportion of assessments that would historically have been claimed.  |  |
| For any deviation in the historical comparison give a justification for the variations being proposed through this submission:  |
| We are a new centre and have not made any previous candidate claims for this qualification. |  |

**Head of Centre declaration**

I confirm that the centre assessment grades submitted, and the supporting information recorded on this form are accurate and that the submissions are appropriate for each candidate.

I can confirm that:

* Centre assessment grades have been submitted only for units where candidates expected to have completed or been awarded between 20 March to 31 July 2020.
* Centre assessment grades are not submitted for units that have already been claimed and are awaiting results to be issued.
* Teachers with sufficient knowledge of the candidates have judged that candidate’s grade.
* All staff who have judged grades are briefed and familiar with the process and requirements as outlined in the Centre Guidance document and associated materials to support the process.
* Centre assessment grades are only submitted for a unit where there is valid evidence on which to base the judgement.
* That teacher judgement takes into account any access arrangements and reasonable adjustments that would be made to the assessment where a candidate would have been entitled to these in the normal course of assessment.
* That judgements are evidence-based and free of any bias in respect of any candidate with a protected characteristic or any other factor (for example character, appearance, social background or special educational needs) that does not relate to their knowledge, skills and abilities in relation to the subject.
* That where more than one member of staff is involved in teaching an individual candidate for any unit, that these members of staff have worked together to standardise their judgements and approach in relation to the assessment.
* That a check comparing the numbers of pass grades for each unit with expectations about how each cohort of candidates would normally perform has taken place and any factors which account for any divergence between numbers taking assessments at the centre historically and the number of centre assessment grades being submitting is considered and a justification has been given.

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, a justification is provided here and explains 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 (**this may be an electronic)

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

Date:…………………………………………….