



# **Centre Determined Grades Policy (learner and parent version) 2021**



<b>Centre Name:</b> Ysgol Gyfun Gymraeg Bro Myrddin	<b>Centre Number:</b> 68220
<b>Policy Adopted by the Governing Body:</b> 18/3/2021:	
<b>Policy Review Date: March 2022</b>	

**ASSESSMENT FOR QUALIFICATIONS IN 2021**  
**YSGOL GYFUN GYMRAEG BRO MYRDDIN**  
**Centre Determined Grades Policy**

**Part 2: Assessment Policy set by the centre Ysgol Bro Myrddin 2021**

Centre Name: Ysgol Gyfun Gymraeg Bro Myrddin	Centre Number: 68220
The Policy has been adopted by the Governing Body: 18/3/21	The Policy was distributed to staff: 22/3/21
Member of staff with responsibility for the Policy:	Mr Euryrn Madoc-Jones

**1. Introduction**

- 1.1 The Policy outlines how the school, as an exam centre, will use the 'Guidance on Alternative Arrangements for Approved GCSE, AS and A Level' provided by Qualifications Wales, the exam regulator, to help determine grades in 2021.
- 1.2 The policy applies to GCSEs, AS and A levels that are regulated in Wales. For the very few qualifications outside of this remit, and regulated by Ofqual, the school will use the guidance relevant to those subjects, usually Level 1-3.
- 1.3 In November 2020, the Education Minister announced that there would be no summer examination series for students taking GCSEs, AS and A Levels in 2021. On January 20<sup>th</sup> 2021, it was confirmed that these qualifications would be awarded using Centre Determined Grades. This means that individual examination centres, such as schools and colleges, would determine the actual grades awarded for each qualification.
- 1.4 By sharing its approach, the school seeks to offer clarity, confidence to students, staff and families. In addition, it provides an overview of the decisions teachers make; how teachers will make these decisions; and identify the evidence that teachers will use to support the decision-making process.

**2. Centre Determined Grades**

- 2.1 A Centre Determined Grade is the grade awarded by the school, as an examination centre, on the basis of demonstrated attainment in the content areas of the qualification that students have been able to complete during the period of study not those parts which have not been able to due to different circumstances.
- 2.2 For each qualification, teachers use the WJEC Assessment Frameworks that include descriptors for key grades to support the correct classification of awards. All grades awarded by the school must be supported by robust evidence to demonstrate student achievement across key themes and skills. These will vary by qualification.
- 2.3 It will not be possible or permissible for teachers, or the school, to attempt to issue a Centre Determined Grade based on a student's potential. Teachers will need to apply their professional judgment and decide whether the knowledge and skills demonstrated meet the normal standard for a particular grade. One must bear in mind what WJEC has suggested in terms of the ideal

evidence and examples given by WJEC in the context of various routes to demonstrate understanding of the Assessment Objectives.

- 2.4 In determining grades, the school will be required to make a 'best fit' judgment. This means that students are not required to demonstrate all aspects of a degree descriptor to obtain the degree; students should be awarded a degree that supports evidence of achievement across sufficient content, within the specified qualification, as determined by WJEC; and can achieve the same grades by demonstrating different combinations of knowledge, skills and understanding. This ensures that strengths in some areas outweigh shortcomings in others. As a result, the 'best fit' grade can be awarded.
- 2.5 Where there is insufficient evidence, or evidence suggests that attainment is below the minimum grade required for a qualification (i.e. grade G at GCSE; grade E at AS / A level) then student obtains a U Grade determined by the Centre.
- 2.6 Although the standard expected for any given degree will not be reduced in 2021, the use of Degrees determined by the Centre recognizes that the volume of work completed by a student will be less than in previous years, due to the the ongoing global health crisis. Therefore, the use of Degrees set by the Centre seeks to ensure that students are not unfairly disadvantaged by the process. At the same time, they are designed to enable all students to progress to their next stage of learning and / or employment.

### **3. How Centre Determined Grade are to be determined**

- 3.1 For each qualification, WJEC has provided subject staff with a Qualification Assessment Framework, which will set out the requirements to support the evidence to inform a Centre Determined Grade
- 3.2 A specified Grade is generated by the Centre using evidence of work completed by a student, using modified specification content.
- 3.3 In determining a grade, the following types of evidence are used in each qualification.
  - 3.3.1 Questions adapted from past papers of external examination boards
  - 3.3.2 Non-Examination Assessments (Coursework)
  - 3.3.3 Supporting evidence
    - a) Teachers may use evidence from previously completed WJEC externally quality assured paper questions with a published mark scheme, and where completed under controlled conditions; a
    - b) Assessments carried out prior to publication of Centre approach eg. Mock Examinations (also known as 'Pre-Public Examinations') and / or other assessed work can only be used to help confirm an award. However, this evidence may not be used alone to determine grades because, at the time of completion, students may not have been aware of the importance of these tasks. This is designed to ensure fairness for all students.
    - c) In order to look holistically at the student's work, the teacher will look at a variety of evidence including: Staff marking book (class work / tests etc); professional judgment of performance over time; target information; WJEC evidence suggestions; traffic light information November and March 2021; information on sitting examination paper layers; previous examination results in a previous subject or units; practical performances.

- d) If departments devise tasks to provide evidence for the award of grades departments will follow the WJEC Assessment Creation Guidelines to ensure that assessment tasks:
- (i) meet the key principles of assessment: fairness of accessibility, validity, reliability
  - (ii) then developed in accordance with WJEC Qualification Assessment Frameworks,
  - (iii) are developed with reference to the grade descriptors for the qualification provided and / or current specification assessment criteria / marking schemes.
- Departments devising assessments will attend online training based on assessment principles and creating assessments available for the summer of 2021 on the WJEC secure website. They will ensure the use of assessments to ensure consistency across the qualification for all candidates. They follow the WJEC guidelines for Creating Centre Assessments when devising tasks to support Centre Determined Grade.
- e) Each section will need to identify how the assessments were carried out
- Face to face
  - From afar
  - Level of Supervision
  - Duration of task
  - Any feedback given
  - Ensure that the candidate's work has been viewed
  - Reducing plagiarism
  - Arrangements given to ALN pupils
  - Save recordings
  - Any training for staff

- 3.4 The number of pieces of evidence required to determine a grade will vary by qualification. Teachers will ensure that there is sufficient opportunity for students to provide clear evidence to demonstrate competence against the key themes and skills, as set out in each WJEC Qualification Assessment Framework. Relatively few pieces of clear evidence might be sufficient to demonstrate attainment across key overarching themes for many qualifications. Teachers will ensure that producing evidence does not create unnecessary duplication of work or overload colleagues or pupils.
- 3.5 The evidence produced will not be completed in the form of an examination. However, students will produce work within a set timescale during lessons to respond to the assessment objectives.
- 3.6 The School has specific policies on completing non-examination assessments, controlled assessments and coursework procedures. However, it must be remembered that the lock-in period requires some flexibility in these arrangements. The principle is that it should all teachers should be confident that the work presented is a reflection of the pupil's actual work and not that of others. In case of concern the matter should be referred to a member of the Senior Leadership Team for further investigation. Any investigation will follow **JCQ guidelines 'Suspected Malpractice-Policies and Procedures 1 September 2020 to 31 August 2021'**
- 3.7 Subject leaders will develop individual assessment plans for the qualifications for which they are responsible, which will be shared and approved by the Head of Centre. These plans will set out what specific pieces of evidence will be used against 3.3.1; 3.3.2; and 3.3.3. Subject Line

Managers have undertaken training on the type of evidence to use and commended the work of departments.

- 3.8 To ensure that students understand how grades are set and what work will be used as evidence, departments will publish a timetable setting out when evidence will be produced. This also ensures that the production of work is evenly distributed over the given schedule and that the process does not overload learners at any given time. It must be borne in mind that this would normally be a period where exams would be in a normal year anyway.
- 3.9 We will look at departmental **performance data** over time and focus on 2017-2019 (three year) performance data, 2017-2020 performance data (four years) and 2020 performance data on its own. Although data does not report all a story it is very important to consider in the context of the historically expected performances. We can be confident in these processes as they have achieved fairness and consistent outcomes in 2020 and that should be the case for 2021 as well. This will lead to training in a twilight INSET and individual discussion with each department.
- 3.10 Departments will be required to create departmental assessment plans for the line manager. In all subjects the core of any assessment is the **Assessment Objectives**. These are identified by all departments as they are essential to effective learning. Departments will identify pieces of work, assessments, tests where these can be viewed and use them to reach a judgment on achievement. The principle, however, is that decisions should be made on the basis of 'holistic' evidence, not an individual piece of work, unless the evidence is scarce.
- 3.11 It should be ensured that there is a departmental understanding and agreement about the exact work / or type of work that will be used for determining a degree. This can mean the type of work, a type of assessment as the lock-in period may have impaired the ability of a member of staff and pupils to complete a particular task. Tasks should be consistent and similar in nature with a focus on specific Assessment Objectives. This will ensure fairness no matter what piece of work is used to evidence understanding of those subject specific Assessment Objectives. Training for this was delivered to staff at the beginning of March by Mr Euryn Madoc-Jones, who is a Chief Examiner with WJEC with over 20 years experience.

#### 4. Roles and Responsibilities

- 4.1 The specific roles and responsibilities of staff, at a range of levels, in terms of qualifications remain largely unchanged with other examination series. However, for awards in 2021, the following roles and responsibilities apply in determining grades
- 4.1.1 The Headteacher will act as the invigilator of the process and forward the results to WJEC in the context of her role as Head of Examination centre. She will effectively oversee the internal and external quality assurance process. The Deputy Headteacher, Mr Euryn Madoc-Jones will assist the training process following his extensive experience as Chief Examiner. The Headteacher will also sign the declaration of the Head of Centre at the end of the School level process.
- 4.1.2 Chair of Governors: Overview of procedure and approval of policy
- 4.1.3 The Examinations Officer is responsible for registering pupils and sharing correspondence from WJEC. She will also facilitate the administrative process and liaise with WJEC on the administrative issues of the process. She will also facilitate the appeals process at School level and for WJEC.
- 4.1.4 The ALN Coordinator (as ALNCo) when putting arrangements in place will take full account of the following guidelines:

- Access Arrangements Book and Reasonable Adjustments 1 September 2020 to 31 August 2021.
- Notification to Centres – Special Educational Needs Coordinators and assessors – June 2021
- Important supplementary information in the WJEC document ‘Centre policy guidelines’

The ALN Coordinator will hold a meeting with relevant staff members to arrange 'access arrangements' for all individuals registered for Summer 2021. He will also communicate access arrangements with teaching staff and maintain oversight of ALN pupil performance. He will co-operate with staff in carrying out assessments and will ensure appropriate support for pupils in accordance with admission arrangements.

- 4.1.5 Head of Department / Subject Leads will be responsible for creating direction for the department in terms of the type of evidence to be considered and to ensure consistency in grading by conducting departmental moderation activities against the Assessment Objectives and completing the appropriate paper trail. They will manage the safe custody of evidence including Learner Decision Records. Teaching staff will ensure that evidence is collected within the published timescale. Teachers must make students aware of the nature and criteria of the task set and ensure that students understand when an activity will contribute to grade determination. Teaching staff will safely collect and store submitted work under lock and key. They will ensure that reasonable adjustments for identified students are made.

Teachers will not give students the opportunity to improve their work, once submitted. Teachers will work with relevant subject leaders to ensure that students who are entitled to access arrangements receive this.

- 4.1.6 All heads of department will receive training on ‘keeping evidence safe’ (following the same procedure currently applied to coursework). Instructions will be given in a twilight INSET regarding ‘access arrangements’ and how to deal with issues of misconduct in the context of submitting work. Staff will also receive good practice training in marking and moderating work following WJEC formal procedures.

## 5. Quality Assurance Processes

- 5.1 In accordance with normal practice, WJEC will require internal processes to be undertaken to promote consistency. The school will undertake quality assurance processes, both within and across subjects, to ensure that the grades specified are valid, reliable and fair, while trying to avoid discrimination. The school will ensure that training is provided to all staff to support this – this training is provided by WJEC and Qualifications Wales.
- 5.2 There are many processes internal questioning designed to ensure good standards and to seek fairness for all students. This involves work moderation and moderation sessions involving everyone from the department in specific sessions and INSET days. Evidence of these processes is retained as part of evidence from the department for quality assurance.
- 5.2.1 Subject leaders will ensure that the moderated sample of work covers the full spectrum of grades and all teachers who have assessed work and included a wide range of candidates of all abilities and those with a disability or Special Learning Needs.
- 5.2.2 Subject Leaders will review any discrepancies.
- 5.2.3 At each stage, there will be appropriate forms provided by WJEC are retained as evidence to support the final degree. There will be a ‘Learner Decision Record’ for **each**

**individual** in each qualification with registration for the summer of 2021. The record will include:

- Details of individual learners
- Details of access arrangements / personal circumstances
- Degree awarded
- Record of evidence

5.3 In departments where teachers work alone, the school will allow evidence to be moderated, through another centre: Ysgol Maes y Gwendraeth and or Ysgol y Strade. Similarly, any staff who have a conflict of interest (e.g. a parent who is a teacher) will need to be declared.

5.4 The school will ensure that the work of all staff assessing evidence is moderated, as part of internal quality assurance. When the size of an examination cohort is below 20 then the whole cohort will be moderated. For larger samples, the school will ensure that evidence is considered from a range of student profiles, from more able students to those with additional learning needs; and those students with protected characteristics.

## **6. Recording of Decisions**

6.1 The school will keep a record to clearly document the rationale for grade decisions on a learner's Decision Record

6.2 Decision records will detail who assessed the evidence and when; the decision taken; identify any reasonable adjustments or special considerations applied; and any adjustments to a decision during the process.

## **7. Public Sector Equality Duty and Data Protection**

7.1 In developing an approach to Centre Determined Grades in 2021, the school has taken steps to ensure it meets its Public Sector Equality Duty. This is a legal requirement and is part of the Equality Act (2010), which gives due regard to the need to do so

- 7.1.1 Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Equality Act (2010);
- 7.1.2 Promote equality and opportunity between people who share a relevant protected characteristic and those who do not; a
- 7.1.3 Foster good relations between people who share relevant protected characteristics and those who do not.

7.2 The evidence collected by the school to support Centre Determined Grades will use standardised materials, produced by WJEC and further materials focusing on the subject Assessment Objectives.

7.3 The school will ensure that it meets data protection and processing regulations.

## **8. Review of the Centre's Grading and Centre Determined Grade Processes**

8.1 ***At the time of writing, the process of reviewing centre grades and the appeals processes had not been completed.***

8.2 A student who is dissatisfied with their grade will be able to appeal their grade. There will be three stages to the appeal process

- 8.2.1 Stage 1 involves a centre review of the provisional grade determined by the centre on the basis of an award and / or a procedural error has been made
- 8.2.2 Stage 2 will involve an appeal to WJEC on the basis that the judgment made by the centre is unreasonable and / or a procedural error has been made
- 8.2.3 Stage 3 involves an application to Qualification Wales for an Examination Procedure Review Service (EPRS) to review whether WJEC has followed the required procedures.

## **9. Professional Learning**

- 9.1 Working with the Welsh Government, Qualifications Wales and WJEC, the school will ensure that appropriate training is provided for staff at all levels to ensure that the assessment scheme, and associated processes, are fully implemented **Appendix 3**).
- 9.2 As well as providing training on the scheme of assessment and associated actions for staff at all levels, the school will review its current training program to help manage staff workload. Specific training on avoiding unconscious bias in the assessment of work will be provided to all staff involved in marking evidence.
- 9.3 Identified staff will also attend specific training on equality issues, including public sector duties; conscious and unconscious mind control; data processing and data protection, with particular reference to fair processing notices.

## **10. Private Candidates**

- 10.1 Very few students sit examinations as private candidates.
- 10.2 School staff are unlikely to be able to validate the work of private candidates. Private candidates will be able to apply to the local authority for arrangements to conduct assessments in the summer of 2021.

## **11. Application of special consideration**

- 11.1 The school will apply the WJEC published special considerations document to those students who meet the specified criteria.
- 11.2 As is standard, the school may require evidence to demonstrate that the student meets the criteria.



## APPENDIX 2: Centre Key Dates Timeline

Event	Date
Your School or college will tell you how you will be assessed and graded for your qualification	By Easter
You should have face-to-face teaching and some additional assessments may be undertaken	12 April – 28 May
You will receive your Centre Determined Degrees on a temporary basis, and will have the opportunity to ask for any of your grades to be reviewed	By 25 June
Your school or college will submit the Degrees Specified by the Centre temporarily to WJEC	June 14 – July 2
AS and A Level Results Day	August 10th
You will have the opportunity to appeal against your AS and/or A level result to WJEC	10 August – 7 September
GCSE Results Day	August 12 <sup>th</sup>
You will have the opportunity to appeal against your GCSE result to WJEC You will have the opportunity to appeal to Qualifications Wales for an Examination Procedure Review Service (EPRS)	24 August – 21 September * After the results day

Order of events at Ysgol Bro Myrddin	Date
The school informs parents and pupils how they will be assessed	By Easter 2021
Face-to-face teaching resumes and the opportunity to conduct some additional assessments in lessons following a set timetable	March 15 – May 28
Time for departments to meet for internal and cross-departmental moderation	Evening sessions – May 18 and May 25
Departments meet to come to fruition in terms of Centre-determined Degrees over and complete Learner Decision Record	INSET May 28 or June 7
SLT meets to discuss grades across the school and holds departmental discussions	June 7 – 11
Pupils receive the grades set by the Centre temporarily and have the opportunity to request a review	June 18
Review period	June 18 – 29
Present Centre-determined Degrees to WJEC	June 30
AS and A Level results day	August 10
Opportunity for pupils to appeal against their AS or A level result to WJEC	August 10 – September 7
GCSE results day	August 12
Opportunity for pupils to appeal against their GCSE result to WJEC	August 24 – September 21
Opportunity to appeal to Qualifications Wales for Examination Procedure Review (EPRS) service	August 24 – September 21

### APPENDIX 3: WJEC Guidance and Training Events Timeline

Date	Event
5 <sup>th</sup> March	Pre-recorded training: 'Foundations and creating an assessment'
5 <sup>th</sup> March	Guidance on 'Centre policy on assessment and Quality Assurance'
w/c 8 <sup>th</sup> March	Pre-recorded training: 'The centre's approach to assessment and Quality Security of rating decisions'
12 <sup>th</sup> March	Training: Live Q&A
15 <sup>th</sup> March	High level appeal process
w/c 15 <sup>th</sup> March	Final Qualifications Assessment Frameworks including degree descriptors
w/c 15 <sup>th</sup> March	Graduation Guide for centres
w/c 15 <sup>th</sup> March	Assessment materials for centres
19 <sup>th</sup> March	Entry deadline
w/c 22 <sup>nd</sup> March	Subject-specific training materials
19 <sup>th</sup> – 25 <sup>th</sup> March	Centres submit WJEC Internal Assessment and QA policies
22 <sup>nd</sup> March	Pre-recorded training: 'Unconscious prejudice and objectivity'
25 <sup>th</sup> March	Training: Live Q&A
12 <sup>th</sup> April	WJEC provides feedback to centres on their policies
19 <sup>th</sup> April	Pre-recorded training: Making final judgments
April 22 <sup>nd</sup>	Application change window deadline
w/c 26 <sup>th</sup> April	Final appeal process
26 <sup>th</sup> April	Pre-recorded training: 'Good practice in final grading decisions a Quality Assurance'
5 <sup>th</sup> May	Training: Live Q&A
17 <sup>th</sup> May	Pre-recorded training: 'Delivering Centre-determined Degrees'
14 <sup>th</sup> June – 2 <sup>nd</sup> July	Presentation window for Degrees set by Centre
21 <sup>st</sup> June – 12 <sup>th</sup> July	WJEC Quality Assurance 'Student decision records and overall results'