

Summer 2020 – Guidance Relating to Awarding Results

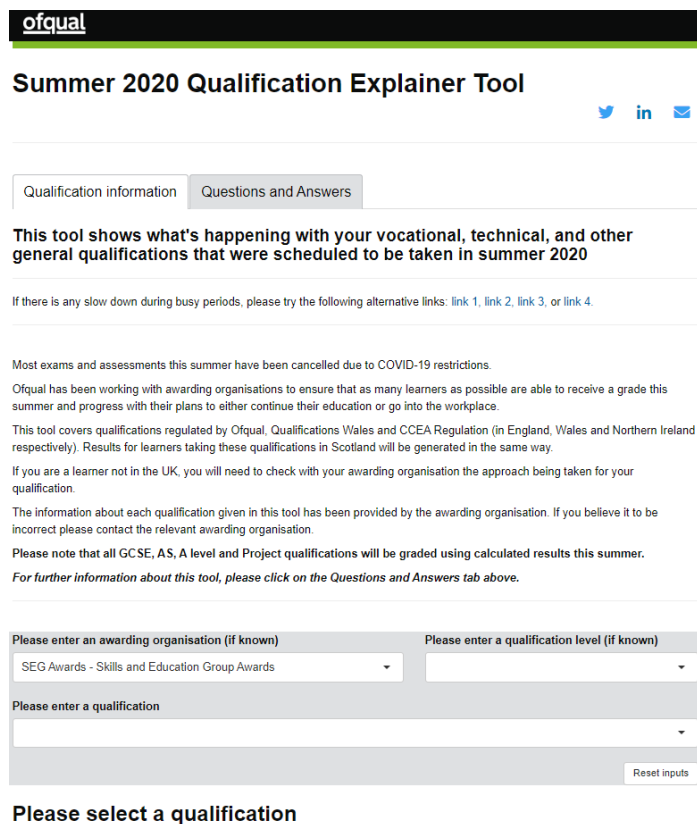
SECTION 1 – BACKGROUND AND LEARNERS COVERED	2
1. <i>Background</i>	<i>2</i>
2. <i>Learners Covered by this document</i>	<i>3</i>
SECTION 2 – ESTIMATED/CALCULATED RESULTS	3
3. <i>The Principles of Estimation/Calculation</i>	<i>3</i>
4. <i>Our Approach</i>	<i>4</i>
5. <i>What we expect to see</i>	<i>5</i>
6. <i>Centre Sign-off of Estimated Results</i>	<i>6</i>
7. <i>How will we Quality Assure Centre Estimated/Calculated Results</i>	<i>7</i>
8. <i>'Mid-flight' candidates</i>	<i>8</i>
9. <i>Informing Skills and Education Group Awards of Estimated/Calculated Results</i>	<i>8</i>
SECTION 3 – ADAPTING ASSESSMENTS AND RESIT OPPORTUNITIES	9
10. <i>Adapting assessments</i>	<i>9</i>
11. <i>Opportunity to Resit Assessments</i>	<i>10</i>

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Issue	Date	Details of change	Page(s)
1	22/05/2020	Original document	n/a
2	01/06/2020	Updated to include process for uploading estimated results and process for adapting assessments	8 to 10

Section 1 – Background and Learners Covered

1. Background

- 1.1. This document outlines Skills and Education Group Awards’ process for estimating/calculating results, adapting assessments and opportunities to resit for qualifications due to be awarded in summer 2020.
- 1.2. The COVID-19 pandemic has resulted in an extraordinary temporary regulatory framework being introduced in England, Wales and Northern Ireland. The Framework covers the award of qualifications to learners that were due to complete over Summer 2020 and can be found here: <https://www.gov.uk/government/publications/extraordinary-regulatory-framework-vtq-covid-19-conditions-and-requirements>
- 1.3. A number of Skills and Education Group Awards’ qualifications have been categorised as qualifications eligible for ‘Centre Estimated or Calculated Results’ or ‘Adapted Assessment’. Confirmation of the qualifications impacted by this approach can be found here: <https://analytics.ofqual.gov.uk/>



ofqual

Summer 2020 Qualification Explainer Tool

Qualification information | Questions and Answers

This tool shows what's happening with your vocational, technical, and other general qualifications that were scheduled to be taken in summer 2020

If there is any slow down during busy periods, please try the following alternative links: [link 1](#), [link 2](#), [link 3](#), or [link 4](#).

Most exams and assessments this summer have been cancelled due to COVID-19 restrictions. Ofqual has been working with awarding organisations to ensure that as many learners as possible are able to receive a grade this summer and progress with their plans to either continue their education or go into the workplace. This tool covers qualifications regulated by Ofqual, Qualifications Wales and CCEA Regulation (in England, Wales and Northern Ireland respectively). Results for learners taking these qualifications in Scotland will be generated in the same way. If you are a learner not in the UK, you will need to check with your awarding organisation the approach being taken for your qualification. The information about each qualification given in this tool has been provided by the awarding organisation. If you believe it to be incorrect please contact the relevant awarding organisation. Please note that all GCSE, AS, A level and Project qualifications will be graded using calculated results this summer. For further information about this tool, please click on the Questions and Answers tab above.

Please enter an awarding organisation (if known): SEG Awards - Skills and Education Group Awards

Please enter a qualification level (if known):

Please enter a qualification:

Reset inputs

Please select a qualification

If you have any questions arising from this document, please [contact us by email](#).

2. Learners Covered by this document

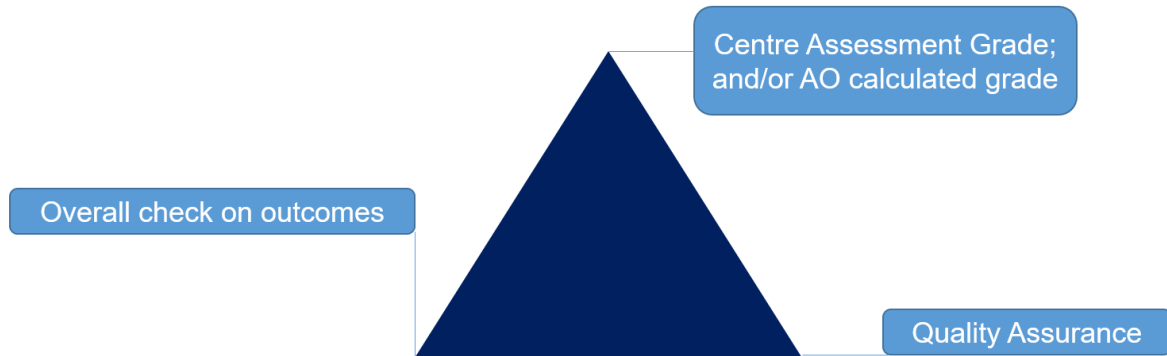
- 2.1. This document outlines the processes that will be used for learners that would have been expected to complete between 20 March and 31 July 2020.
- 2.2. Learners that completed before 20 March 2020, or learners that have produced sufficient evidence to be awarded should be assessed, internally quality assured and moderated by Skills and Education Group Awards in line with the processes that would usually be followed (prior to March 2020).
- 2.3. It is anticipated that the processes outlined in this document will not apply to learners that will finish after 31 July 2020. This will be kept under review by Skills and Education Group Awards; as the effects of COVID-19 upon the education sector are not yet fully known.
- 2.4. Where learners are on a multi-year qualification, it is allowable to estimate elements of the qualification that would have been completed prior to 31 July 2020. For the time being, this evidence should be retained and will be examined at your next planned moderation.

Section 2 – Estimated/Calculated Results

3. The Principles of Estimation/Calculation

- 3.1 To provide learners with the grades that they would most likely have achieved had they been able to take their assessments in summer 2020.
- 3.2 To enable the maximum possible number of learners to achieve grades based on a principled evidenced based approach, such that in similar situations, similar approaches to calculated results would be used.
- 3.3 To protect, as far as possible, learners from being systematically advantaged or disadvantaged, notwithstanding their society related economic factors or whether they have a protected characteristic.
- 3.4 For the methods to be sufficiently transparent and easy to explain to promote confidence.
- 3.5 To be deliverable by Awarding Organisations with sufficient oversight from the regulators.

4. Our Approach



- 4.1. Skills and Education Group Awards will rely on the professional judgement of tutors and assessors at Centres to estimate results for learners (known as 'Centre Assessment Grade').
- 4.2. These estimated grades will be subject to quality assurance checks by Skills and Education Group Awards, which are outlined later in this document.
- 4.3. Skills and Education Group Awards will also perform a check on overall qualification level outcomes, to ensure statistical comparability with previous years. This may involve further communication with Centres.
- 4.4. Centres should provide the grade they judge each learner would most likely have achieved had they been able to take their assessments in summer 2020. In doing this, Centres should assume that any reasonable adjustments that would have been sought for a learner when taking their assessments would have been in place.
- 4.5. We will not initially ask Centres for a 'rank order' of learners. However we reserve the right to do this at a later stage, should questions arise from the 'quality assurance' or 'check on outcomes' stages of the process.
- 4.6. A learner's results should only be estimated by teachers or assessors with direct experience of teaching that learner the relevant subject and component.
- 4.7. For each learner whose results are being estimated, the teacher should consider at least one piece of valid evidence that demonstrates the learner's progress towards the assessment requirements of the component.

- 4.8. Estimates must be based upon evidence. Centres must be able to provide evidence at the point of moderation to justify their estimated result for the learner. All evidence used to justify the estimation of a grade must be retained.
- 4.9. If a Centre believes that they do not have enough evidence to justify the estimation of a result; they may adapt the assessment (where allowed by Skills and Education Group Awards), in order to allow the learner to complete. If this is not possible, there may be no other option except to delay the assessment for a later date.
- 4.10. In justifying a grade, some qualifications will be easier than others. For example, where a learner is studying a pass/fail qualification and all of the assessments to date have been passed by the learner, it is sufficient for the Centre to estimate that all units/assessments would have been passed. In this case, the previous attainment acts as the evidence to justify the estimated grades.
- 4.11. Where a qualification is graded or units within the qualification are graded, it may be more difficult to estimate a grade. Examples of previous work can be used as justification of the likely grade that a learner would have achieved. Formative assessment that would not have otherwise been used may also be used. A full list of possible evidence can be found later in this document – although this list is not exhaustive.
- 4.12. Where a Centre has been able to continue delivery and assessment as usual, they are allowed to do this. Learner achievement should be claimed in the usual way. Please be advised that Skills and Education Group Awards is only able to undertake remote Moderation at this time.

5. What we expect to see

- 5.1. For every estimated result, Skills and Education Group Awards expects that the following evidence is available as a minimum:
 - 5.1.1. Assessment tasks submitted, evidencing learner achievement on the qualification.
 - 5.1.2. Assessment results from previous assessments – for graded qualifications, this may be enough evidence in itself – i.e. if a learner is consistently performing at 'Merit' standard, then it is acceptable for that to be used as a justification for a 'Merit' being estimated for outstanding units/assessments.

5.1.3. The following evidence may be used to justify the estimation of a grade, however this list is not exhaustive:

- Formative assessment tasks
- Grade profile analysis over time
- Mapping to similar tasks/assessment criteria from other units
- Evidence of performance in similar tasks (i.e. essays, presentations, practical tasks, etc.)
- Tutor witness statement based on previously witnessed activities
- Notes from class or research
- Partially completed assessment tasks
- Tutor references
- Reflective journal
- Learner learning review/action plan notes
- Evidence of engagement with study
- Evidence of attendance.

5.1.4. Evidence that estimated results have been through an internal quality assurance process within the Centre.

6. Centre Sign-off of Estimated Results

6.1. Skills and Education Group Awards will require that a declaration is signed by a Senior Manager at the Centre. We would suggest that the Head of Quality (for example) is a suitable signatory.

6.2. The Senior Manager should ensure that the requirements of this document are met. Specifically:

- The Centre had a reasonable expectation that the learner would have achieved in line with the estimates made.
- The staff responsible for making the estimation have experience of teaching the learner in the subject that is being estimated.
- The staff that made the estimation have access to this document.
- That, where more than one member of staff is making estimations related to Skills and Education Group Awards qualifications, there has been an effort to standardise practice within the Centre.
- The estimations are subject to internal moderation.

- 6.3. The Senior Manager declaration will state that:
- Only suitably qualified staff with experience of teaching that component to the learner have made grade estimations.
 - At least one valid piece of evidence per learner is available to justify that judgement.

7. How will we Quality Assure Centre Estimated/Calculated Results

- 7.1. We will use a risk-based approach to quality assure estimated results. This means that if a Centre has an acceptable record on previous moderation visits; has been delivering a qualification for a period of time and/or has Direct Claims in place, then Skills and Education Group Awards may provide minimum intervention.
- 7.2. Where a provider is new to delivering a qualification; has an outstanding action plan; or does not have an acceptable track record relating to moderation visits, Skills and Education Group Awards will undertake moderation to verify that the estimated grades are based on enough evidence.
- 7.3. Skills and Education Group Awards may undertake statistical analysis to ensure that achievement rates are comparable to previous years. Where a qualification is graded, Skills and Education Group Awards will undertake statistical analysis to ensure that estimated grades are comparable to actual grades awarded in previous years.
- 7.4. We would expect the profile of Centre estimated grades for a Centre to be similar to the same period in previous years. Skills and Education Group Awards will examine historical profiles for graded qualifications and will undertake further investigation where Centre Assessed Grades are not in line with grade distribution in previous years.
- 7.5. Skills and Education Group Awards does not have a fixed tolerance level for such data comparisons. This is because a 20% change in pass rate has different implications if there were 10 candidates or 200 candidates. The broad aim is for variation to be minimal.
- 7.6. We would not expect to see large volumes of late registrations. If and when this is seen, it will be used as an indicator of potential malpractice.
- 7.7. Where there is little or no evidence, or no satisfactory track record with regard to previous moderations, Skills and Education Group Awards may make the judgement that the minimum evidence threshold is not met.

8. 'Mid-flight' candidates

- 8.1. Candidates who are 'mid-flight' (i.e. at the end of a year of a multi-year qualification, but not finishing in summer 2020) should be claimed at the end of the course. Evidence to support the Centre Assessed Grade in summer 2020 should be retained for final moderation.
- 8.2. Skills and Education Group Awards will provide a mechanism for notifying us of mid-flight estimated grades.
- 8.3. Centres may, if they wish, delay assessment until a later date. However, they should be mindful that this approach may lead to a burden for both the learner and the Centre at a later date.

9. Informing Skills and Education Group Awards of Estimated/Calculated Results

- 9.1. Centres are required to inform Skills and Education Group Awards of all estimated grades no later than 19th June 2020.
- 9.2. Centres should inform Skills and Education Group Awards of estimated grades by making a claim through ORS (Skills and Education Group Awards' ['Online Registration System'](#)).
- 9.3. When claiming estimated grades, ORS users should proceed to the results screen as usual. Where a result is estimated, Centres should enter an E in front of the result as follows:

Grade	Enter into ORS	Note
Estimated Pass	EP	
Estimated Merit	EM	Only for graded units/qualifications
Estimated Distinction	ED	Only for graded units/qualifications
Pass (not estimated)	P	
Merit (not estimated)	M	Only for graded units/qualifications
Distinction (not estimated)	D	Only for graded units/qualifications

Section 3 – Adapting Assessments and Resit Opportunities

10. Adapting assessments

- 10.1. Some Skills and Education Group Awards qualifications allow the adaption of assessment in order to allow learners to continue to be assessed through Summer 2020.
- 10.2. It may be that not all providers are able to find and implement suitable adaptations for their qualifications.
- 10.3. The overwhelming majority of Skills and Education Group Awards' qualifications allow Centres to devise their own assessments. This allows Centres to set assessments that best meet the needs of their learners.
- 10.4. Skills and Education Group Awards will therefore allow Centres to make Variation to Assessment requests. A variation to assessment form can be downloaded [here](#).
- 10.5. In completing the form, Centres should give consideration to how any adaption/variation to assessment continues to give a valid result – i.e. ensures that the learner is still adequately assessed to ensure that the purpose of the qualification is met.
- 10.6. Skills and Education Group Awards will approve variation to assessment requests where the proposed adapted assessment ensures that the relevant assessment criteria continues to be met.
- 10.7. In some cases, it may not be possible for assessment criteria to be met through adaptation. Skills and Education Group Awards will approve adaptations where this is the case, providing the validity of the qualification is not affected. For instance, vital health and safety assessment tasks may not be amended if the assessment criteria cannot be met. However, for some tasks used toward an assessment criterion that says 'demonstrate' it may be acceptable for the learner to undertake a professional discussion with an assessor.
- 10.8. Variation to assessment requests will be dealt with on a case-by-case basis. This is because some adaptations may not be available in all Centres and may not be suitable for all learners.
- 10.9. The priority of Skills and Education Group Awards is to allow learners to complete their qualification as planned, without affecting the validity or perceived rigor of the qualification.

10.10. We will respond to all assessment variation requests within 5 working days. If we do not approve the request, we will explain why.

11. Opportunity to Resit Assessments

- 11.1. Where a learner has received an estimated grade or an adapted assessment, they may be allowed an opportunity to resit that assessment between September and December 2020 for the purpose of attempting to gain a higher grade.
- 11.2. This resit opportunity will only apply to assessments relating to graded units or qualifications. This is because there is no benefit Skills and Education Group Awards can offer to a learner resitting a pass/fail assessment they have already been judged to have passed. The learner will already be in possession of a certificate stating they have passed – passing the assessment for a second time would not change this.
- 11.3. Skills and Education Group Awards will release a process in late Summer 2020 for Centres to submit updated assessment results where learners have chosen to resit the assessment.
- 11.4. In the event that the learner gets a different grade in the resit compared to their original result, the higher grade of the two will be counted.
- 11.5. It will be up to Centres to arrange their own resit processes, however Centres should note the following extract from Ofqual's [Extraordinary Regulatory Framework](#):

The requirement in Condition VTQCov10.1(b) does not apply where an awarding organisation reasonably considers that providing that opportunity would be –

- (a) impracticable, or*
- (b) would create a disproportionate burden on the awarding organisation or Centres.*

If you have any questions arising from this document, please [contact us by email](#).