

ARE/JWA

13 July 2020

Dear Parents/Carers

Procedures relating to submission of centre assessed grades

On 18 March 2020, the Secretary of State for Education announced that the summer 2020 GCSE, AS and A-Level exam series would be cancelled in order to help fight the spread of the coronavirus (COVID-19) and that students due to sit the exams would be awarded a grade based on a range of evidence held by schools to project the grade they would have been most likely to achieve had exams gone ahead.

On 23 March 2020, in a written statement to Parliament, the Secretary of State explained the government's intention that results would be issued to this year's cohort based on a range of evidence and data, including performance on mock exams and non-exam assessment.

The process, informed by OFQUAL guidance, followed by the UTC to generate and standardise the grades submitted to exam board is set out in the steps below:

1. Subject teachers have collated a range of evidence including in class tests, coursework performance and trial exam results. Subject teachers used this evidence to propose the most likely grade a student would achieve in the summer. All grades had to be based on evidence including formal assessment carried out in the UTC.
2. These grades were then submitted to the Curriculum Director for each subject area, who collated all of the results and standardised these based on subject data for the whole UTC cohort to generate a rank order. Students were then placed in this rank order within each grade. For example, if 10 students were projected to achieve a grade 5 these would be ranked from position 1 to 10 with position 1 being held by the student most likely to achieve a grade 5 and position 10 held by the student least likely to achieve the grade.
3. Once the Curriculum Director had completed the process above, the department then held a further standardisation meeting to agree the grades and the rank order.
4. The data from each subject was then submitted to the Senior Leadership Team (SLT) and the Trust Data Analyst. The grades were then analysed to compare the submitted data to expected performance based on prior attainment and previous year's results. The UTCs used the following standardisation approaches:
 - All data was added to the schools data analysis system (SISRA) which allowed leaders to analysis whole school performance and compare with target grades and previous year's results.
 - The data was submitted to the Baker Dearing Educational Trust, who support UTCs nationally, where it was analysed based on national UTC performance.

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- The data was analysed through Fischer Family Trust (FFT), a system used by schools to generate target grades based on prior attainment and analyse school performance.

The above analysis highlighted any areas that required further investigation by staff and Curriculum Directors because overall performance in a subject or at a particular grade boundary looked better or worse than expected.

5. In collaboration with SLT, and based on the analysis of the data, Curriculum Directors made any final adjustments to the grades and rank order. The data was then added to the exam board portals by the UTC Examinations Officer and Trust Data Analyst.
6. Once grades had been added to the exam board portal the data and rank order was then checked again by Curriculum Directors to ensure no clerical errors had been made.
7. The grades were then submitted for approval by the Principal, who signed a declaration that the grades were accurate, had been through a standardisation process and were based on evidence. This was undertaken for each subject across every exam board.

As the process above highlights, the UTC assessment grades have been defined and standardised by multiple members of staff and a range of external partners. The responsibility for the submitted grade does not rest with any individual teacher.

Following the grade submission, Ofqual and exam boards will put all centre assessment grades through an external standardisation process to better ensure that grades are comparable between schools and colleges. This national standardisation process may lead to school data being moderated. This may result in the grades awarded being different to the centre assessed grades that were submitted.

Organisation of Results Day regarding issuing results

Post-16 results for A-Level and other Level 3 qualifications will be issued on **Thursday 13 August 2020** from 8.30am.

GCSE and other Level 1 or 2 qualifications will be issued on **Thursday 20 August 2020** from 8.30am.

Results day procedure at the UTC:

On results day, the UTC will be open for **booked appointments only**. A staff team will be available including Senior Leaders, Exams Officer, Data Analyst, Learning Managers, Curriculum Directors and Administrators. Individual teachers will not be attending on Results Day.

- 8.30am - Results will be emailed to student UTC email accounts (students must ensure they have access to their account before this day, please contact helpdesk@utcsheffield.org.uk if you need help with accessing student UTC accounts).
- With the results document, an additional online survey will be provided. We request that this survey is completed and returned as soon as possible. The survey will include details of destinations and an opportunity to seek support for any issues arising.

If students/parents/carers have any issues or questions relating to their results, please contact the UTC via phone (**0114 260 3970**) or email (admin@utcsheffield.org.uk) and your query will be addressed by the most relevant member of staff. Communication will then be made with you via phone, email or by arranging an appointment at the UTC.

Post 16 Results Day

Senior Leaders and Learning Managers will be available from 8.30am to support with UCAS Clearing relating to Higher Education applications. In particular cases, a face-to-face appointment for Clearing support can be arranged by booking an appointment as outlined above.

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GCSE Results Day

Following the issuing of results at 8.30am, returning Y11 students to the UTC should contact to discuss or confirm their Post-16 place from 8.30am (using the contact methods above). External applicants will need to contact the UTC from 10.00am.

Examination Results Appeals

OFQUAL guidance released on 30 June 2020 outlines the following for appeals relating to results:

- A centre may appeal to the examination board if it believes the centre itself made an error when submitting a centre assessment grade or rank order information; or similarly, if it believes an examination board made a mistake when calculating, assigning or communicating a grade
- A centre may appeal, in exceptional circumstances, when it feels the standardisation has not taken account of a significant demographical change in the cohort
- No appeal will be available for students to challenge their centre-assessed grade or position in the rank order. If students have concerns about bias, discrimination or any other factor that suggests that a centre did not behave with care or integrity when determining the centre assessed grade and/or rank order information; they should normally raise these concerns with the centre in the first instance

Further detailed information can be found at:

<https://www.gov.uk/government/news/ofqual-publishes-more-details-on-appeals-and-confirms-autumn-exam-arrangements>

October series of examinations

There will be an opportunity for both A-Level and GCSE students to resit examinations in October and November 2020.

The deadlines for entry are:

- GCSE AS & A Level - 4 September
- GCSE (except English Language and Mathematics) - 18 September
- GCSE (English Language and Mathematics) - 4 October

Please contact the UTC by phone or email, if you wish to discuss the opportunity to re-sit any qualification.

Yours faithfully



Mr Alex Reynolds
Principal