



KING WILLIAM'S COLLEGE

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**King William's College  
Centre Determined Grades Policy  
WJEC Summer 2021**

Issue Date: 03/21

Clare Broadbent (Deputy Head Academic)

Susan Gibson (Examinations Officer)

**KING WILLIAM'S COLLEGE**  
**CENTRE DETERMINED GRADES POLICY**  
**WJEC SUMMER 2021**

## **1. Context**

In light of the ongoing Covid-19 Pandemic, all GCSE and IGCSE examinations for King William's College students have been cancelled. Each exam board has slightly different requirements regarding the alternative arrangements in place for these students to be awarded grades in the summer of 2021

The purpose of this Centre Policy is:

- to ensure that Centre Determined Grades (CDGs) are conducted fairly, consistently, free from bias and effectively within and across departments and maintained throughout the process
- to ensure the operation of effective processes with clear guidelines and support for staff
- to ensure that all staff involved in the processes clearly understand their roles and responsibilities
- to support teachers to take evidence-based decisions in line with Qualification Wales requirements
- to achieve a high standard of internal quality assurance in the allocation of CDGs
- to ensure the centre meets its obligations in relation to equality and disability legislation
- to ensure we meet all requirements set out in the Special Regulatory Conditions, Joint Council for Qualifications and Awarding Organisation instructions for Summer 2021 qualifications.

It is the responsibility of everyone involved in the generation of Centre Determined Grades to read, understand, and implement this policy.

## **2. Roles and Responsibilities**

### **Head of Centre: Joss Buchanan, Principal**

- has overall responsibility for the school as an examinations centre and will ensure that clear roles and responsibilities of all staff are defined
- will confirm that teacher assessed grade decisions represent the academic judgement made by teachers and that the checks in place ensure these align with the guidance on standards provided by awarding organisations
- will ensure a robust internal quality assurance process has been produced and signed-off in advance of results being submitted
- will authenticate all CDGs prior to submission to the examination board with support from Clare Broadbent (Deputy Head Academic) and Susan Gibson (Examinations Officer)

### **Deputy Head Academic: Clare Broadbent**

- will meet with the Head of Modern Foreign Languages to review, authenticate and approve grades for both French and Spanish prior to submission to the Head of Centre
- will support the Head of Centre, with the assistance of the Examinations Officer, in the quality assurance of the final CDGs.
- will ensure an effective approach within and across departments and authenticating the preliminary outcome from single teacher subjects.
- is responsible for ensuring staff have a clear understanding of the internal and external quality assurance processes and their role within it.
- will ensure all staff conduct assessments under the appropriate levels of control with reference to guidance provided by the Joint Council for Qualifications and Qualifications Wales.

### **Examinations Officer: Susan Gibson**

- is responsible for the administration of our final CDGs and for managing the post-results services.
- will support the Head of Centre, with the assistance of the Deputy Head Academic, in the quality assurance of the final CDGs.

### **Head of Modern Foreign Languages and French: France Heckel**

- will produce an Assessment Record for each subject cohort, that includes the nature of the assessment evidence being used, the level of control for assessments considered, and any other evidence that explains the determination of the final CDGs. Any necessary variations for individual students will also be recorded.
- will securely store and be able to retrieve sufficient evidence to justify the CDGs for both French and Spanish.
- will ensure teachers have the information required to make accurate and fair judgments.
- will liaise with the Head of Spanish regarding the CDGs for Spanish
- will oversee the assessment, collection and retention of evidence and award a grade to all French GCSE candidate entries with support and approval from other teachers in the French Department.
- will ensure that all teachers within their department make consistent judgements about student evidence in deriving a grade.

### **Head of Spanish: Carolina Ganzo-Perez**

- will oversee the assessment, collection and retention of evidence and award a grade to all Spanish GCSE candidate entries with the support and approval from other teachers in the Spanish Department.
- will ensure that all teachers within their department make consistent judgements about student evidence in deriving a grade.
- will ensure teachers have the information required to make accurate and fair judgments.
- once grades for Spanish are determined she will submit to the Head of MFL for approval with the Deputy Head Academic.

## Teachers of French and Spanish

- will ensure they conduct assessments under our centre's appropriate levels of control and taking into account appropriate access arrangements in line with those that have been approved by the awarding body
- will ensure that they have sufficient evidence, in line with this Centre Policy and guidance from the Joint Council for Qualifications and Qualifications Wales, to provide CDGs for each student they have entered for a qualification.
- will ensure that the CDG they assign to each student is a fair, valid and reliable reflection of the assessed evidence available for each student.
- will make judgements based on what each student has been taught and what they have been assessed on, as outlined in the section on grading in the main JCQ guidance.

### 3. Process for determining CDGs

The details below relate to both French and Spanish. CDGs will be determined based on the following sources of evidence:

- February 2021 mock examinations: Reading and Writing Papers
- Listening papers conducted in lessons prior to February mock examinations.
- Practice role-plays conducted in lessons at various points in the course
- Translation practice (French/Spanish to English) conducted in lessons at various points in the course
- Additional Reading, Writing and Listening assessments conducted in class throughout May 2021 using materials provided by WJEC
- Oral exams (recorded): 5th/7<sup>th</sup> May for French and 12<sup>th</sup>/14<sup>th</sup> May for Spanish

### 4. Internal Quality Assurance

As detailed above, Centre Determined Grades (CDGs) will be subject to a series of internal checks to ensure that they are calculated fairly, accurately, reliably and objectively and are supported with evidence.

This policy has been developed in line with guidance from WJEC, Qualifications Wales and JCQ, along with relevant school policy and wider legislation. WJEC training materials have been circulated to all relevant parties.

In line with this policy, CDGs and individual pupil records detailing the evidence used to generate them for each candidate. These records will initially be calculated by individual subject (French and Spanish) teachers and submitted to the relevant Head of Subject who will check that all procedures have been followed and that the results used to calculate the grades are accurate. The Head of Spanish will submit the CDGs and pupil records to the Head of MFL (Head of French) for further scrutiny.

The Deputy Head Academic will meet with the Head of MFL to discuss the overall pattern of CDGs in the context of the current cohort and historical data. If results this year fall significantly outside of the typical pattern of historical results then further evidence (baseline testing, internal examination/assessments, class test results, records of classwork/homework etc.) will be required to justify the claim that this is an exceptional cohort.

The Deputy Head Academic and Examinations Officer will collate the results and will double check entries before conducting a further check along with the Head of Centre (the Principal) before final submission to WJEC.

All data will be held securely in line with the school's Data Protection policies and GDPR Legislation. Records of CDGs, individual pupil records and copies of related evidence will be collated and stored securely. Records will be kept of meetings between the Heads of Department, Deputy Head Academic, Examinations Officer and Head of Centre.

CDGs will be calculated based on evidence of demonstrated achievement and any assessments will be conducted with due regard to equalities issues for students with protected characteristics as well as any identified access arrangements, in line with the school's Access Arrangements Policy, Equal Opportunities Policy and the Isle of Man Equality Act.

## 5. Communication

Clare Broadbent, Deputy Head Academic is responsible for communicating to students, parents and staff a high level overview of the process by which grades will be awarded in Summer 2021. Regular updates will be issued as further guidance is issued by the relevant examination boards. These updates may be in the form of letters to parents, student assemblies and briefings in person at Parents' Evenings.

Heads of Department will communicate subject specific details to the teachers in their departments and this information will then be communicated directly to students by their relevant teachers. Timetables for formal assessments such as mock examinations, orals etc. will be communicated to students and staff by the Head of MFL and the Head of Spanish and details of individual students' assessments will be communicated to them by their teachers.

## 6. Appeals and Complaints

King William's College is committed to ensuring that whenever staff generate CDGs this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

As set out in the announcement from the Minister for Education (Wales) on 20 January 2021, the appeals process will have three stages:

- **Stage 1 - a centre review** of the provisional Centre Determined Grade on the grounds of judgement and/or a procedural error has been made. The centre review stage will allow learners to request a review of the centre's judgement of their grade and/or correct any errors. This will be completed before the submission of Centre Determined Grades to WJEC. Centres will need to provide an effective mechanism for learners to request a centre review of their provisional grade. **The Centre Determined Grade is provisional until qualification grades are issued by WJEC on results days.**

- **Stage 2 – an appeal to WJEC** on the grounds that the judgement that the centre has made is unreasonable and/or a procedural error has been made. Appeals to WJEC will allow learners to appeal on the grounds that the academic judgement that the centre has made is unreasonable and/or a procedural error has been made. This process will be carried out once results have formally been released on the relevant results days. Further guidance will be provided by the Examinations Officer.
- **Stage 3 – a request to Qualifications Wales for an Exam Procedures Review Service (EPRS)** to review whether WJEC has followed the required procedures.

### **Stage 1 - Centre Review Stage**

- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. King William's College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. N.B. an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.
- Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer within three working days of the marks being issued to the candidate.

### **Part 1 – Preliminary Stage Investigation**

- The Principal will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- There should be an opportunity for the teacher(s) concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
- The appellant will be informed in writing of the outcome of Part 1 of the appeal within one week of the written appeal being made, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.

### **Part 2 – Panel**

- The appeals procedure should allow the candidate bringing the appeal to have an opportunity to have a personal panel hearing if they are not happy with the written response they have received at the conclusion of Part 1. A candidate should be given reasonable notice of the hearing date; they should have sight of all relevant documents to the case in advance of the hearing. Where a candidate is presenting their own case they should be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate should have the opportunity to hear each other's submission to the panel at the hearing.

- The panel should comprise at least two individuals who had not previously dealt with the particular case. One of the individuals should be a senior member of staff and the second another independent person, whether another member of staff, or, for example, a governor.
- The outcome of the appeal will be made known to the Principal and will be logged as a complaint (see KWC Complaints Procedure for further guidance). A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.
- After CDGs have been submitted to WJEC, they will undergo further quality assurance checks and so these grades remain provisional until qualification grades are issued on results day. This process is outside the control of King William's College and is not covered by this procedure.

**Stage 2 and 3 Reviews** – should the candidate be unsatisfied that the judgement made by the school, and the outcome of the Stage 1 is reasonable, they will be required to make an appeal to WJEC once results have formally been released on Results Day. Further guidance will be provided by the Examinations Officer in the summer.

## **6. Related Documents:**

JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for summer 2021

Summer 2021 Guidance on alternative arrangements for approved GCSEs, AS and A Levels – Qualifications Wales

King William's College and the Buchan School Complaints Procedure

King William's College Equal Opportunities Policy

The Isle of Man Equality Act 2017

King William's College (I)GCSE Access Arrangements Policy

King William's College and The Buchan School Data Privacy Notice