

Guidance on grading Entry Level qualifications and external quality assurance (post grade submission – Stage 3 – sampling)

Entry Level

Introduction

This resource is designed to support you during the grading and sampling process in Entry Level qualifications for summer 2021 and covers the Entry Level qualifications highlighted in the table below.

Art and Design Entry Level	ocr.org.uk/qualifications/entry-level/art-and-design-r310-from-2016
Computer Science Entry Level	ocr.org.uk/qualifications/entry-level/computer-science-r354-from-2016
English Entry Level	ocr.org.uk/qualifications/entry-level/english-r393-from-2016
Geography Entry Level	ocr.org.uk/qualifications/entry-level/geography-r407-from-2016
History Entry Level	ocr.org.uk/qualifications/entry-level/history-r435-from-2016
Latin Entry Level	ocr.org.uk/qualifications/entry-level/latin-r447-from-2016
Mathematics Entry Level	ocr.org.uk/qualifications/entry-level/mathematics-r449-from-2016
Physical Education Entry Level	ocr.org.uk/qualifications/entry-level/physical-education-r463-from-2016
Science Entry Level	ocr.org.uk/qualifications/entry-level/science-r483-from-2016

Some points to note:

- As with other qualifications, you should make a **holistic judgement** based on the evidence you have of each student's performance in the subject to determine a teacher assessed grade (TAG) for the qualification.
- There are **no constraints** on the minimum number of units, tasks or percentage of the qualification which a student must have covered, as long as the grade is based on evidence.
- Assessments for Entry Level qualifications (excluding Physical Education and Art and Design) can be found [here](#).
- For the summer 2021 entries, **you can still use existing adaptations, where these exist**.
- Links to past grade boundaries can be found [here](#).
- **No moderation** will occur for Entry Level in summer 2021, so the usual deadline of the 15 May will not apply. Grades will need to be submitted in line with all qualifications by the **18 June**.
- After you submit your teacher assessed grades, there **will be a process of external quality assurance**. We will sample candidate evidence and rationales for grading to make sure that the grades being given are reasonable based on the evidence of attainment.

Guidance on grading Entry Level qualifications for teachers

- Make a holistic judgement based on the evidence you have of each student's performance in the subject to determine a teacher assessed grade (TAG) for the qualification.
- No constraints on the minimum number of units, tasks or percentage of the qualification which a student must have covered, as long as the grade is based on evidence.

The evidence you use:

- can be of different types
- can come from across the course of study.
- can vary between your learners on the same course, depending on what they managed to achieve.
- Centres should also refer to Ofqual's guidance: *Information for centres about making objective judgements in relation to awarding qualifications in 2021*.

You could use the following steps:

1. Consider what has been taught

- What content has each student been taught?
- What content have you not taught because of the pandemic?
- Has the content been covered in depth, or just superficially?
- Only include evidence of content that has been taught.

2. Collect the evidence

- Evidence could include:
 - Student work using assessment materials provided by the exam board
 - Completed but not moderated, or partially completed internal assessments
 - Student work produced in centre-devised tasks that reflect the specification and follow exam board assessment format and reflect exam board markschemes
 - Tracker of achievement and attainment over the course (this cannot be used in isolation, as by itself it would not support the external quality assurance process / appeal review)
 - Witness testimonies or teacher observation records in a form which would normally be submitted for moderation.
 - Records of a student's capability and performance over the course of study in performance-based subjects such as PE
 - Records of each student's standard of work over the course of study.
- It doesn't need to be every aspect of the specification, the aim is to include evidence that shows the student's ability across the range of content taught and, where possible, all assessment objectives.
- Part of the evidence of student work that you collect **must** be in a tangible form that can be reviewed by others, such as written work or audio / visual recordings.
- Consider whether the evidence is sufficient, if not could assessment materials provided by us be used to supplement or help confirm student performance.

3. Evaluate the quality of the evidence

- Ofqual's guidance document can be found at: *Information for heads of centre, heads of department and teachers on the submission of teacher assessed grades*,

- In addition to that guidance, consideration should be given to the following:
 - Coverage of assessment objectives;
 - Coverage of content;
 - Authenticity – you must be confident the evidence the student’s own work?
 - Level of control – was it taken in timed conditions? Was there an opportunity for redrafting? Was it supervised?
 - Marking – how much support was available when applying the mark scheme? What internal standardisation processes have been applied?
 - More recent evidence is likely to be more representative of your students’ current performance – though there may be exceptions.
4. Establish whether the proposed range of evidence is appropriate for all students
- You should aim to provide the same range of evidence for all students in a class or cohort.
 - However, the range of evidence that you collect may not be the same for all your students because there may be some variability due to the impact of the pandemic on teaching, learning and assessment.
 - If this is the case, you should choose the most appropriate evidence for each student and make sure that your choice does not advantage or disadvantage any students because they have been affected differently by the pandemic.
 - You will need to communicate the details of what evidence you use to make your judgement/ grading decision to each student so they know what evidence you will use. Informing students about what evidence is going to be used will help them to understand the process.
 - You can only grade each student on their performance based on the subject content they have been taught.
5. Assign a grade
- Grades should a holistic judgement based on a range of appropriate evidence.
 - Look at the qualities of the work you have collected and use the sources of support available to help you reach a final grade.
 - This will include your professional experience of the assessment materials used as well as the grade descriptors and exemplification available.
 - Remember that this must be based on student’s performance in the evidence you have collected, not the student’s potential.
 - It should be no easier or more difficult for a student to achieve a grade based on their performance than in previous years.
 - Reasonable adjustments for disabled students and access arrangements should have been in place when evidence was generated.
 - Where they were not, centres should take that into account when coming to their judgement.
 - Where appropriate, this judgement should include input from appropriate specialist teachers and other professionals.
 - Special consideration requests will not apply this summer because students will not be taking their exams, but where illness or other personal circumstances might have temporarily affected performance in producing their evidence this should be taken account of when making judgements.

Entry Level – External quality assurance (post grade submission – Stage 3 – sampling)

After you submit your teacher assessed grades, there will be a process of external quality assurance. We will sample candidate evidence and rationales for grading to make sure that the grades being given are reasonable based on the evidence of attainment.

How will we select centres for checks?

After 18 June we will select centres for the external quality assurance checks.

We will select some centres at random for external quality assurance checks.

We will also select centres based on:

- substantial divergence in the overall results profile for this year's subject cohort compared to the profiles for cohorts from previous years
- centres who are new to the qualification
- the outcome of earlier stages of quality assurance where there were concerns about the centre policy
- other causes for concern such as plausible whistle blower accusations or a history of previous malpractice cases.

It is possible you could be selected for more than one subject and qualification.

When will you know if you have been selected?

We will tell you by the 25 June if your centre has been selected for the quality assurance checks for Entry Level qualifications.

We will confirm by Monday 28 June if your centre has not been selected for external quality assurance checks for Entry Level qualifications. Where your centre has not been selected, you must still retain candidate evidence and records until 6 months after the date of issue of the result, or the conclusion of any appeal in relation to that result, whichever is later.

What will you need to submit?

On 25 June, we will ask you to submit evidence and records on grading determination for five candidates, for specified subjects and qualifications. We will tell you which candidates you need to submit evidence and records for.

You will need to submit the evidence used to support the grade for these five candidates, including:

- candidate work,
- the record of grading decisions for these candidates,
- and a record of why outcomes might be different from historical outcomes at cohort level (where applicable).

How should you submit your sample?

We will ask you to submit work electronically, via OCR's secure site Interchange. Where evidence or records are in hard copy, you will need to scan these to upload them.

You will need to upload the work to Interchange by Wednesday 30 June at the latest.

For centres in NI, you will need to upload the work to Interchange by Monday 28 June at the latest.

We will not be able to guarantee that grades can be processed by results day if you do not submit your sample on time. If you are having difficulty submitting samples, please contact us on 01223 553998.

We will provide further details about how to submit your sample before we send the sample request.

Review of the sample

Trained, subject expert reviewers will review the evidence you submit to us. They will check that the sample is as requested and will also check the record of why outcomes might be different from historical outcomes where relevant. They will also review the evidence and records to check that they support the teacher assessed grades that have been submitted.

What will happen next

The reviewer may contact you to set up a follow up phone-call where they have additional questions about your sample.

If the reviewer has no further questions having reviewed the sample they will contact you to confirm we do not need any more information.

Our intention is that all centres will have been contacted by the 7 July, either to arrange for a follow up call, or to confirm that there is no further action to take. We cannot guarantee to meet this date where the deadline for the submission of evidence has not been met.

For centres in NI, we will aim to prioritise samples and to contact centres either to arrange a follow up call, or to confirm that there is no further action to take, by the end of the day on the 30 June.

Where there is no further action to take, you will still need to retain candidate evidence and records in case of an appeal.

What will happen if the reviewer asks for a follow-up call

Follow up calls will be needed where the reviewer needs more information to understand how you have determined your grades. The call will be a supportive, professional conversation between the reviewer and the relevant staff at your centre, giving an opportunity for the reviewer to ask about any areas of concern or misunderstanding, and for you to explain your approach and rationale to grading in more detail.

Follow up calls will take place in the period Wednesday 7 July to Friday 16 July.

For centres in NI, follow up calls will take place in the period Wednesday 30 June to Friday 9 July.

The outcome of the follow up call may be that the reviewer has no remaining concerns, in which case they will confirm this to the centre and make a record of their decision. There will be no further action for these centres to take, though they will need to retain candidate evidence and records.

If after the call the reviewer still has concerns, these will be escalated within OCR so that the centre and OCR can agree an approach that will allow appropriate grades to be issued to candidates on results day.

Failure to engage with the quality assurance process may jeopardise the timely issue of results to students and may constitute malpractice.

Timeline for sampling

Wednesday 26 May to Friday 18 June	Window for teacher assessed grade submission.
Friday 25 June	We will tell you if you have been selected to provide a sample of evidence.
(By) Monday 28 June	We will confirm if you will not be sampled for Entry Level.
Wednesday 30 June	Deadline for you to upload evidence to OCR.
(By) Wednesday 7 July	We will aim to contact you to set up a follow up call, OR to inform you that we don't need any additional information from you.
Wednesday 7 July to Friday 16 July	Window for follow up calls to take place.

Timeline for sampling – Northern Ireland

Wednesday 26 May to Friday 18 June	Window for teacher assessed grade submission.
Friday 25 June	We will tell you if you have been selected to provide a sample of evidence.
(By) Monday 28 June	We will confirm if you will not be sampled for Entry Level.
End of day Monday 28 June	Deadline for you to upload evidence to OCR.
(By) Wednesday 30 June	We will aim to contact you to set up a follow up call, OR to inform you that we don't need any additional information from you.
Wednesday 30 June to Friday 9 July	Window for follow up calls to take place.