

## **WJEC Update on arrangements for the Summer Series 2020 for Qualifications Wales Approved GCE, GCSE, and the Skills Challenge Certificate qualifications**

**April 28, 2020**

In our response to Qualifications Wales' publication on [Information for Centres on the submission of Centre Assessment Grades for the summer](#) 2020 series we said that we would provide further details of the summer awarding after Easter.

Schools and colleges will be experiencing disruption and difficulties in these challenging times and this update is intended to provide as much information as currently possible. However, in some areas, detailed information is unavailable until Qualifications Wales provides feedback on its consultation on [Arrangements for summer 2020 exam series](#) that closes on 13 May. In the meantime, WJEC is working closely with Qualifications Wales to ensure consistency of approaches.

WJEC will issue further updated information to schools and colleges as soon as possible.

### **1. Preparing Centre Assessment Grades and rank orders**

Schools and colleges are encouraged to start their preparations for submitting Centre Assessment Grades and rank orders for GCSE, AS, A-level, and Skills Challenge Certificate qualifications for students who are entered for examinations in the summer of 2020.

### **2. Submitting Centre Assessment Grades and rank orders**

WJEC will contact schools and colleges with further information in the coming weeks. The start date for entering Centre Assessment Grades will be 1 June 2020.

WJEC will provide:

- details on how to input candidates' grades and rank orders into the standardisation collection system, via WJEC's secure website
- the final deadline for submission.

WJEC will ask for the following information for each qualification:

- a Centre Assessment Grade for each candidate
- rank ordering of candidates within each grade starting with the most able candidate at each grade; this should be a single rank order for each subject, even if there are students in different year groups and including unitised tiered qualifications (eg GCSE sciences, MFL, English literature, etc.)
- in the case of linear tiered GCSE Mathematics and Mathematics-Numeracy, schools and colleges should provide Centre Assessment Grades that reflect the grade set for the tier of entry of a candidate (ie A\* to C grades available for Higher Tier; B to E for the Intermediate Tier and D to G for the Foundation Tier)
- for GCSE double award science, the A\*- A\* to G-G grade scale should be used
- Centre Assessment Grades should include a 'U' (ungraded) where appropriate.

**The grades and rank orderings are confidential and must not be shared with students, parents/guardians, or anyone else outside the centre.**

In making their judgement, teachers will want to consider, where available, a range of evidence such as mock examinations, non-examination assessments, assignments and other records of performance. Please refer to Qualifications Wales' [Information for Centres](#) for more details.

There is no requirement to consider work undertaken after the closure of schools and colleges on 20 March and teachers are advised against considering such work produced after this date, especially where a change in performance is shown that could be explained by the context in which the work was undertaken.

Subject specific guidance will be provided for teachers on WJEC's [secure website](#) .

Examinations Officers will need to provide the relevant access to WJEC's secure website so that teachers can input the required information and Heads of Centre can submit the final declaration.

### **3. Special consideration and access arrangements for summer 2020**

This year WJEC will not be applying any adjustments for special considerations or access arrangements. Schools and colleges should submit a Centre Assessment Grade that takes approved access arrangements into account when considering what a candidate would have achieved had the adjustment been applied. We advise teachers to liaise with relevant specialist teachers for candidates with approved access arrangements, where appropriate.

### **4. Conflicts of interest**

Heads of Centre are responsible for managing any potential conflicts of interest in relation to the submission of Centre Assessment Grades and rank order information, for example where a member of centre staff is involved in the preparation of centre assessment grades for a family member.

The Head of Centre must ensure that records of a potential conflict of interest, and the steps taken to mitigate it, are retained. If the potential conflict of interest involves the Head of Centre, this should be notified to WJEC ahead of submission using the established routes for capturing centre staff declarations of interest.

### **5. Transferred candidates**

In cases where a student has transferred from one school or college to another part-way through their studies, the current Head of Centre may wish to consult with the previous centre about evidence they hold and may take this into account in reaching a judgement where they are confident to do so.

We are aware that some centres work in partnership, as a consortium, to deliver qualifications to their students. We will provide further guidance to such centres later in May.

### **6. Signing off Centre Assessment Grades and rank ordering**

All grades and rank orders must be signed off by two subject teachers and the Head of Centre before submission to the exam boards:

- two subject teachers, one of whom must be the Head of Department, must sign off the Centre Assessment Grades and the rank ordering( or if only one teacher is available, by the Head of Department)
- the Head of Centre must sign off the Centre Assessment Grade and rank order, declaring the information is accurate and represents a true representation of student performance. (If the Head of Centre is unavailable, they can delegate to a deputy.) WJEC will provide further detail on submitting this declaration as part of submitting the Centre Assessment Grades.

Once data has been completed, and the Head of Centre declaration submitted, no further entry amendments can be made.

### **7. Private candidates**

Qualifications Wales' consultation proposes that Centre Assessment Grades submitted by schools and colleges can include private candidates provided the Head of Centre is confident that there is enough evidence of the candidate's achievement to make an objective judgement.

This means that private candidates, when they are included, must be placed in a centre's rank order along with other candidates. The same standardisation process must apply to **all** candidates submitted by the centre.

The Head of Centre needs to have an equal degree of confidence in the Centre Assessed Grade and rank order submitted for private candidates as they do for all other candidates.

In some cases, private candidates may have studied with an approved centre, for example a distance learning provider, but made their entry at a different centre, such as a local school or college. In these cases, it would be sensible for the centre which holds most evidence of the candidate's likely achievement to take responsibility for submitting their Centre Assessment Grade and rank order. In some cases, this will require the entry to be transferred from one centre to another. If that is the case, the centre intending to submit the Centre Assessment Grade should make a new entry for the candidate and request that the original centre withdraw their entry. This should only be done in consultation with the original centre and the candidate.

We are giving further consideration, with Qualifications Wales, to private candidates who do not have an existing relationship with a centre or distance learning provider registered with a centre. It may, unfortunately, be necessary for some private candidates to take examinations next summer to get their grades. We will provide a further update on this before May 4.

## **8. Non-examination assessments (NEAs) and controlled assessment (for SCC qualifications)**

NEAs or controlled assessments do not need to be completed by students this year and marks for completed NEA or controlled assessments should not be sent to WJEC.

Where NEA and/ or controlled assessments have been completed, students should not be given their marks. Also, WJEC will not be providing schools and colleges with marks from any centre moderation/assessment activities.

However, schools and colleges should retain candidates' NEA/controlled assessment work.

## **9. Entries**

WJEC is requesting all centres to review their entries to ensure that all candidates expecting a qualification grade this summer are entered. For unitised qualifications, all candidates must be entered for all the appropriate units and **must also be entered for a 'cash-in'**. Any candidate without a 'cash-in' entry for summer 2020 **will not receive a qualification grade**. To make the process manageable for centres, and for WJEC, we request that you **do not withdraw any unit entries for candidates this summer** (eg unit entries for year 10 candidates). Centres **will not be charged for unit entries** this summer as we will not be issuing summer 2020 results to those candidates. In addition, those entries will not count towards any 'fresh-start' rules. Amendments to entries can take place up to **20 May**. No further amendments can be made beyond that date, as the entry information will form the basis of the information WJEC will provide centres for inputting their Centre Assessment Grades and rank order information.

## **10. Malpractice**

WJEC knows that the vast majority of schools and colleges will do their very best to ensure that the Centre Assessment Grades and rank orders submitted are a fair and true reflection of the grades that candidates would have been most likely to achieve if they had sat their examinations as planned.

There may be instances where schools and colleges, or teachers, are put under external pressure from a candidate or their parent/guardian to influence the decision-making on a grade or rank order. Any external pressure must be reported to WJEC who may investigate this as potential candidate malpractice.

Qualifications Wales' consultation proposes that schools and colleges must not release Centre Assessment Grades and rank order information to candidates, parents/guardians, or any other individuals outside the

centre, before results days. In line with Qualification Wales' proposals, WJEC will investigate any breaches of confidentiality as potential malpractice or maladministration.

In addition, schools and colleges must not submit results that they know to be inaccurate or enter candidate(s) who were not originally intending to certificate in the 2020 summer series.

## **11. Standardisation**

In order to ensure that grades are fair across all schools and colleges and broadly similar to previous years, a standardisation process will be undertaken by WJEC. The process is being developed by WJEC and overseen by Qualifications Wales, who is consulting on the underpinning aims. The process will accommodate all centres including new schools and colleges without prior attainment data or with small entries. WJEC will share further details on the process used for standardisation once it has been finalised and approved by Qualifications Wales.

## **12. Results days**

As planned, the results in August will be issued to students from 08.00 on:

- Thursday 13 August for AS and A-level, EPQ and Advanced Skills Challenge Certificate results
- Thursday 20 August for GCSE and Foundation/National Skills Challenge Certificate results

As in previous years, WJEC will be issuing full centre results to the Head of Centre and examinations officers the day before these dates so that they can prepare their administration for releasing results to students. As usual, we will share results data with UCAS.

## **13. Appeals**

Qualifications Wales is currently consulting on an appeals process for schools and colleges. Further information will be available as soon as possible.

This summer the standard post-results services such as Access to Scripts, reviews of marking and reviews of moderation will not apply.

## **14. Thank you**

The awarding process this year is unprecedented and will pose many challenges to schools and colleges. We all want to thank Heads of Centres, examinations officers and teachers in advance for their professionalism, hard work and support that will make it possible to award grades to candidates, to enable them to progress in their lives and learning.

Schools and colleges should contact WJEC for help if they have any concerns. Contact details for subject specialists are available on each [qualification webpage](#) and other useful contacts are available [here](#).