



Arrangements for Entry Level Certificates, Level 1/2 Vocational Awards, Level 1 and Level 2 Latin Certificates, Level 2 Additional Mathematics, Level 2 Health and Social Care: Principles and Contexts, Level 3 Applied Certificates and Diplomas, Iaith ar Waith, Work Welsh and Language Pathway qualifications

Centre Update - 04.06.2020

This document provides information on the requirements for the above qualifications for summer 2020. This document was first issued on 21 May 2020. Amendments and additions to this version are highlighted in yellow.

Schools and colleges are 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 at this time. We will issue further updated information to schools and colleges as soon as possible

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Confirmation of arrangements for awarding vocational qualifications for Summer 2020

We will be awarding the following vocational qualifications this summer using centre assessment grades in line with government and regulatory expectations:

- Entry Level Certificates
- Level 1/2 Vocational Awards and Certificates
- Level 1 and Level 2 Certificates in Latin
- Level 2 Certificate in Additional Maths
- Level 2 Health and Social Care: Principles and Contexts
- Level 3 Applied Certificates and Diplomas
- Level 3 Foundation Diploma in Art and Design*
- Pathways Iaith Ar Waith and Work Welsh*
- Language Units*

* Rank ordering is not required for these qualifications

Centre assessment grades are based on what teachers would expect each learner to achieve for each qualification. They need to represent a fair, reasonable and carefully considered judgement of the most likely grade that might be achieved in normal circumstances.

Teachers have been asked to provide a centre assessment grade for each learner at **qualification level**¹ along with a rank order of learners within each grade.

Determining centre assessment grades and rank orders

Our subject experts have created guidance to support and assist teachers with determining centre assessment grades and rank orders for summer 2020. We have produced guidance for each qualification where a centre assessment grade is required. This guidance is accessible from our secure website: [Resources > Circulars > Summer 2020 CAG Guidance](#).

Teachers may need to access learner's results for previous series and we have therefore uploaded additional guidance on how to access this information from the secure website. We would be grateful if you could inform your teachers of the guidance.

Submission of grades and rank orders

The submission of grades and rank orders is being undertaken through a new facility on our secure website, which was available from 1st June under the 'Results' tab². The system will be pre-populated to reflect centre entries, and detailed guidance on how to input the centre assessment grade and rank order information has been issued to centres.

This system has been set to allow all primary account holders (usually the Exams Officer) and secondary account holders access.

Exams Officers should:

- check your access to our secure website (www.wjecservices.co.uk) and review the secondary accounts that currently exist within your centre.
- delete any inactive accounts for staff who have left your centre.
- remove access to this facility for any secondary account holders who are not required to input this information by setting the 'teacher assessed data' to no.
- ensure that all staff at your centre who will be inputting grades and rank order information have secure website accounts.
- ensure that your Head of Centre has a secure website account. The Head of Centre will be required to complete their declaration on the secure website.

Permissions for secondary account holders can be managed in the usual way via the 'Account Admin' button on the home screen.

Please note

- candidates will not appear on the centre assessment grade submission system/tool if there is no cash-in entry.
- candidates must be entered for the appropriate units and a 'cash-in'. For information relating to learners with unit entries this summer, please refer to [Arrangements for learners part way through their qualification \(mid-flight learners\)](#)

¹ Centre Assessment Grades for our laith ar Waith qualifications can be submitted for the whole qualification or for individual units where the candidate is not intending to complete the full qualification.

² Centre Assessment Grades for our Foundation Diploma in Art and Design will be collected through our Internal Assessment Mark Input System (IAMIS)

- due to the exceptional arrangements for awarding grades this summer, all entries made after the 18th March are being monitored to ensure that only candidates who were due to certificate this summer are entered and receive a qualification grade. To ensure fairness and confidence in the system this year, instances of candidates being entered who were not due to be certificated this summer will be investigated as malpractice.
- any candidate not entered by the **26nd May 2020** will not appear on the tool for submitting centre assessment grades and rank order. When the centre assessment grades/rank order information is being submitted by your centre, if you notice that a candidate has not been entered, please contact entries@wjec.co.uk immediately.
- once the Head of Centre has signed the declaration no amendments can be made regardless of the circumstances
- late 'cash-ins' after results are issued will not be accepted due to the exception arrangements for awarding grades this summer.

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:

- 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 candidate performance (if the Head of Centre is unavailable, they can delegate to a deputy).

Centres have a three-week window from **1st – 19th June 2020** to input and submit centre assessment grades.

Step-by-step guidance on how to input and submit marks has been sent to centres.

Private Candidates

We have included information for centres with private candidates on our website: <https://www.wjec.co.uk/articles/coronavirus-update-private-candidates/>

Consortium arrangements

For Summer 2020 consortium arrangements for non-general qualifications will not be applied.

Arrangements for learners part way through their qualification

Level 3 Applied Certificates and Diplomas

Any learners entered for units and due to complete their qualification this summer will be issued a grade under the arrangements outlined above. This includes learners in Year 12 entered for a whole qualification (cash in).

Learners entered for units this summer but not cashing in the qualification, for example, learners in Year 12 who are part-way through a two-year Applied Diploma course, **will not** be issued with a unit outcome.

The following arrangements will apply for the award of our Applied Diploma qualifications in 2021:

Option 1: learners sit only the additional Diploma units in summer 2021 and the Diploma grade is based solely on these.

Option 2: learners sit both the Certificate and additional Diploma units in summer 2021 and the Diploma grade is based on their performance across all units.

The calculated Certificate grade from summer 2020 **cannot be used** in the production of the Diploma grade in summer 2021, since we will only provide a grade this summer and no Uniform Mark Scale (UMS) scores will be issued. The calculated grade does not provide WJEC with sufficient detail to use in providing the Diploma grade in summer 2021. Therefore, option 1 and option 2, as stated above, are the only available options in the summer 2021 series.

Level 1/2 Vocational Awards

Any learners entered for units and due to complete their qualification this summer will be issued a grade under the arrangements outlined above. This includes learners in Year 10 entered for a whole qualification (cash in).

We will also be awarding grades to learners entered for units this summer but not completing the entire qualification, for example, learners in Year 10 who are part-way through a two-year course.

We are currently finalising the process for centres to determine and submit centre assessment grades for eligible learners and will be issuing further guidance to centres shortly. Centres will be asked to submit centre assessment grades between 29 June and 10 July 2020 and it is our intention to issue unit results in time to inform centres decisions regarding entering learners for the additional assessment series.

We have been advising centres not to withdraw candidate entries this summer. If you did withdraw an entry on the basis that unit grades would not be awarded, please **do not** contact our entries team until we inform you of the date for the re-entries window. **Only entries previously made and withdrawn will be accepted, no new unit entries can be made.**

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, you must notify us ahead of submission by using this [form](#).

Entries

Centres should have reviewed 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 entered for a cash-in will appear on the system for centre assessment grades input system.

With the exception of our Level 1/2 Vocational Awards, 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 us, we request that you do not withdraw any unit entries for candidates this summer (e.g. 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.

Unit entries for our Level 1/2 Vocational Awards

We have been advising centres not to withdraw candidate entries this summer. If you did withdraw an entry on the basis that unit grades would not be awarded, please **do not** contact our entries team until we inform you of the date for the re-entries window. **Only entries previously made and withdrawn will be accepted, no new unit entries can be made.**

Malpractice

We know 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 us and we may investigate this as potential candidate malpractice.

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.

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 us. The process is being developed by us and overseen by our regulators, 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. We will share further details on the process used for standardisation once it has been finalised and approved by Qualifications Wales.

Results days

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

- Thursday 13 August for Level 3 Applied Certificates and Diplomas and Level 3 Foundation Diploma in Art and Design
- Thursday 20 August for Level 1/2 Vocational Awards and Certificates, Level 1 and Level 2 Certificates in Latin, Level 2 Certificate in Additional Maths, Level 2 Health and Social Care: Principles and Contexts, Pathways Iaith Ar Waith and Work Welsh and Language Units

As in previous years, we 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 learners. As usual, we will share results data with UCAS.

Key Dates

Entries deadline for amendments	26 th May 2020
Submission of centre assessment grade and rank order submission window	1 – 19 June 2020
Information to be sent to centres on standardisation approach	Mid-June
Release of results: Level 3 Applied Certificates and Diplomas	13 August 2020
Release of results: All other quals	20 August 2020
Release of results: unit outcomes for mid-flight Level 1/2 Vocational Award learners	To be confirmed
Deadline for submitting appeals	To be confirmed
Deadline for issuing certificates to centres	7 November 2020

Useful links

<https://www.wjec.co.uk/home/supporting-teachers-and-learners-during-coronavirus/vocational-qualifications-faqs/>

[Qualifications Wales Covid-19 Extraordinary Regulatory Framework for VQs](#)