



READING SCHOOL

Process for calculating grades 2020

Reading School process for calculating grades 2020

The following process is proposed as the provisional method for the calculation of centre assessment grades, subject to Ofqual and Examination Board publications, advice and processes. This proposal applies the most detailed advice published so far may be found at the following link: [Ofqual Guidance](#)

Step1 Week Commencing Monday 27/04/2020

All class teachers complete marksheet ranking students and also include the rank of each student in up to seven factors as background evidence. These factors may include:

- Classwork
- Bookwork
- Participation in practical work/performances where relevant
- Non-exam assessment – whether or not complete
- Results of any assignments or mock exams
- Other records of performance over the course of study

Alongside this ranking evidence an initial draft recommended grade will be offered.

Step 2 Week Commencing Monday 04/05/2020

Each Head of Department blends class rankings into one whole cohort group rank, taking into account the 'best fit' between students of different sets or classes to determine the overall draft rank recommendation. This whole cohort rank will include a revised grade recommended. At this stage each Head of Department will also consider whether there is sufficient evidence to rank students who are private candidates or who are resitting qualifications.

Step 3 Week Commencing Monday 11/05/2020

The Deputy Headmaster will work with the School's 'grade-calculation team' to use aggregated historic attainment in each subject over three and five years to produce a statistical recommendation of the percentage of awards that might be expected at each grade in each subject. This grading calculator will be used to "stress test" the revised grade but not the rankings. If necessary, grades will be standardised to within a 10% tolerance of aggregated prior attainment statistics.

Step 4 Week Commencing Monday 18/05/2020

The Deputy Headmaster will work with the School's 'grade-calculation team' to review draft rank recommendation in the light of Contextualised Cross-curricular Achievement Data, Value Added Data, attitude-attainment co-efficients and evidence of progress trajectories, none of which are taken into account in Step 1 or 2, will be used to quality assure rankings. Where adjustments are recommended these revisions will be presented to each Head of Department for discussion.

Step 5 Week Commencing Monday 25/05/2020

Revised Rankings and grade recommendations will then be finally reviewed by the Deputy Headmaster and the SENCO so that evidence of 'Special Educational Need' or the equivalent of 'Special Consideration', which have not been taken into account in Steps 1,2,3 or 4 may be used to make final adjustments to rank or to recommended grade. Such considerations will only apply to students for whom there was evidence before March 18th 2020 of either need or circumstance that would have led to applications to the exam board for particular consideration.

Step 6 Week Commencing Monday 01/06/2020 (or earlier if necessary)

The Deputy Headmaster and members of the School's 'grade-calculation team' will present final grade recommendations and rankings to the headmaster for scrutiny and a final error check. Final centre assessment grades and rankings will then be submitted to examination boards.

Summary

Up to seven class-based data points (as laid out in Step 1) will be used for initial recommendations.

These will be blended according to whole cohort data and then standardised against historic attainment (as laid out in step 3).

Standardised grades will be reviewed against four further data sets (as laid out in step 4) before Special Educational needs and Special Consideration data is reviewed (as laid out in Step 5).

No grade will be submitted by the Head of Centre without review by up to eight members of staff: each student's Teacher, Head of Department (or line manager where teacher and Head of Department are the same person), Data & Assessment Manager, Director of Pupil Premium, Examination Officer, the School's previous Examination Officer, Deputy Headmaster and Headmaster.

Data

Data subjects (students) are able to request their personal data under Article 15 of the General Data Protection Regulation. However, in respect of personal data such as marks or other information processed by a Data Controller for the purposes of determining results, an exemption from disclosure exists under paragraph 25(2) of the Data Protection Act. This allows Data Controllers (in this case centres) to delay disclosure of such information until after results have been issued.

Centres must not, under any circumstances, share the centre assessment grades nor the rank order of students with students, or their parents/carers or any other individuals outside the centre, before final results have been issued.