

**Centre Determined Grades**

|  |
| --- |
| **LOCAL POLICY**  |
| **Scope of Policy** | All Staff |
| **Policy Owner:** | Harry Robinson |
| **Date Approved:** | 27/04/2021 |
| **Approved By:**  | Governing Body |
| **Status:** | Current |
| **Publication Date:** | 19/05/2021 |
| **Equality Screening Date:** | 19/04/2021 |
|  **Policy Review Date(s):** | 17/09/2021 |
|  |  |

Published by Belfast Metropolitan College [www.belfastmet.ac.uk](http://www.belfastmet.ac.uk). Belfast Metropolitan College [‘Belfast Met’] is committed to providing publications that are accessible to all. To request additional copies of this publication in a different format please contact:

**Corporate Development**

Belfast Metropolitan College

Building 1, Room 9

Castlereagh Campus

Montgomery Road

Belfast. BT6 9DJ

This document is only valid on the day it was printed. The master and control version of this document will remain with Corporate Development. Amended and approved versions of the policy must be sent to Corporate Development once approved. Final versions will be posted on the intranet by Corporate Development.

© Belfast Metropolitan College 5/10/16

You are welcome to copy this publication for your own use. Otherwise, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, optical, photocopying, recording or otherwise, without prior written permission of the copyright owner.

**Further Information**

For further information about the content of this policy please contact:

**Department of Human Resources**

Belfast Metropolitan College

Building 1

Castlereagh Campus

Montgomery Road,

Belfast. BT6 9DJ

**Policy Compliance details:-**

Compliance with Equality Legislation.

**PLEASE NOTE: Policies must be equality screened before being submitted to SLT and Trade Unions:-**

Equality screening details

|  |  |
| --- | --- |
| Equality Screening date | 19 April 2021 |
| Equality Screening outcome | Screened Out |
| Sector or Local Screening | Local |
| Consultation date (If applicable) | N/A |
| Equality Impact Assessment (EQIA) date | N/A |
| EQIA key outcomes | N/A |

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Author** | **Reason for Change** | **Date** |
| 1 | H Robinson | New Policy | 20 April 2021 |
| 2 | E Connolly | Inclusion of Paragraph 18 to cover the appeals process | 3 August 2021 |

Table of those changes made to the policy and when they were made

**Distribution**

This document has been distributed as follows:

|  |  |
| --- | --- |
| **Name** | **Date**  |
| Trade Union  | N/A |
| CQE Committee | 21/04/21 |
| Senior Leadership & Executive Leadership Teams | 20/04/21 |
| Governing Body | 27/04/21 |
| Confirmed completion of process by CCEA | 07/05/21 |
| Issued to Corporate Development for publication | 11/05/21 |
| Communicated to curriculum teams | 23/04/21 |
| Posted on College website and Intranet | 19/05/21 |
| Appeals process approved by CCEA | July 2021 |

Table of those who approved the policy and approval dates

**Contents**

[1. Background to Centre Determined Grades 6](#_Toc79153103)

[2. Context 7](#_Toc79153104)

[3. Process Overview 9](#_Toc79153105)

[Step 1: Guidance, Information and Readiness 9](#_Toc79153106)

[Step 2: Evidence Gathering and Provision of an Assessment Resource 9](#_Toc79153107)

[Step 3: Centre Professional Judgement and Moderation 10](#_Toc79153108)

[Step 4: Review of Evidence and Award 11](#_Toc79153109)

[Step 5: Post-Award Review Service 12](#_Toc79153110)

[4. Roles and Responsibilities 12](#_Toc79153111)

[Board of Governors 12](#_Toc79153112)

[Head of Centre 12](#_Toc79153113)

[Head of School (HOS) Academic and Continuing Education 12](#_Toc79153114)

[Head of School (HOS) 13](#_Toc79153115)

[Curriculum Area Manager 13](#_Toc79153116)

[Lecturer / Subject Leads 14](#_Toc79153117)

[Quality Assurance 14](#_Toc79153118)

[Examinations Office 14](#_Toc79153119)

[5. Training, Support and Guidance 14](#_Toc79153120)

[6. Appropriate Evidence 15](#_Toc79153121)

[7. Assessment Resource 17](#_Toc79153122)

[8. Centre Determined Grades 18](#_Toc79153123)

[9. Internal Standardisation and Moderation 19](#_Toc79153124)

[10. Head of Centre Moderation and Declaration 20](#_Toc79153125)

[11. Access Arrangements and Special Consideration 21](#_Toc79153126)

[12. Bias and Discrimination 22](#_Toc79153127)

[13. Recording Decisions and Retention of Evidence and Data 23](#_Toc79153128)

[14. Confidentiality 23](#_Toc79153129)

[15. Malpractice/Maladministration 24](#_Toc79153130)

[16. Private Candidates 25](#_Toc79153131)

[17. Conflicts of Interest 25](#_Toc79153132)

[18. Appeals Procedure Relating to Centre Determined Grades 26](#_Toc79153133)

[18.1 Process Overview 27](#_Toc79153134)

[Stage 1 – Centre Review conducted by Belfast Metropolitan College 28](#_Toc79153135)

[Stage 2 – Appeal to CCEA Awarding Organisation 31](#_Toc79153136)

[18.2 Roles and Responsibilities 31](#_Toc79153137)

[18.3 Timelines and Deadlines 33](#_Toc79153138)

[18.3 Conflict of Interest 33](#_Toc79153139)

[19. Complaints Procedure 33](#_Toc79153140)

[20. Centre policy portability across jurisdictions 34](#_Toc79153141)

[Appendix 1 Appeal Timelines 36](#_Toc79153142)

[CCEA Priority Appeals timelines 36](#_Toc79153143)

[CCEA Non-Priority Appeals timelines 39](#_Toc79153144)

[Appendix 2 Appeals Flowchart 42](#_Toc79153145)

# Background to Centre Determined Grades

Belfast Metropolitan College (the College) is required to undertake a process of Centre Determined Grades for the awarding of GCSE and A level qualifications due to the cancellation of exams in Summer 2021. The college is further required to have a Centre Determined Grade policy in place that must be sent to CCEA by 23rd April and that should be made available to staff, students and parents.

The basis for completion of this policy is CCEA guidance “GCSE, AS and A Level Awarding Summer 2021: Alternative Arrangements – Process for Heads of Centre” issued on 05.03.21 (updated 15.03.21).

The guidance sets out the background to Centre Determined Grades as follows:

“On 6 January 2021, the Minister of Education, Peter Weir MLA, cancelled all CCEA GCSE, AS and A2 examinations scheduled for January, February, May and June 2021. Instead, by Formal Direction of the Minister dated 2 March 2021, the approach to awarding grades in Summer 2021 will be based on teacher professional judgements, with moderation. This guidance, which applies to GCSE, AS and A level qualifications offered by CCEA awarding organisation, is intended to support teachers and school leaders in submitting appropriate Centre Determined Grades for each student.

In 2021, centres are asked to use a range of evidence to arrive at a professional and academic judgement of the standard at which each student is performing in the context of the specification for which they are entered and from this provide a grade to CCEA. This is different from 2020, when centres were asked to supply a centre assessment grade based on their judgement of the grade a student would likely have achieved if they had been able to complete examinations. It will require centres and CCEA to develop and use different processes from those used last year. The Department of Education has issued information outlining the key stages of the alternative awarding arrangements for 2021 drawn from the Formal Ministerial Direction dated 2 March 2021.”

An overview of the five-step awarding process published in the Department for Education guidance is included below.

# **Context**

Belfast Metropolitan College is a large and complex academic institution with leadership roles and management structures that do not directly correspond to those that are common within the school sector.

The leadership and management of A Levels and GCSE qualifications is spread across 3 separate schools;

* Academic and Continuing Education
* Science, Engineering and Construction
* Health, Wellbeing and Inclusion

There is a need to have a Centre Determined Grade (CDG) policy that will enable all staff to engage with CDG process in a consistent manner but one that takes account of variances at subject level.

The college delivers A Levels and GCSE to students on a full time and part time basis both during the day and in the evening. The provision is based across 3 main sites; Titanic Quarter, Millfield and Castlereagh with each operating as an examination centre. The policy aims to ensure consistency across all provision and modes of delivery across all campuses.

**The overriding principles of this policy are to:**

* Manage the CDG process as effectively and efficiently as possible within the organisational context of Belfast Metropolitan College.
* Provide college leaders (Heads of School and Curriculum Area Managers) with a framework to assist with implementation of CDG.
* Support teaching staff in reaching a CDG for students that recognises the holistic level of their attainment.
* Engage with students and parents to provide information and clarity on CDG process.

**The purpose of this policy is:**

* to ensure the effective operation of a Centre Determined Grades process that produces fair, objective, consistent and timely outcomes within and across all Curriculum Areas;
* to ensure that all staff involved in producing Centre Determined Grades know, understand and can complete their roles in the process in line with guidance as published by CCEA;
* to ensure that Centre Determined Grades are produced in line with the process as published by CCEA, using the professional judgement of teachers, with internal moderation, ensuring quality and accuracy of the grades submitted to CCEA; and
* to ensure that the centre meets its obligations in relation to relevant legislation.

It is the responsibility of everyone involved in the generation of Centre Determined Grades to read, understand and implement this policy. The Centre Determined Grades policy will be in line with CCEA Alternative Arrangements – Process for Heads of Centre, subject specific guidance and other CCEA guidance and information issued in relation to Summer 2021.

All staff involved in centre determined grades will support the implementation of alternative arrangements as set out by CCEA, including the CCEA review stage. Staff will familiarise themselves with all relevant guidance provided by CCEA, the JCQ requirements and the relevant centre policies.

# Process Overview

**This section should include brief information as an explanation of each part of the five-step process, published by CCEA, from the centre context. This should include timelines/deadlines and key personnel against each stage of the CCEA process, including the review stage with CCEA.**

There is a five-step process for the Summer 2021 awarding arrangements as outlined in the CCEA Alternative Arrangements – Process for Heads of Centre.

This was issued by Department for Education as the High-Level Guide for Schools and Colleges which is summarised below:

Alternative Awarding Arrangements 2021 – The Five Step Process

## Step 1: Guidance, Information and Readiness

**During Step 1 of the process, CCEA will provide support for schools and colleges on evidence gathering as well as moderation and internal standardisation of judgements based on a range of evidence to ensure the judgements made are objective and fair. This will include support from the Chartered Institute of Educational Assessors. The aim is to build on the best practice evident across schools and colleges in 2020, with the aim of providing greater consistency within and across centres.**

Belfast Metropolitan College will have representation on the Chartered Institute of Educational Assessors (CIEA) training events from key curriculum areas as well as from Quality Assurance, these staff members are:

* Curriculum Area Manager A Levels (Daytime non-science)
* Curriculum Area Manager A Levels & GCSE (Science)
* Curriculum Area Manager A Levels (Part Time Evening non-science)
* Curriculum Area Manager GCSE (Part Time Adult)
* Head of Quality Assurance

These staff will work with the Head of School (Academic and Continuing Education) as well as the Centre for Excellence to ensure that appropriate information is shared with Curriculum Area Manager colleagues as well as with teaching teams.

The college Quality Assurance team will support teaching colleagues with advice, guidance and appropriate training on Standardisation and Moderation.

The Head of School (Academic and Continuing Education) will attend regular CCEA Principals Group meetings and ensure that relevant information is shared across the A Level and GCSE management team.

## Step 2: Evidence Gathering and Provision of an Assessment Resource

**In this period, schools will wish to give further opportunities for students to demonstrate what they know, understand and can do. Schools can use evidence of students’ performance against the specification from any point in the course. In order to promote ongoing engagement by students in teaching and learning during the coming months, schools can utilise evidence from during the current period of remote learning, as well as when students return to school or college. To support the evidence gathering process, CCEA will provide assessment resources for each subject. Students may sit the assessment resources during April and early May.**

Belfast Metropolitan College will ensure that all students are given the opportunity to provide evidence to demonstrate their ability, skills and knowledge to enable a Centre Determined Grade to be provided. The college will ensure that students who were unable to undertake a piece of work or assessment are provided with further opportunity to provide evidence.

The college will take into account the specific circumstances of each student and will enable evidence from any point of their course of study to be considered. Account will be taken of subject omissions that were agreed following minister Peter Weir’s announcement on 09.10.20 and that allowed for grades to be awarded based upon reduced assessment.

The Assessment Resources will be provided to all students in all subjects in both A Level and GCSE from week beginning 19th April and these will be concluded by week ending 30th April.

Evidence may continue to be gathered from students’ up until 30th April for A Levels and 7th May for GCSE. Exceptional circumstances that impact on the ability to submit evidence by these dates may be considered on a case-by-case basis.

## Step 3: Centre Professional Judgement and Moderation

**In Step 3, schools and colleges will draw on evidence which relates to the specification, including but in no way limited to, the use of the assessment resource to reach centre professional judgements (Centre Determined Grades) for each qualification. Where there is more than one subject teacher in a department, the school will need to carry out an internal standardisation process and agree on the grades for all students within the centre who are taking that subject.**

Belfast Metropolitan College will use evidence as detailed in section “Appropriate Evidence” below to decide upon a Centre Determined Grade for all students for GCSE and A levels in line with CCEA guidance. These grades will be based solely on the lecturer's professional judgement based upon available evidence for each candidate. This will be a holistic view of how the student is performing against the set specifications for the content that they have covered. This will include provision of the CCEA Assessment Resource for all subjects at all levels unless they have been specifically exempted in this policy.

Belfast Metropolitan College will ensure that a process of Internal Moderation will take place within the centre across all subjects in advance of submission to CCEA in line with timeline set out below.

CCEA Timeline for CDG

|  |  |
| --- | --- |
| Centre Determined Grades Timeline  | PROCESS  |
| Week Beginning 12th April | Moderation training provided. |
| Week Beginning 19th April  | Assessment Resource undertaken by students – A Levels. |
| Week Beginning 26th April  | Assessment Resource undertaken by students– GCSE. |
| Week Beginning 26th April. | Centre professional judgement and moderation A Levels |
| Week ending 30th April | Final submission of evidence A Levels |
| Week Beginning 3rd May. | Centre professional judgement and moderation GCSE |
| Week ending 7th May | Final submission of evidence GCSE |
| Week Beginning 3rd May. | Curriculum Review Panel – A Levels |
| Week Beginning 10th May. | Curriculum Review Panel - GCSE |
| Week Beginning 10th May | Head of School Panel  |
| 14th May  | A Level Centre Determined Grades submitted to exams |
| 21st May  | AS/ A2 Centre Determined Grades submit to CCEA. |
| 21st May  | GCSE Centre Determined Grades submitted to exams |
| 28th May | GCSE Centre Determined Grades submit to CCEA |

There will be a period of 2 weeks self-directed study for students immediately following the completion of the Assessment Resource to enable moderation activity to take place. Further information is contained with the section “Standardisation and Moderation” below.

## Step 4: Review of Evidence and Award

**Once Centres have submitted their initial grades, CCEA will carry out a review of evidence before issuing awards. Throughout June 2021, Senior Examiners and Subject Officers in CCEA will carry out an external quality assurance process looking at the grades submitted by all schools and colleges and reviewing samples of students’ work to make sure the grades submitted accurately reflect the evidence provided. Work will be reviewed from every school and college across Northern Ireland. Where the evidence does not support or justify the outcomes provided, school will be expected to rerun their judgement and moderation processes.**

Belfast Metropolitan College will ensure that all candidate evidence is securely stored and available electronically as required by CCEA. The college will create an online space for all subject teams to upload evidence to, this evidence will be retained for all subjects in the event that further information is requested. The college will co-operate fully with CCEA in external moderation of evidence and will provide all necessary documentation to assist with this process.

## Step 5: Post-Award Review Service

**Following the distribution of results there will be a post-award review service to enable anyone unhappy with their grade to ask for a review of the outcome. Students who are dissatisfied with their results may use the appeals process.**

Further information on the college appeals procedure is located in the section 18 “Appeals Procedure Relating to Centre Determined Grades” below.

# Roles and Responsibilities

**This section should include information on everyone within the centre who has a role in the CCEA process from start to finish. This should include information to outline the centre’s governance arrangements.**

The roles and responsibilities of Belfast Metropolitan College staff are outlined below:

## Board of Governors

The Board of Governors is responsible for approving the policy for producing Centre Determined Grades and must notify CCEA of arrangements should the Head of Centre be unavailable to confirm the Centre Determined Grades.

## Head of Centre

The Head of Centre has overall responsibility for the centre as an examinations centre and will ensure the roles and responsibilities of all staff are defined. The Head of Centre will confirm that Centre Determined Grade judgements are accurate and represent the professional judgement made by staff. The Head of Centre will ensure that the method of determining grades by the centre (in line with processes published by CCEA) uses the professional judgement of teachers, with internal moderation and participation in an external review process set out by CCEA. The Head of Centre (or nominee) will work collaboratively with CCEA in terms of engaging with professional dialogue and the provision of evidence as requested.

## Head of School (HOS) Academic and Continuing Education

The Head of School (Academic and Continuing Education) will have responsibility for drafting the Centre Determined Grade policy on behalf of the Head of Centre. The HOS will oversee the implementation of the policy and ensure regular and consistent communication with Curriculum Area Managers and teaching staff across all Curriculum Areas involved in Centre Determined Grades for CCEA A levels and GCSE’s.

The HOS will act on behalf of the Head of Centre to ensure the roles and responsibilities of all staff are defined. The HOS will ensure that information is provided to the Head of Centre to enable confirmation that Centre Determined Grade judgements are accurate and represent the professional judgement made by staff. The HOS will ensure that the method of determining grades by the centre (in line with processes published by CCEA) uses the professional judgement of teachers, with internal moderation and participation in an external review process set out by CCEA. The HOS, acting on behalf of the Head of Centre will work collaboratively with CCEA in terms of engaging with professional dialogue and the provision of evidence as requested.

## Head of School (HOS)

The academic Head of School has overall responsibility for the delivery and awarding of qualifications within their school, they also act as line manager to Curriculum Area Managers within their school. The Belfast Metropolitan College schools with responsibility for CCEA A Level and GCSE qualifications are:

* **Academic and Continuing Education**
* **Science, Engineering and Construction**
* **Health, Wellbeing & Inclusion**

The leadership of the Head of School will ensure the implementation of the college Centre Determined Grade policy in their own school.

They will provide support to staff (including lecturers and Curriculum Area Managers) from their own school involved in producing Centre Determined Grades and ensure that adequate resources are in place.

The Head of School will be involved in final stage of Centre Determined Grade process (Head of School Panel) before these are presented to the Head of Centre for upload to CCEA.

## Curriculum Area Manager

The role of Curriculum Area Managers is key in the leadership and management of the Centre Determined Grade process.

Curriculum Area Mangers (CAMs) from all schools with GCSE and A levels will support the Head of School (Academic and Continuing Education) in the implementation of the Centre Determined Grade policy and ensure the quality assurance of the final Centre Determined Grades for their CAM area in advance of sending to the Head of Centre.

The CAMs are responsible for supporting teaching staff and ensuring all staff undertake appropriate assessments and that they have the information required to make accurate and fair judgements. The CAMs will agree which sources of evidence are appropriate with their subject teams and will ensure that Candidate Assessment Records (or college equivalent) are completed for each student. They will ensure that a Head of Department Checklist is completed for each qualification that they are submitting.

The CAMs will manage the implementation of the Internal Moderation process and ensure that all subjects are sampled at the appropriate level. They have a key role in achieving a consistent approach across subjects and authenticating the preliminary outcomes in subjects where there is only one lecturer. This will be agreed on a case-by-case basis but may include, for example, a professional discussion with the lecturer.

The CAMs will ensure that a Teams site is created for every subject team and that all appropriate staff have access, they will manage the process of uploading student evidence to the site. They will ensure that all CCEA documentation has been provided to staff and that high level tracking of information (formerly required in Candidate Assessment Records) takes place.

## Lecturer / Subject Leads

The knowledge, expertise and professionalism of the staff of Belfast Metropolitan College is central to determining Centre Determined Grades.

Lecturers are responsible for ensuring that they conduct assessments (including the assessment resource) under the centre’s appropriate levels of control, where it is safe to do so, and that they have sufficient evidence, in line with the centre policy, to support Centre Determined Grades for each candidate they have entered for a qualification. They must ensure that the Centre Determined Grade they assign to each candidate is a fair, valid and reliable reflection of the assessed evidence available for each candidate. They must complete the appropriate College Tracking Document to include a description of the assessment evidence used, the level of control for each assessment considered, and any other evidence that explains the final Centre Determined Grade submitted. They must upload evidence to support their decisions to the subject Teams site to enable this to be retrieved and provided to CCEA within 48hrs of a request being received.

Subject leads have the responsibility for ensuring internal standardisation and moderation of candidates’ work, in conjunction with lecturers and CAMs as required. They should ensure that moderation meetings take place across subject teams and that the correct tracking documentation is completed in advance of CAM review meetings.

## Quality Assurance

The Quality Assurance department will advise on matters relating to the Centre Determined Grade policy, Internal Standardisation and appeals process. They will provide advice and guidance to CAMs and lecturing staff on internal moderation and signpost to any key resources.

## Examinations Office

The Examinations Officer is responsible for ensuring accurate and timely entries are submitted to CCEA. They must ensure that all information from CCEA is shared promptly with all relevant staff. The Examinations Officer will ensure that they know, understand and can use the CCEA Centre Manager Applications. They will ensure that the centre’s systems for data capture are enabled and that the Centre Determined Grades are submitted for each candidate entry by the published date(s) for Summer 2021.The Examinations Officer will ensure that Centre Determined Grades are verified with course tutors prior to input of data.

# **Training, Support and Guidance**

**This section should include a list and, where appropriate, links to any training, support and guidance provided or available for anyone involved in the CCEA five step process, as published by CCEA.**

The Head of School (Academic and Continuing Education) and Curriculum Area Managers will ensure that all guidance received from CCEA is distributed to teaching teams. This will include the dissemination of information from the CCEA Principals Group meetings which will be shared with CAMs and /or delivery teams as appropriate.

The Head of School (Academic and Continuing Education) will hold regular meetings with all staff involved in the management and delivery of CCEA GCSE’s and A Levels across the centre. Curriculum Area Managers will ensure that key information and guidance that is provided during these meetings is discussed with their delivery teams.

Lecturers involved in determining grades should attend any centre-based training and information sessions provided, this includes attendance at any Head of School or Curriculum Area Manager information meetings. All relevant documents or information will be shared with those that may be unavailable due to teaching or other commitments.

Training on standardisation and moderation will be made available to all lecturers through the college Quality Assurance department, this will take place on specific training days.

Belfast Metropolitan College will engage fully with all training and support that CCEA provides, including web-based support and training. Teaching teams will be encouraged to engage directly with CCEA counterparts for subject specific advice and guidance.

Those who attended the Chartered Institute of Educational Assessors (CIEA) training will work with Quality Assurance to devise appropriate training and will take part in Curriculum Review Panels to ensure the consistent application of training and guidance to moderation process.

# **Appropriate Evidence**

**This section should list the evidence that the centre will use in line with the CCEA Alternative Arrangements – Process for Heads of Centre. The policy should acknowledge any subject-specific differences in evidence used.**

CCEA guidance GCSE, AS and A Level Awarding Summer 2021 Alternative Arrangements – Process for Heads of Centre (released on 5th March 2021) describes the evidence required for awarding Centre Determined Grades as follows:

“In arriving at a Centre Determined Grade for a student, it is not necessary to assess every aspect of the specification exhaustively. A selection of key tasks or assessments carried out under appropriate conditions and with a suitable level of demand, which allows the teacher to authenticate the work as the student’s own, will give a good indication of the standard at which the student is performing in the qualification.”

Belfast Metropolitan College will use the CCEA assessment resources for all students in all subjects except where agreed exemptions exist. These must be agreed in advance with the appropriate Curriculum Area Manager and the Head of School for Academic and Continuing Education. The college recognises that in exceptional cases some students may not be able to complete the assessment resource and will ensure that other forms of evidence are considered in such cases.

The college will attempt to ensure that all students are able to provide “three good sources of evidence” to help produce a Centre Determined Grade but recognise that this may not be possible for all students due to disruption to teaching due to Covid.

We will use the following core pieces of candidate evidence in arriving at Centre Determined Grades.

**Primary Evidence Sources.**

* CCEA assessment resources for 2021;
* CCEA past papers;
* mock examinations, which relate to the CCEA specification;
* coursework or controlled assessments, as applicable to the subject;
* class tests;
* practical assessments;

**Secondary Evidence Sources.**

In addition to the above listed evidence, the following may also be considered:

* homework\*;
* homework record sheet\*
* Evidence produced at AS may be considered but must be assessed against A2 standards\*

\*The primary evidence source list above indicates the core evidence that will be considered in the majority of cases, the secondary evidence may also be used if primary evidence is not available and Centre Determined Grade would otherwise not be possible. These may also be used to supplement other existing evidence where a primary evidence source is missing. These should be considered in light of equivalency of the piece being substituted in terms of content and it may be necessary to use more than 3 pieces to demonstrate equivalent knowledge, skill or ability.

The objective is to arrive at a fair and appropriate CDG based upon the holistic judgement of a students performance.

CCEA guidance GCSE, AS and A Level Awarding Summer 2021 Alternative Arrangements – Process for Heads of Centre states:

“You should consider all the key evidence you have for each student and reflect on how much it tells you about the student’s standard of performance, as measured against the requirements of the relevant specification.

For example, this could be, but is not limited to:

* the consistency of a student’s practical or performance evidence;
* their depth or breadth of knowledge and understanding in relation to questions on key topics;
* their degree of analytical or evaluative skills demonstrated on key topics; and/or
* quality of student responses to discriminating questions or tasks.

Centres should be clear in their policy what types of evidence will be used in determining the grade. Centres should also be clear with students the evidence that will be used to determine their grades. Where possible, centres should aim to use consistent sources of evidence for a qualification cohort.”

Belfast Metropolitan College will base all evidence on the relevant CCEA qualification specifications as set out in the CCEA Alternative Arrangements – Process for Heads of Centre.

The college will take into account the information provided by CCEA regarding unit omissions before the cancellation of examinations.

The college is taking account of disruption that candidates have faced to their learning a result of COVID-19 by allowing students to submit reduced assessments in line with these omissions.

Any adaptations that have been made will be recorded in the checklists provided by CCEA (and/or college tracking) and will be based on the CCEA Alternative Arrangements – Process for Heads of Centre.

Candidates will be made aware of the evidence that will be used in determining their grades; the college will ensure that this happens in advance of Centre Determined Grades being sent to CCEA.

# Assessment Resource

Belfast Metropolitan College will ensure that all students on all subjects at both GCSE and A Level are provided with the opportunity to use the CCEA Assessment Resource to form part of their evidence. This provides a standardised piece of evidence that has been produced in line with CCEA specifications and supported with appropriate mark schemes.

It is important to note that this is not an examination, and the Assessment Resource will be set, administered and marked by course tutors. Disruption to learning will be accounted for by the fact that appropriate content omissions will apply in a way that would not normally happen in an exam series.

The default position across the college is that these Assessment Resources will be taken online due to current public health guidance regarding face-to-face contact and social distancing. The college is under direction from Department for Economy to continue with online learning “to the fullest extent possible”, this is different from the position in schools where face to face learning has recommenced. The college must also operate a safe distance of 2M on campus which substantially inhibits the ability to manage students in standard classroom settings resulting in a blended delivery model between face to face and online being in operation prior to lockdown in December 2020.

 It is noteworthy that college students have not had the same level of face-to-face engagement as their counterparts in schools. Consequently, online has become the normal way of working for many A Level and GCSE students at the college.

Students that are unable to undertake the Assessment Resource online; for reasons of technological issues, access arrangements or personal / home circumstances should be accommodated on campus. It may also be necessary for some students to come to campus to complete specific tasks or elements of the Assessment Resource that do not lend themselves to online completion. This may include completion of tables or graphs and areas that are required to show workings out such as maths. In such cases suitable alternative arrangements should be made for those students that cannot come to campus, including those that may be showing symptoms of COVID or who are self-isolating.

The college uses Canvas as it’s Virtual Learning Environment (VLE) and this will be the preferred method for the online Assessment Resource, however it is recognised that alternative platforms (e.g Teams) may be more suitable in some instances. Alternative arrangements may also be necessary due to technological issues. In all such cases these must be agreed with the appropriate CAM and appropriately documented.

The assessments must be set as a timed activity so that they cannot be accessed by students other than at the prescribed date and time for the assessment to take place. They must also be timebound in accordance with agreed assessment duration and submitted immediately at the end of the approved time. Canvas will permit most subjects to complete all content online but some subject variance may be required due to the nature of the assessment content, for example showing workings out. Any additional evidence required should be uploaded and received immediately following the end of the assessment.

Students should not be disadvantaged if they are unable to complete the Assessment Resource and alternative sources of evidence should be used. No single piece of evidence (including CCEA Assessment Resource) should disadvantage any student where it produces a result / grade which is significantly different from the holistic performance informing the lecturers’ professional judgement.

The college offers a Fast-Track A level that involves candidates undertaking both AS and A2 in one academic year. These candidates will have completed their AS component in the first semester and will be working to complete A2 in semester 2. Whilst it is recognised that the AS component will not count towards final A Level grade some students have elected to be entered for the AS.

These students engaged in one year Fast -Track A Levels will be exempt from undertaking the CCEA assessment resource at AS level, provided they have sufficient evidence gathered already for Centre Determined Grades.

# **Centre Determined Grades**

**This section should include information on the decision-making and recording process at departmental level. It should also include a requirement that departments record how the evidence was used to arrive at a fair and objective grade.**

CCEA guidance GCSE, AS and A Level Awarding Summer 2021 Alternative Arrangements – Process for Heads of Centre released on 5th March 2021) describes the process for awarding Centre Determined Grades as follows:

“Each Centre Determined Grade is a judgement of the final grade for a qualification. It must be based on a holistic review of a student’s performance as indicated by assessment evidence, gathered and retained at centre level. In the interests of fairness within and across centres, each Centre Determined Grade must be a realistic, evidence-based judgement of the standard at which a student is performing, i.e. their demonstrated knowledge, understanding and skills in the content of the specification they have covered. This means students do not need to have completed a specified amount of content, or demonstrate skills, knowledge and understanding across every area of the specification, as they would normally. In this way, disruption to teaching and learning can be taken into account”

The decision making and recording process will follow guidance set out by CCEA as the awarding organisation. Effective recording will take place at candidate, subject and centre level to ensure that all decision making is robust, reliable and fair.

CCEA documentation will be used for recording where appropriate, however these may be adapted or replaced to align with college staffing structure and to enable effective management, recording and reporting.

The college has in place a secure location on Microsoft Teams where the college tracking template will be provided for all subject teams to complete for all candidates Centre Determined Grades. This location will be accessible to only the subject team and appropriate members of the college management and/or support team.

Subject teams will be required to populate the College Tracking Document for all students to include detail as required by the CCEA Candidate Assessment Record. It is important that all sections of this College Tracking Document are completed as required so that this information can be reviewed as part of the CCEA “Review of Evidence and Award” and “Post Award Review” processes.

Belfast Metropolitan College will determine grades based on evidence that reflect the standard at which a candidate is performing, i.e. their demonstrated knowledge, understanding and skills in regard to the specification content they have covered.

To make accurate judgements, lecturers must have a clear understanding of:

* the range of skills, knowledge and understanding covered by the specification;
* the assessment requirements and the structure of the specification;
* the grade descriptions at key grades;
* the level of demand of the qualification assessments; and
* the weighting of each component/unit and the type of assessment.

Information on these aspects for each qualification will be drawn from the CCEA specification, specimen assessment materials, past papers, controlled assessment/coursework assessment tasks, and Chief Examiner and Principal Moderator reports, which are available on the CCEA website.

“It is recognised that some students have experienced particular disruption to teaching and learning due to the pandemic. Lost teaching and learning time is being addressed via the flexibility afforded to the centre in the content that will be assessed”.

**Source:** CCEA guidance GCSE, AS and A Level Awarding Summer 2021 Alternative Arrangements – Process for Heads of Centre released on 5th March 2021

All lecturers will keep appropriate records on college approved documents and will share with their Curriculum Area Manager to enable tracking at individual and subject level. All lecturers are responsible for ensuring that all evidence has been stored safely on Microsoft Teams and is accessible to support the CCEA Review of Evidence and Award process. It is important that decisions are justified and recorded to show how the evidence was used to arrive at a fair and objective grade.

Lecturers should make use of all available grades when calculating Centre Determined Grades, this may include some candidates being awarded a U grade if appropriate.

The decision-making process, including evidence gathering and moderation, must be recorded at each stage to show how Centre Determined Grades have been reached.

# **Internal Standardisation and Moderation**

**This section should include instruction on carrying out quality assurance of grades and recording of decisions in subjects where there is more than one teacher and/or class at departmental level. For example:**

In subjects where there is more than one teacher and/or class in the department, it is a requirement to carry out internal standardisation. The purpose of internal standardisation is to provide lecturers with confidence in the grades they have assigned, to ensure fairness and objectivity of decisions, and to ensure consistency in the application of assessment criteria and standards. This allows for any lecturers’ differences to be resolved.

The challenge of internal standardisation in the context of Centre Determined Grades must be considered due to the uniqueness of the current situation with regards COVID. The requirement to be able to draw evidence from any point in the student's course makes it impossible to apply internal standardisation to the writing of assessments that may have already been undertaken and marked. Assessments that take place subsequent to the issuing of CCEA Guidance to Heads of Centre on 5th March should take account of the need to ensure that internal standardisation takes place across members of subject teams. This will include collaboration with subject colleagues and the relevant Curriculum Area Manager in determining the nature of evidence used, the appropriate weighting and the mark scheme to be applied.

Internal moderation will take place to ensure fairness and consistency across subject teams and should include cross-checking of marking across the full range of marks and include candidates from each class.

The evidence included in Centre Tracking Documents should form the basis of discussions around decisions made and no other material or information should be considered other than candidate evidence.

The Curriculum Area Manager will implement and oversee the Internal Moderation process within their own area of management. This will include ensuring that all subjects undertake the Internal Standardisation and Moderation process and that all grade levels and all lecturers are moderated.

* The sample size will be 25% of subject entries or;
* A minimum of one candidate at each grade for single lecturer subjects.
* All lecturers must have work sampled
* All grades must be sampled in all subjects.
* Students sampled will be randomly selected from the list of subject candidates.

The CAM will also ensure that staff can identify students that may be borderline so that they can be verified through this process.

As a result of the internal standardisation process, it may be necessary for a lecturer to adjust the original decision:

* To match CCEA standards in line with subject guidance
* To bring judgements into line with those of other lecturers in the department.

Centre Determined grades cannot be agreed by the CAM until moderation has taken place.

Judgements that have been amended as a result of internal moderation must be recorded and consideration given to how this may impact of the wider cohort and/or subject CDG.

The Curriculum Area Managers with responsibility for A Levels and GCSE will form Centre Determined Grade Panels that will act as management moderation panels for approval following the internal moderation process. These panels will consider matters unresolved at course team moderation and deliberate on outcomes based on available evidence.

The CAMs will work with subject leads to ensure that the relevant Head of Department checklist is completed, this will record any adjustments and other relevant information. They will also ensure that the college CDG tracking document is completed and that evidence is uploaded to Teams site.

The Minister of Education, Northern Ireland, has directed, in his Formal Ministerial Direction of 2 March 2021, the need to maximise the remaining teaching and learning time available before Centre Determined Grades are determined and submitted. To that end, centre moderation should take place in a period shortly before the submission deadlines for Centre Determined Grades.

The moderation activity at Belfast Metropolitan College will take place in accordance with the schedule detailed in above section “Centre Professional Judgement and Moderation” and will be facilitated by a two-week period of self-directed study for students.

# **Head of Centre Moderation and Declaration**

**This section should include the senior leadership moderation exercise for reviewing grade outcomes for this year’s cohort. This should include professional discussions with Heads of Department and the expectation that the Senior Leaders will consider both the subject and centre outcomes.**

Belfast Metropolitan College undertakes to have a consistent approach for all candidates across CAM areas and subjects in so far as this is possible within the guidelines issued by CCEA as the awarding organisation.

There will be a consistent approach taken to the evidence-based awarding of Centre Determined Grades across the organisation and the Internal Standardisation and Moderation process will be applied across all subject teams.

Curriculum Area Managers will form Centre Determined Grade Panels to review grades submitted and to deliberate on particular issues relating to process and/ or outcomes. This should include professional discussions with lecturers / subject teams and may result in a review of evidence and/or remarking as required. Appropriate records of Centre Determined Grade Panels must be retained for review at a later date if required.

The Head of School (Academic and Continuing Education) will act as point of escalation for matters unresolved and will form a panel with at least one other Head of School, this panel will approve Centre Determined Grades in advance of Head of Centre declaration.

The Head of Centre will submit a declaration on behalf of the centre. This will include a confirmation that the Centre Determined Grades for candidates are a true representation of their performance.

# **Access Arrangements and Special Consideration**

**This section should include the instruction to ensure that arrangements are in place when assessments are being taken where candidates have agreed access arrangements or reasonable adjustments, as per normal JCQ arrangements. There should also be a requirement to record such decisions, for example on the CCEA checklists.**

**Details on access arrangements can be found in the JCQ document Adjustments for candidates with disabilities and learning difficulties, which is available on the JCQ website.**

JCQ states that: “Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working”.

Belfast Metropolitan College has a well-established process for enabling students to avail of access arrangements to support candidates with disabilities and learning difficulties. It is only possible to avail of access arrangements if the appropriate college process has been followed, students have been assessed for need and the approved access arrangements have been established as the normal way of working.

Upon receipt of request from a student using a Student Support (LS1) form Inclusive Learning will:

* Carry out initial assessment to determine impact of disability in the classroom and examinations.
* Scrutinise evidence to ensure awarding body standards are met and carry out further assessment if required.
* Devise a set of Curriculum Support Recommendations including detailed profile of need outlining the student’s significant and persistent difficulties to justify all recommended access arrangements.
* Implement support that facilitates practise in their arrangement. This includes Specialist Teaching, Mentor, Study Skills support and workshops.
* Issue assistive technologies to allow students to become adept at using these in advance of their examinations.
* Work with Examinations and Curriculum teams

Lecturers must ensure that any Curriculum Support Recommendations issued by Inclusive Learning on behalf of students are implemented for all assessments.

Where candidates have agreed access arrangements or reasonable adjustments (for example additional time to complete assessments), the college will ensure that these arrangements are in place when assessments are being taken. These will be recorded in the College Tracking Document for each student with access arrangements in place.

Further information on access arrangements and reasonable adjustment for Summer 2021, awards is available on JCQ website: [JCQ Guidance on the Determination of Grades for A-AS Levels and GCSE Summer 2021](https://www.jcq.org.uk/wp-content/uploads/2021/04/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf).

As public examinations have been cancelled, the normal application process to the awarding organisation for special consideration will not apply this summer in the usual manner. However, where illness or other personal circumstances, covered by the JCQ guidelines, might have affected the candidate’s standard of performance, the college will take account of this when making judgements. This will be done in line with JCQ guidance.

Lecturers / subject leads will record how they have determined any impact of illness or personal circumstances (in line with JCQ guidance) and how this was incorporated into their judgements in the college approved tracking documentation.

Belfast Metropolitan College will ensure consistency in the application of special consideration by following the guidance contained within JCQ document,

[A guide to the special consideration process, with effect from 1 September 2020](https://www.jcq.org.uk/wp-content/uploads/2020/09/Guide_to_spec_con_process_2021_FINAL.pdf).

# Bias and Discrimination

**This section should acknowledge a centre’s duties and responsibilities in relation to relevant equality and disability requirements**.

Belfast Metropolitan College will fulfil its duties and responsibilities concerning relevant equality and disability requirements.

To avoid bias and discrimination, all staff involved in Centre Determined Grades will consider that:

* unconscious bias can skew judgements;
* the evidence should be valued for its own merit as an indication of performance and attainment;
* Centre Determined Grades should not be influenced by positive or challenging personal circumstances, character, behaviour, appearance, socio-economic background, or the performance of candidates’ siblings;
* unconscious bias is more likely to occur when quick opinions are formed; and
* having effective internal standardisation will help to ensure that there is consideration from different perspectives.

Belfast Metropolitan College is committed to equality of opportunity, our commitments and how we fulfil these are stated in the following:

* [Equal Opportunities Policy for Students](https://www.belfastmet.ac.uk/siteFiles/resources/docs/StudentEqualOpportunitiesPolicy.pdf),
* [Equality Opportunities Policy for Staff](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Policy%20Documents/Equal%20Opportunities%20Policy%20All%20Staff.pdf),
* [Admissions Policy](https://www.belfastmet.ac.uk/siteFiles/resources/docs/PublicDocuments/AdmissionsPolicyMarch2020.pdf),
* [Equality Scheme](https://www.belfastmet.ac.uk/siteFiles/resources/docs/public-documents/EqualitySchemeApril2012.pdf).

To avoid bias and discrimination, all staff involved in Centre Determined Grades will be required to adhere to the college policies as stated above.

# **Recording Decisions and Retention of Evidence and Data**

**This section should include how decisions will be recorded for the appropriate stages of the process, as published by CCEA, to ensure accurate and safe retention of the evidence used to make decisions and the rationale for those decisions.**

Belfast Metropolitan College will ensure that all records of decision making and student evidence is retained on Microsoft Teams sites for each subject at A Level and GCSE. This will enable return of requested student work to CCEA within 48hrs of request.

When requested, evidence will be uploaded via the CCEA application used to submit the Centre Determined Grades. The following documentation must be fully and accurately completed and retained securely:

* College Tracking Document (Replaces CCEA Candidate Assessment Records);
* Head of Department Checklists and Departmental Assessment Evidence Grid; and
* Head of Centre Declaration.

 The college will use CCEA documentation as detailed above and will ensure high level tracking of student evidence and other relevant information across subject teams and curriculum areas in the College Tracking Document.

The information recorded during the “Centre Professional Judgement and Moderation” stage as outlined in the college timeline above will be retained to assist with “Review of Evidence and Award” stage as well as the “Post Award Review” stage of the CCEA 5 step process.

Lecturing staff and managers involved in the Centre Determined Grade process must ensure that all decisions and stages of the college process are appropriately recorded including decisions at subject level and subsequent moderation, Curriculum Review Panels and HOS Review panels.

This information must be retained and made available to assist with any subsequent CCEA review stage.

Information pertaining to Centre Determined Grades; including College Tracking Document and learner evidence will be retained throughout the period of assessment, awarding and appeals process in line with [FE Sector Retention and Disposal Schedule](https://www.belfastmet.ac.uk/siteFiles/resources/docs/Compliance%20Policies%20Procedures/FESectorRetentionandDisposalSchedule.pdf).

# **Confidentiality**

**This section must include the instruction to all members of staff regarding non-disclosure of candidates’ Centre Determined Grades in advance of the official issue of results**.

 The College is responsible for ensuring that personal data is properly safeguarded and processed in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (collectively referred to in this document as Data Protection Legislation).

Belfast Metropolitan College will not disclose any candidates’ Centre Determined Grades in advance of the official issue of results. This is in keeping with the Data Protection Act 2018, General Data Protection Regulations and CCEA requirements.

The college will communicate to parents and students the evidence used to arrive at Centre Determine Grades in line with CCEA Head of Centre guidance, prior to this communication no CDG should be shared or discussed with students.

The College [Data Protection Policy](https://www.belfastmet.ac.uk/siteFiles/resources/docs/PublicDocuments/2021/DataProtectionPolicy2021.pdf) is available on the College website.

With regard to the disclosure of student information to parents the policy states:

“The College will not disclose the personal data of students to parents or next of kin where we have no consent from the student to do so. There may be exceptional circumstances to this rule, for example where it necessary to protect the vital interest of student or someone else. Guidance in relation to the disclosure of personal data to parents or guardians about persons in their care is provided in the Safeguarding Children and Adults at Risk Policy, which is located on Belfast Met’s website”.

This policy statement will apply to any information relating to Centre Determined Grades whereby express permission must be granted to permit the college to share specific information about individual students.

Direct electronic communications with students will be made using the college email system and students are encouraged to regularly check their college email account.

# **Malpractice/Maladministration**

**This section should note that, even in the absence of formal assessments, registered centres are required to uphold the integrity of the qualifications system and to report potential cases of malpractice or maladministration to CCEA for investigation**.

Belfast Metropolitan College will act ethically, to uphold the integrity of the qualifications system and to report potential cases of malpractice or maladministration to CCEA for investigation. There may be instances where the centre or individual lecturers are put under improper pressure from a candidate or their parent/guardian to influence the decision-making on a grade. Any improper pressure must be reported to CCEA, who may investigate this as potential malpractice or maladministration.

Other examples of potential malpractice include:

* deception;
* improper assistance to a candidate;
* failure to appropriately authenticate a candidate’s work;
* over-direction of candidates in preparation for assessments;
* the centre submitting grades not supported by evidence or that they know to be inaccurate;
* centres entering candidate(s) who were not originally intending to cash in a grade in the Summer 2021 series;
* failure to engage as requested with CCEA during the review stage of the process; and
* failure to keep appropriate records of decisions made and Centre Determined Grades.

The college will have all students complete a statement confirming that work is their own to authenticate all evidence submitted for CDG. Any suspicion of malpractice must be reported to the appropriate Curriculum Area Manager.

Academic misconduct is regarded as a serious breach of the college’s [Student Code of Conduct](https://www.belfastmet.ac.uk/siteFiles/resources/docs/PolicyandProcedures/CodeofConductFinalNov2020.pdf) and is addressed specifically in the college [Student Disciplinary Policy](https://www.belfastmet.ac.uk/siteFiles/resources/docs/PublicDocuments/StudentDisciplinaryPolicy.pdf).

Appropriate disciplinary action will be taken in instances where evidence of malpractice has occurred.

Belfast Metropolitan College adheres to [Joint Council for Qualifications (JCQ) regulations and guidance on malpractice and maladministration](https://www.jcq.org.uk/wp-content/uploads/2020/09/Malpractice_20-21_v2-1.pdf).

Further information regarding [awarding of Centre Determined Grades is available on JCQ website](https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf):

# **Private Candidates**

**This section should be included where a centre has agreed to accept entries from private candidates and should include a statement about how the centre will ensure that they can confidently submit a Centre Determined Grade for each candidate**. For example:

BMC will not accept new Private Candidates for Summer 2021 series but will facilitate Centre Determined Grades for those candidates from Summer 2020 that had elected to retake their exams in Summer 2021.

BMC will follow CCEA private candidate guidance in relation to these candidates and ensure that the following steps are followed:

1. Exploration
2. Main assessment
3. External Evidence
4. Additional assignments

Belfast Metropolitan College will ensure that they have sufficient evidence to confidently submit an objective Centre Determined Grade. If evidence is limited, it is essential that these candidates complete the CCEA assessment resource or an appropriate adaptation of the assessment resource.

Candidates will be required to take, as a minimum, the CCEA assessment resource and may require further evidence depending what is on record from Summer 2020.

Thereafter, decisions for the private candidate should be made with the same approach as for all other candidates at the college.

##

# Conflicts of Interest

**This section should include the requirement to declare and record potential conflicts of interest of any person involved in the Centre Determined Grades process.**

Belfast Metropolitan College will ensure that any potential conflicts of interest are carefully considered and managed in the context of Centre Determined Grades and subsequent appeals process.

To protect the integrity of assessments, staff must declare any potential conflicts of interest to the Examinations Office and their Curriculum Area Manager.

The Curriculum Area Manager will take the appropriate actions to manage any potential conflicts of interest arising with centre staff, following the requirements set out in CCEA’s Alternative Arrangements – Process for Heads of Centre document issued in March 2021.

Teaching staff must return a **Conflict of Interest Declaration form (Summer 21)** as required by CCEA.

This Declaration must be completed by all **teaching staff** who are involved in decision making for Centre Determined Grades (CDGs) for students who are:

1. related people; and/or
2. other Belfast Met staff who are taking a qualification at the College.

Who are related people? Related people include immediate family, close friends, relatives and members of the household where there is regular contact and where privileged information might be shared. For example, a step-relative, cousin or niece/nephew would come under related people if contact with that person was close and frequent.

Teaching staff must complete the Declaration form attached if criteria a and/or b above apply to them. This must be done prior to assessment and moderation and before any Centre Determined Grades are submitted.

**A declaration is not required if criteria a and/or b above do not apply.**

**Steps for mitigation**

CCEA also require that there is a record of the steps taken to mitigate any potential risk to the integrity of the qualifications affected. Teaching staff will also ensure any mitigation is agreed with their CAM and included on the Declaration form where indicated.

**Return of completed Declarations**

All completed Declarations should be returned to **exams@belfastmet.ac.uk** before submitting CDGs to CCEA as per the dates shown in college timelines above.

These Declarations will be retained by Examinations Services, as required by CCEA.

# **Appeals Procedure Relating to Centre Determined Grades**

**This section should include information on the centre's appeals procedure and must be completed in line with CCEA requirements. It must make clear the roles, responsibilities and steps involved in the appeals procedure.**

This appeal section provides an overview of the Post-Results Service for Summer 2021 in the context of the guidance issued by CCEA, CCEA Post-Results Service, Process for Heads of Centre – Summer 2021:

* to ensure that all staff involved in the process know, understand and can carry out their roles effectively;
* to ensure students understand the CCEA Post-Results Service, the centre’s role and the role of the awarding organisation (AO); and
* to provide relevant timelines to ensure the successful completion of internal processes so as not to hinder the progress of any student to the next phase of their education.

It is the responsibility of everyone involved in the Post-Results Service within Belfast Metropolitan College to understand and implement this policy. The Centre Post-Results Service Policy is in line with CCEA Post-Results Service, Process for Heads of Centre – Summer 2021, and any further guidance provided by CCEA in relation to its Post-Results Service. Staff will familiarise themselves with all relevant documents which are available on the CCEA Post-Results Service website, which can be found [here](https://ccea.org.uk/summer-2021/post-results-service).

## 18.1 Process Overview

There are two stages to the Post-Results Service; ****students must commence with Stage 1 which will be completed by**** Belfast Metropolitan College****and may then progress to Stage 2.****

The two stages are:

* **Stage 1**- A Centre Review, completed by**** Belfast Metropolitan College
* **Stage 2**– An Appeal to CCEA Awarding Organisation, submitted by**** Belfast Metropolitan College ****on behalf of a student and completed by CCEA.****

For an overview of the CCEA Appeals Process after Results Day, please see Appendix 2.

The College has a dedicated webpage that contains information on [Summer Appeals (belfastmet.ac.uk)](https://www.belfastmet.ac.uk/SummerAppeals/)

The dedicated webpage has been published to inform all students, their parents/guardians, and employers on the Summer 2021 appeal process. Within the dedicated webpage students will learn about:

* their qualification’s appeals process
* the grounds for appeal
* how to request an appeal
* the timelines associated to each stage of the appeals process

Students, their parents/guardians, and employers are encouraged to carefully read the grounds for appeal and timelines associated to requesting appeals for their qualification / awarding organisation. Due to the CCEA’s timelines for issuing appeal outcomes, the timelines attached to the Summer 2021 appeals process are stern. Where a student meets the grounds for appeal, students are encouraged to act promptly, and students **must adhere** to the Belfast Met timelines for the submission of forms.

Further information on the timelines can be found on the dedicated webpage as linked above and in Appendix 1 of this policy.

CCEA Awarding Organisation will not accept appeals directly from students or parent/guardians. CCEA Awarding Organisation will only accept appeals submitted by the College on behalf of the student.

### Stage 1 – Centre Review conducted by Belfast Metropolitan College

Any student, including private candidate (s), who was awarded a Centre Determined Grade by Belfast Metropolitan Collegein summer 2021 is permitted to submit a request for a Centre Review.

Students and their parents/guardians **should be familiar with the grounds for an appeal before a request for a Centre Review is submitted to Belfast Metropolitan College.**

**Students and their parents/guardians should be aware that there are three possible outcomes to Stage 1 (Centre Review) and/or Stage 2 (Appeal to CCEA Awarding Organisation), these outcomes are listed below:**

1. **your original grade goes down, so your final grade may be lower than the original grade you received;**
2. **your original grade stays the same, so there is no change to your grade; or**
3. **your original grade goes up, so your final grade may be higher than the original grade you received.**

Students **should only** submit a request for a Stage 1 Centre Review if they consider:

1. Belfast Metropolitan Collegemade an administrative error in relation to their grade. For example, an incorrect grade was submitted, or an incorrect assessment mark/grade was used when determining a CDG

and/or

1. Belfast Metropolitan Collegedid not follow its procedure in arriving at the CDG as outlined in the CDG Policy**.** For example, the College did not follow its [Centre Determined Grades Policy Summer 2021](https://www.belfastmet.ac.uk/siteFiles/resources/docs/PublicDocuments/CDG/BelfastMetCentreDeterminedGradesPolicy.pdf).

If a student wishes to submit an appeal on the ground of academic judgement (unreasonableness), this will only be considered by CCEA at Stage 2. To enable a student to move to Stage 2, a Centre Review must first be completed by the Collegeto ensure there have been no administrative errors and that procedures have been followed, or these have been addressed. Please note a student cannot progress to Stage 2 of the process (i.e. an appeal to CCEA Awarding Organisation) until a student has received their Stage 1 Centre Review outcome from the College. Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of Stage 1.

All requests for a Stage 1 Centre Review must be made directly to Belfast Metropolitan Collegeusing the form provided by Belfast Metropolitan College.

Please note students should only use the below Belfast Met Stage 1 Centre Review Request form and not the forms that have been published by CCEA Awarding Organisation/or any other source e.g. JCQ. The College **can only accept** the below Belfast Metropolitan College Stage 1 Centre Review Request form.

[Belfast Met Stage 1 Centre Review Request form](https://apps.powerapps.com/play/58916543-bd16-4a4d-9cbf-8aeca25f9584?tenantId=988f7c32-40c6-4de8-9b58-972cf2c3f835&ScreenName=%E2%80%9D%E2%80%9D&AppealID=&skipAppMetadata=true)

(Please note this form will be live from 9am on results day: AS/A-Level results day is 10th August 2021 and GCSE results day is 12th August 2021)

**What is a priority appeal?**

A priority appeal is for a student who requires the outcome of Stage 1 and Stage 2 of their appeal by the 8th September 2021: for example, a student’s higher education place is pending the outcome of an appeal. In this instance, the student should inform their preferred higher education provider that they have requested a Stage 1 Centre Review and/or Stage 2 Appeal to Awarding Organisation.

**What is a non-priority appeal**?

A non-priority appeal is for a student who does not require the outcome of Stage 1 and Stage 2 of their appeal by the 8th September 2021.

**When and how to submit a Stage 1 Centre Review Request?**

Priority appeal: the deadline for students to submit their Stage 1 Centre Review Request form is **14th August 2021 12:00 noon**. The College cannot accept any Stage 1 Centre Review request forms from priority students after this deadline date/time. Once received, the College will process a student’s Stage 1 Centre Review Request. The College aims to inform the student of their Stage 1 Centre Review outcome no later than 16th August 2021. A link to this outcome will be issued to the student’s College email address. Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1.

Non-priority appeal: the deadline for students to submit their Stage 1 Centre Review Request form is **20th August 2021 12:00 noon.** The College cannot accept any Stage 1 Centre Review request forms from non-priority students after this deadline date/time (this non-priority timeline will be the last opportunity to submit a Stage 1 Centre Review Request for results issued in Summer 2021).

Once received, the College will process student Stage 1 Centre Review requests. The College aims to inform students of their Stage 1 Centre Review outcome no later than 3rd September 2021. This outcome will be issued to the student’s College email address. Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1.

Belfast Metropolitan Collegewill complete a Centre Review for any student who makes a request. To help students decide whether to request a Centre Review, Belfast Metropolitan Collegewill provide students, with access to:

* this CDG policy,
* the sources of evidence[[1]](#footnote-1) used to determine the CDG, including any marks and/or grades;
* details of any variations in evidence used; and
* details of any special circumstances that were considered in determining their grade.

For full details refer to [CCEA Post-Results Service, Process for Heads of Centre – Summer 2021](https://ccea.org.uk/downloads/docs/ccea-asset/General/CCEA%20Post-Results%20Service%2C%20Process%20for%20Heads%20of%20Centre%20Summer%202021.pdf)

**Determining the Outcome of a Centre Review**

In order to determine the outcome of a Centre Review, the member of staff conducting the review will have access to the following records and will consider:

1. the reason presented by the student for the review where this has been specified:
2. this CDG Policy and whether it was followed;
3. the evidence which was used to determine the grade (although the reviewer will not be assessing or re-marking this evidence);
4. any relevant assessment records that detail amendments to the range of evidence for the student and, where applicable, the steps taken to address any known mitigating circumstances or approved access arrangements;
5. the records of the quality assurance processes and whether these were followed in determining the grade;
6. the record of any pre-results discussions between the centre and student (for example, where a student has raised mitigating circumstances earlier in the process);
7. relevant centre administration records; and
8. any other documentation the decision-maker feels necessary to process the review.

In cases where an administrative or procedural error is identified, the member of staff completing the review will decide whether a grade change is required; this may require input from the Head of School, Curriculum Area Manager(s) or Lecturer/Subject Leads. **The outcome of any Centre Review completed by Belfast Metropolitan College may be that the grade goes up, down or stays the same.**

**Reporting the Outcome of a Stage 1 Centre Review**

If a grade change is considered to be required, Belfast Metropolitan College will submit an error correction request to CCEA as soon as possible.

Belfast Metropolitan College will provide the student with a Stage 1 Centre Review outcome email[[2]](#footnote-2). The contents of the outcome email will include:

* whether or not the review found a procedural failure or administrative error;
* if it did, what that error or failure was;
* the reason for the finding;
* whether there was a grade change and, if so, what the new grade is;
* a reason for the grade change, or lack of change; and
* information on the next steps if a student wishes to submit an appeal to CCEA.

A record of the outcome of all Centre Reviews will be retained by the College to be submitted to CCEA should a student decide to request a Stage 2 Appeal to CCEA Awarding Organisation.

**A Centre Review cannot be withdrawn once a finding has been made.**

### Stage 2 – Appeal to CCEA Awarding Organisation

All students have the right to appeal to CCEA Awarding Organisation regardless of the outcome of the Stage 1 Centre Review. If a student requests a Stage 2 Appeal to CCEA Awarding Organisation the college must submit the Stage 2 Appeal to CCEA Awarding Organisation on behalf of the student. Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1.

Where requested by the student, Belfast Metropolitan College will submit the following information as part of Stage 2 Appeal to CCEA Awarding Organisation:

* Stage 2 Appeal to CCEA Awarding Organisation online form, completed by the student;
* Evidence used to determine the Centre Determined Grade; and
* A completed Candidate Assessment Record, or similar, for the student.

If a student requests the College to submit a Stage 2 Appeal to CCEA Awarding Organisation, the College must submit any request for an Appeal to CCEA Awarding Organisation from a student upon the conclusion of a Centre Review.

CCEA Awarding Organisation manage the Stage 2 Appeal to CCEA Awarding Organisation. CCEA Awarding Organisation will inform the college of the Stage 2 Appeals to CCEA Awarding Organisation outcome. Once the College receives the Stage 2 outcome from CCEA, the College will issue this outcome to students via their College student email address.

**An Appeal to CCEA Awarding Organisation cannot be withdrawn once a finding has been made.**

## 18.2 Roles and Responsibilities

Belfast Metropolitan College will:

* have appropriate arrangements in place to conduct a Centre Review in line with CCEA guidance;
* ensure that a transparent process is in place so that students and parents understand the steps in a Centre Review;
* complete a Centre Review if requested by a student, checking for any administrative errors and/or procedural failures;
* decide if a grade change is considered to be necessary having completed the Centre Review;
* make a request to CCEA Awarding Organisation for any changes considered to be necessary to Centre Determined Grades;
* submit any requests to CCEA for a CCEA Awarding Organisation Appeal;
* communicate the outcome of any Centre Review and/or CCEA Awarding Organisation Appeal to students;
* retain records of all completed Centre Reviews electronically, to be submitted to CCEA should a student decide to request a Stage 2 CCEA Awarding Organisation Appeal; and
* provide pastoral support to students at each stage of the process, as required.

Belfast Metropolitan College will also carefully consider the requirements of their centre policies, particularly in relation to the separation of duties and personnel to ensure fairness in reviews and appeals.

**The Board of Governors** is responsible for approving the policy.

**The Head of Centre** has overall responsibility for Belfast Metropolitan College as an examinations centre and will ensure the roles and responsibilities of all staff are defined. The Head of Centre may complete Centre Reviews and/or may delegate this responsibility to another member of the centre staff. The Head of Centre may delegate the responsibility to sign-off the outcome of any Centre Review to another member of the centre staff. The Head of Centre may delegate this responsibility to another member of the centre staff to communicate the outcome of any Stage 1 Centre Review and /or Stage 2 Appeals to CCEA Awarding Organisation to students.

**The Senior Leadership Team/ Head of Schools** will support the Head of Centre in completing Centre Reviews. They may undertake a support function to students in the completion of any required paperwork or provide advice on the submission of review requests.

**The Examinations Manager** will submit any Stage 2 Appeal to CCEA Awarding Organisation through the CCEA app or delegate this responsibility to another member of centre staff. The Examinations Manager or a delegated member of staff will submit any error correction requests to CCEA, should it be considered that a grade change is required.

**Curriculum Area Manager, Lecturer and Subject Leads** may be required to provide expert opinion on whether a grade change is required should an administrative error or procedural failure be identified through a Centre Review.

**Quality Assurance Team** will advise on matters relating to the college’s internal appeal process. The Quality Assurance Team via the Colleges’ Academic Appeals email address will communicate the outcomes of Stage 1 Centre Review and Stage 2 Appeal to CCEA Awarding Organisation to the student upon completion.

## 18.3 Timelines and Deadlines

In order for Belfast Metropolitan College to meet the CCEA AO deadline for submission, any requests for a priority Stage 1 Centre Review, must adhere to the timelines outlined in table 1 of Appendix 1.

In order for Belfast Metropolitan College to meet the CCEA AO deadline for submission, all other requests (non – priority) for a Stage 1 Centre Review must adhere to the timelines outlined in table 2 of Appendix 1.

## 18.3 Conflict of Interest

To protect the integrity of the process, staff must declare any potential conflicts of interest to the Head of Centre. An example of a conflict could include conducting a Centre Review for a family member or close friend. The Head of Centre will take the appropriate actions to manage any potential conflicts of interest arising with centre staff.

Staff involved in the CCEA Post -Result Service Process must follow the conflict of interest guidance as outlined in paragraph 17 of this CDG policy.

# Complaints Procedure

**This section should include information on the centre’s written internal complaints procedure. The internal complaints procedure should set out for candidates that the internal complaints procedure should be used where they feel the centre has not applied their internal appeals procedure correctly.**

All complaints (including complaints about the application of the College’s appeals procedure) will be dealt with through the College [Complaints and Compliments Policy](https://www.belfastmet.ac.uk/siteFiles/resources/docs/PublicDocuments/2021/ComplaintsandComplementsPolicy.pdf).

If the customer remains dissatisfied with the outcome of their complaint, they have the right to raise the matter with the Northern Ireland Ombudsman’s Office (in his/her role as Commissioner for Complaints). The customer can complain to the Ombudsman; however, the Ombudsman will normally only consider a complaint after it has been managed in accordance with the College’s Customer Complaints Policy. Contact details for the Ombudsman are:

Northern Ireland Public Services Ombudsman

Progressive House

33 Wellington Place

Belfast

BT1 6HN

This section may be subject to change following the publication of the CCEA guidance on appeals for Centre Determined Grades.

# Centre policy portability across jurisdictions

Belfast Metropolitan College provides the majority of A Levels and GCSE’s with CCEA, however there is a significant minority of qualifications that are made through other awarding organisations in jurisdictions other than Northern Ireland.

These include Assessment and Qualifications Alliance (AQA) and Welsh Joint Education Committee (WJEC) across the following subjects:

|  |  |  |
| --- | --- | --- |
| **Level** | **Subject** | **Awarding Body** |
| A-Level | Psychology | AQA |
| A-Level | Sociology | AQA |
| A-Level | Economics | AQA |
| A-Level | Film Studies | WJEC |
| A-Level | Media Studies | WJEC |
| A-Level | Criminology | WJEC |
| GCSE | Psychology | AQA |
| GCSE | Sociology | AQA |

Table of qualifications

The college policies, processes and procedures outlined in this CCEA Centre Determined Grade Policy apply to students undertaking qualifications based in other jurisdictions.

The college will ensure that a consistent approach is taken to the awarding of Centre Determined Grades across all awarding organisations while complying with each specific guidance and deadlines.

AQA operate a submission window between 26th May – 18th June

WJEC operate a submission window between 14th June – 2nd July

The period of assessment and moderation will remain the same for these subjects as with CCEA.

The college will use consistent evidence across all awarding organisations as far as possible and will ensure that students are given access to all assessments that are provided by each awarding organisation. These will be made available in all subjects in the same manner as CCEA Assessment Resources.

AQA has made further information available on “Quality assurance for GCSE, AS and A-level – requirements for samples of students’ work” published Friday 23 Apr 2021, which states:

“Ofqual has now confirmed the quality assurance requirements for samples of students’ work for summer 2021.

Every school and college will be asked to provide samples of student work. Exam boards will ask for evidence from at least:

* one A-level subject
* two GCSE subjects, one of which is likely to be either English language or maths.

For each subject, schools and colleges will need to provide all the evidence used to determine the grades of five students.

Schools and colleges that only offer A-levels or GCSEs will only be asked to submit work for those qualifications.

We will decide on the subjects and the students (selected from across the grade range, and potentially including private candidates where schools and colleges have accepted them) in the week beginning 21 June to let schools and colleges know which subjects and students have been selected.

Ofqual has said, schools and colleges will need to submit this evidence within 48 hours of the request – so it's important that all evidence and records are in good order ahead of that date”.

Belfast Metropolitan College will ensure that appropriate evidence is made available in line with above AQA guidance.

There is further information available on the AQA website: [AQA | 2021 exam changes](https://www.aqa.org.uk/2021-exam-changes)

There is further information available on the WJEC website, including the student guide below:

[Student Guide (wjec.co.uk)](https://www.wjec.co.uk/media/l3xdfkum/student-guide.pdf)

In addition to WJEC “Frequently Asked Questions” (FAQ) section and other useful information.

[Summer 2021: Get the support you need (wjec.co.uk)](https://www.wjec.co.uk/home/summer-2021-get-the-support-you-need/)

The college will ensure that arrangements are in place to compare GCSE, AS and A Level results with subject results in previous years (2017,2018,2019) in line with [JCQ guidance](https://www.jcq.org.uk/wp-content/uploads/2021/04/A-Guide-to-the-Submission-of-Centre-Policy-TAG.pdf) and will provide necessary commentary where these are very different.

The following document provides information and guidance from JCQ that the college will follow for the awarding of Centre Determined Grades in Summer 2021:

[JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/04/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf)

On 4 January 2021, the Government announced that it was no longer fair for the Summer 2021 examination series for GCSE, A/AS Level, Project Qualifications and Advanced Extension Award in maths to go ahead due to the coronavirus (COVID-19) pandemic. The government set out its policy that centres will be submitting students’ grades in a letter dated 25 February 2021 (Direction from the Secretary of State for Education to Ofqual’s Chief Regulator).

JCQ and the awarding organisations have been working together to prepare guidance and information to support the provision of grades to students this summer by centres.

In developing this guidance, we have:

• taken into consideration the needs of centres and teachers;

• ensured compliance with Ofqual regulations and requirements; and

• tried to minimise administrative burden for centres.

This JCQ guidance provides information in respect of the process, from the creation and submission of a Centre Policy, through the determination of grades, requirements for internal quality assurance procedures, submission of grades to awarding organisations, the external quality assurance process, the issue of results and the appeals process for students.

Further information is available about Ofqual regulations including:

• Guidance: [Information for Heads of Centre, Heads of Department and Teachers on the submission of teacher assessed grades: summer 2021, Ofqual, 24 March 2021](https://www.gov.uk/government/publications/submission-of-teacher-assessed-grades-summer-2021-info-for-teachers/information-for-heads-of-centre-heads-of-department-and-teachers-on-the-submission-of-teacher-assessed-grades-summer-2021-html)

• Guidance: [Information for centres about making objective judgements in relation to awarding qualifications in 2021, Ofqual February 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/970916/6749-4_Information_for_centres_about_making_objective_judgements.pdf) (Ofqual/21/6749/4)

* [JCQ guidance on special considerations](https://www.jcq.org.uk/wp-content/uploads/2021/04/Special-consideration-%E2%80%93-Summer-2021.pdf).

# Appendix 1 Appeal Timelines

## CCEA Priority Appeals timelines

Table 1 CCEA Priority Appeal Timelines

|  |  |  |  |
| --- | --- | --- | --- |
| **Appeal Activity** | **Belfast Met timeline** | **Appeal Activity** | **Resources** |
| Students are informed of the Summer 2021 Appeals process.Launch of the Summer 2021 Appeals webpage. | 8th July 2021 | All student will receive an email to their Belfast Met email address.CANVAS notification is also issued to all students. | [Summer Appeals (belfastmet.ac.uk)](https://www.belfastmet.ac.uk/SummerAppeals/)[Student email (belfastmet.ac.uk)](https://www.belfastmet.ac.uk/siteFiles/resources/docs/Appeals/Studentemail-Appeals8thJuly2021.pdf) |
| Student should submit a request for a Centre Review.Centres conduct Centre Reviews | 10th August 2021: A Level Results Day12th August 2021: GCSE Results Day | Stage 1 Centre Review online form will be live from at 09:00 on 10th August 2021 for CCEA A Level student.Stage 1 Centre Review online form will be live from 09:00 on 12th August 2021 for CCEA GCSE students. | [CCEA Stage 1 Centre Review Request form](https://apps.powerapps.com/play/58916543-bd16-4a4d-9cbf-8aeca25f9584?tenantId=988f7c32-40c6-4de8-9b58-972cf2c3f835&ScreenName=0&AppealID=0). This form is for GCSE and A Level qualification.Please note a student must complete one Belfast Met Stage 1 Centre Review Request form per qualification / subject. If you request a Stage 1 Centre Review for more than one qualification and more than one subject, you must submit a separate [Stage 1 Centre Review form](https://apps.powerapps.com/play/58916543-bd16-4a4d-9cbf-8aeca25f9584?tenantId=988f7c32-40c6-4de8-9b58-972cf2c3f835&ScreenName=0&AppealID=0) per qualification and per subject. |
| 14th August 2021 12:00 (noon) | Deadline for CCEA priority students to submit stage 1 Centre Review Student Request form | [CCEA Stage 1 Centre Review Request form](https://apps.powerapps.com/play/58916543-bd16-4a4d-9cbf-8aeca25f9584?tenantId=988f7c32-40c6-4de8-9b58-972cf2c3f835&ScreenName=0&AppealID=0). This form is for GCSE and A Level qualification.Please note a student must complete one Belfast Met Stage 1 Centre Review Request form per qualification / subject. If you request a Stage 1 Centre Review for more than one qualification and more than one subject, you must submit a separate Stage 1 Centre Review form per qualification and per subject. |
| 16th August 2021 | Deadline for Belfast Met to complete Stage 1 Centre Review for CCEA priority students |  |
| From 11th August 2021 until 16th/17th August 2021 | The College aims to inform students of their Stage 1 Centre Review outcome no later than 16th August 2021. A link to this outcome will be issued to the students via their College email address. Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1. | A link to the Stage 1 Centre Review outcome will be issued to the students via their College email address |
| 18th August 2021 12:00 (noon) | Deadline date for priority students to submit the Stage 2 Appeal to CCEA Awarding Organisation form. This is the point whereby the student is informing College proceeding with stage 2 | Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1. |
| College Submits Appeals to CCEA Awarding Organisation | 23rd August 2021 | College submits Stage 2 Priority Appeal to AO. |  |
| Outcome of Stage 2 Appeals from CCEA Awarding Organisation. | CCEA have notified the College that they aim to inform the College of the Stage 2 outcome by 8th September 2021. | CCEA Awarding Organisation will share the Stage 2 outcome with the college. | Via the CCEA App |
| College informs student of the CCEA’s Stage 2 outcome | By 8th September 2021, subject to CCEA Awarding Organisation issuing the Stage 2 outcome to the College. | The College will issue the Stage 2 outcome to students via their College student email. |  |
| If a student is dissatisfied, applications may be made to CCEA Regulation Examination Procedures Review Service (EPRS) | Post receiving the Stage 2 outcome | Should a student wish to make an application to CCEA Regulations EPRS, instructions on how to do so will be included in CCEAs outcome of stage 2. |  |

## CCEA [[3]](#footnote-3)Non-Priority Appeals timelines

Table 2 CCEA Non-Priority Appeal Timelines

|  |  |  |  |
| --- | --- | --- | --- |
| **Appeal Activity** | **Belfast Met timeline** | **Appeal Activity** | **Resources** |
| Students are informed of the Summer 2021 Appeals process.Launch of the Summer 2021 Appeals webpage. | 8th July 2021 | All student will receive an email to their Belfast Met email address.CANVAS notification is also issued to all students. | [Summer Appeals (belfastmet.ac.uk)](https://www.belfastmet.ac.uk/SummerAppeals/)[Studentemail-Appeals8thJuly2021.pdf (belfastmet.ac.uk)](https://www.belfastmet.ac.uk/siteFiles/resources/docs/Appeals/Studentemail-Appeals8thJuly2021.pdf) |
| Student should submit a request for a Centre Review.Centres conduct Centre Reviews | 10th August 2021: A Level Results Day12th August 2021: GCSE Results Day | Stage 1 Centre Review online form will be live from at 09:00 on 10th August 2021 for CCEA A Level student.Stage 1 Centre Review online form will be live from 09:00 on 12th August 2021 for CCEA GCSE students. | Click [here](https://apps.powerapps.com/play/58916543-bd16-4a4d-9cbf-8aeca25f9584?tenantId=988f7c32-40c6-4de8-9b58-972cf2c3f835&ScreenName=0&AppealID=0) for the CCEA Stage 1 Centre Review Request form. This form is for GCSE and A Level qualification.Please note a student must complete one Belfast Met Stage 1 Centre Review Request form per qualification / subject. If you request a Stage 1 Centre Review for more than one qualification and more than one subject, you must submit a separate Stage 1 Centre Review form per qualification and per subject. |
| 20th August 2021 12:00 (noon) | Deadline for Belfast Met to complete Stage 1 Centre Review for CCEA non-priority students |  |
| 3rd September 2021 | The college aims to inform students of their Stage 1 Centre Review outcome no later than 16th August 2021. A link to this outcome will be issued to the students via their Belfast Met email address. Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1. | A link to the Stage 1 Centre Review outcome will be issued to the students via their Belfast Met email address |
|  | From 23rd August 2021 to 3rd/4th September 2021 | The college aims to inform students of their Stage 1 Centre Review outcome no later than 16th August 2021. A link to this outcome will be issued to the students via their Belfast Met email address. Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1. | A link to the Stage 1 Centre Review outcome will be issued to the students via their Belfast Met email address |
|  | 7th September 2021 12:00 (noon) | Deadline date for non-priority students to submit the Stage 2 Appeal to CCEA Awarding Organisation form. This is the point whereby the student is informing College proceeding with stage 2 | Should a student wish to progress to Stage 2, instructions on how to do so will be included with the outcome of stage 1. |
| College Submits Appeals to CCEA Awarding Organisation | By 17th September 2021 | College submits Stage 2 non-priority Appeal to AO. |  |
| Outcome of Stage 2 Appeals from CCEA Awarding Organisation. | CCEA have informed the college that they aim to complete appeals as soon as possible and within 42 calendar days of receipt of stage 2 non-priority appeal from college. | CCEA AO will share the Stage 2 outcome with the college. | Via the CCEA App |
| College informs student of the CCEAs Stage 2 outcome | No later than 2nd November 2021, subject to CCEA AO issuing the Stage 2 outcome to the college. | The college will issue the Stage 2 outcome to students via their Belfast Met student email. |  |
| If a student is dissatisfied, applications may be made to CCEA Regulation Examination Procedures Review Service (EPRS) | Post receiving the Stage 2 outcome | Should a student wish to make an application to CCEA Regulations EPRS, instructions on how to do so will be included in CCEAs outcome of stage 2. |  |

# Appendix 2 Appeals Flowchart



1. The college wrote via email to all CCEA GCSE students on 7th June 2021 to inform students of the core pieces of evidence used to help the college arrive at a Centre Determined Grade. In this same email when listing the core pieces of evidence, the college also informed the students of the grade(s) associated to these core pieces of evidence. The college wrote via email to all CCEA A-Level students on 21st May 2021 to inform students of the core pieces of evidence used to help the college arrive at a Centre Determined Grade. In this same email when listing the core pieces of evidence, the college also informed the students of the grade(s) associated to these core pieces of evidence. [↑](#footnote-ref-1)
2. Email to the Belfast Met student email account. [↑](#footnote-ref-2)
3. Non-priority means students who do not have a higher education place that is depended on the outcome of an Appeals to CCEA AO. [↑](#footnote-ref-3)