

Assessment guidance
for centres during
Coronavirus (COVID-19)



Illustration by Lucy Vigrass

Centre Assessment Grades

Guidance for BTEC qualifications



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Introduction

This document has been developed to support centres with 'Centre Assessment Grades' during the Coronavirus (Covid-19) restrictions, for qualifications that are covered by a 'calculated result' approach as outlined in Ofqual's [Extraordinary Regulatory Framework](#).

Our overriding priority for all learners is to develop a calculated results process, which can be applied fairly and consistently, so that standards are maintained and everyone can continue to have confidence in the value of BTEC qualifications.

After close discussions with the Department for Education, Awarding Organisations and other stakeholders, [Ofqual have provided further clarification](#) about how some vocational and technical qualifications will be awarded in 2020.

Ofqual confirms that as far as possible, **we will be calculating results for vocational and technical qualifications that have a core purpose of progression to further or higher education**. This guide has been produced to support you in understanding what this means for you depending on which qualifications you offer.

Qualifications covered in this guidance

This guide covers BTEC qualifications from Level 1 to Level 3 where a calculated results approach will be used. This includes:

Calculated results approach

- BTEC Level 1 Entry and Introductory Suite (from 2016)
- BTEC Specialist programmes from Entry to Level 3
- BTEC PSD, Workskills and Skilled for Life
- BTEC Level 1/2 Firsts
- BTEC Level 1/2 Tech Awards
- BTEC Level 2 and 3 Technicals
- BTEC 2010 Level 3 Nationals, Level 2, Level 1 and Entry Level
- BTEC 2016 Level 3 Nationals



Qualifications not covered in this guidance

We will be releasing separate guidance that will cover:

- BTEC Qualifications accredited by SQA
- BTEC Qualifications Level 4-7 (including Higher Nationals)
- BTEC Qualifications operating internationally
- BTEC Level 3/4 Foundation Diploma Art and Design
- Level 1-7 SRF programmes and SRF Higher Nationals

Provisional Timelines

Provisional Timelines

Calculated Results

April / May	June / July	August
<p>24 April - 8 May Ofqual consultation</p> <p>Response expected in late May</p>	<p>1 June - 12 June Centre submission of qualification-level rank order</p>	<p>13 August Level 3 Results Day (TBC)</p>
<p>From 11 May Pearson to provide:</p> <ol style="list-style-type: none"> 1. Guidance on how to calculate a result for incomplete assessment and prepare a learner rank order (where relevant) and 2. Guidance on assessment adaptation (where relevant) 	<p>June - July Pearson conduct statistical standardisation of Centre Assessment Grades and complete quality checks Centres may be contacted during this time</p>	<p>20 August Level 2 Results Day (TBC)</p>
<p>From 18 May Pearson to provide system guidance on how to input qualification-level rank order</p>		
<p>18 May - 31 May Centre submission of actual and Centre Assessment Grades for internally assessed units</p>		



Approaches to BTEC Qualifications

Three main approaches have been applied for BTEC qualifications. Each qualification will fall into one of the following categories, **this guide covers those within the ‘Calculated Results’ category:**

Approach	Description
Calculated Results	<p>Centres have been asked to provide unit grades for internally assessed completed units. In addition to this, we are asking for Centre Assessment Grades, based on the most likely grade that learners would have achieved, for internally assessed units that were due to be completed between 20 March and 31 July and an overall qualification rank order of learners.</p> <p>We will not be asking for centres to provide any Centre Assessment Grades for externally assessed units within these qualifications, instead we will look to calculate external assessment results (where learners have entries or test bookings) based on a range of available data and the rank order provided.</p> <p>Pearson will then conduct checks and statistical standardisation of the Centre Assessment Grades submitted.</p> <p>For qualifications in the ‘Foundation Learning’ suite, we are asking centres to follow the calculated results approach and the steps outlined in this guidance. Please note that an aspect of remote sampling will be required as part of the mitigation for these qualifications.</p>
Adaptation	<p>We have been working with Ofqual to agree on a subset of qualifications where we can look to adapt assessments wherever possible in order to support learners due to certificate this summer.</p> <p>The process for adaptation is not covered in this guidance.</p> <p><i>You will be able to find the guidance for adaptation in the sector specific guidance documents which will follow in the coming weeks.</i></p>
Delay	<p>This approach will be used where occupational competence is required or where qualifications function has a licence to practise and there may be no option but to wait until assessments can happen again.</p> <p>The process for delay is not covered in this guidance.</p> <p><i>You will be able to find the guidance for delayed assessments in the sector specific guidance documents which will follow in the coming weeks.</i></p>



Overview

For qualifications where the calculated results approach applies, centres will need to provide the following:

	Centre Assessment Grade	Rank Ordering
Internally assessed units/components	Yes	No
Externally assessed units/components	No	No
Overall qualification	No	Yes*

*for graded qualifications only. For **pass only** qualifications, rank ordering is not required.

The above applies to both completing learners that were due to be assessed and certificated in Summer 2020, and non-completing learners that were due to be assessed in Summer 2020 but not certificated (i.e Year 10 and Year 12 learners).

Where we are proposing to request Centre Assessment Grades for the purposes of issuing calculated results to learners, we will also be taking into account **a range of other evidence we have**, for example, any banked component data for units learners have completed and historical performance at both centre and overall level, before awarding a Pearson calculated and quality checked result. For some qualifications, sampling will take place in some form as part of this quality checking process. Where Pearson provides a calculated result, as a result of the relevant processes, this may involve some grades being adjusted. We continue to work closely with Ofqual and other Awarding Organisations, as well as other relevant stakeholders on the approach for awarding results this summer and will keep you updated.

In some instances, learners may have insufficient internal assessment evidence to inform an external assessment calculated grade. However, please be reassured that where 'minimum evidence thresholds' have not been met and the learner has been entered for an external assessment **we will offer a 'deferred calculated result'** meaning the learner will be able to receive their calculated grade once their sufficient internal assessment has been completed.



What are 'Centre Assessment Grades'?

As part of the [advice given by Ofqual](#) "A Centre Assessment Grade is a centre's judgement about the grade that each learner would most likely have achieved had teaching, learning and assessment proceeded as normal. A Centre Assessment Grade could be for the remaining components or it could be requested for the qualification overall, depending upon the structure of the qualification and the proportion of components already completed. This professional judgement is to be derived from evidence (work, records of work) held within the centre and which has been reviewed by subject teachers/tutors/assessors and relevant heads of department. Awarding organisations may also ask for other information in order to support an approach to calculating grades, such as a rank order for learners."

Equalities Impact

It is important that when forming any judgment on a Centre Assessment Grade for a learner a centre should consider any reasonable adjustment to mitigate any adverse impact of the Centre Assessment Grade process. We are committed to ensuring that all learners are treated fairly through these mitigating measures, and we acknowledge that centres will be best placed to accommodate this within their Centre Assessment Grade judgements.

As Ofqual has advised, "centres should use their professional experience to make a fair and objective judgement of the grade they believe a learner would have achieved had teaching and learning continued as normal and they were able to complete their assessments. For learners with special educational needs and/or disabilities (SEND), or other vulnerable learners, we propose centres should make their judgement assuming learners had continued to receive any usual additional learning support and had any agreed reasonable adjustments in place."

Centres will be aware of any reasonable adjustments in place for learners and Centre Assessment Grades should be made on the basis that reasonable adjustments would have been in place should assessment have taken place. Similarly, centres should also take into account any special consideration which



may have impacted upon a learner's achievement in previous work/assessments if this is used as a basis for a Centre Assessment Grade.

Confidentiality

Centres must not disclose Centre Assessment Grades or their qualification rank order of learners to anyone other than Pearson before results have been issued. This not only ensures that Centre Assessment Grades are valid, but also prevents learners from being given an outcome until the necessary statistical standardisation and quality checks have been carried out by Pearson.

Standards Verification

We can confirm that 'normal' Standards Verification activities will not take place, however Pearson will ensure quality checks are in place and an evaluation of qualitative evidence might be required. We will write to you separately on this point, as needed. Please note for 'Foundation Learning' we expect for some remote sampling to be required, and more information will follow on this.



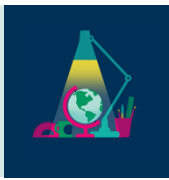
Non-completing learners

As far as possible we are seeking to ensure that all learners receive calculated results where they are completing this year. We also want to ensure that learners who are not completing but have missed assessment opportunities during this period of time (20 March – 31 July), can return to their studies in the knowledge that this will not impact on their subsequent year(s) of study.

For internally assessed units/components due to be completed, the process for Centre Assessment Grades outlined below should also be followed for non-completing learners.

For externally assessed units/components due to be completed, Pearson will calculate a grade for completing learners. For non-completing learners, a calculated grade will be issued provided a 'minimum evidence threshold' has been met and an entry has already been made. This means a learner must have been due to complete at least 25% of the internal assessment, which should include a mandatory unit/component. Please refer to **Appendix B** for further information.

Where 'minimum evidence thresholds' have not been met and the learner has been entered for an external assessment ***we will offer a 'deferred calculated result'*** meaning the learner will be able to receive their calculated grade once their internal assessment has been completed.



Providing Unit-Level Centre Assessment Grades

Overview

Step-by-step

Centre Assessment Grades (Unit Level)

Planning	Step 1	Step 2	Step 3	Step 4
<p>Identify the units and learners where assessment has taken place this year - or - was due to take place between 20 March - 31 July</p> <p>Refer to your BTEC Assessment Plan to ascertain which learners and units Centre Assessment Grades will apply to.</p> <p><i>Please ensure that all registration information is accurate and up to date on the system.</i></p>	<p>Provide grades for completed internally assessed units</p> <p>Learners may have a number of completed units at this stage. Please enter these grades as you usually would (via EOL and EDI)</p> <p><i>Please note, these should be submitted as Interim (unit) claims.</i></p>	<p>Prepare Centre Assessment Grades for incomplete units</p> <p>For any incomplete units that were due to be assessed between 20 March and 31 July, or where resubmission opportunities had been planned for this time.</p> <p><i>Please note, you must consider all relevant unit grades including 'Unclassified'.</i></p>	<p>Review and Approve</p> <p>The Head of Department/Lead Internal Verifier should review and endorse the Centre Assessment Grades for the subject area with the relevant teachers/assessors.</p> <p><i>Please note, you must keep records of this activity</i></p>	<p>Submit Centre Assessment Grades</p> <p>As you would have done for completed units, please submit to us (via EOL and EDI) the Centre Assessment Grades.</p> <p><i>Please note, these should be submitted as Interim (unit) claims.</i></p>

Planning stage

Refer to your BTEC Assessment Plan to ascertain which learners and units Centre Assessment Grades will apply to. It is essential that you keep these records should any assurances be required by Pearson to confirm the unit grades that have been submitted.

We expect that most teachers/assessors involved in providing Centre Assessment Grades will have been part of centre standardisation activity earlier in the academic year through the relevant OSCA materials. It is good practice to repeat standardisation activity at different points in the year as a refresher. We would therefore recommend consulting these materials again, particularly if you have new members of staff, prior to grading your learners. We provide



standardisation materials for each principal subject area, which the Lead Internal Verifier can access via the OSCA site.

Similarly, we would advise centres to prepare to submit their Centre Assessment Grades by looking at any previous Standards Verification reports for feedback on historic samples and assessment decisions.

Centre Assessment Grades will be based mainly on **work completed prior to 20 March 2020**; as there is no expectation that learners will have continued with assessment activities or been set additional work for the purposes of determining Centre Assessment Grades. It is important that no learners are disadvantaged if they are unable to complete work set after centres were closed. If assessment which has been completed remotely during this period is used as evidence to inform a Centre Assessment Grade, then centres should give consideration to the authenticity of the work submitted, learners' access to resources and treat this evidence cautiously.

In line with usual practice, **centres must retain all evidence supporting Centre Assessed Grades for a minimum of 12 weeks after certificates are issued.**

As part of this stage, please also ensure that all **registration information** is accurate and up to date on the system.

Step 1 - Provide grades for completed internally assessed units

Learners may have several completed units at this stage and final grades for these should be submitted. Please enter these grades as you usually would, via Edexcel Online (EOL) and EDI, as soon as possible and by 31 May. Submitting unit grades early will enable us to contact you in good time should we need to query any of the grades put forward.

Please note: These should be submitted as Interim (unit) claims.



Step 2 - Prepare Centre Assessment Grades for incomplete units

For any incomplete units that were due to be assessed between 20 March and 31 July, or where resubmission opportunities had been planned for this time, we are asking all teachers/assessors to make a fair and objective judgement of the grade they believe a learner would most likely have achieved. It is important that teachers/assessors take into account the full range of available evidence when they grade learners. This includes but is not limited to:

- teacher professional judgement
- reflecting on how previous cohorts have performed
- part-unit assessments (e.g. where one or more assessment criteria have been assessed)
- previous examination/external assessment results
- results of any mock assessments
- any other records of relevant learner performance over the course of their programme including non-assessed learning activities.

Please note, you must consider all relevant unit grades including 'Unclassified'. Pearson will monitor the range and distribution of unit grades claimed and may need to undertake additional quality checks.

You should not provide a Centre Assessment Grade where there is no evidence upon which to base one.

Step 3 – Review and Approve

The Head of Department/Lead Internal Verifier should review and endorse the Centre Assessment Grades for the subject area with the relevant teachers/assessors. After approval these should be passed to the Head of Centre.

Centres must keep their own records of approval for each subject area which may be requested by Pearson if required.

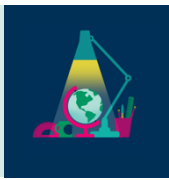


Step 4 - Submit Centre Assessment Grades

As you would have done for completed units, please submit to us (via EOL and EDI) the Centre Assessment Grades for internally assessed incomplete/not started units using ***your usual grade submission process*** as soon as possible and by 31 May. Submitting unit grades early will enable us to contact you in good time should we need to query any of the Centre Assessment Grades put forward.

Please note, this should only include units that were due to be assessed between 20 March and 31 July.

Please note, these should be submitted as Interim (unit) claims.



Providing Qualification-Level Rank Order of Learners

You will need to provide a rank order, at Qualification-level, for all learners registered.

Teachers and assessors might have already started the process of preparing the rank order of learners. There are a variety of approaches you can take to do this, but we have outlined the steps you and your centre should follow to create your rank order, below. **Non-completing learners should be considered alongside learners who will be completing this year.** This means you will need to consider this group overall, placing non-completing learners alongside completing, in a rank order of the most likely qualification outcome those learners will achieve at completion of their course.

Overview

Step-by-step

Qualification-level Rank Order information

Planning	Step 1	Step 2	Step 3
<p>Identify the learners on each qualification</p> <p>Refer to your BTEC Assessment Plans, learner MI system(s) or EOL to identify the learners on each qualification.</p> <p><i>Please ensure that all registration information is accurate and up to date on the system.</i></p>	<p>Prepare a rank order for each qualification</p> <p>Use all the evidence available to you, to determine the most likely overall qualification outcome and rank order. Whilst Centre Assessment Grades do not need to be submitted for externally assessed units, in providing a qualification-level rank order of learners you should also consider the grade the learner would have most likely achieved had they sat these assessments. Non-completing and completing learners should be considered alongside one another.</p> <p><i>Please note, you should include all learners in the rank order, including those that may not achieve the qualification.</i></p>	<p>Review and Approve</p> <p>The Head of Department/Lead Internal Verifier should review and endorse the Qualification-level rank order for the subject area, with the relevant teachers/assessors.</p>	<p>Submit rank order through the portal</p> <p>You will need to submit your Qualification-level rank order to us via a new Pearson system which is currently being developed. Rank order data must be submitted between 1 - 12 June.</p> <p>Guidance to follow from 18 May</p>

Pearson
BTEC



Planning stage

Identify the learners on each qualification. You can refer to your BTEC Assessment Plans, learner MI system(s) or EOL to identify the learners on each qualification.

Step 1 – Rank order your learners

- Use all the evidence available to you, to determine the most likely overall qualification outcome. Whilst Centre Assessment Grades do not need to be submitted for externally assessed units, in providing a qualification-level rank order of learners you should also consider the grade the learner would have most likely achieved had they sat these assessments.
- Using this information, teachers/assessors will then rank order all the learners, avoiding any 'ties'.
- Learners should be ranked in order of expected outcome – with learner 1 being the most secure, learner 2 being the second most secure and so on through until the least secure.
- If you are operating under a consortia arrangement, then the centre delivering the assessment/s should establish the rank order and provide them to the learners' home centre.
- If operating as part of a multisite, ranking activity should take place at site level. This is in recognition that not all sites will follow the same delivery and assessment model.

To assist you in preparing the qualification-level rank order, please consult the relevant specification or the [BTEC grade calculator](#) which provide detail on determining the overall grade.

Step 2 – Head of Centre Approval

- The Head of Department(s) should review and verify the ranking across their subject area with the teachers/assessors. After approval these should be passed to the Head of Centre.
- The Head of Centre should then review and verify each submission and in doing so approve the rank order proposed.



- Centres **must keep records of approval** for each subject area which may be requested by Pearson if required.

Step 3 - Submission of Rank Order data

You will need to submit your rank order to us via a **new Pearson system**, which will be accessible via Edexcel Online (EOL). We are expecting that there will also be an option to download a spreadsheet template with your learner details pre-populated.

The system is currently being developed, for use across Pearson's General and Vocational qualifications and we will write to you **during the week commencing 18 May**, with an update and step-by-step guide. **Rank order data must be submitted between 1 - 12 June.**

Further information to follow separately

- Adaptation approach (including a list of qualifications where this applies)
- Delay approach (including a list of qualifications where this applies)
- Details on the process for submission of qualification-level rank order
- Award claims process guidance
- Subject to the consultation outcomes:
 - whether any external assessments will be offered in a 'Autumn' series.
 - How to appeal calculated results.

How to get in touch with us

Please contact us via [our portal](#)



Appendix A – FAQs

Q: What about practical units where learners have not yet started/completed the practical elements?

A: If a unit was due to be completed/assessed between 20 March and 31 July 2020 and learners are completing this year in order to progress to higher or further education - the approach we are taking is that Centre Assessment Grades are to be provided in line with this document. We expect that teachers/assessors will have good knowledge at this point in the year about their learners' performance to be able to provide a Centre Assessment Grade.

Q: Can I change my Assessment Plan?

A: As formal assessment is not expected to be taking place during this time, we would not anticipate that 2019/20 BTEC Assessment Plans would be adjusted. However, we appreciate that for those non-completing learners part-way through a course, teaching and learning and therefore schemes of work may be adjusted, in order to continue with a remote method of delivery. **You must retain version-controlled Assessment Plans** should Pearson need to review your Centre Assessment Grade submissions.

Q: If we are taking the Centre Assessment Grades approach, can we put the learners through the Standards Verification process next year?

A: Any unit grade which is being submitted as a Centre Assessed Grade this year will not form part of any standards verification sampling next year. We anticipate that standards verification activity will take place as usual next year and this will be based upon work which has been completed and assessed *after* the submission of Centre Assessed Grades.

Q: Why are you not asking me to provide grades for externally assessed units?

A: To avoid burden for centre assessors, we will not be requesting additional information on these assessments and we will be calculating any external assessment result using a range of data. We will use the qualification-level rank ordering information, and we will also be taking into account a range of other evidence we have, for example, any banked component data for units learners



have completed and historical performance at both centre and overall level, before awarding a Pearson calculated and quality checked result.

Q: Will I be able to appeal the calculated grades?

A : Ofqual have confirmed that “learners who do not feel that the calculated result they have been issued with fairly reflects their performance will have the opportunity to appeal this result in accordance with awarding organisation appeals’ procedures, and/or to take a further assessment at the next available opportunity.”

Pearson have established appeal processes in place for centres with the right to appeal issued results. We will be in touch shortly to confirm any additional arrangements this year, pending Ofqual’s consultation outcome.

Q: I would like support in providing Centre Assessment Grades and rank ordering?

A: You can contact our Subject Advisor and Teaching Support Services using the contact us [portal](#).

Q: I would like feedback on assessment decisions for completed work

A: We are looking into the provision of support for centres who would like this feedback in advance of next year’s SV process. Please [contact us](#) and we will do our best to support you.

Q: I have already submitted a full award claim with completed units only, what shall I do now?

A: We understand that many of you will be in this position and can reassure you that these claims will be ‘re-opened’ for you to submit your Centre Assessment Grades.

Q: What happens if I am running BTEC Level 3 National Diploma in Fitness Services qualification?

A: We are working with CIMSPA to determine the best ways to support learners to gain occupational competence. Once we have further information, we will write to the relevant centres with guidance.



Appendix B – Minimum evidence thresholds for non-completing learners

The following tables outline the minimum evidence thresholds required in order to be able to calculate an external assessment result for non-completing learners.

BTEC Nationals (RQF)	
Qualification Size in GLH	Number of internal assessment units required
180, 360 or 510	At least one mandatory unit
540 and 720	At least two units, one of which must be a mandatory unit
1080	At least three units, one of which must be a mandatory unit

BTEC Tech Awards
At least one Internally Assessed component

BTEC Firsts		
Size	Number of internal assessment units required	Minimum GLH covered
First Award 120 GLH	Either one 60 GLH unit or one 30 GLH unit, must be a mandatory unit	30 GLH
First Certificate 240 GLH	Either one 60 GLH unit or two 30 GLH units, one must be a mandatory unit	60 GLH
First Extended Certificate 360 GLH	Either two 60 GLH units, or three 30 GLH units, one must be a mandatory unit	90 GLH
First Diploma 480 GLH	Either two 60 GLH units, or four 30 GLH units, one must be a mandatory unit	120 GLH



Technicals		
Qualification Size (GLH)	Number of internal assessment units required	Minimum GLH required
240 GLH	One 60 GLH unit which must be a mandatory unit	60 GLH
360 GLH	Either two 60 GLH units, or three 30 GLH units, one must be a mandatory unit	90 GLH
375 GLH	Either two 45 GLH units, or three 30 GLH units, one must be a mandatory unit	90 GLH
435 GLH	Either three 45 GLH units, or four 30 GLH units, one must be a mandatory unit	120 GLH
450 GLH	Either two 60 GLH units, or four 30 GLH units, one must be a mandatory unit	120 GLH
510 GLH	Either two 60 GLH units, or four 30 GLH units, one must be a mandatory unit	120 GLH