



Summer 2020 Assessment Cycle Guidance

Contents

| | |
|---|---|
| 1.0 Introductory Statement..... | 3 |
| 2.0 Exams..... | 3 |
| 2.1 Centres Open..... | 3 |
| 2.2 Centres Closed..... | 3 |
| 2.2.1 Step 1: Centres Produce Predicted Grades..... | 3 |
| 2.2.2 Step 2: Predicted Grades Submitted | 4 |
| 2.2.3 Step 3: Standardisation Process | 5 |
| 3.0 Assignments | 5 |
| 4.0 Appeals | 7 |
| 5.0 Conclusion..... | 7 |
| 6.0 Actions..... | 7 |

1.0 Introductory Statement

This document outlines NCC Education's response to the COVID-19 pandemic in relation to the summer assessment cycle. Undeniably, this is a very difficult situation for all of our students but we know that with the help and support of our accredited partner centres, we will provide the necessary support they need to complete their studies and ensure that they can progress to the next step in their academic journey.

2.0 Exams

The situation globally is ever-changing, with some centres currently closed with the potential to open in time for the summer assessment cycle, whereas others have been notified of closures for up to six months.

This guide outlines the process for how students can be awarded grades for exams whatever the situation at their centre.

2.1 Centres Open

If your centre is open and it is safe to take exams, then NCC Education expects that registered students will take all exams in line with the published exam dates and follow the administration dates in the NCC Education activity schedules. NCC Education's Extenuating Circumstances will apply for any individual students who are unable to sit an exam.

Should centres feel that students are not ready to take the exams then they have the option to defer their exam registration to an assessment cycle in the future.

2.2 Centres Closed

For centres that will be closed during the summer assessment cycle, centres can choose to either defer their students' entry to a future assessment cycle free of charge or follow a three-step process to award grades.

NCC Education requires all centres to give notification of their choice for locally marked exams such as Developing English Language Skills (DELS), Advanced English Language Skills (AELS) and IT Skills by Wednesday 29th April. The deadline to notify NCC Education of your choice relating to globally marked exams is Friday 8th May 2020. Please contact your Centre Support Executive confirming your choice.

The three-step process to award grades is detailed below:

2.2.1 Step 1: Centres Produce Predicted Grades

NCC Education will ask its Accredited Partner Centres to use their evidence and judgement to award each student registered for an exam a predicted grade. As well as exams, the following assignment components will also be awarded grades in this way:

- NCC Education Level 3 Study and Communication Skills Part B

- NCC Education Level 3 Study and Communication Skills Part C Presentation
- NCC Education Level 5 Computing Project Demonstration and Presentation
- NCC Education Level 5 Business IT Project Demonstration and Presentation

The predicted grade determined should be the grade that in the professional opinion of their subject lecturers, the candidate would have achieved should the summer exams have taken place as normal.

This grade should be based on a range of evidence to which lecturers have access, and it is important to use all forms of evidence available to make the grade as accurate as possible.

The range of evidence includes:

- Classwork
- Coursework
- Assignments
- Mock or past paper exams scores
- Work produced remotely since the centre has been teaching online.
- Any external tests, such as IELTS to indicate English level
- Entry level grades

Centres can use different combinations of evidence from the above list and other sources and NCC Education realises that some evidence may be incomplete.

To help this process, centres will be able to review example responses from each grade boundary given in past NCC Education exam papers. These past exam paper scripts will be uploaded to Centre Support > Training and Development area of NCC Education's VLE by Monday 27th April. The responses found in the past exam paper scripts can be compared with responses seen amongst the centre's students to help determine predicted grades.

Moreover, if a student was due to resit, then the result from their first time taking the exam can be used as part of the evidence as well as work completed since their previous attempt.

Finally, if students are co-taught, then NCC Education expects that the lecturers will work together to determine the students' predicted grade.

2.2.2 Step 2: Predicted Grades Submitted

NCC Education will send each centre a Predicted Mark Submission Form (PMSF) for each exam by 15th May 2020. It is these PMSFs which must be completed by inputting each student's predicted grade. The deadline to send the completed PMSF to NCC Education is Monday 1st June 2020. This gives centres a window of 2 weeks.

NCC Education, encourages all centres to begin the process of deciding upon the students' predicted grades as early as possible so that completion of the PMSFs can be completed promptly upon receipt.

Centres must not share these predicted grades with students under any circumstances. A student's final grade could be different to those submitted.

2.2.3 Step 3: Standardisation Process

Following receipt of the PMSFs, NCC Education will carry out a statistical standardisation process, which will use evidence from historical centre performance in the subject as well as global performance statistics. Should the distribution of predicted grades not be what NCC Education would expect a centre's candidates to achieve, the predicted grades may be adjusted.

NCC Education may request evidence from centres which was considered when predicting grades. It is important to retain the evidence used in arriving at the predicted grade in the event of this.

Results will be released on Friday 24th July 2020, in line with the published Activity Schedule.

3.0 Assignments

Excluding the assignment components mentioned in section 2.2.1 of this document, NCC Education expects that assignments will be submitted in line with the usual process detailed in NCC Education's Assessment Instructions document.

NCC Education realises that disruption the COVID-19 pandemic has had on our centre's teaching schedule, impacting students' ability to complete assignments. Because of this, NCC Education has created the ability for centres to choose their assignment submission date.

The first option is Monday 25th May, which is the same as published on NCC Education's Activity Schedules. Assignments submitted by this date will have results released on Friday 24th July. To assist centres in meeting this submission date, NCC Education is releasing all assignment marking schemes on 23rd April. They will be available for download from Connect as normal.

A secondary option is to submit assignments on Monday 29th June, which aims to give centres the flexibility to make up any lost time. However, submitting assignments on this date carries a results release date of Friday 14th August. Centres must choose for their entire submission to be the original date or the secondary option. NCC Education cannot process mixed submissions from centres. If possible, centres should use the original published date and only use the secondary date as a last resort.

Centres must notify NCC Education of which assignment submission date they choose by Friday 8th May.

Moreover, NCC Education realises that students may be submitting work electronically. It is important that the usual marking processes are followed by submitting a marking scheme with the marking breakdown, along with the student's assignment script which has been annotated with comments justifying the marks awarded. This can be done by annotating a PDF document sent by students, adding comments to assignments submitted as a word-processed document, or by submitting the marking breakdown and justifications on an additional spreadsheet. The below image is an example of how marks have been justified

using a spreadsheet for the Level 5 Diploma in Business Understanding Consumer Behaviour unit.

| Spring 2020 - UBO Marking Scheme | | | | Student ID: |
|----------------------------------|--|-----------|----------------|---|
| Student Name | | | | |
| Task | Guide | Max Marks | Available Mark | Remark |
| | | 1(a) | | |
| | Ability to offer current customers better prices due to the economies of scale they are able to access through the parent company | 4 | 2 | Correct point with a relevant example is presented. |
| | No longer reliant on suppliers who cannot meet demand, if an alternative is owned by the parent company | | 0 | |
| | The financial backing to ensure a stable business and reliable income for its staff | | 0 | |
| | <p>Disadvantages: Difficult to reverse once the process has been completed. The smaller organisation has to be positive that this is the correct decision</p> | | 0 | |
| | The chance that a smaller organisation could be 'swallowed up' and lose their identity and culture | 4 | 0 | |
| | The loss of relationships with alternative suppliers | | 1 | The point is correct but not clearly |

A spreadsheet with this sample can be found attached to the email sent with this guidance. Centres can adapt the content to reflect the unit that they are marking.

If a centre believes that students have been disadvantaged by centre closures, impacting on the students' ability to complete the assignment, then they are encouraged to submit an Exceptional Circumstances Policy and Procedure document to their Centre Support Executive.

4.0 Appeals

The standard appeals process will be followed for assignments. Centres will also have the right to appeal a predicted grade awarded to a student in a local or global exam and full details of making an appeal in these circumstances will be announced. Appeals will be for circumstances in which centres believe that there has been an error in the above outlined predicted grade process.

If students are not happy with their result, then they can resit the exam (or any of the 4 assignment components) in a future assessment cycle.

5.0 Conclusion

Following guidance from our regulator, Ofqual, NCC Education has drawn on its expertise in assessment in producing the above process and is confident that it is the most valid and effective method in awarding grades in the current circumstances.

A graphic outlining the process for the summer exams is displayed in Appendix A. A graphic outlining the process for the summer assignments is displayed in Appendix B, and the Activity Schedule in Appendix C.

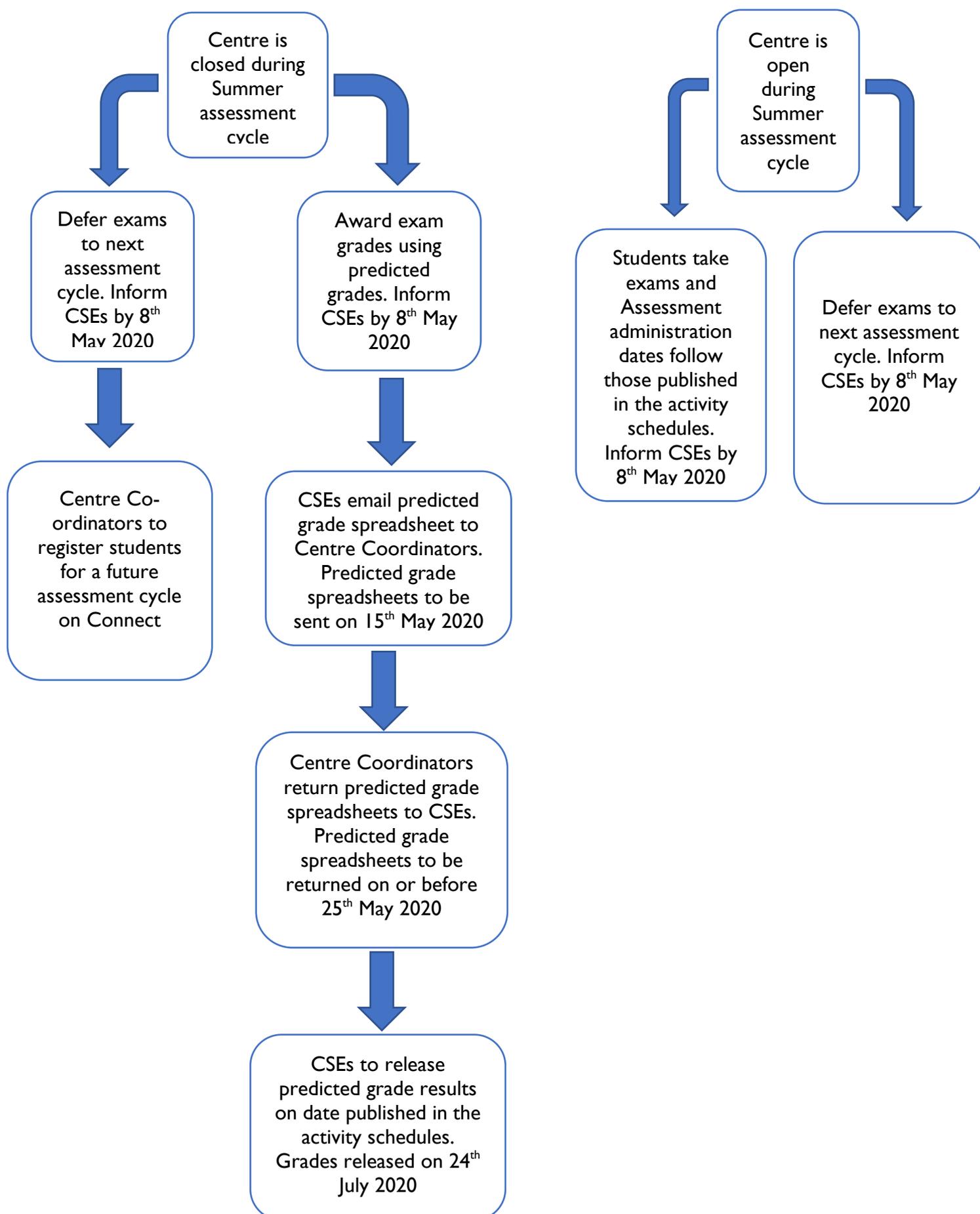
6.0 Actions

Centres must follow-up on this announcement by informing NCC Education of the following by Friday 8th May:

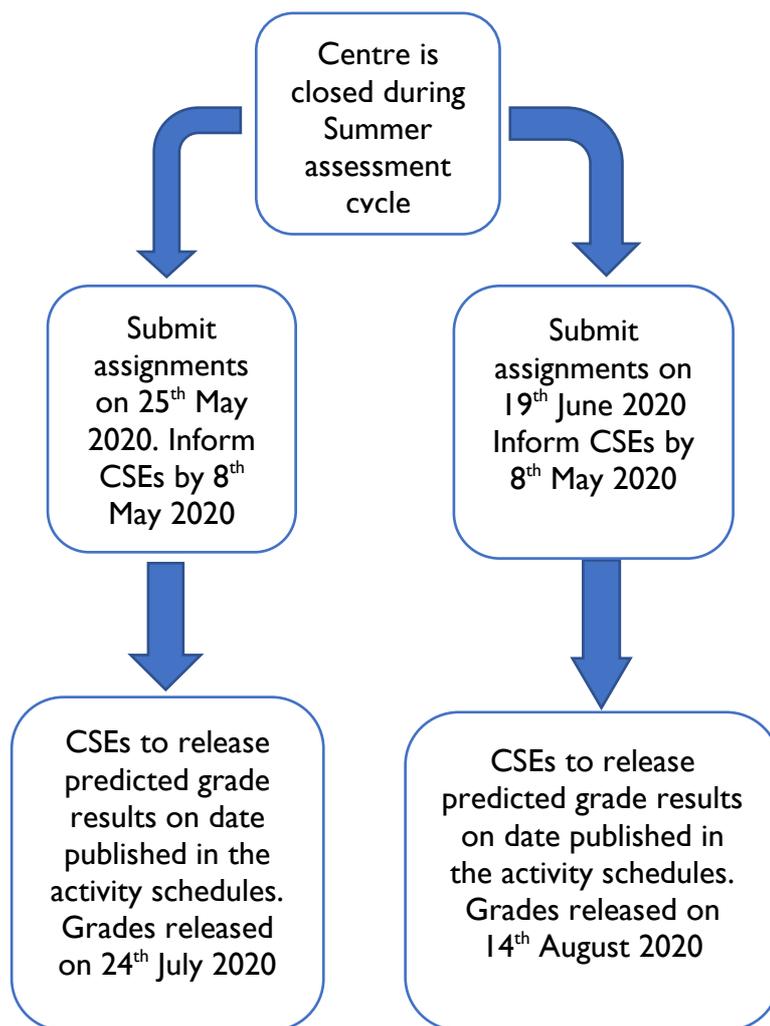
1. If your centre is open to take in the summer assessment cycle, will students sit the exams or defer to an assessment cycle in future?
2. If you centre is closed during the summer assessment cycle, will students defer to a future assessment cycle or will their grades be predicted?
3. Which date will assignments be submitted on – 25th May or 29th June?

Finally, if your centre will predict students grades for the summer exams, NCC Education encourages you to begin considering the grades using all evidence available to you as soon as possible. In this way, the PMSFs can be completed and returned promptly.

Appendix A – Summer Exam Process



Appendix B – Summer Assignment Process



Appendix C

Grade Predictor Activity Schedule

Please note that the suggested dates for CSEs sending and Centres returning the grade predictor spreadsheet follows the same date timeline for MSFs being sent and returned. The result release dates also follow those published in the activity schedules that are available to all Centres via Connect.

| Activity | Summer (June) Cycle |
|--|----------------------------|
| Centre informs CSEs of exam and assignment choices | 08/05/2020 |
| Assignment MSF released to centres | 05/05/2020 |
| Exam PMSF released to centres | 15/05/2020 |
| Deadline for submission of Assignment MSF | 25/05/2020 or 19/06/2020 |
| Deadline for submission of Exam PMSF | 01/06/2020 |
| Result release | 24/07/2020 or 19/08/2020 |