

2020 Process for Student Grades

STEP 1 – Heads of Department produced a list of students in order from all of the evidence available at the point of school closure. This information was shared with subject teachers to check prior to a whole department exam grade meeting. Each student was checked one by one to agree and confirm the grade awarded and rank based upon the evidence available.



STEP 2 – Heads of Department collated the grades and rank order for each class and confirmed the overall grade and rank for each student in their subject. Heads of Departments re-distributed the list to subject teachers for re-checking in a follow –up meeting. Any changes were agreed and made by the Head of Department.



STEP 3 – The Head of Centre and Data Manager reviewed this information in conjunction with the prior attainment of each student and the school attainment trends for each subject from the previous 2 years results.



STEP 4 – The Head of Centre, Data and Exam Team then entered the agreed Centre assessed grades and ranking using the information from steps 1-3, crossed checked them for accuracy and submitted the grades to the Exam Boards on the agreed submission dates.



STEP 5 – Each exam board then began to process the data to check consistency of marks in order to award a final grade to each student in each subject.