

Awarding UAL qualifications Summer 2020

A guide for centre staff

29 May 2020

UAL Awarding Body

Version 1

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Introduction

This document is for those working in UAL Awarding Body approved centres; colleges, training providers and other settings where assessments for UAL Awarding Body (UAL) qualifications were scheduled to be taken in Summer 2020.

In this guidance document we explain our plans for awarding our qualifications this Summer, and outline what we expect from centres during what would normally have been the 2020 assessment, moderation and results period.

We have worked closely with the Department for Education, other Awarding Organisations across the sector and qualification regulator Ofqual to develop an approach that can be applied fairly and consistently. Ofqual and other UK qualifications regulators CCEA, Qualifications Wales and SQA Accreditation have agreed a coordinated approach meaning this guidance applies UK-wide. It is designed to maintain national standards, ensure fairness, validity and confidence in awards, and is in line with that for other qualifications being awarded by other Awarding Organisations within the vocational and technical qualifications landscape for Summer 2020.

This approach described below applies to all students registered on a qualification covered by Ofqual's Extraordinary Regulatory Framework who were due to take assessments towards units or qualifications between **20 March 2020 and 31 July 2020 inclusive**, with the expectation of receiving a result this Summer. This includes those students who may be only part way through their programme of study and will continue with learning towards their qualification after this date – for example if they had planned to take an assessment on one or more units of a unitised course half-way through a 2-year programme of study.

This approach applies to UAL qualifications awarded in England, Scotland, Wales and Northern Ireland and complies with the requirements of the corresponding Ofqual Extraordinary Regulatory Framework.

To be clear, students registered on qualifications with non-standard delivery models (compressed or extended) who were not expecting to receive a qualification grade between the 20 March 2020 and 31 July 2020 fall outside the scope of this document and the Ofqual Extraordinary Regulatory Framework.

Overview of approach

In accordance with the Extraordinary Regulatory Framework, UAL Awarding Body has categorised its qualifications as follows:

- 1) Qualifications where the primary focus is progression to HE/FE
- 2) Qualifications where there is a dual or mixed purpose
- 3) Qualifications where their primary use is license to practice or occupational competency

For qualifications in the first two categories, UAL Awarding Body has adopted a Calculated Assessment Grade (CAG) approach. For qualifications in the third category, UAL Awarding Body has in the absence of any other viable approach, determined to delay the assessments.

Calculated results

The qualifications regulators advocate a calculated result for vocational and technical qualifications that are used for progression to further or higher education. This approach is similar to that adopted this year for GCSEs, AS and A levels.

To ensure that Awarding Organisations take a consistent approach to generating calculated results, all calculated results must include the following elements:

1. Identify the relevant evidence that is both currently available and potentially available in respect of the qualification as a whole and each Learner taking it,
2. Evaluate the quality of that evidence and hence the weight that can be placed on it,
3. Establish and comply with an approach to the calculation of results which:
 - a. places most weight on the highest quality evidence in calculating individual results,
 - b. includes quality assurance of individual results, and
 - c. includes a check on the overall results profile for the qualification to ensure that standards are comparable with previous years.

UAL Awarding Body's approach to calculated results is aligned with the above process. We require centres to submit fully justified Centre Assessment Grades (CAG) based on evidence, which we will then quality assure. With the exception of three qualifications which employ aggregated grades, Centre Assessment Grades will be calculated at qualification level. (See table on pages 9 and 10 for details).

Delay

This approach has only been adopted for occupational competence qualifications, where adapting an assessment is likely to compromise the reliability of the assessment, preclude students from completing all elements of their practical training or work placement in preparation for employment, or undermine employer confidence in the ability and occupational

competence of successful students awarded the qualification this year. Centres offering the few qualifications to which this applies will be contacted individually by UAL Awarding Body and arrangements made to recommence assessment activity later in the year.

Qualifications covered by this guidance

Calculated results

This guidance on calculated results applies to the following qualifications:

Art and Design	
601/3266/8	UAL Level 1 Award in Art, Design and Media
601/3267/X	UAL Level 1 Diploma in Art, Design and Media
601/6491/8	UAL Level 1 Diploma in Performing and Production Arts
601/3267/X	UAL Level 2 Award in Art and Design
600/3807/X	UAL Level 2 Diploma in Art and Design
600/2827/0	UAL Level 3 Diploma in Art and Design
600/2826/9	UAL Level 3 Extended Diploma in Art and Design
603/1475/6	UAL Level 3 Applied General Diploma in Art and Design
603/1459/X	UAL Level 3 Applied General Extended Diploma in Art and Design
Creative Media Production and Technology	
601/3266/8	UAL Level 1 Award in Art, Design and Media
601/3804/X	UAL Level 2 Award in Creative Media Production and Technology
601/3927/4	UAL Level 2 Diploma in Creative Media Production and Technology
601/3986/9	UAL Level 3 Diploma in Creative Media Production and Technology
601/3987/0	UAL Level 3 Extended Diploma in Creative Media Production and Technology
Performing and Production Arts	
601/6489/X	UAL Level 1 Award in Music, Performing and Production Arts
601/6491/8	UAL Level 2 Award in Performing and Production Arts
601/1824/6	UAL Level 2 Diploma in Performing and Production Arts
601/1780/1	UAL Level 3 Diploma in Performing and Production Arts
601/1790/4	UAL Level 3 Extended Diploma in Performing and Production Arts

Music, Performance and Production	
601/6489/X	UAL Level 1 Award in Music, Performing and Production Arts
601/6491/8	UAL Level 1 Diploma in Music, Performing and Production Arts
601/6464/5	UAL Level 2 Award in Music, Performance and Production
601/6465/7	UAL Level 2 Diploma in Music, Performance and Production
601/6472/4	UAL Level 3 Diploma in Music, Performance and Production
601/6475/X	UAL Level 3 Extended Diploma in Music, Performance and Production
Fashion Business and Retail	
601/6481/5	UAL Level 2 Award in Fashion Business and Retail
601/6482/7	UAL Level 2 Diploma in Fashion Business and Retail
601/6482/9	UAL Level 3 Diploma in Fashion Business and Retail
601/6484/0	UAL Level 3 Extended Diploma in Fashion Business and Retail
603/3270/0	UAL Level 4 Diploma in Fashion Retail
603/3271/2	UAL Level 4 Diploma in Garment Technology for Fashion Retail
603/3272/4	UAL Level 4 Diploma in Merchandising for Fashion Retail
603/3273/6	UAL Level 4 Diploma in Visual Display and Branding for Fashion Retail
603/3274/8	UAL Level 4 Diploma in Buying and Range Planning for Fashion Retail
Short courses	
500/7908/6	UAL Level 2 Award in Drawing
500/9672/2	UAL Level 2 Award in Printmaking
500/9675/8	UAL Level 2 Award in Photography
500/9671/0	UAL Level 2 Certificate in Photography
500/7992/2	UAL Level 2 Certificate in Drawing
603/2758/3	UAL Level 2 Certificate in Applied Drawing
603/0256/2	UAL Level 2 Certificate in Applied Drawing (externally assessed version)
500/7975/X	UAL Level 3 Award in Drawing
500/9898/6	UAL Level 3 Award in Photography
501/0680/6	UAL Level 3 Award in Printmaking
500/9503/1	UAL Level 3 Certificate in Photography
500/7976/1	UAL Level 3 Certificate in Drawing

Foundation Art and Design	
500/5316/4	UAL Level 3 Diploma in Art and Design – Foundation Studies
603/3138/0	UAL Level 3 Foundation Diploma in Art and Design
500/3360/8	UAL Level 4 Diploma in Art and Design – Foundation Studies
603/3139/2	UAL Level 4 Foundation Diploma in Art and Design
Professional Diplomas	
603/0190/9	UAL Level 4 Professional Diploma in Technical and Production Practice for the Creative Industries
603/3034/X	UAL Level 4 Professional Diploma in Performance
603/2108/8	UAL Level 4 Professional Diploma in Creative Enterprise

Delay

This guidance covers the following qualifications under our approach to delay:

Film Suite	
600/0710/2	UAL Level 2 Diploma in Professional Competence for Grips
600/0776/X	UAL Level 3 Diploma in Professional Competence for Advanced Grips
Fashion Business and Retail	
603/1404/7	UAL Level 3 Fashion Studio Assistant

Qualifications not covered by this guidance

The following qualifications are **NOT** covered by this guidance due to no assessments taking place in Summer 2020.

Film Suite	
600/2555/4	UAL Level 2 Diploma for Clapper Loaders
600/0709/6	UAL Level 2 Diploma in Professional Competence for Crane Technicians
600/0711/4	UAL Level 2 Diploma in Professional Competence for Stagehands
600/2554/2	UAL Level 3 Diploma for Focus Pullers
Fashion Business and Retail	
603/1405/9	UAL Level 4 Fashion Studio Assistant

Calculated results

For the purpose of this guidance a calculated result is generated on the basis of a Centre Assessment Grade determined by the centre and **NOT** a calculated grade determined by UAL Awarding Body.

Centre Assessment Grade (CAG)

UAL Awarding Body's approach to calculated results requires centres to provide a Centre Assessment Grade for each student who was due to complete an assessment in the 2019/20 academic year.

A CAG Support Pack accompanies this guidance document. The following documents must be employed when making judgements and these documents can be found within the *Applying a best fit approach to UAL qualifications* document in the CAG Support Pack.

UAL Awarding Body document	Qualification types to which applicable (as per list above)
Assessment grid	Level 3 Applied Generals
Grading grids	Level 3 and Level 4 Foundation Diploma Level 4 Performance Level 4 Fashion Qualifications
Exemplification matrixes	Level 1, 2 and 3 Diplomas Level 1, 2 and 3 Extended Diplomas Level 3 and Level 4 Foundation Studies
Grade descriptors	Level 4 Technical Production
Marking matrix	Level 4 Creative Enterprise

When determining the Centre Assessment Grade for each student, a best-fit approach must be applied. The grade for each student must reflect their likely performance in the qualification had they completed it under normal conditions.

For this year only, UAL Awarding Body’s standard mastery model is not applicable. Instead, tutors are required to make grading decisions on the basis of all admissible evidence (please see ‘Scope of evidence’ section below) available for each student.

For the majority of qualifications, tutors are not required to make grade decisions at unit level. Instead tutors are being asked to look more broadly at all the evidence they have on a students' performance and calculate the qualification grade a student would have achieved under normal circumstances.

The exceptions to this approach are UAL Level 3 Extended Diploma in Fashion Business and Retail, UAL Level 3 Extended Diploma in Music Performance and Production, and students registered on the UAL Level 3 Applied General Extended Diploma in Art and Design. In these cases, unit judgements will be sought and UAL Awarding Body will provide the qualification grade in line with the aggregation model specified in the qualification specification.

Please check the table below to confirm which approach is in place for each qualification.

All grading decisions must be supported by appropriate evidence, which is described in more detail below. For further support, please refer to the accompanying CAG Support Pack.

In qualifications that are Pass only (e.g. Short courses and Awards), tutors must refer to the learning outcomes, and make an evidence-based judgement as to whether a student would have achieved all the learning outcomes under normal circumstances.

Tutors must base their judgment, on the basis of trusted sources of evidence produced by each individual student **prior to 20 March 2020** (excluding final major projects).

Therefore, each Centre Assessment Grade is a holistic, realistic and professional judgement about the grade that each student would mostly likely have achieved had they been able to complete their assessments in Summer 2020, and must reflect the trajectory of student development.

In making their judgement, tutors must assume that it is no easier or harder for a student to achieve a particular grade this year, compared to previous years, and therefore judgements should reflect how they would have performed under ordinary circumstances.

Centre Assessment Grades will be used at both qualification level and unit level, as follows:

Diplomas and Extended Diplomas	
Qualifications	Grade submitted
Students registered on Diploma and due to be certificated for Diploma in 2019/20 year	Qualification level – Diploma grade

Students registered on Extended Diploma but due to complete Year 1 (Diploma) in 2019/20	Qualification level – Diploma grade
Students registered on Extended Diploma and due to be certificated on Extended Diploma in 2019/20	Qualification level – Extended Diploma grade
Applied General	
Qualifications	Grade submitted
Students registered on Applied General Diploma and due to be certificated on Applied General Diploma in 2019/20 year	Qualification level – Diploma grade
Students registered on Applied General Extended Diploma but due to complete Year 1 (Diploma) in 2019/20	Qualification level – Diploma grade
Students registered on Applied General Extended Diploma and due to be certificated on Applied General Extended Diploma in 2019/20	Unit level - Unit 2 grade UAL Awarding Body will provide the qualification grade in line with the aggregation model specified in the qualification specification.
Other qualifications	
Qualifications	Grade submitted
Level 1 and 2 Awards	Qualification level – Award grade
Level 1 and 2 Diploma	Qualification level – Diploma grade
Level 3 Extended Diploma Fashion Business and Retail	Unit level – Unit 12 Unit level – Unit 13 UAL Awarding Body will provide the qualification grade in line with the aggregation model specified in the qualification specification.
Level 3 Extended Diploma Music Performance and Production	Unit level – Unit 12 Unit level – Unit 13 UAL Awarding Body will provide the qualification grade in line with the aggregation model specified in the qualification specification.
Foundation Diploma and Foundation Studies	Qualification level – Diploma grade (either Level 3 or Level 4)
Level 4 Fashion Business and Retail Diplomas	Qualification level – Diploma grade
Level 4 Professional Diplomas	Qualification level – Diploma grade
Short courses and Applied Drawing qualifications	Qualification level – Award or Certificate grade

Scope of evidence

Only work produced and authenticated **prior to 20 March 2020** (excluding the final major project) can contribute towards Centre Assessed Grades.

It would be disadvantageous to consider evidence produced after the closure of centres as many students face different levels of access to facilities, technology and support. In addition, there are difficulties in authenticating work produced after centre closures. Therefore, to make sure these qualifications still meet the principles of fairness, validity, and comparability only work produced **before the 20 March 2020** that can be authenticated may contribute towards grading decisions. This approach and the date of 20 March 2020 is in line with many other Awarding Organisations in the sector and meets the requirements of the qualification regulators.

Final major projects

Evidence produced as part of the final major project, including work produced **prior to 20 March 2020 may not** contribute towards Centre Assessed Grades. This is because students across different centres were likely to be at differing stages of completion of the final unit and the capacity of centres to offer remote support varies considerably.

To ensure a fair approach and to guard against unintentionally discriminating against any particular demographic, this year only, UAL Awarding Body will disregard incomplete assessment evidence from the final unit and any work completed outside of the classroom **after the 20 March 2020**. This eliminates any doubt over authenticity of student work and ensures a consistent national standard that maintains public confidence.

Centres are encouraged to continue to offer remote online support, where possible, for students completing their final major projects at home for developmental and educational purposes, but such work will not contribute toward assessment judgements this Summer.

Exemptions and Recognition of Prior Learning

Exemptions and Recognition of Prior Learning (RPL) previously accepted and recorded by UAL Awarding Body are considered to be high quality (high trust) 'banked assessment evidence' and must therefore make a significant contribution to the Centre Assessment Grade. It is UAL Awarding Body's expectation that the final qualification grade will equal or exceed the banked grade.

Sources of evidence

There is no requirement to set additional work for the purposes of determining Centre Assessment Grades, rather all Centre Assessment Grades must be based on evidence already produced by the student.

To support tutors in making their Centre Assessment Grade estimations, we have provided the table below, which includes examples of the types of evidence that could be considered. Evidence has been split into categories and allocated a level of trust.

In line with Ofqual guidance, all centres must seek to maximise the use of High/Medium trusted evidence and minimise the use of low trust evidence when making their calculations:

Level of Trust	Evidence
High	<ul style="list-style-type: none"> • First year moderated grades for students completing the second year of Extended Diploma qualifications. • First year external assessment grades for students completing the second year of the Applied General Extended Diploma qualification. • Award qualification grades for students who have topped up to the Diploma • Grades achieved on qualifications that were used as exemptions • Historic grade distributions (percentage of Pass, Merit and Distinction by qualification for a centre). This data will be available for centres to access on UAL Awarding Body's online portal. • For new centres, the national benchmark will be made available for centres to access on UAL Awarding Body's online portal. • Evidence of Recognition of Prior Learning (capped at a Pass) previously approved by UAL Awarding Body.
High/Medium	<ul style="list-style-type: none"> • Assessment grades recorded internally by centres for formative or summative assessment for the 'formative' units. • UAL Awarding Body expects tutors to take into consideration the completeness of student work, the extent to which centre grades have been agreed, overturned or challenged during previous double marking and internal verification processes. • For the UAL Applied General Diploma, this includes assessment evidence created during the Preparatory and Supervised conditions to which a medium level of trust may be attributed.
Medium	<ul style="list-style-type: none"> • Internal assessment marks/grades not yet moderated/verified by UAL Awarding Body. • Assessment grades recorded internally by centres for any mandatory/optional units. • Results from any authenticated class work/homework (excluding final major projects).
Medium/Low	<ul style="list-style-type: none"> • Witness statements of student performance.

This evidence list is not exhaustive. Any evidence that a centre wishes to draw upon when calculating the Centre Assessment Grades that is not listed in this document must first be approved and permitted by a UAL Awarding Body Chief Examiner and the Quality Assurance and Enhancement Manager before it is deemed admissible.

Centres must retain records of the evidence (as listed above) that they used to determine their Centre Assessment Grades for audit purposes, and in case we have any follow-up queries about the evidence, for a minimum of 24 months from the date the results are released.

Minimum evidential requirements

In order to support a valid and reliable Centre Assessment Grade, it is important that the evidence on which grade decisions are based meet UAL Awarding Body's minimum evidential requirements.

For students awarded a Pass grade, this is documented confirmation that the student has achieved and been awarded a minimum of a Pass grade for all 'formative' or developmental units.

In exceptional instances, where a student has been referred for a 'formative' unit, progressed to the final synoptic unit, but had failed to redeem the referral, the External Quality Assurer (EQA) allocated by UAL Awarding Body will work with the centre to identify evidence that supports a grade award where possible.

For students awarded higher grades of Merit or Distinction, the minimum evidence required is **at least one piece** of permitted evidence attributed a **high level of trust**, or **two pieces of** permitted evidence attributed a **medium level of trust**, and that **at least two members of centre teaching staff** are involved in determining and agreeing the Centre Assessment Grade for each student.

Centre Assessment Grade (CAG) justification

Each tutor is required to complete a Centre Assessment Grade justification form per qualification at group¹ level. Tutors must use the form to capture all the evidence used to calculate their Centre Assessment Grades and represent the grade profile of the group. As stated above, UAL Awarding Body will expect centres to use evidence with the highest level of trust as well as meet the minimum evidential requirements. Where this is not the case, we would expect centres' evidence list to be extensive.

¹ For the purpose of this process, group refers to the groups you registered with UAL Awarding Body. Please see the *Guide for Centre Administrators* in the CAG Support Pack for further details.

The CAG justification requires tutors to state by grade (Fail, Pass, Merit or Distinction) how they have applied this evidence, and justify any significant deviation in their grade profile compared to previous years. Where a centre is new to UAL Awarding Body and therefore no prior data exists, they must refer to the national benchmark and provide a rationale if their grade profile differs.

Whilst centres are only required to submit the group CAG justification form when uploading their marksheets, we also require tutors to complete an individual CAG justification form for each student. UAL Awarding Body reserve the right to request access to individual justification forms for further scrutiny and quality assurance purposes.

The *Group Centre Assessment Grade justification form template* and *Individual Centre Assessment Grade justification form template* can be found in the accompanying CAG Support Pack.

Equalities

UAL Awarding Body is committed to tracking, monitoring and minimising disadvantage under all circumstances. This includes bias and discrimination whether unintentional or otherwise.

We have designed our processes to prevent bias and discrimination by requiring at least two or more teaching staff to contribute to the determination of each Centre Assessed Grade, as well as requiring the Head of each approved Centre to provide a declaration confirming the validity of the submitted grades and testifying to the impartiality and equity of the decision-making process.

Furthermore, we expect all centres to use their professional judgement to make **fair** and **objective** judgements about the grade each student would have achieved had they been able to complete their assessments.

Whilst making their judgments, tutors must give due consideration to the access arrangements that students with special educational needs and/or disabilities (SEND) would have been entitled to (e.g. extra time). The Centre Assessment Grade must therefore reflect the result the student would have achieved had they taken the assessment as planned and benefited from the reasonable adjustments.

Similarly, tutors must give due consideration where illness or other personal circumstances are likely to have affected students' performance in assessments that have already been undertaken, and which may have continued have an effect on performance.

The Head of the Centre or a senior member of staff with delegated authority, such as a department head, or programme leader must ensure that all potential conflicts of interest are removed prior to commencing this calculated results process. For example, where a staff member might have a personal interest in a student's grade (for example as a relative), appropriate controls must be put in place to remove the conflict, or where this is not possible minimise the conflict.

Centres must include a list of reasonable adjustments when submitting their CAG justification form, regardless of whether a reasonable adjustment application was submitted.

UAL Awarding Body will be monitoring the risks to equality through its quality assurance monitoring activity and will actively seek to identify and address any trends that are a cause of concern.

Internal sign-off within the centre

The Head of a Centre or senior member of staff with delegated authority, such as a department head or programme leader is required to submit a declaration confirming the validity of the submitted grades and testifying to the impartiality and equity of the decision-making process including confirming that there are no conflicts of interest, maladministration or malpractice. This *Head of Centre Declaration form* is included in the accompanying CAG Support Pack.

Process for calculated results

This is the process for calculating Centre Assessment Grades:

Steps	Guidance
Step 1: Read the guidance	<ul style="list-style-type: none"> • Please ensure that you have read this entire guidance document before you proceed with making Centre Assessment Grade decisions. • A UAL Awarding Body Senior External Moderator will be allocated to your centre in the role of External Quality Assurer (EQA) and will be on hand during this process, to assist with any questions that you have.
Step 2: Identify your students	<ul style="list-style-type: none"> • Only students that are registered by UAL Awarding Body and were due to complete assessments in Summer 2020 should receive a Centre Assessment Grade (please see <i>Guide for Centre Administrators</i> document in your CAG Support Pack). • This includes all students who are enrolled on the first year of the Extended Diploma or Applied General Extended Diploma. • Students who have been withdrawn or were in the process of being withdrawn prior to 20 March 2020 must not receive a Centre Assessment Grade. Guidance on how students should be withdrawn can be found in the <i>Guide for Centre Administrators</i> in the CAG Support Pack.
Step 3: Collect evidence for each student	<ul style="list-style-type: none"> • Centres must identify all the evidence that is accessible for each student, and ensure that it has been authenticated and produced prior to the 20 March 2020 (excluding final major projects). • Centre judgements must consider the minimum evidence threshold specified. • Additional source of evidence should also be drawn on, with centres

	<p>seeking to maximise the most trusted forms of evidence (high trust), followed by medium and then low trust, when making their judgements.</p>
<p>Step 4: Assign a Centre Assessment Grade to each student</p>	<ul style="list-style-type: none"> • Centres must assign a Centre Assessment Grade for each student identified in Step 1. • Each judgment is to be made against the qualification grade descriptors, assessment grids, grading or marking grids, exemplification matrices or learning outcomes (Short course/Awards). • Two members of staff must review all evidence for each student and reach agreement on the grade - for all grades. • Each grade decision must be supported by evidence. • Justification must be provided for all CAGs (Fail, Pass, Merit and Distinction).
<p>Step 5: Verification</p>	<ul style="list-style-type: none"> • Each tutor must check that their grade profile this year is in general alignment with their previous years' grade profiles, or for new centres within the national benchmark. Where a centre is new and does not have a previous grade profile, they will be asked to assess their grade profile against the national benchmark. • UAL Awarding Body requires the Head of each approved Centre or a senior member of staff with delegated responsibility to provide a declaration confirming the validity of the submitted grades and testifying to the impartiality and equity of the decision-making process.
<p>Step 6: Submission</p>	<ul style="list-style-type: none"> • Centres must submit the following to UAL Awarding Body. <ul style="list-style-type: none"> ○ Mark sheets by group ○ Group Centre Assessment Grade justification form ○ Head of Centre declaration ○ One high quality/high trust piece of evidence OR two medium trust pieces of evidence (Up to 20MB) • Guidance on how to submit the above can be found in the <i>Guide for Centre Administrators</i> in the CAG Support Pack.
<p>Step 7: UAL Awarding Body quality assurance</p>	<ul style="list-style-type: none"> • UAL Awarding Body will undertake quality assurance scrutiny of all Centre Assessment Grades and may request additional information.
<p>Step 8: UAL Awarding Body issue results</p>	<ul style="list-style-type: none"> • If UAL Awarding Body is satisfied with the grade distribution and justification your results will be accepted and processed. • If not, the EQA will enter into dialogue with your centre and may require a regrade which will involve you resubmitting the marksheets and the quality assurance process will be repeated until such time as the grades meet the expectations of UAL Awarding Body. • For more information, see quality assurance section below.

UAL Awarding Body quality assurance

UAL Awarding Body's experienced Senior External Moderators (SEMs) will act as External Quality Assurers (EQAs), supported by our internal Chief Examiners and Quality Assurance and Enhancement team. EQAs will be allocated on a centre/subject basis and will scrutinise a representative sample of grade justification submissions, supporting documentary evidence and rationale provided for any marked deviation from expected 2019 grade profile/national benchmark.

The EQA selected sample will comprise a minimum of one sample, per grade, in each student group or cohort, and will include all Fail grades and a representative sample of students' subject to reasonable adjustments irrespective of the existence of an Education, Health and Care (EHC) plan.

Centres may be subject to enhanced scrutiny based on our risk-based quality monitoring activity and will be informed by intelligence and centre performance data held by UAL Awarding Body.

UAL Awarding Body will provide each centre with their 2019 centre grade profiles and national grade profiles for each qualification with the expectation that it expects this year's grade profiles and pass rates to be in general alignment.

UAL Awarding Body EQAs will check submitted grade profiles against these historic profiles. If the grade profile differs compared to previous years but UAL Awarding Body's quality assurance scrutiny gives no reason for undue concern, and the justification is sufficient, the grades will be accepted.

If the grade profile differs significantly and the justification provided is deemed to be unsatisfactory, the centre will be required to select two different tutors to review the evidence and provide revised grades. If the revised grades are deemed satisfactory, the centre will be required to produce a witness testimony endorsed by the Head of Centre or senior member of staff with delegated responsibility, to vouch for the validity of the Centre Assessment Grade outcome and reliability of the tutor's professional judgement.

If revised grades are still deemed unsatisfactory, the centre will be required to rank students in order of ability, with 1 being the most able attracting the highest grade. UAL Awarding Body will then distribute the grades in accordance with the centres 2019 distribution, or in the case of a newly approved centre with no historical record, the national average grade distribution for 2019 for the corresponding subject.

All re-grading or ranking requests will be approved and overseen by the relevant UAL Awarding Body Chief Examiner.

Notifying students of results

Centres must not, under any circumstances, share the Centre Assessment Grades with students, or their parents/carers or any other individuals outside the centre, before final results have been confirmed by UAL Awarding Body.

This is to protect the integrity of tutors' judgements, protect them from attempted bribery, and to avoid tutors, heads of department, senior leaders or Heads of Centre being put under pressure by students and parents, to submit a grade that is not supported by the evidence or has not been quality assured by us. In some instances, Centre Assessment Grades may be changed by UAL Awarding Body before issuing them, and UAL Awarding Body is cognisant of the potential detrimental effect this could have on the mental health of students whose expectations are falsely raised. Furthermore, UAL Awarding Body appeals mechanisms will not be available until after the results are officially released by UAL Awarding Body.

Any breach of results confidentiality will be managed under the UAL Awarding Body Sanctions Policy.

Arrangements for appeals

Centre Assessment Grades and the professional judgement of those determining the Centre Assessment Grades may not be challenged. UAL Awarding Body will, however, conduct procedural checks upon request to ensure that due process has been followed and the result issued reflects the judgement submitted by the tutor and quality assured by UAL Awarding Body. The appeals process will accommodate students subject to Reasonable Adjustments and with protected characteristics and will cover claims of bias and discrimination. Any appeal must be submitted to by the centre.

Although it is not feasible to offer assessment opportunities this Autumn 2020 to students registered on VTQ (Other General) qualifications who are dissatisfied with their calculated grades, the appeals process will facilitate a process to review grades in the light of any additional information provided.

An opportunity for students registered on the Applied General Diploma qualification who are dissatisfied with their calculated grades to take an external assessment will be provided in the Autumn.

The Appeals policy can be found on the UAL website [here](#).

Supporting students

Centres are encouraged to continue to support student's knowledge and skills development for their wellbeing and progression to further or higher education. Where centres are doing this, they **must** make students are aware that any work produced **after the 20 March 2020 will not** count toward their Centre Assessment Grades.

It is important that individual students are not excluded or disadvantaged, therefore careful consideration must be taken when designing remote access, communication and resources. Centres must avoid using terminology that refers to units, assessment, grading etc. to reduce confusion and prevent any expectation the work they complete will be graded as it will not count toward their qualification and unit grades.

Key dates

Date	Activity
20 March	Cut-off date for evidence counting towards Centre Assessed Grades.
29 May	Guidance issued to centres on how to calculate a result.
01 June	Window opens for centres to submit Centre Assessed Grades to UAL Awarding Body online portal.
19 June	Window closes for centres to submit Centre Assessed Grades to UAL Awarding Body online portal.
Jun - Jul	UAL Awarding Body quality assurance process. Centres may be contacted at this time.
13 August	Results day for our Level 3 and 4 qualifications.
20 August	Results days for our Level 1 and 2 qualifications.

Contact for further support

For support in estimating Centre Assessment Grades in coming weeks please contact your named External Quality Assurer.

These contacts will be added to Quartz and visible to your Super User/Centre Administrator as soon as they are allocated. Please see the accompanying *Guidance for Centre Administrators* in your CAG Support Pack for details.

External Quality Assurers will contact centres directly from the 3 June onwards to ensure that support is available once centres have been able to review in detail this guidance and accompanying CAG Support Pack.

Further information

Please see the Ofqual '**Guidance for Heads of Centre, Heads of Department and teachers on objectivity in grading and ranking**' via this link:

<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

UAL Awarding Body CAG Support Pack

This pack contains the following documentation:

1. Overview of CAG Support Pack
2. Applying a best fit approach to UAL qualifications
3. Group Centre Assessment Grade justification form template
4. Individual Centre Assessment Grade justification form template
5. Head of Centre declaration form
6. Guide for Centre Administrators

Ofqual Summer 2020 Qualification Explainer Tool

A tool has been produced by Ofqual and shows students what is happening with their vocational, technical, and other general qualifications that were scheduled to be taken in Summer 2020:

<https://analytics.ofqual.gov.uk/apps/AllQualifications/summer2020tool/>