

Awarding Access to HE
Diplomas for students
completing
by 31st July 2020



Purpose of today

- How Access to HE Diplomas will be awarded
 - estimating and calculating grades
 - submitting grades to Gateway Qualifications
 - having confidence in grades submitted
 - certification
- Common questions



Extraordinary Regulatory Framework

- All students due to complete by 31 July 2020
- Applies to all remaining assessments due to be submitted after 20 March 2020



Extraordinary Grading Scheme

- Includes an estimated assessment grade model and a calculated grade model
- For students that have completed a minimum of 50% of planned assessed work by 20 March 2020.



Processes for centres to follow

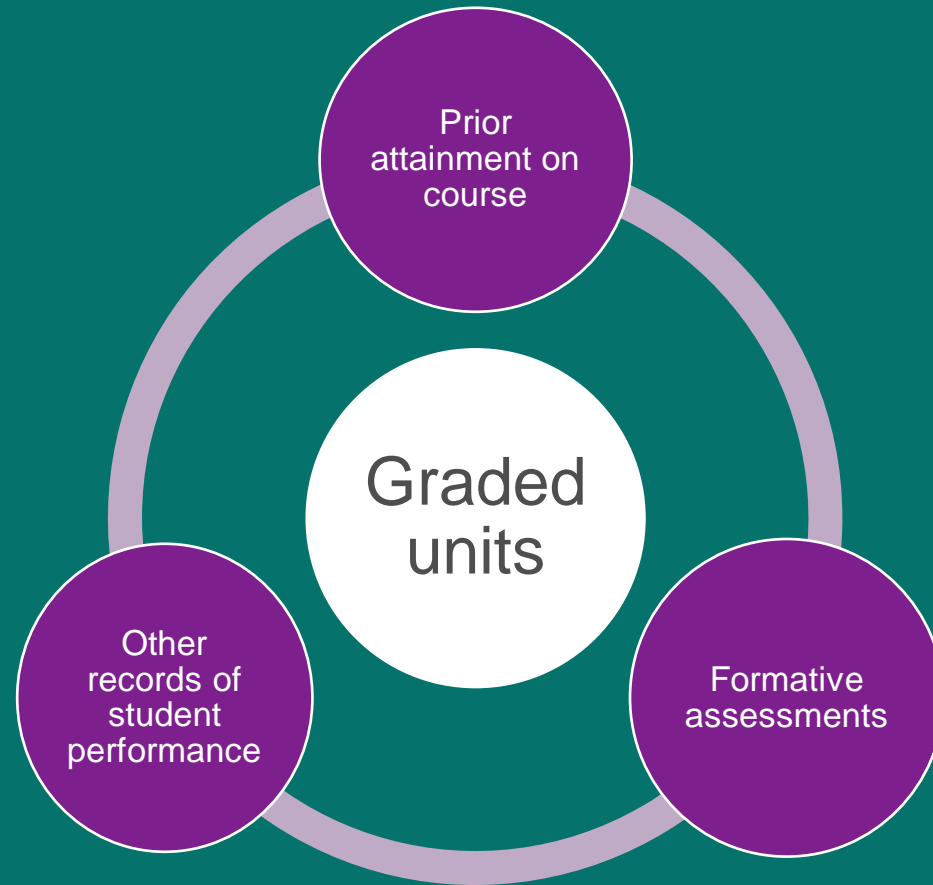
- 1 • Tutor estimates grades to be awarded
- 2 • Tutor calculates overall unit grades by way of the midpoint
- 3 • Grades are recorded on the assessment grades proforma spreadsheet
- 4 • Internal moderation of grades and any adjustments
- 5 • Spreadsheet and declaration returned to Gateway Qualifications by 5th June
- 6 • Submit RACs for all learners by 27th June (inc. partial achievers)
- 7 • External moderation by moderators
- 8 • Standardisation
- 9 • Extraordinary Awards Board

1

- Tutor estimates grades to be awarded

- Tutors use their judgement
- Identify what is the most appropriate evidence
- Tutor judgements should only be made on the evidence that is available to them
- Under no circumstances should estimated grades be shared with students

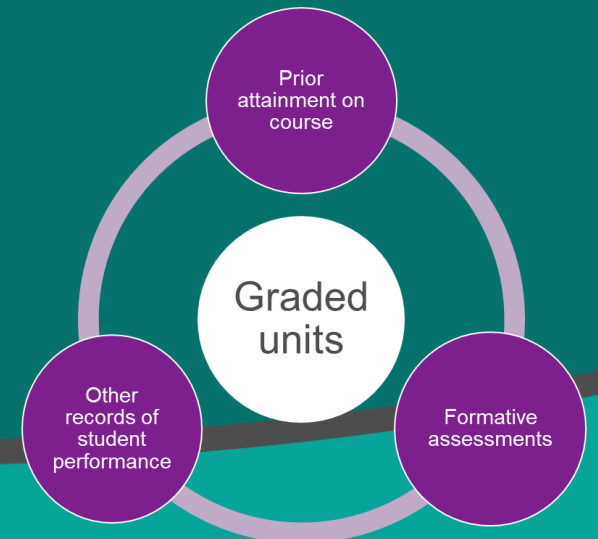
Estimated grades



Tutor judgements should only be made on the evidence that is available to them

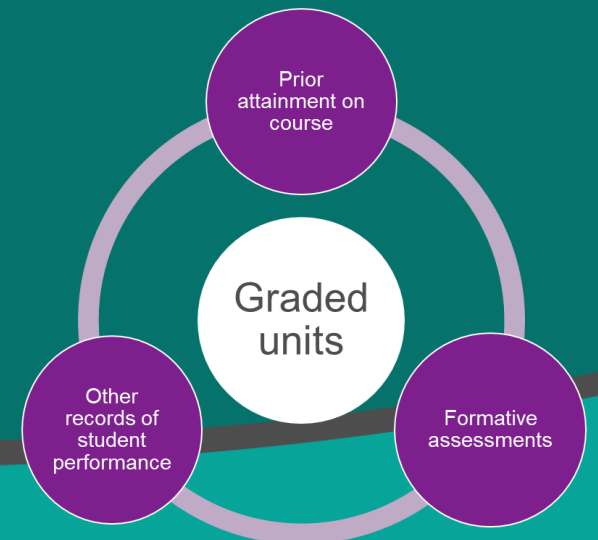
Prior attainment on course

- Any work submitted up to and including the 20 March 2020
- **Could** be used to support a tutor's judgement on making grade estimations
 - performance against individual grade descriptors (GDs)
 - where assessments have been completed which demonstrate certain skills
 - performance in a type of assessment
 - previous work that has been completed in a subject area
 - prior attainment chronologically to show improvement over time.



Formative assessment

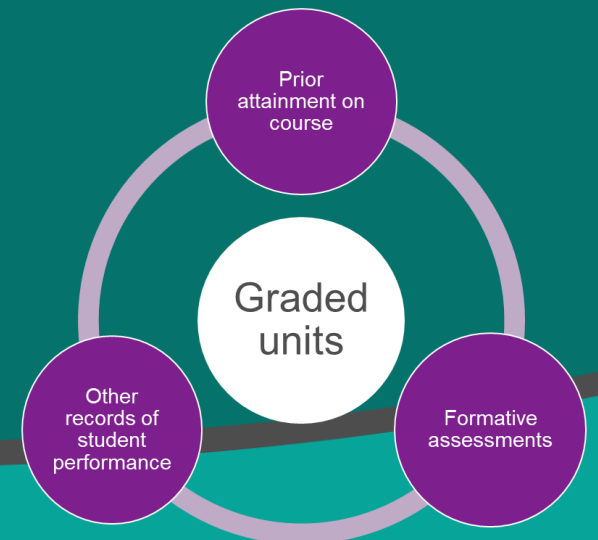
- **No requirements** for providers to set assessments for the purposes of determining estimated assessment grades after 20 March 2020.
- Where students have chosen to continue and submit after 20 March 2020, these may be used as evidence to support the tutor's professional judgement.
- Formative assessments are **not** graded.
- Any formative assessment submitted after the 20 March 2020 can only be used to **support** the professional judgements made when estimating assessment grades.



Any Other Records of Student Performance

- used by tutors when making professional judgements about estimated grades
- must ensure a fair, reasonable and carefully considered professional judgment
- the most likely grades a student would have achieved

Judgements should only be made on the evidence that is available



1

- Tutor estimates grades to be awarded

<u>Grade Descriptor</u>	Assignment 1	Assignment 2
1	P	PE
2	M	ME
5	P	
7	M	ME
<u>Estimated</u> unit grade profile	PPPM MMM	

Prior attainment		Estimated assessment grade	
A	Achieved (ungraded units)	AE	Achieved – estimated (ungraded units)
P	Pass	PE	Pass – estimated
M	Merit	ME	Merit – estimated
D	Distinction	DE	Distinction – estimated
NA	Not achieved	NAE	Not achieved – estimated

2

- Tutor calculates overall unit grades by way of the midpoint

<u>Grade Descriptor</u>	Assignment 1	Assignment 2
1	P	PE
3	M	ME
6	P	
7	M	ME
<u>Estimated</u> unit grade profile	PPP M MMM	
<u>Calculated</u> unit grade	Merit	

Prior attainment		Estimated assessment grade	
A	Achieved (ungraded units)	AE	Achieved – estimated (ungraded units)
P	Pass	PE	Pass – estimated
M	Merit	ME	Merit – estimated
D	Distinction	DE	Distinction – estimated
NA	Not achieved	NAE	Not achieved – estimated

3

- Grades are recorded on the assessment grades proforma spreadsheet

- Complete the proforma spreadsheet as below, with assessment grades and final unit grades for all units, for all students, including prior attainment and estimated grades


	Only include students completing by 31 July 2020							Assessment 1 grade profile							Assessment 2 grade profile							
AVA name	student name	Provider name	Diploma title	SSA tier 2	unit title	credit value	unit grade	GD1	GD2	GD3	GD4	GD5	GD6	GD7	GD1	GD2	GD3	GD4	GD5	GD6	GD7	G
GQ	Mary Hawkins	Fairfields Colleg	Access to HE	2.1	Cells and Tissues	3	M	M		M				M								
GQ	Mary Hawkins	Fairfields Colleg	Access to HE	2.1	Respiration	3	M	ME		DE				ME								
GQ	Mary Hawkins	Fairfields Colleg	Access to HE	2.1	Chemical Basics	3	DE	D		D				M	DE		DE					ME

Prior attainment		Estimated assessment grade	
A	Achieved (ungraded units)	AE	Achieved – estimated (ungraded units)
P	Pass	PE	Pass – estimated
M	Merit	ME	Merit – estimated
D	Distinction	DE	Distinction – estimated
NA	Not achieved	NAE	Not achieved – estimated

3

- Grades are recorded on the assessment grades proforma spreadsheet

- The evidence coversheet will show a record of the tutors' decisions for moderations processes



Calculating grades for the award of the Access to HE Diploma
Evidence sheet: Estimated Grades

Section A: General Information

Provider Name	
Access to HE Diploma Title	
Student Name	
Number of Planned Diploma Assessments	
Number of Planned Diploma Assessments Completed by 20 March 2020	

Section B: Table of Evidence

Unit Title & Code	Assessment for Estimation	Evidence Considered to Inform Estimated Assessment Grades			Rationale for estimation of grades (where necessary) Provide a rationale with reference to supporting evidence	Non-Achievement Provide a rationale with reference to supporting evidence
		Prior Attainment on course (Y / N)	Formative Assessment (Y / N)	Other Records of Student Performance (Y / N)		

Add additional rows if required

4

- Internal moderation of grades and any adjustments

Sample:

Minimum sample threshold: 10% or 5 students (whichever is the largest number) across each Diploma

Proportionate sample threshold: Where there is evidence of more than 5 students in a Diploma that have been identified through the 'grade threshold indicators'

Grade Threshold Indicators:

Grade threshold indicators may include:

- Students who completed less than 50% of planned assessment by 20 March 2020
- Estimated grade profiles inconsistent with prior attainment grade profiles of
 - Student level
 - Unit level
 - Diploma level
 - Provider level
- Calculated grade profiles inconsistent with profiles from previous years at
 - Unit Level
 - Diploma level
 - Provider level
- Non-achievement
- Grade omissions (assessment/unit grades not provided)

Extraordinary Internal Moderation Record

Provider name					
Access to HE Diploma title					
Number of students on Diploma					
Number of students in sample					
Unit and Assessment Sampling Record					
Site / Campus	Unit Title	Unit Code	Assignment Identifier	Internal Moderator	Assessor

All boxes can be expanded to give more details. Copy and paste more rows as required.

Details of the sample taken:

Sampling Method - Please refer to testing strategy guidance. Provide details of how the sample was selected

Access
to Higher Education

QAA

Extraordinary Internal Moderation

Information for Access to HE
course tutors and senior
course managers

5

- Spreadsheet and declaration returned to Gateway Qualifications by 5th June

6

- Submit RACs for all learners by 27th June (inc. partial achievers)

- Once internal moderation has taken place, make any adjustments to the grades on the proforma spreadsheet

	Only include students completing by 31 July 2020							Assessment 1 grade profile							Assessment 2 grade profile		
AVA name	student name	Provider name	Diploma title	SSA tier 2	unit title	credit value	unit grade	GD1	GD2	GD3	GD4	GD5	GD6	GD7	GD1	GD2	GD3
GQ	Mary Hawkins	Fairfields Colleg	Access to HE	2.1	Cells and Tissues	3	M	M		M				M			
GQ	Mary Hawkins	Fairfields Colleg	Access to HE	2.1	Respiration	3	M	ME		DE				ME			
GQ	Mary Hawkins	Fairfields Colleg	Access to HE	2.1	Chemical Basics	3	DE	D		D				M	DE		DE

- Submit the completed proforma spreadsheet and centre declaration to Gateway Qualifications no later than 5 June 2020



Annex One:

Internal sign-off within the centre

I confirm that the estimated assessment and calculated unit grades are accurate and represent the professional judgements made by the course tutors, and that entries were appropriate for each student. Having reviewed the data and completed relevant quality assurance processes, including internal moderation, I am confident that they honestly and fairly represent the grades that these students would have been most likely to achieve if they had completed the assessments after 20 March 2020 as planned, and that they have not been disclosed to the student. I understand that AVAs will undertake quality assurance measures with QAA, and that, if the profile of grades submitted is substantially different from what might be expected based on my centre's historic results and the prior attainment of this year's students on course, the grades for my centre will be adjusted to bring them into line with national grade outcomes.

Name:

Role:

Signature :

Provider Name:

Date:

- External moderation by moderators

- Standardisation

- Moderators will sample each diploma they are allocated at your centre applying a similar sampling strategy to internal moderation
- Testing the evidence the tutor has used to estimate grades
- Completed evidence covers sheets will be requested for those sampled
- Standardisation by diploma, previous years and other centres to be carried out – adjustments up or down to grades could be made



- No Final Awards Board in their normal form
- QAA still finalising the processes and procedures for this.
- E-Certificates will be released once grades are ratified

Can students appeal their grades?

QAA are currently writing guidance and further details to follow.

Students can choose to sit assessments at a later time if their grades do not reflect their performance, although the actual grade would then stand, even if its lower than the estimated grade.



Common questions

- Does a student have to continue to complete assessments to inform the estimated assessment grades?
- What if a student doesn't meet the 50% threshold of assignments? Can they still attain estimated grades?



Common questions

- What about students not due to complete by 31 July 2020?

Centres should adapt and defer where possible as with our other Ofqual regulated qualifications, if not possible then providers must apply for extenuating circumstances.

QAA are writing additional guidance and will be released shortly.



Any Questions?



gatewayqualifications.org.uk



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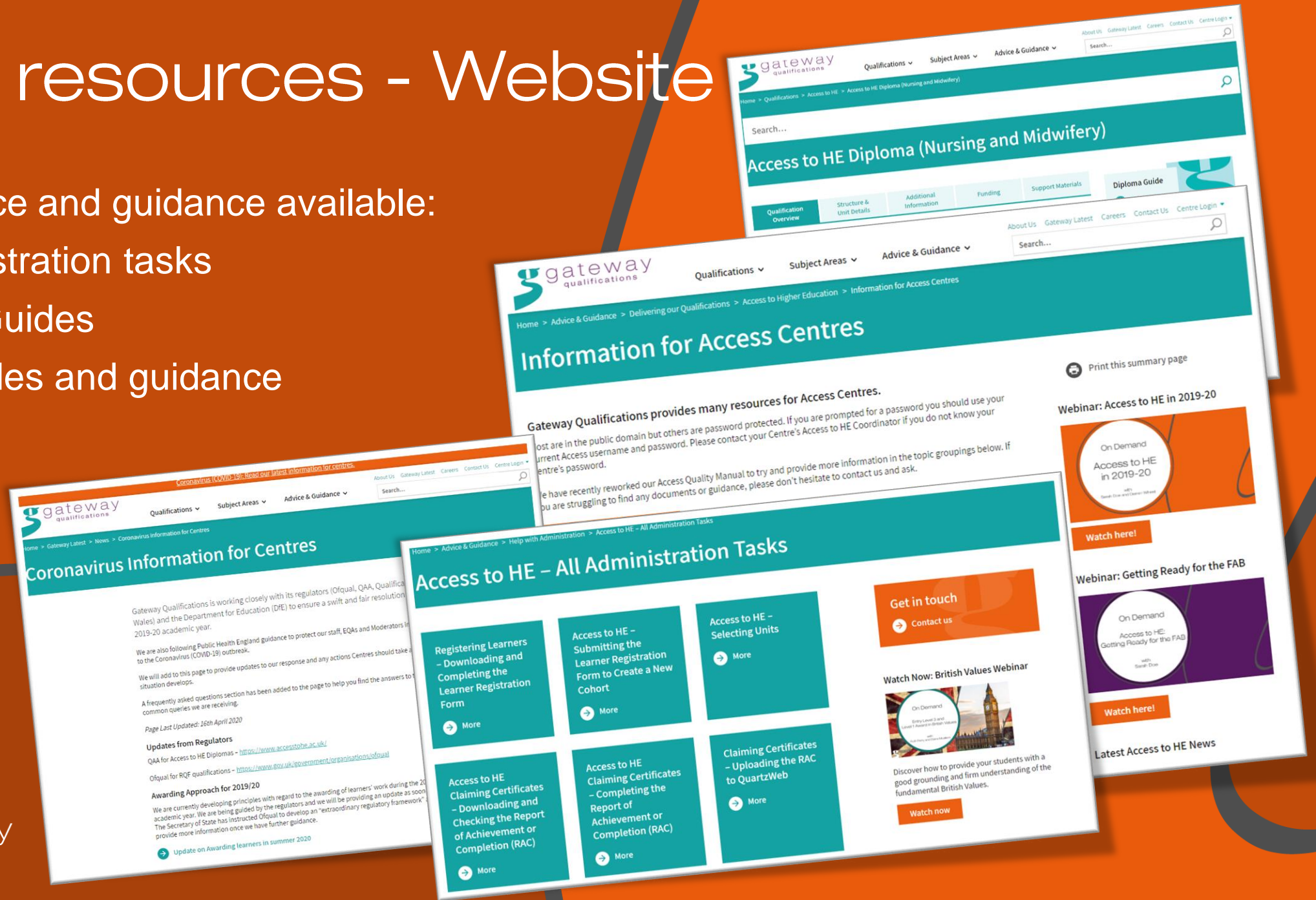
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Online resources - Website

Lots of advice and guidance available:

- All administration tasks
- Diploma Guides
- Quick guides and guidance
- Webinars



Tutor reference

In addition to calculating grades, course tutors have been asked to produce a reference for each student to further support applications to higher study or other progression routes.

Tutor references will not be included in the range of evidence to inform estimated assessment grades.

The tutor reference should be sent to students after their grades have been finalised and no later than 27 July 2020, to align with the upload of results to UCAS.

Resources

Don't forget to download the handouts before the end of this webinar

Spreadsheet proformas will be made available to the named Access to HE Co-ordinators at approved centres



Any Questions?



gatewayqualifications.org.uk



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