

## **SIGNING-OFF PROCESS FOR BTEC and VOCATIONAL QUALIFICATIONS**

Centre assessed grades for BTEC and Vocational qualifications are signed off by the Subject Leader and LT line manager.

1) Email from Subject Leader to their LT line manager: Subject line: "17.6.20 - Signing off qualifications for BTEC / Vocational courses".

Copy and paste the statement below, stating which qualifications are being signed off. Remember to include all of the courses for which you have submitted marks and rank order.

2) LT line manager 'Replies All' to MBR/FMI/LSQ/JOC/KAL and copies the second, amended statement.

Both colleagues should retain a copy of the email.

EXAMPLE: Tony (as Subject Leader) signs off Level 3 BTEC Media

Email subject line: 17.6.20 - Signing off qualifications for BTEC / Vocational qualifications

To: KHA

From: APT

For the qualifications of Level 3 BTEC Media, I confirm that these centre assessment grades, and the rank order of students have been checked for accuracy, reviewed by a second member of staff (where possible) and are accurate and represent the objective and professional judgements made by my staff, that entries were appropriate for each candidate and that each candidate has no more than one entry per subject. Having reviewed the relevant processes and data, I am confident that they honestly and fairly represent the grades that these students would have been most likely to achieve if they had sat their exams as planned, and that they have not been disclosed to either the candidate or their parent/guardian. I understand that exam boards will conduct a statistical standardisation exercise, using a model developed with Ofqual, and that, if the profile of grades submitted is substantially different from what might be expected based on my centre's historical results and the prior attainment of this year's students, the grades for my centre will be adjusted to bring them into line with national standards.

'Reply All' by KHA

To: MBR/FMI/LSQ/JOC/KAL

Cc: APT

For the qualifications of Level 3 BTEC Media, I confirm that these centre assessment grades, and the rank order of students have been checked for accuracy. I have reviewed them, as the second member of staff and believe they are accurate and represent the objective and professional judgements made by my staff, that entries were appropriate for each candidate and that each candidate has no more than one entry per subject. Having reviewed the relevant processes and data, I am confident that they honestly and fairly represent the grades that these students would have been most likely to achieve if they had sat their exams as planned, and that they have not been disclosed to either the candidate or their parent/guardian. I understand that exam boards will conduct a statistical standardisation exercise, using a model developed with Ofqual, and that, if the profile of grades submitted is substantially different from what might be expected based on my centre's historical results and the prior attainment of this year's students, the grades for my centre will be adjusted to bring them into line with national standards.