

Centre Assessment Grades Guidance on Completing Record Forms

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Centres Assessment Grades ERF Report (Guidance)

As part of the Extraordinary Regulatory Framework, all centres who claim for a Centre Assessment Grade (CAG) need to follow the below steps for documenting the evidence and claiming for relevant learners.

All the relevant staff members involved in the ERF must be aware of this process.

Step 1- Downloading the QuartzWeb ERF Report:

The following report is to be generated for each class where a Centre Assessment Grade (CAG) is to be claimed. This report will then allow centres to document the evidence to support the CAG.

To generate an ERF report, navigate to the relevant class in QuartzWeb via 'Actions' > 'Your Classes' and click the required Class ID:

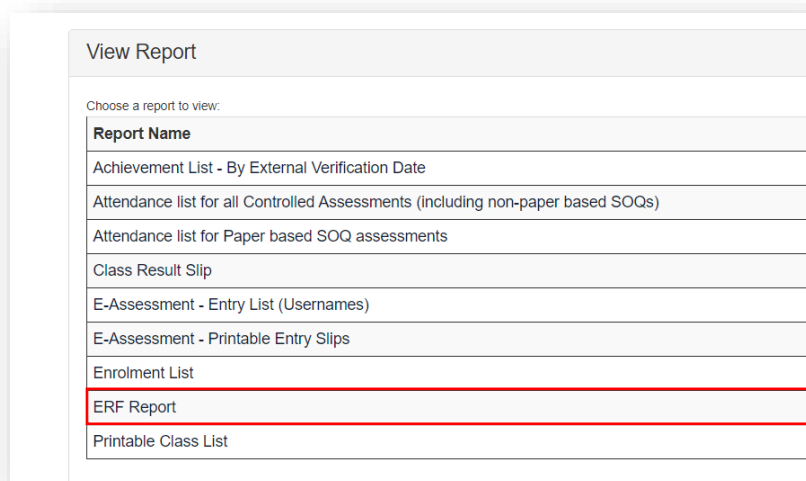
The screenshot shows the QuartzWeb interface for a Centre Administrator at Lune Valley College. The 'Actions' dropdown menu is open, and 'Your Classes' is selected. Below the menu, there are search filters for Class ID, Programme/Provider, Qualification ID, and Tutor. A table of classes is displayed at the bottom, with three rows highlighted in red:


Class ID	Provider Reference	Programme/Provider Course ID	Programme/Provider Course Name	Qualification ID	Qualification Name	Class Description	Class Start Date	Class End Date
1508256		1281	Internet Safety	2530	Ascentis Level 1 Award in Internet Safety For IT Users	Perception Test	15/03/2017	
1508275		1188	Ascentis Level 1 Award in Environmental Sustainability	2317	Ascentis Level 1 Award in Environmental Sustainability	TESTING PERCEPTION	15/03/2017	
1509943		1228	Ascentis Level 2 Award in Food Safety	2396	Ascentis Level 2 Award in Food Safety in Catering	test3	03/04/2017	

Once the Class is open, click 'Class Documentation':

The screenshot shows the QuartzWeb interface for a Centre Administrator at Lune Valley College. The 'Class Documentation' link is highlighted in the navigation menu. The page title is 'Class [1508275] TESTING PERCEPTION'. Below the title, there is a 'Provider' field with the value '[1236] Lune Valley College'.

Under the 'View Report' section, click the 'ERF Report':



This will generate an ERF Report, which will contain details of all the learners within the class. This report can be exported in a number of ways for completion. We suggest using Excel, as this will allow you to enter the relevant information directly to the report. To export the report, click the  icon and select 'Excel':

To print this report please use the export facility

Only show learners:

1 of 1

Export options menu:

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Lune Valley College
BayView Campus

This document is to be used in conjunction with the assessment grade CAG record form for calculated results. Tutors/Assessors must identify eligible learners before starting to assess. Centres must NOT submit CAGs for any learner they would not expect to have taken the exam / assessment during the relevant period.

Class ID: 1560202 Class Description: test
 PO Number: no Qualification: Ascentis Level 3 Award in Education and Training
 Tutor: Tony Tutor Programme: Award in Education and Training
 Start Date: 07-02-2020 End Date:

Learner ID	Forename	Surname	DOB	Status	CAG? (yes/no)	Units completed prior to 20th March 2020	Evidence (List evidence, see guidance for details)
1090595	Andy	Learner	01-01-01	Registered			
1090600	Hannah	Learner	06-01-01	Registered			
1090599	Jack	Learner	05-01-01	Registered			
1090601	James	Learner	07-01-01	Registered			

Step 2- Completing the ERF Report:

Once the ERF Report has been downloaded from QuartzWeb for the relevant class(es), the Tutor/Assessor who taught and assessed the previous work for the learners is now responsible for the Centre Assessment Grade (CAG) process and is required to complete the form for the learners.

Please ensure you read the guidance carefully before completing the report.

Each column must be completed as follows:

1. **CAG?** – Please indicate ‘yes’ if you are claiming for this learner under the ERF. If you state ‘no’, please leave the rest of the columns blank.
2. **Units completed prior to 20th March 2020**
 - a. Please list any units that have been completed prior to 20th March 2020.
 - b. By each unit you must list a number in brackets, this refers to the status of the unit:
 - (1) - ‘Banked assessments’ – where any units have already been claimed and Externally Quality Assured by Ascentis.
 - (2) - Assessments / units completed and Internally Quality Assured, but not Externally Quality Assured by Ascentis.
 - (3) - Assessments / units completed by learners prior to 21st March, but not Internally Quality Assured.
3. **Units due to be completed between 21st March and 31st July 2020**
Please list all the units to be claimed for a Centre Assessment Grade
4. **Evidence to support the Centre Assessment Grade (CAG)**
Please list the evidence that contributes to support this CAG. Please refer to the ‘Sources of Evidence within the Calculated Results Process’, this is documented in the **Ascentis Vocational Qualifications Awarding Summer 2020 Guidance**, which can be found on the Ascentis website.

Example completed ERF report:

ERF Report

Lune Valley College
BayView Campus

Start Date: 07-02-2020

End Date:

Learner ID	Forename	Surname	DOB	Status	CAG? (yes/no)	Units completed prior to 20th March 2020	Units due to be completed between 21st March & 31st	Evidence to support the Centre Assessment Grade (CAG)
1090595	Andy	Learner	01-01-01	Registered	YES	Developing Confidence and Self-Esteem (2), Improving own learning and performance (3), Group and Teamwork Communication Skills (3)	Personal Career Preparation	3 units completed prior to the 20th March. One unit has been assessed and internally verified and two units have been assessed but not internally verified. For the Personal Career Preparation the evidence includes a learner CV, learner worksheets to support this unit and some specific formative tasks the learner has completed after 20th March.
1090600	Hannah	Learner	06-01-01	Registered	NO	N/A	N/A	N/A
1090593	Jack	Learner	05-01-01	Registered	YES	Developing Confidence and Self-Esteem (2), Improving own learning and performance (2), Group and Teamwork Communication Skills (3)	Personal Career Preparation	3 units completed prior to the 20th March. Two units have been assessed and internally verified and the third unit has been assessed but not internally verified. For the Personal Career Preparation the evidence includes a learner CV, learner worksheets to support this unit and some specific formative tasks the learner has completed after 20th March.
1090601	James	Learner	07-01-01	Registered	YES	Developing Confidence and Self-Esteem (3), Improving own learning and performance (3), Group and Teamwork Communication Skills (3)	Personal Career Preparation	3 units completed prior to the 20th March. The 3 units have been assessed but not internally verified. For the Personal Career Preparation the evidence includes a learner CV, learner worksheets to support this unit and some specific formative tasks the learner has completed after 20th March.
1090598	Jo	Learner	04-01-01	Registered	YES	Developing Confidence and Self-Esteem (2), Improving own learning and performance (3), Group and Teamwork Communication Skills (3)	Personal Career Preparation	3 units completed prior to the 20th March. 1 unit has been assessed and internally verified and two units have been assessed but not internally verified. For the Personal Career Preparation the evidence includes a learner CV, learner worksheets to support this unit and some specific formative tasks the learner has completed after 20th March.
1090597	Joanne	Learner	03-01-01	Registered	NO	N/A	N/A	N/A
1090596	Louise	Learner	02-01-01	Registered	YES	Developing Confidence and Self-Esteem (2), Improving own learning and performance (3), Group and Teamwork Communication Skills (3)	Personal Career Preparation	3 units completed prior to the 20th March. One unit has been assessed and internally verified and two units have been assessed but not internally verified. For the Personal Career Preparation the evidence includes a learner CV, learner worksheets to support this unit and some specific formative tasks the learner has completed after 20th March.
Total Number of Students : 7								

Claims for Fully Completed Assessments, where a learner has fully completed the assessment/unit, centres must continue to claim for these as normal. This only applies where all of the unit's learning outcomes and assessment criteria has been through the full internal centre quality assurance process. This includes assessment and internal quality assurance. This will aid Ascentis in issuing calculated results, as well as ensuring learners have the best chance of obtaining a correct and valid result.

IQA/Standardisation Record (Guidance)

Step 3 – Completion of the IQA/Standardisation Record:

All Centre Assessment Grades (CAGs) must be subject to internal quality checks within the centre.

Please complete the 'IQA/Standardisation Record' in full. **One form** must be completed per Qualification Area (e.g. all Employability qualifications) being claimed by the centre. All boxes can be expanded to give more details. This must be completed in line with the guidance provided in our **Ascentis Vocational Qualifications Awarding Summer 2020 Guidance**, which is available on the Ascentis website.

Centre name - Please list the centre name as it appears on QuartzWeb.

Qualification(s) - Please list all qualification(s) for which a CAG is being submitted

Class ID – Please list the class IDs (which can be found on the ERF report). In the **Number of claims** column, please specify the number of claims for each class.

Sampling/standardisation method - Details of the standardisation used to check validity and accuracy of Centre Assessments Grades (CAG) across this qualification and members of staff involved in this process.

Do results follow a similar pattern to previous years across the qualification - Confirm that your results follow a similar pattern/trend to that of previous years for this qualification. Provide rationale if there are any diversions from usual patterns

List the key staff members involved in the process and their roles – Please include the names of all the staff involved in the calculation of Centre Assessment Grades listed in this report. Where applicable, please provide further details of their roles/experience of teaching the units to the learners in question.

Provide rationale for how CAGs will be valid and fulfil qualification/unit requirements - Provide details of how you have reached your CAGs for this cohort of learners and how you have assured yourself that each result is a fair and valid representation of what the learners would have achieved, if they had the opportunity to complete their qualification.

Outline key risks regarding the process and Centre mitigations. - Please outline any risks you have encountered or potential risks identified, and what your centre has put in place to mitigate these risks. For example, this could relate to falsified claims or clerical errors.

Other Supporting Evidence – Please include any other supporting evidence you feel appropriate to support your submission.

IQA declaration – The statements in this declaration must all be agreed to before we can process any centre assessment grades for your centre. Please check through each statement and if you agree that each step has been completed, then the boxes should be ticked. The IQA(s) must sign and date the declaration.

Step 4 – Head of Centre Declaration:

The Head of Centre is responsible for reading the declaration on the last page of the IQA/Standardisation Record.

This declaration must be signed by the Head of Centre to confirm that all units claimed through CAGs have been checked and agreed by the Head of Centre before claims can be Quality Assured and processed by Ascentis.

Step 5 – Submission of documentation and uploading results to QuartzWeb:

Submission of results under the Extraordinary Regulatory Framework can be submitted from the **10th June**. The submission period will remain open for one month to allow all staff to read the appropriate communications and consider all of the requirements. All results **must be submitted** by the closing deadline of **10th July 2020**.

Where possible, submissions should be submitted in a single batch for the centre and not be staggered.

1. Please email the Centre Assessment Grade (CAG) Record Forms to Ascentis in a Zipped File, with all contained files clearly named. This should be emailed to qualityassurance@ascentis.co.uk and will include:
 - a. The 'ERF Report' for each class you are wanting to claim under the ERF
 - b. The corresponding 'IQA/Standardisation Record' to cover each qualification area
2. Please also upload your results as you normally would through QuartzWeb, promptly after submitting the ERF forms via email. This includes selecting 'achieved' by each unit the centre is claiming for and includes all units (whether these are CAGs or completed prior to the 20th March 2020)

Step 6 & 7 Conducted by Ascentis

Step 6:

Once Ascentis have received the information requested in step 5, this will be reviewed and our Quality Assurance process will take place. Quality Assurance and the overall check on outcomes are both important parts of the process, because they ensure that the results awarded will be fair and reliable. Therefore, we will ensure that we use at least one source of trusted evidence along with a sufficiently robust basis for Quality Assurance. To generate calculated results, and as part of the Quality Assurance process we may review evidence we already hold. This may include information held about each Centre e.g. risk profiles, Centre visit information, and records of any Centre issues.

We may also request learner evidence from the Centre to support the Centre Assessment Grade and the overall Quality Assurance check.

Step 7:

Following the required Quality Assurance Checks, we will process results upon receipt of the required Quality Assurance checks under the ERF within 4 weeks.

We expect the results of our qualifications awarded under the ERF to be issued no later than 31st August.