

Record of operational decision

Decision title:	To agree the adult and community learning service's exceptional arrangements for awarding qualifications: the Qualifications Estimated Results Policy: Summer 2020 series – COVID 19.	
Date of decision:	31 July 2020	
Decision maker:	Director of Children and Families	
Authority for delegated decision:	This is an emergency decision because of COVID-19: "Council constitution 3.7.9 all necessary decisions in the case of emergencies"	
Ward:	Countywide	
Consultation:	legal	
Decision made:	Agreement of the adult and community learning service's exceptional arrangements for awarding qualifications: the Qualifications Estimated Results Policy: Summer 2020 series – COVID 19.	
Reasons for decision:	<p>Although, because of coronavirus exams/assessments have been cancelled, most learners will receive calculated assessment grades this summer, meaning they can progress to further study or employment as planned.</p> <p>It is government policy that candidates due to take assessments for Functional Skills qualifications between 20 March 2020 and 31 July 2020 should receive a calculated result rather than an adapted or postponed assessment where there is sufficient evidence to support this.</p> <p>The process needs to provide a safe and valid outcome, which reflects the result that the candidate is likely to have received if they had been able to complete the assessment.</p> <p>Herefordshire Council's Adult and Community Learning service is approved by the National Open College Network (NOCN) as a centre for the delivery of: English, Maths, English for Speakers of Other Languages (ESOL), ICT and employability qualifications. We are required by the NOCN to have a centre policy, which sets out the method and evidence used to determine the calculated assessment grades for each qualification. The policy adheres to the NOCN guidance for the relevant qualification, as set out in the document 'Summer 2020 Assessment Series - Guidance for centres regarding estimated results and adaptations' and subsequent updates.</p>	
Highlight any associated risks/finance/legal/equality considerations:	Key Risks:	
	Key Risk	Mitigation
	Insufficient evidence to award	Continue to support learners to prepare them to take their assessment at a later date.
	Tutor/staff/centre (HC) illness or absence	Subcontractor lead will work closely with tutor. The subcontractor lead already knows the learners being put forward for assessment. Herefordshire Council will have four personnel involved in the IQA. Therefore, if someone was ill or absent there would be

		sufficient personnel to complete the process.
	Fraudulent evidence	Tutor/subcontractor lead completes declaration confirming authenticity. For IT units learners sign declaration confirming evidence is their own work. For speaking and listening video files are used.
	<p>We are committed to making sure that all learners are treated fairly. We will ensure that vulnerable learners, those with special educational needs or protected characteristics are not disadvantaged. Learners will not be systematically advantaged or disadvantaged by the calculated assessment grades process due to any factor that does not relate to their knowledge, skills and abilities in relation to the subject.</p> <p>Judgements made will be impartial, balanced and unbiased. The assessment grades will be evidence based.</p> <p>When forming any judgment for a calculated assessment grade for a learner we will consider any reasonable adjustments which would have been made had the assessment taken place.</p>	
Details of any alternative options considered and rejected:	The alternative would be not to have a policy in place for awarding calculated assessment grades. This would not be compliant with NOCN awarding body requirements. We are required to have a centre policy, which sets out the method and evidence used to determine the calculated assessment grades for each qualification.	
Details of any declarations of interest made:	None	

Signed

Stephen Vickers
Director for Adults and Communities

Date: 31 July 2020