

Assessing Grades for Year 11

Timeline Summer 2021



Stage	Description	Staff	Timescale
Stage 1: Evidence Rationale	Decide the information that will be used as evidence for creating an overall qualification grade for the students	Curriculum Leader and subject teachers	Week beginning Monday 8 th March
Stage 2: Departmental quality assurance	Subject lead and team members to agree subject assessed grades based on departmental evidence	Curriculum leaders, subject teachers	Week beginning Monday 24 th May
Stage 3: Data Entry	Subject assessed grades entered on SIMS	Curriculum leaders, subject teachers	Monday 7 th June
Stage 4: Check for completion and accuracy of data entry	Exams officer to transfer data to central system and check against entries made for accuracy and completeness	Curriculum leaders, Exams officer	Tuesday 8 th June
Stage 5: Quality Assurance of Data	DHT to use data systems to compare projected grades with internal tracking data and historic departmental trends. Data used to compare a data set for an individual student across all subjects.	Head teacher, Deputy head teacher, Subject leader	Tuesday 8 th June - Friday 11 th June
Stage 5a: Repeat of Stage 2 -4 if required.	To address issues identified in the quality assurance check.	Curriculum leaders, subject teachers	By Wednesday 17 th May
Stage 6: Special Consideration	Analysis of grades for students with special consideration	DHT, Exams Officer, SENDCO, Curriculum Leaders Subject teachers	By Wednesday 17 th June
Stage 7: Sign off of grades	Grades for each subject to be signed off by two teachers from the subject one of whom must be the HOD. Where only one teacher the Head of centre can counter sign.	Head teacher, Deputy head teacher, Subject leader and subject teacher	Thursday 18 th June
Stage 8: Data submitted to exam boards	Final grades submitted to the exam boards.	DHT, Exams Officer	Thursday 18 th June
Stage 9: Presentation to Governors	Update to governors to ensure understanding of the process and outcomes.	Head teacher, Deputy head teacher	TBC