

Candidate Confirmation: How grades will be awarded in Summer 2021

Candidate name		Candidate number	
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I confirm I am aware of relevant guidance intended for candidates who will be awarded grades in summer 2021, including:

- the Joint Council for Qualifications^{CJC} (JCQ) document [Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021](http://www.jcq.org.uk/summer-2021-arrangements/) (published here www.jcq.org.uk/summer-2021-arrangements/)
- Pearson's guidance for Students, Parents and Carers <https://qualifications.pearson.com/en/campaigns/summer-2021-support/support-for-students-parents-and-carers.html>; AQA's guidance for Students, Parents and Carers <https://www.aqa.org.uk/2021-exam-changes/support-for-students>; OCR's guidance for Students, Parents and Carers <https://www.ocr.org.uk/everything-you-need-to-know-for-summer-2021/students/>; WJEC's guidance for Students, Parents and Carer's <https://www.wjec.co.uk/home/student-support/>;
- I confirm I have been informed the following information: *Centre Policy; Assessment records for each subject* can be found on the school website

I confirm my understanding specifically includes the following:

- What is happening, and when
- How candidates will be assessed
- That subject teachers will initially determine the grades, which will then be reviewed by other teachers in the school, so grades are determined consistently with the school's policy. Awarding bodies (exam boards) will check this policy to make sure it meets their requirements
- The professional judgement of teachers will only be based on what candidates have been taught and teachers will use a range of evidence from across the course of study to make their decision
- This evidence may include pieces of work that have already been completed/partially completed and/or further tests/assessments that will be set
- The range of evidence that teachers use to inform grades will be consistent across each class or cohort for each qualification. However, the school may decide that a different range of evidence may be more appropriate to fairly inform a grade, if, for example, a candidate has missed significantly more teaching than others in the class
- Where a candidate has been granted approved access arrangements/reasonable adjustments the school should ensure that these are in place when evidence is being gathered. Where appropriate reasonable adjustments were not in place when the candidate took an assessment that is being used as evidence, the teacher should take that into account when determining the candidate's grade or the school could also consider whether other evidence could be used instead
- Teachers will tell candidates which pieces of work will be used as evidence to inform their overall grade for each subject candidates have been entered for. Candidates will have the opportunity to raise any concerns about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. Teachers will make the final judgement about what evidence is to be included - this is not a negotiation. Teachers will not be able to tell candidates the grades they will be submitting to the awarding bodies (exam boards)
- When candidates will receive their grades results from the relevant awarding body (exam board)
- After results have been received, there will be an appeals system as a safety net to fix any genuine errors that were not identified earlier in the determination of grades process

By signing here, I am confirming my awareness and understanding of how grades will be awarded this summer

Candidate Signature:

Date of signature:

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later

Candidate Confirmation: How my grades have been determined and will be awarded in Summer 2021

Candidate name		Candidate number	
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I confirm that the following has taken place:

- I have been given an explanation of how my grades will be determined in summer 2021
- I have a full understanding of the process undertaken by my school which is line with Ofqual, JCQ and awarding body (exam board) requirements
- The professional judgement of teachers has been based on what I have been taught
- My teachers have used a range of evidence from across the course of study to make their decision
- My teachers have informed me of the pieces of work which have been used as evidence to inform my overall grade for each subject for which I am entered
- Where I have been granted any approved access arrangements/reasonable adjustments my school have ensured that these were in place when evidence was gathered. Where appropriate reasonable adjustments were not in place when I took an assessment that is being used as evidence, my teacher took this into account when determining my grade or considered alternative evidence
- I have had the opportunity to raise any concerns about the evidence being used with my Head of Year or SLT, where for example, the evidence was affected by my personal circumstances, such as illness (Any discussion I had with staff about mitigating circumstances which may warrant special consideration were recorded by my Head of Year or SLT)
- My teachers have made the final judgement about the evidence used to determine my grades. Negotiation has not taken place between myself/my parent/carer/guardian and my teachers
- After my teacher determined my grade in a subject it was reviewed by other teachers in my school. Therefore, grades were determined consistently with my school's policy
- My teachers or any other members of school staff have not informed me of the grades they have submitted/will be submitting to the awarding body (exam board)
- I have been informed of the date(s) and process for receiving my grades (results) from the relevant awarding body (exam board)
- I have been made aware that if I believe a genuine error has been made in determining my grade, I will have a right to appeal through my school who will provide specific details of the two stage process at that point

By signing here, I am confirming my awareness and understanding of how my grades have been determined and will be awarded to me this summer

Candidate Signature:

Date of signature:

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later

Candidate Confirmation forms template

Delete this text box when the information contained below is understood

This template (containing two separate forms) is provided as a suggested example **only**. It is designed to collect confirmation from candidates for the following purposes:

- Form 1 – this confirmation should be acquired prior to the grading of candidates to ensure that they are aware of the process which will be followed by centre staff and that they are aware of and understand how grades will be awarded this summer
- Form 2 – this confirmation should be acquired once Teacher Assessed Grades (TAGs) have been calculated and prior to submission to the relevant awarding body/bodies to ensure that candidates are aware of how their grades were determined and will be awarded this summer

Collecting confirmations may also provide useful evidence if your centre has to deal with any challenge from candidates, or their parents/carers, after results are issued in August.

Important points to note

- [**Insert...**] fields are in coloured font to highlight them – this is to ensure the need to insert relevant centre-specific details stands out and is not overlooked – change colour to 'automatic' when inserted
- Where there is a choice of terminology - should/must, school/college – this is also in coloured font – make your selection by deleting the other choice – change font colour to 'automatic'
- As your centre knows your candidates and their parents/carers, the template should be edited accordingly to reflect ways of working and the language used in your centre by:
 - deleting information that you feel is not relevant to your centre/candidates
 - amending/adding information that may not be included that is relevant to candidates in your centre