Exceptional Arrangements for Performance Table Qualifications in 2020

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Aims

- Scheduling of learners
- Manual results entry
- Centre grade submission form
- Systems
- Supporting materials
- Next steps and timeline

Recap on accountability

- Each set of centre assessment grades for a subject must be signed off by key members of staff involved in the estimation process

- This may include the teacher delivering the qualification and the internal quality assurer

- Centres will be required to demonstrate a robust internal quality assurance process to support the estimated grades

- The Head of Centre will be required to confirm that the estimated assessment grades and the rank order of learners are a true representation of learner performance

- Please refer to Ofqual's guidance on objectivity in grading and ranking which VTCT has shared in the COVID-19 support section of the website

- In reviewing these estimated assessment grades, the Head of Centre should consider how the distribution of estimated assessment grades compares with grades achieved by the centre in previous years

COVID-19 centre estimated grades form

- Centres will be required to complete a '**COVID-19 centre estimated grades form'**
- Centres need to record all of their **estimated component grades** for each **Technical certificate, Technical Level, Applied General and Technical Award qualification** that they offer on this form
- VTCT has produced a COVID 19 centre estimated grades form for each type of performance table qualification
- These forms are available in the COVID 19 support area of the website and behind the secure Linx2 login
- Please refer to the previous Phase 2 webinar for guidance on how to complete this form

Scheduling learners

- **Schedules that have already been made for the May and June 2020 windows have been cancelled** and any evidence submitted for the Technical Award has been archived

- Centres will need to schedule all learners identified in the Phase One Learner Profile Data Collection for centre grade estimation for the **externally marked/moderated assessment components**

- This includes learners who intended to re-sit to improve their grade

- Create new schedule in the COVID-19 Summer 2020 window

- VTCT will publish guidance on how to schedule learners for the COVID-19 Summer 2020 window

- A schedule will need to be made to enable estimated grades to be submitted
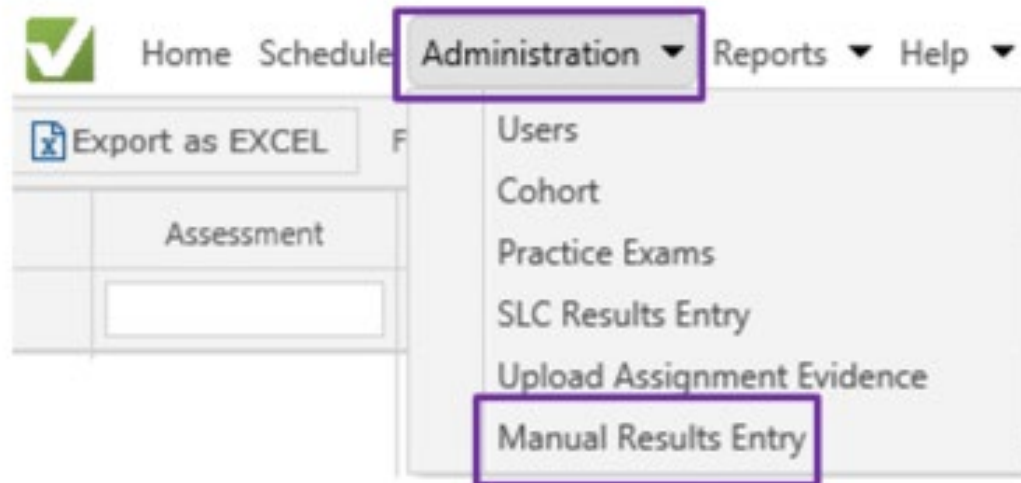
Manual results entry

- To upload grades for the **externally marked/moderated assessment components**, centres will need to access **Linx2Achieve - Assessment and e-testing**

- Schedules will need to have been created in the COVID-19 Summer 2020 window to enable the upload of estimated grades

- Guidance on how to schedule learners and upload estimated grades will be published on the VTCT website

Manual results entry

- Once you have created the relevant schedules you can enter the estimated grade and rank order for each learner

- Login to Linx2Achieve – Assessment and e-testing

- Click on 'Administration' at the top of the page and select 'Manual Results Entry' from the drop down

Manual results entry

- You should then see a list of all of your learners and qualifications

- You can filter the learners displayed by clicking on the column headers to reorder the column data or use the search boxes.

- To enter a learner's estimated grade, click on the 'tick' at the left hand side of the learner's name or double click anywhere along that row

- This will open 'Set Manual Results Entry' screen

Manual results entry

Rank order entry

- Centres are to submit a rank order for learners within each grade for each assessment component

- Tied ranks are not allowed, learners must be given a different rank order within each grade boundary

- Rank number 1 will be the most secure learner at that grade boundary

- If you have 20 learners at a Merit boundary, they will need to be numbered from 1-20, with number 1 being the most secure at that grade and number 20 being the least secure at that grade

Linx2Transfer

- Linx2Transfer is a secure file transfer system
- This system will be used to upload centre estimated grades for **externally verified assessment components**
- **Head of Centre declaration forms** will also be uploaded via this system

Linx2Transfer

- Centres who are estimating grades for **externally verified assessment components** will need to upload the completed '**COVID-19 centre estimated grades form'**

- All PTQ centres will need to upload the **Head of Centre Declaration form/s**

- Once logged in centres will need to select the '**Linx2Exchange- general resources'** menu title
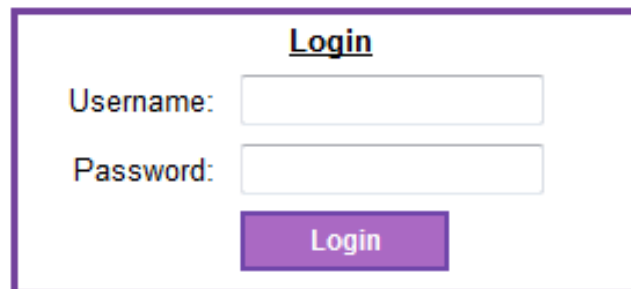
Linx2Transfer

- Select 'Log in to Secure Linx2Transfer'

- Enter your login details

Linx2Transfer

1. Category of file: from the drop down select **'PTQ Grade Estimation Summer 2020'**

2. Description: insert the name of the form you are uploading, e.g. COVID 19 centre estimated grades or Head of Centre Declaration Form

3. Select your file: click on 'Choose file' and insert the relevant form from your computer

4. Send your file: click on 'Upload file' and a confirmation of the file sent and date will appear at the bottom of the screen

Upload a file to VTCT:

1. Category of file:	PTQ Grade Estimation Summer 2020 ⌄
2. Description (optional):	Name of Form
3. Select your file:	Choose file No file chosen
4. Send your file:	**Upload File**

Systems recap

- Using existing processes and systems to support the grade estimation process

- **Linx2Achieve** – for scheduling and uploading estimated grades and rank order for externally marked/moderated assessment components

- **Linx2Transfer** – to upload the estimated grades for externally verified assessment components (COVID-19 centre estimated grades form) and Head of Centre declaration form, also to upload any additional evidence requested during the quality assurance process

- **Linx2Online** – Registration and Certification

- Typically the Exams Officer will have a login to each system

Grade estimations

Estimated grades can be submitted for the following components:

- Technical Award and Applied General:
  - External examination
  - Assignments

- Technical Certificate and Technical Level:
  - External examinations (Paper 1 and Paper 2)
  - Unit graded assessments
  - Synoptic assessment

- All estimated grades and rank orders for assessment components to be logged on '**Covid-19 Centre Estimated Grades Form'**

Recap – Technical Award (AM20530)

- Schedules created on **Linx2Achieve** to allow an estimated grade to be uploaded

- **Covid-19 Technical Award Centre Estimated Grades Form** to be completed and retained by the centre

- All estimated grades to be uploaded to **'Linx2Achieve'**

- All learners will require a rank order for each assessment component

- **Head of centre declaration form** to be uploaded to **'Linx2Transfer'**

- Standardisation and QA carried out by VTCT- you may be contacted during this time if additional evidence is required

- Results published

- Centre claims learners' certificates

Recap – Applied General

- Schedules created on **Linx2Achieve** to allow an estimated grade to be uploaded for **external examinations only**
- Estimated grades and rank order for **external examinations only** will be uploaded to **'Linx2Achieve'**
- All learners will require a rank order for each assessment component
- Completed '**Covid-19 Applied General Centre Estimated Grades Form'** to be uploaded to **'Linx2Transfer'**
- **Head of centre declaration form** to be uploaded to **'Linx2Transfer'**
- Standardisation and QA carried out by VTCT for external examinations estimated grades - you may be contacted during this time if additional evidence is required
- Results published by VTCT for external examinations
- External Quality Assurance visits for assignment estimated grades
- Centres upload assignment grades to **'Linx2Online'** (Parnassus)
- Centre claims learners' certificates

Recap – Tech Certs and TLQs

- Schedules created on **'Linx2Achieve'** to allow an estimated grade to be uploaded for **external examinations only**

- Estimated grades and rank order for **external examinations only** will be uploaded to **'Linx2Achieve'**

- Completed '**Covid-19 Technical Certificate and Technical Level Centre Estimated Grades Form'** to be uploaded to **'Linx2Transfer'**

- **Head of centre declaration form** to be uploaded to **'Linx2Transfer'**

- **Employer Engagement declaration form** to be completed and retained by the centre - this may be requested during the EQA activity

- Standardisation and QA carried out by VTCT for external examinations estimated grades - you may be contacted during this time if additional evidence is required

- Results published by VTCT for external examinations

- External Quality Assurance visits for unit graded and synoptic estimated grades

- Centres upload unit graded and synoptic estimated grades to **'Linx2Online'** Centre claims learners' certificates

Resources

- VTCT has published guidance packs for each type of PTQ grade estimation
- VTCT will publish instructions for scheduling learners and manual grade entry to Linx2Achieve
- Declaration forms, COVID-19 centre estimated grade forms and supporting documentation is available on the website
- All webinars will be uploaded to the VTCT website (centre log-in required)
- FAQs following the webinar will be published with the webinar slides
- All information is available in the COVID-19 support page on the VTCT website and behind the secure Linx2 login
- customersupport@vtct.org.uk

Next steps and deadlines

Date	Action
15th June	Schedule learners for externally moderated/marked assessments
15th June	Deadline for uploading of centre grade estimations
June - July	Standardisation and Quality Assurance process of externally moderated/marked assessments
As published on key dates document	Embargoed results day for Technical Award, Applied General, Technical Certificates and Technical Level Qualifications
June - August	EQA activity for Technical Certificate and Technical Level Qualifications
July – August	Peak period of certification claims

Questions

Summary

- Webinar available on website (centre log-in required)
- Guidance on scheduling learners and manual grades entry
- Centre supporting documentation published
- Deadlines
  - 15th June– for scheduling and uploading of estimated grades