

For:

- **Students who would have completed Cambridge Nationals qualifications this summer.**
Submission via grade submission system: 1–12 June 2020
- **Students who would have completed or resat Cambridge Technicals units for certification this summer.**
Submission via grade submission system: 8–26 June 2020

Heads of Centre need to sign off centre assessment grades for students and rank orders with no ties for the above qualifications and units. Along with results for previously completed units and centre performance history, we will use these to calculate the final qualification grades.

Do not share centre assessment grades or rank orders with students, parents, carers, or anyone outside the centre.

HEAD OF CENTRE ROLE

The Head of Centre has responsibility for confirming that the centre assessment grades and rank orders are a true representation of student performance.



Grades should be submitted for all Cambridge Nationals and Cambridge Technicals students that would have completed their course between March and the end of July 2020.



Sign off the centre assessment grades and rank order. Sign off should be completed by the Head of Department and at least one other subject teacher. If there is only one subject teacher, sign off should be completed by that teacher and the Head of Centre.



Submit centre assessment grades, rank orders and declaration to OCR

For further guidance on how to provide fair and objective grades, take a look at our [FAQ](#).

SUPPORTING TEACHER JUDGEMENTS

Think about the quality of the evidence that will be used to support teacher judgements.



Types of evidence

What types of evidence do subject teachers have available to them?



Reliability of evidence

Which types of evidence are going to be the most reliable?



Other factors

Are there anomalies or other factors (such as student illness) to consider?

PRIVATE CANDIDATES

Centre assessment grades for private candidates should only be included if the Head of Centre and their teachers are confident that they have seen enough evidence of the student's achievement to be able to make a fair and evidence-based judgement.

CONSIDER GRADE DISTRIBUTIONS

How does centre performance and grade distribution compare to previous years?