

## **External quality assurance (post grade submission – Stage 3 – sampling)**

# **Cambridge Nationals and Cambridge Technicals**

**After you submit your teacher assessed grades, there will be a process of external quality assurance. We will sample candidate evidence and rationales for grading to make sure that the grades being given are reasonable based on the evidence of attainment.**

### **How will we select centres for checks?**

After 18 June we will select centres for the external quality assurance checks.

We will select some centres at random for external quality assurance checks.

We will also select centres based on:

- substantial divergence in the overall results profile for this year's subject cohort compared to the profiles for cohorts from previous years
- centres who are new to the qualification
- the outcome of earlier stages of quality assurance where there were concerns about the centre policy
- other causes for concern such as plausible whistle blower accusations or a history of previous malpractice cases.

It is possible you could be selected for more than one subject and qualification.

### **When will you know if you have been selected?**

We will tell you by the 25 June if your centre has been selected for the quality assurance checks for Cambridge Nationals and/or Cambridge Technicals.

We will confirm by Monday 28 June if your centre has not been selected for external quality assurance checks for Cambridge Nationals or Technicals. Where your centre has not been selected, you must still retain candidate evidence and records until 6 months after the date of issue of the result, or the conclusion of any appeal in relation to that result, whichever is later.

### **What will you need to submit?**

On 25 June, we will ask you to submit evidence and records on grading determination for five candidates, for specified subjects and qualifications. We will tell you which candidates you need to submit evidence and records for.

You will need to submit the evidence used to support the grade for these five candidates, including:

- candidate work,
- the record of grading decisions for these candidates,
- and a record of why outcomes might be different from historical outcomes at cohort level (where applicable).

### **How should you submit your sample?**

We will ask you to submit work electronically, via OCR's secure site Interchange. Where evidence or records are in hard copy, you will need to scan these to upload them.

You will need to upload the work to Interchange by Wednesday 30 June at the latest.

For centres in NI, you will need to upload the work to Interchange by Monday 28 June at the latest.

We will not be able to guarantee that grades can be processed by results day if you do not submit your sample on time. If you are having difficulty submitting samples, please contact us on 01223 553998.

We will provide further details about how to submit your sample before we send the sample request.

## Review of the sample

Trained, subject expert reviewers will review the evidence you submit to us. They will check that the sample is as requested and will also check the record of why outcomes might be different from historical outcomes where relevant. They will also review the evidence and records to check that they support the teacher assessed grades that have been submitted.

## What will happen next

The reviewer may contact you to set up a follow up phone-call where they have additional questions about your sample.

If the reviewer has no further questions having reviewed the sample they will contact you to confirm we do not need any more information.

Our intention is that all centres will have been contacted by the 7 July, either to arrange for a follow up call, or to confirm that there is no further action to take. We cannot guarantee to meet this date where the deadline for the submission of evidence has not been met.

For centres in NI, we will aim to prioritise samples and to contact centres either to arrange a follow up call, or to confirm that there is no further action to take, by the end of the day on the 30 June.

Where there is no further action to take, you will still need to retain candidate evidence and records in case of an appeal.

## What will happen if the reviewer asks for a follow-up call

Follow up calls will be needed where the reviewer needs more information to understand how you have determined your grades. The call will be a supportive, professional conversation between the reviewer and the relevant staff at your centre, giving an opportunity for the reviewer to ask about any areas of concern or misunderstanding, and for you to explain your approach and rationale to grading in more detail.

Follow up calls will take place in the period Wednesday 7 July to Friday 16 July.

For centres in NI, follow up calls will take place in the period Wednesday 30 June to Friday 9 July.

The outcome of the follow up call may be that the reviewer has no remaining concerns, in which case they will confirm this to the centre and make a record of their decision. There will be no further action for these centres to take, though they will need to retain candidate evidence and records.

If after the call the reviewer still has concerns, these will be escalated within OCR so that the centre and OCR can agree an approach that will allow appropriate grades to be issued to candidates on results day.

Failure to engage with the quality assurance process may jeopardise the timely issue of results to students and may constitute malpractice.

## Timeline for sampling

Wednesday 26 May to Friday 18 June	Window for teacher assessed grade submission.
Friday 25 June	We will tell you if you have been selected to provide a sample of evidence.
(By) Monday 28 June	We will confirm if you will not be sampled for Nationals/Technicals.
Wednesday 30 June	Deadline for you to upload evidence to OCR.
(By) Wednesday 7 July	We will aim to contact you to set up a follow up call, OR to inform you that we don't need any additional information from you.
Wednesday 7 July to Friday 16 July	Window for follow up calls to take place.

## Timeline for sampling – Northern Ireland

Wednesday 26 May to Friday 18 June	Window for teacher assessed grade submission.
Friday 25 June	We will tell you if you have been selected to provide a sample of evidence.
(By) Monday 28 June	We will confirm if you will not be sampled for Nationals/Technicals.
End of day Monday 28 June	Deadline for you to upload evidence to OCR.
(By) Wednesday 30 June	We will aim to contact you to set up a follow up call, OR to inform you that we don't need any additional information from you.
Wednesday 30 June to Friday 9 July	Window for follow up calls to take place.