

RSL Summary of Actions for Certification



RSL Summary of Actions for Certification for the Academic Year 2019-20

Introduction

RSL have produced a comprehensive technical document which outlines the process for certification in 19/20. We appreciate, however, that a lot of information can feel overwhelming so we have produced this summary to run alongside the more detailed '[RSL Centre Guide to Certification for the Academic Year 2019-20](#)'.

If you have questions following review, please refer to the '[RSL Centre Guide to Certification for the Academic Year 2019-20](#)'. This document includes an extensive FAQ section that should clarify most of the areas covered. For follow up questions, please contact us on vocational@rslawards.com

April/May 2020	June/July 2020	August 2020
<p>24th - 8th May 2020 Ofqual Consultation - <i>Response expected late May.</i></p> <p>21st May 2020 RSL guidance to centres about centre assessment grades and process required.</p> <p>21st May 2020 Feedback for externally assessed units where complete outcomes were submitted.</p> <p>21st May 2020 Upload of sampling reports that have been completed but not yet released to the centre.</p>	<p>1st - 12th June 2020 Centres input Centre Assessment Grades.</p> <p>June - July RSL conduct quality assurance processes and statistical analysis. Centres may be contacted and asked to produce a sample for moderation.</p>	<p>13th August 2020 Results validated on rslawards.com and issued to centres (in line with the Key Dates Calendar).</p>



Communications so Far

In our communication to centres on the 5th May 2020, we asked centres to consider evidence generated by learners for internally assessed units and use this evidence to generate centre assessment grades for each learning outcome. Centres were asked to keep a record of these centre assessment grades and the evidence they have for those grades.

On the 15th May 2020, we provided an update confirming that the centre assessment grades approach will also apply to units which, under 'normal' circumstances, would be externally assessed.

Actions for Centres

Step 1 – Generate centre assessment grades for all units that were due to be completed this year.

Centres will need to generate centre assessment grades at learning outcome level for all units due to be completed this year. This applies to learners who are due to be certificated this year and any learners who are registered to complete units on their first year of a course who will not have time to make up units next year.

Centres will need to generate centre assessment grades for both internally and externally assessed units. Centres should use the assessment and grading criteria available via the syllabus documents and Controlled External Assessment briefs.

For externally assessed units, centres who submitted learner evidence for outcomes they identified as 'complete' will receive feedback from an RSL External Assessor on the work submitted, on 21st May 2020. This feedback is not confirming a final grade from RSL and can be used as supporting evidence for centre assessment grades. Where a centre believes a learner would have achieved a higher grade under 'normal' circumstances, they can consider additional evidence to support the grade.

Step 2 – 'Sign off' centre assessment grades within the centre

Centre assessment grades must be signed off within the centre before submission to RSL. The sign off process must be conducted by a Senior member of staff (e.g. Head of Department) in collaboration with the assessors. Where the Head of Department is the only assessor, centre assessment grades must be reviewed by a Senior Manager. Centres must keep a record of this process and this may be requested by RSL.

Step 3 – Submit all centre assessment grades via the cloud.rslawards.com site between 1st and 12th June 2020:

Ofqual have asked for all centre assessment grades to be collected in a window that falls between 1st and 12th June 2020. If centre assessment grades are available prior to this window, RSL would encourage centres to enter them through the system. The system is currently being developed by our software team and as soon as it is functional, we will inform centres.



The evidence available to support centre assessment grades could come from a number of different sources. For the purposes of assessing the reliability of the evidence, there is a list of specific categories of evidence which centres will need to select from when inputting grades. These categories will allow RSL to assess the reliability of centre assessment grades and determine if adequate evidence is available, should moderation be required.

These categories are:

1. Unchanged Controlled External Assessment grade
2. RSL moderation
3. Completed internal assessment
4. Partially completed internal assessment
5. Learner work/activity outside of unit
6. Tutor judgement
7. Centre data on learner (prior attainment, predicted grades, progress profile, etc.)

The evidence categories above can be sorted by those which are auditable (1-4) and those which are not (5-7). In this scenario, 'auditable' evidence refers to the evidence types that can be sampled by an RSL EQA and used to directly link the evidence provided to the learning outcome for the unit.

It is vitally important that the correct categories are selected, as this will impact the quality assurance processes for your centre.

N.B To claim certification, a minimum threshold of the qualification's total Guided Learning Hours (GLH) must be supported by auditable evidence (Categories 1-4 from the list above).

Where the centre is not claiming a full qualification (e.g. where a learner is in year one of a two-year qualification), The minimum threshold of the GLH total of the units being claimed must be met. In cases where the minimum auditable evidence threshold is not met, RSL will support the centre in achieving this and progressing with certification as soon as possible for any learners in this scenario.

Next Steps

Centre assessment grades will be reviewed by RSL as part of a wider statistical analysis. Centres may be asked to provide a sample for moderation.

If a sample is requested, this will take place in June/July 2020.

For centres who wish to see more detail about the process of certification for 19/20, including more detail about moderation, there is comprehensive technical guidance document, including FAQs, called '[RSL Centre Guide to Certification for the Academic Year 2019-20](#)'.