The RSL How to Guides

Inputting Centre Assessment Grades 19/20

Where to input centre assessment grades?

We have adapted our existing RSL Administration site to accept centre assessment grades. The RSL Administration site is based at https://cloud.rslawards.com. Each centre has their own area within the site which they need a login to access.

The site can be accessed via the main RSL website or through this link – https://cloud.rslawards.com

We recommend using Google Chrome when using the grading tool as centres have reported issues using other browsers.

For details on creating user accounts and logging on to the system, please refer to the How to Guide Using the RSL Administration site.

For more details about generating Centre Assessment Grades, please refer to the 'RSL VQ Centre Guide to Certification for Academic Year 2019-20' available here - https://www.rslawards.com/covid-19-information-centres-delivering-rsl-vqs/

If you have entered grades after the 30th March, prior to the window of 1st June – 12th June 2020, you will need to go back into the grading system and identify the evidence types for each learning outcome by the end of the window. You can do this through either per learner or via the Bulk Grade tool (see instructions below.)

All grades must be input between 1st and 12th June 2020. Any grades input after this date may result in a delay to certification.

Guidance for entering Centre Assessment Grades

When entering learner grades, this can be done in two ways –
1) Individually - per learner registration (for internal units only)
2) Bulk grade - grading multiple learners at one time (for both internal and external units)

NB – If you are entering grades for externally assessed units, you will only be able to add these through the Bulk Grade tool. You cannot add grades for externally assessed units via individual learner registrations.

1) Individually - per learner registration (for internal units only)

Once logged in to https://cloud.rslawards.com:
- Hover over your name in the top right corner to bring up a drop-down menu.
- Select 'Learners' from the dropdown.
- You can either select the qualification and/or unit you wish to grade and select search **or** select search to search all your learners.

- This brings up a list of all learners, the qualification they are registered on and an 'Options' column which has both 'Learner' and 'Registration' options.

- Select 'Registration' to take you to a learner's registration.

- Next to each unit they are registered on, you will see the option to 'Grade'. You will only be able to enter centre assessment grades for units registered to the current assessment year.
- Select 'Grade'.
- This brings up a grid with the separate learning outcomes. You will need to provide a grade for each outcome and the date graded.
- You **must** select at least one evidence type per learning outcome. It is vitally important that the correct categories are selected, as this will impact the quality assurance processes for your centre. Please refer to Appendix 1 of this document for the evidence categories and definitions.

- Please indicate whether the learner has been internally verified for the unit.

- It is vital that centre assessment grades are accurately input. You will be asked to select a box to confirm that grades will be input accurately and a clerical check will take place.
- Centre assessment grades must be subject to sign off by a senior member of staff within the centre. You will be asked to select a box to confirm that this process has taken place.

- Select 'Submit Unit Updates' to complete the process.
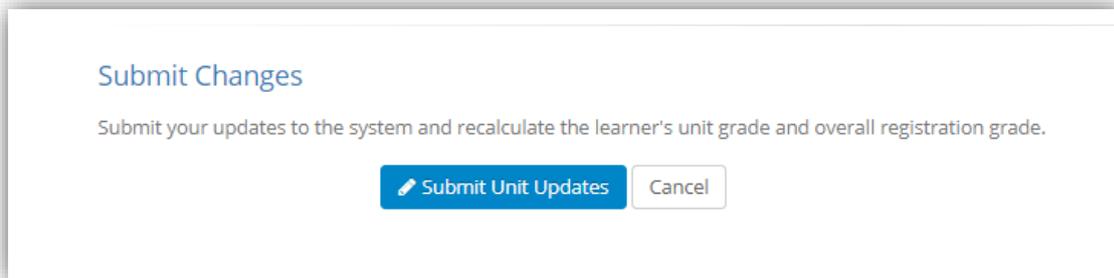

- This takes you to a Success Page. If you do not see the below message, the grade has not been successfully updated.

- If you wish to go back into that specific learner, please select 'Return to Learner's Registration.'

- Underneath the success message, it will bring up a grid with 'Other Learners Registered on the Same Unit' so you can continue to grade the remaining learners for this unit. To do so, select 'Grade' next to the next learner and follow the steps as above.

2) Bulk grade - grading multiple learners at one time.

This tool allows you to easily grade multiple learners on the same unit. You can input any details all the learners share first, then input each learner's individual grades. We would recommend only inputting evidence types at this stage if all learners have exactly the same evidence type.

We recommend using Google Chrome when using this tool as centres have reported issues using other browsers.

NB – If you are entering grades for externally assessed units, you will only be able to add these through the Bulk Grade tool. You cannot add grades for externally assessed units via individual learner registrations.

Once logged in to https://cloud.rslawards.com:
- Hover over your name in the top right corner to bring up a drop-down menu.
- Select 'Bulk Grade' from the dropdown.

This will bring up the options to select either externally assessed units or internally assessed units. You will need to select whether the unit you are entering centre assessment grades for is externally assessed or internally assessed by clicking on the option next to it.

- Select Next
- Select the unit you wish to grade

- If a unit is not listed here, this is because the unit is not included in one of your Qualification Programmes. For details on creating new Qualification Programmes, please refer to HTG Registering Learners.

- Select the blue 'Next' button to continue. Here, you will see a table where the 'Date Graded' and 'Evidence Types' can be submitted against each Learning Outcome. This area is for inputting any values that are consistent across all learners. For example, if all learners were graded on the same day.

- Enter the 'Date Graded' and 'Evidence Types' if they are consistent across all learners. If not, this step can be skipped.   We would recommend only inputting evidence types at this stage if all learners have exactly the same evidence type.

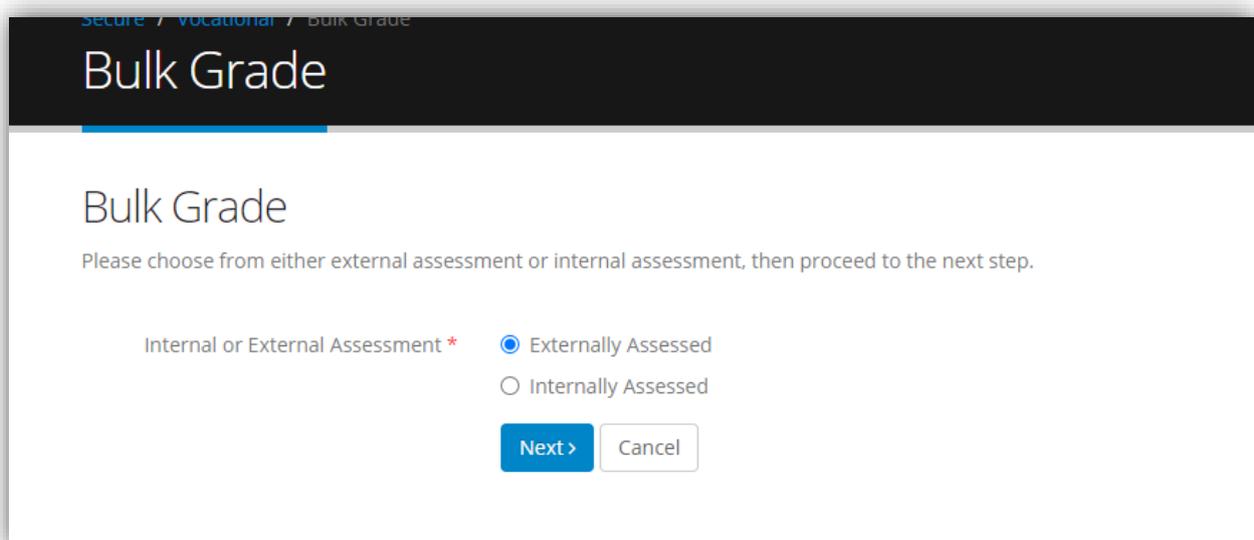- It is vital that centre assessment grades are accurately input. You will be asked to select a box to confirm that grades will be input accurately. We recommend an additional clerical check.
- Centre assessment grades must be subject to sign off by a senior member of staff within the centre. You will be asked to select a box to confirm that this process has taken place.

☐ I confirm that the centre assessment grades to be submitted will be input accurately.

☐ I confirm that the centre assessment grades to be submitted have been signed off by a senior member of staff (e.g. Head of Department) in collaboration with the assessors.

‹ Back   Next ›   Cancel

- Select 'Next' to continue.
- You will now see a similar table to the first table; however, a grading column has been added and a learner name in bold is clearly stated at the top of the page. Any dates or evidence types entered in the previous step will appear here.

Learning Outcomes

Learning Outcome	Grade	Date Graded	Evidence Types
1. Understand the style and context of contrasting performance genres		25/03/2019	Report (Written) / Other
2. Understand how to audition for a performance			Other
3. Collaborate with others to develop the plan for an integrated production			Other

- Here, you will need to provide a grade for each outcome and the date graded (if not entered at the previous step).
- You **must** select at least one evidence type per learning outcome. It is vitally important that the correct categories are selected, as this will impact the quality assurance processes for your centre. Please refer to Appendix 1 for the evidence categories and definitions.

The below option will only appear for internally assessed units.
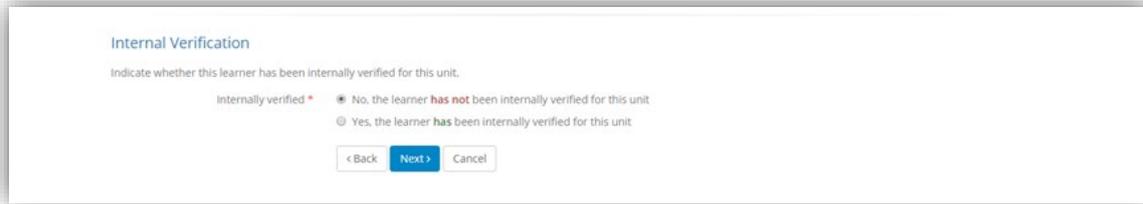
- **For internal units only:** Please indicate whether the learner has been internally verified for the unit.
- Again, select 'Next' to continue grading learners as per the last two steps. At the top of the page you will see a 'Grading Progress' heading which shows you how many learners are registered on this unit and how many you have graded so far.
- Once all learners have been successfully graded, you will be taken to a Success page. If you do not see the below message, the grade has not been successfully updated.
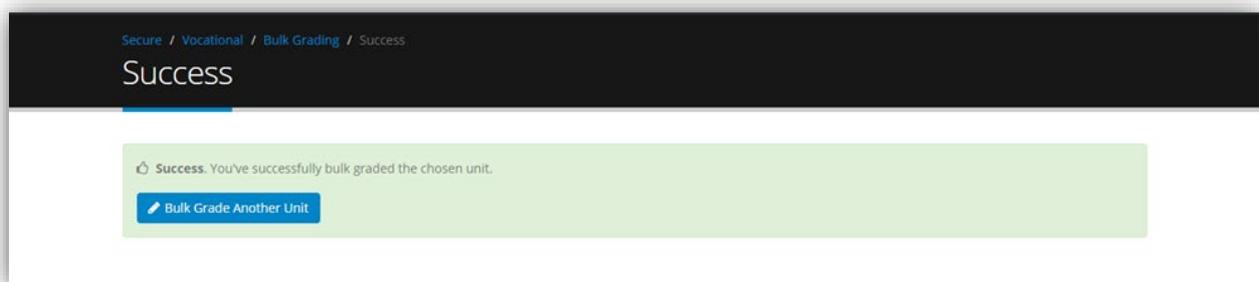
- We advise that you not leave your computer inactive for a long time period in the middle of grading. This may cause our system to sign you out of your account partway through and lose any progress made.
- If you wish to bulk grade another unit, please select 'Bulk Grade Another Unit.'

Appendix 1: Evidence Categories

1. **Unchanged Controlled External Assessment grade**
   Grades that have been supplied by RSL for complete learning outcomes submitted by centres for controlled external assessment. Centre assessment grades supported by this category must not be changed by the centre from the grades that appear on the RSL external assessment report form.

2. **RSL moderated internal assessment**
   Grades that have been through the RSL external quality assurance process and agreed (or moderated) by an RSL external quality assurer (EQA). Centre assessment grades supported by this category must not be changed by the centre from the grades that appear on the RSL external quality assurance report form.

3. **Completed internal assessment, not moderated by RSL**
   Grades that have been derived from internal assessment that the learner has completed but has not been through RSL external quality assurance. These grades may be supported by differing amounts of internal quality assurance (IV, internal sampling). The centres quality assurance is not being judged in this instance and only the grade assessment of learner work, along with the learner work itself is required to be considered for this category.

4. **Partially completed internal assessment**
   Grades that have been derived from internal assessment that the learner has partially completed. The evidence being used must originate from the assessment to which the centre estimate grade is being submitted (i.e. if a learner partially completed an assessment for a unit and that evidence is used to derive a grade for a learning outcome from a separate unit that it was not originally intended for it would not fit this category.)

5. **Learner work/activity outside of unit**
   Grades that have been derived from learner work that was not intended as assessment for the learning outcomes that it is supporting. This could be assessment from other units that are being used to support centre assessment grades elsewhere, or any other non-assessment learner work/activity.

6. **Tutor judgement**
   Grades that have been derived from the tutor's experience of the learner's ability throughout their study on the qualification.

7. **Centre data on learner (prior attainment, predicted grades, progress profile, etc.)**
   Any other data (usually statistical) that can be used to inform a grade for learners. This may include standard attainment projections used by your college or school, or something more bespoke dependent on what the centre has available. It is not expected that these are applied to each LO individually, but the overall level for that learner is supported by these mechanisms. i.e. if category 7 is the only evidence attainable for several learning outcomes, all of the centre estimate grades for those learning outcomes would be expected to be the same grade value.