

Centre Post-Results Service Checklist

The following identifies where issues may occur that lead to requests for Centre Reviews and Appeals to CCEAAO. Here are a few checks that centres can carry out to reduce the likelihood of Centre Reviews and Appeals to CCEAAO and to ensure that these can be conducted promptly if requested.

Assessment evidence	
	The centre's CDG policy has been shared with students and parents/guardians so they understand the centre's approach to assessment.
	Eligible students have been given their access arrangements when completing assessments. The arrangements are noted and recorded on the centre's assessment record.
	Students have been informed of how they should report incidents/events which may have adversely affected them at the time of taking the assessment (special consideration). The centre has kept a record, and the information will be included on the Candidate Assessment Record, or similar.
	The centre has considered CCEA's guidance on Private Candidates, and suitable sources of evidence and methods of authentication have been used.
	Teachers have been able to authenticate students' work.
	Students have been informed of the assessments used as evidence in determining their grades.
	Students' work has been retained in accordance with the CCEAAO guidance.
	Students' work and associated records are readily available if requested by CCEAAO.

Marking and grading decisions

	The centre has followed the grading guidance provided by CCEA AO.
	If access arrangements and reasonable adjustments could not be provided at the time of an assessment, the lack of them has been taken into consideration in determining the grade or alternative evidence has been used.
	If applicable, special consideration has been taken into account in determining a mark/ grade for an assessment, or the assessment has not been included when determining the grade and an alternative assessment used, if possible.
	Conflicts of interest have been identified and appropriately managed as required.
	There is a clear and succinct rationale for the Centre Determined Grades based on the evidence used to determine the grades.
	For tiered GCSEs, the grade reflects the tier of entry.

Internal quality assurance

	Internal quality assurance has been conducted in accordance with the centre's CDG policy.
	The internal quality assurance decisions are documented, are stored securely and can be retrieved.
	The Head of Centre Declaration has been submitted.

Accurate record-keeping

	All relevant information is recorded in line with CCEA AO's <i>GCSE, AS and A Level Awarding Summer 2021 Alternative Arrangements – Process for Heads of Centre</i> .
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Submitting grades

	Grades have been checked to ensure that there are no administrative errors. Particular attention has been given to checking students with the same or very similar names.
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Centre Reviews and Appeals

	Students have information about the centre's arrangements for conducting Centre Reviews and submitting Appeals to CCEAAO following a Centre Review.
	Student work and associated records have been stored so that they can be accessed by staff promptly if a Centre Review is requested and can be sent to CCEAAO if an appeal is requested.
	Centre staff are available to provide guidance to students and conduct the Centre Review.
	Centre staff are available to submit Appeals to CCEAAO including all relevant evidence.
	Centre staff are available to respond to CCEAAO queries on appeals, such as providing further information.