

**Calculating grades for the award of the Access to HE Diploma**

**Evidence sheet: Estimated Grades: Guidance for completion**

**Section A: General Information**

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| Provider Name |  |
| Access to HE Diploma Title |  |
| Student Name |  |
| Number of Planned Diploma Assessments |  |
| Number of Planned Diploma Assessments Completed by 20 March 2020 |  |

**Instructions for completing section A**

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| Provider Name | Please enter the centre name |
| Access to HE Diploma Title | Please enter the name of the Diploma that the student is registered on. This should be the name that appears on the certificate and not a title used for marketing purposes |
| Student Name | Please enter the name of the student as it appears on the Results proforma submitted to your AVA |
| Number of Planned Diploma Assessments | Identify the total number of summative assessments that were due to be completed for the award of the Diploma |
| Number of Planned Diploma Assessments Completed by 20 March 2020 | Identify the total number of summative assessments completed by the student by 20 March 2020. If the number of completed summative assessments is less than 50%, please ensure that you complete section C1 |

**Section B: Table of Evidence**

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|  |  | **Evidence Considered to Inform Estimated Assessment Grades** | | | **Rationale for estimation of grades (where necessary)** | **Non- Achievement** |
| **Unit Title & Code** | **Assessment**  **for Estimation** | **Prior Attainment on course**  **(Y / N)** | **Formative Assessment**  **(Y / N)** | **Other Records of Student Performance**  **(Y / N)** | Provide a rationale with reference to supporting evidence | Provide a rationale with reference to supporting evidence |
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*Add additional rows if required*

**If you wish to include assessment grade information in Section B please use the alternate form at Annex One.**

**Instructions for completing section B**

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| **Unit Title & Code** | Please enter the unit title and code for each unit a student is registered on that will include estimated grades |
| **Assessment for Estimation** | Please ensure that the assessment identifier (assessment number/title) aligns to that identified in the Results proforma. |
| **Formative Assessment** | Formative assessment – refers to a wide variety of methods that course tutors use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or Diploma. They are pieces of work that support learning, or assessments for learning. They are not graded. |
| **Records of Student Performance** | Please see the separate list of possible examples provided of other records of student performance. Please note that this is not an exhaustive list. |
| **Rationale for estimation of grades** | Where necessary, provide a rationale for the estimated assessment grades and reference any evidence that supports your judgement |
| **Non- Achievement** | Where the judgement made was ‘not achieved’ please provide a rationale for such judgement(s) and reference any supporting evidence |

**Section C**

**C1 Completion of LESS than 50% of planned assessment by 20 March 2020**

Provide a rationale with reference to supporting evidence

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**C2 Other Information**

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**Instructions for completing section C**

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| **Completion of LESS than 50% of planned assessment by 20 March 2020** | If the student has completed less than 50% of planned assessments by 20 March 2020, provide a rationale with reference to evidence that supports this student receiving calculated grades for assessments planned to be submitted after 20 March 2020. |
| **Other Information** | Is there any other information that supports the judgements? You may wish to refer to [name of document with evidence in]:  1. Extenuating circumstances identified before 20 March 2020  2. Recognition of Prior Learning  3. Credit Transfer  4. Exemptions  5. Aegrotat Awards prior to 20 March 2020  6. Posthumous Awards  7. Referrals made before 20 March 2020  8. Appeals made before 20 March 2020 |

**Annex One: Table of Evidence (alternate)**

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|  |  | **Evidence Considered to Inform Estimated Assessment Grades** | | | **Assessment Grades**  **(Estimated/Actual)** | | | | | | | | **Rationale for estimation of grades (where necessary)** | **Non- Achievement** |
| **Unit Title & Code** | **Assessment**  **for Estimation** | **Prior Attainment**  **(Y / N)** | **Formative Assessment**  **(Y / N)** | **Other Records of Student Performance**  **(Y / N)** | **GD1** | **GD2** | **GD3** | **GD4** | **GD5** | **GD6** | **GD7** | **Calculated Unit Grade** | Provide a rationale with reference to supporting evidence | Provide a rationale with reference to supporting evidence |
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*Add additional rows if required*

**Instructions for completing Annex One: table of evidence (alternate)**

|  |  |
| --- | --- |
| **Unit Title & Code** | Please enter the unit title and code for each unit a student is registered on that will include estimated grades |
| **Assessment for Estimation** | Please ensure that the assessment identifier (assessment number/title) aligns to that identified in the Results proforma. |
| **Formative Assessment** | Formative assessment – refers to a wide variety of methods that course tutors use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or Diploma. They are pieces of work that support learning, or assessments for learning. They are not graded. |
| **Records of Student Performance** | Please see the separate list of possible examples provided of other records of student performance. Please note that this is not an exhaustive list. |
| **Rationale for estimation of grades (where necessary)** | Where necessary, provide a rationale for the estimated assessment grades and reference any evidence that supports your judgement |
| **Non- Achievement** | Where the judgement made was ‘not achieved’ please provide a rationale for such judgement(s) and reference any supporting evidence |
| **Assessment grades** | Please enter actual grades (P/M/D/A/NA) or estimated assessment grades (PE/ME/DE/AE/NAE) for each grade descriptor aligned to each assessment listed |