

Calculated Results Report Technical Support Webinar FAQs

Do I need to fill in the spreadsheet lines for students I am not claiming for?

Yes. You will also need to provide a reason why you are not claiming alongside a justification as to why that learner is not receiving a Centre Assessment Grade. You must ensure that you take all reasonable steps to ensure that all learners registered at your Centre on the 20th March who were expected to complete their qualification before 31st July receive a CAG.

We have issues with our data showing, can I submit my own version of the form?

We are aware of an issue where learners are not appearing on the report ran by centres to complete their spreadsheet due to the qualification not being selected at registration. Where this is the case, a separate report has been deployed to Quartzweb that includes these learners. The report is titled 'NOCN – Registrations with No Qualification Selected'.

Will we submit 3 units for FS English exams (Speaking & Listening, Reading and Writing?) or does this get submitted as one unit if learners were due to complete all 3?

You will need to submit a CAG for each separate unit/component for each qualification, including Functional Skills.

If a learner has withdrawn since registering with NOCN do we put n/a against their name?

Please state 'Withdrawn' in the comments section so that NOCN know this is why you are not submitting a CAG.

Do we claim on this form if a unit has been completed during or before lockdown?

If a unit has been fully completed prior to the 20th March in the usual manner, ensuring all usual assessment and internal quality assurance activities have been completed, please claim for these units only in the usual manner. For any partially completed or uncompleted units, please follow the CAG process.

Are there anymore examples we can use for adaptations?

The list of examples for of evidence that can be used for Adaption is not an exhaustive list. You can use other types of adaption for your assessments as long as it covers all the outcomes of the unit. This will then be added on your CAG as a type of evidence.

If we have individual spreadsheets for our learners can we submit them to you with additional columns added?

You must use the NOCN spreadsheet provided. This must be a single submission.

Can staff submit their own report, i.e. for their department and subject area?

Please combine reports into a single document before submitting to NOCN.

When is the phrase 'as usual' used in the centre mitigation column?

Only where you have not followed NOCN mitigation. This will only be the case where you have gained prior approval from the NOCN Quality Assurance Team.

Do we email the EV when uploaded?

Please email assurance@nocn.org.uk if you are a NOCN Centre. If you are a One Awards Centre, please email your EQA directly.

What will happen if the EQA wishes to see evidence that is in college and cannot be accessed?

You must only use evidence for your CAG which you have access to. If you do not have access to your Centre where evidence is stored, you will not be able to use this evidence as part of your CAG submission.

Can we remove old learners from the excel document ourselves or do we ask NOCN to remove before we start working on the doc?

Please just mark the learners as withdrawn in the comment's column.

Can we use sample assessments from other exam boards as evidence?

Yes, if the unit being assessed is comparable. You may need to review the differences between units to address any gaps.

Can we use separate sheets for different qualifications i.e. one for Brick, one for C&J etc?

You can separate out the spreadsheet into different vocational subject whilst you are completing it, but it must be submitted back to NOCN as one sheet.

The overall spreadsheet needs to be on one spreadsheet, so you could issue to tutors separately then merge together before submission

Can the work from another qualification be from the previous academic year?

Please refer to the NOCN policy proforma documents on the NOCN website which categorises different types of evidence and their assigned level of trust.

The overall spreadsheet needs to be on one spreadsheet so you could issue to tutors separately then joined back together before submission

My centre has downloaded my normal claim forms as I do not need to adapt or adjust for my learners. Do I just submit it as normal after it has been Independently Verified?

Please contact us directly to discuss.

We have some units the students completed before college closed and therefore have been assessed as usual, we have included these on the spreadsheet indicated 'as usual' and then left the evidence columns blank, is this correct or do we still need to include evidence information?

Units completed prior to 20th March can be claimed as normal, they do not need to be listed on the CAG spreadsheet. The submission is only for units which are a part of the CAG process.

We completed the English and Maths portfolios in our centre and we were advised that we only needed to complete one of the evidence columns for each learner. Is this correct or do we need to complete more than one?

One piece of trusted evidence maybe sufficient, but this will depend on the nature of the evidence. Please refer to the NOCN policy proforma documents.

For learners who have not completed units and will not complete by the 31st July, should I record 'As Usual' and not put any information in the Pass/Fail column?

Please only submit CAGs for units you wish to inform us have completed. If learners have not completed all units (or will not) by 31st July, please note this in the comments section with expected date of completed.

Are we required to submit any of the documents used as evidence?

NOCN EQAs will be performing samples of documentary evidence as part of NOCN Quality Assurance activities. Please provide documentation to EQAs as requested as soon as possible to support quick turnaround of results.