

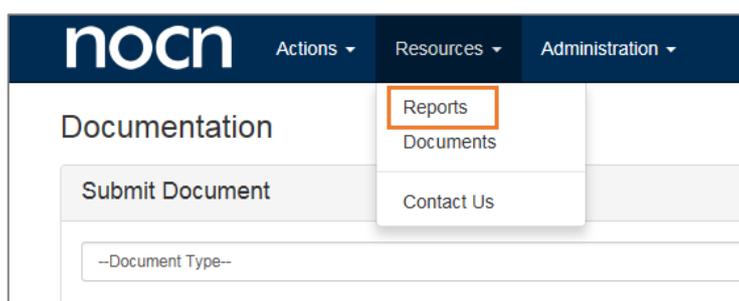
Centre Guidance: Submission of Centre Assessment Grades and Adaptions

Introduction

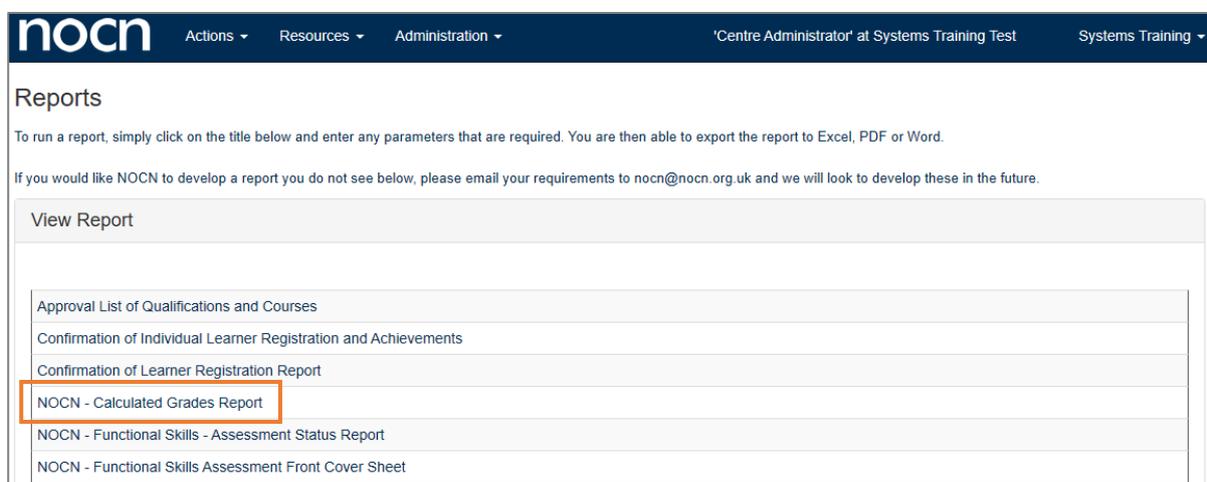
1. This guidance document has been produced following NOCN’s communication regarding the progression of learners who have had their learning disrupted to COVID-19 disruption. This guidance informs centres of how to submit Centre Assessment Grades and adaptions to NOCN, which will be a different process from which you will be used to. For more information regarding NOCN’s policy and guidance regarding calculated assessment grades and adaptions, please refer to our website here: <https://www.nocn.org.uk/what-we-do/qualifications/guidance-for-centre-assessment-grades/>
2. The submission process of Centre Assessment Grades and Adaptions will be completed through the submission of the **NOCN Special Arrangements Information for Calculated and Adapted Results** spreadsheet. This can be run and submitted through NOCN’s Quartzweb system.

Downloading the Submission Spreadsheet from Quartzweb

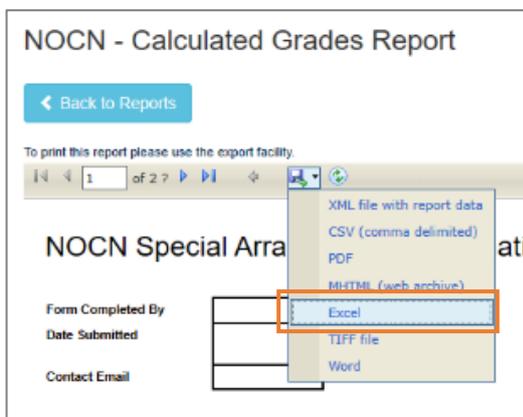
3. To download the spreadsheet, log in to Quartzweb and click on ‘Resources’ in the top menu and then ‘Reports’:



4. Once submitted, click on the report titled ‘NOCN – Calculated Grades Report’:



- The report will run automatically. Once the report has ran, export it to Microsoft Excel and save to your desktop:



- Once you have saved the spreadsheet, you will then be able to input your Centre Assessment Grades and adaptations. The spreadsheet has various columns which will inform what information is required. You must try and complete all necessary columns.
- The spreadsheet will contain the information of learners who have been registered with NOCN and where your Centre has inputted that they are expected to achieve before 31st July 2020 using the run start and end dates at registration. Learners who have already achieved will not be included on the spreadsheet.
- If a learner is missing from the spreadsheet and you believe they should be present, please contact NOCN or One Awards directly. The spreadsheet will contain important information to enable you to identify the learner, such as learner name, date of birth, NOCN learner ID, run ID and details of the qualification they are registered on as below:

NOCN Special Arrangements Information for Calculated and Adapted Results due to COVID-19									
Form Completed By	<input type="text"/>								
Date Submitted	<input type="text"/>								
Contact Email	<input type="text"/>								
Centre	Centre ID	Centre EQA	EQA Email	Learner Name	Learner DoB	Learner Number	Run ID	Qualification Name	Level
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner1	13/07/1991	31738053	30339021	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner2	12/01/1990	31738054	30339021	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner3	01/05/2001	31738055	30339021	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner4	15/05/1991	31738056	30339022	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner5	14/02/1998	31738057	30339022	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner6	16/04/2000	31738058	30339022	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner7	17/07/1996	31738059	30339022	NOCN Level 1 Certificate in Customer Service	Level One

Guidance on Completion

- Each column of the spreadsheet, as far as possible, must be completed in order to ensure that NOCN can successfully confirm a calculated result for each learner.
- It is important to note that each row relates to one unit per learner and therefore additional rows may be required to be added for any additional units which your Centre is submitting a Centre

Assessment Grade for. So, for example, if you have a learner where you are submitting a Centre Assessment Grade for three units, you must add an additional two rows underneath the row with the learner name. You don't need to complete the pre-populated columns for these rows, aside from the learner name and date of birth, to ensure clarity for NOCN in who the information on that row relates to, as the example below for 'Test Learner 2':

NOCN Special Arrangements Information for Calculated and Adapted Results due to COVID-19									
Form Completed By									
Date Submitted									
Contact Email									
Centre	Centre ID	Centre EQA	EQA Email	Learner Name	Learner DoB	Learner Number	Run ID	Qualification Name	Level
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner1	13/07/1991	31738053	30339021	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner2	12/01/1990	31738054	30339021	NOCN Level 1 Certificate in Customer Service	Level One
				Test Learner2	12/01/1990				
				Test Learner2	12/01/1990				
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner3	01/05/2001	31738055	30339021	NOCN Level 1 Certificate in Customer Service	Level One
Systems Training Test	30003242	NOCN EQA	nocn@nocn.org.uk	Test Learner4	15/05/1991	31738056	30339022	NOCN Level 1 Certificate in Customer Service	Level One

11. For each unit you are submitting a Centre Assessment Grade, you will need to provide NOCN with the following information, in the appropriate column:

- NOCN Type of Mitigation** – Please input the mitigation which NOCN has assigned to the qualification which the unit sits in. A full list of qualifications, alongside their mitigations, can be found on the NOCN website. This will either be Adapt, Calculate or Delay.
- Centre Type of Mitigation** – Please enter the mitigation that your Centre has followed for the learner's unit completion. This will either be Adapt, Calculate or Delay. Please note that this should be in line with the NOCN mitigation. In line with the guidance provided by Ofqual, only in exceptional circumstances can centres deviate from NOCN's mitigation.
- Explain if different to NOCN** – If your Centre has decided that the mitigation assigned by NOCN is not appropriate for your learner's unit completion, please input the reason why here. This must be agreed by NOCN by liaising directly with Ofqual. NOCN advises centres to contact NOCN as soon as possible if they are expecting to deviate from the NOCN mitigation so that this can be discussed further.
- Covered by a Centre policy** – Please confirm whether this unit was included in your Centre's mitigation policy that you must have in place. If not, you will need to justify why. Please note that NOCN may request the submission of your Centre's policy for review.
- Full Unit Title** – Please enter the full unit title of the unit you are inputting information for. Full unit titles can be found on the NOCN website.
- Unit Reference** – Please enter the regulation reference of the unit. This will be in A/AAAA/A format.
- Constituent Grade 1/Constituent Grade 2 (optional)** – These columns can be used to differentiate between the knowledge and practical elements of units where applicable, but is not mandatory to complete.

- **Result** – Please enter the result that you wish to submit to NOCN regarding the learner’s completion of the unit. This should be pass or fail.
- **Internal Quality Check/IQA** – Please ensure that you input details of your IQAs check on the result inputted by your Centre. If you have separate records, you may wish for the IQA to just enter their name and date in this column.
- **Head of Centre Sign Off** – The Head of Centre must sign off all results before they are submitted to NOCN. Further guidance is available from NOCN on the NOCN website. Please ensure that the Head of Centre reviews your spreadsheet before submission and that their name and date of sign off is included in this column for each learner/unit.
- **Evidence Columns 1-6** – Please use these columns to input the evidence your Centre has used to come to your decision regarding the learner’s result for the unit. 6 pieces of evidence is not compulsory, but we would expect at least one. This must be specific to the unit on the row being completed. Please input the evidence from most trusted to least trusted, so that the evidence inputted into ‘Evidence 1’ is the most trusted evidence. Further guidance from NOCN regarding the applicable types of evidence, as well as trust levels assigned, can be found in the policy proforma documents on the NOCN website. Although, please ensure that the levels of trust assigned are specific to your Centre and that this is covered within your Centre’s own policy document.
- **Reasonable Adjustment** – Please confirm any reasonable adjustments or special considerations that the learner has received at your Centre, or may have been considered, regarding determining their result.
- **Comments/Notes** – Centres can use this column for any additional information not covered by the other columns.

12. Please complete each column for each unit your Centre is submitting a Centre Assessment Grade for, in line with the above guidance.

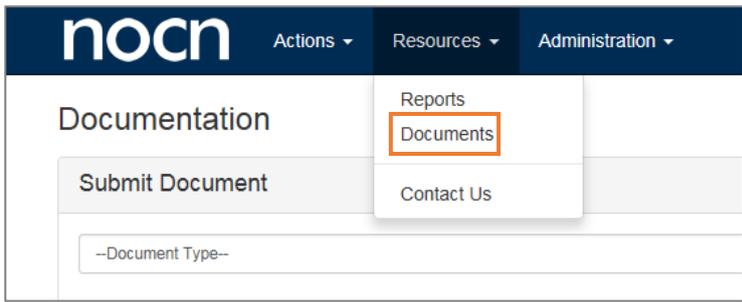
13. Once completed and before submission, please complete the top section of the spreadsheet, confirming who in your Centre has completed the spreadsheet, their contact email and the date of intended submission.

NOCN Special Arrangements Information for Calculated and Adapted Results due to COVID-19	
Form Completed By	<input type="text"/>
Date Submitted	<input type="text"/>
Contact Email	<input type="text"/>

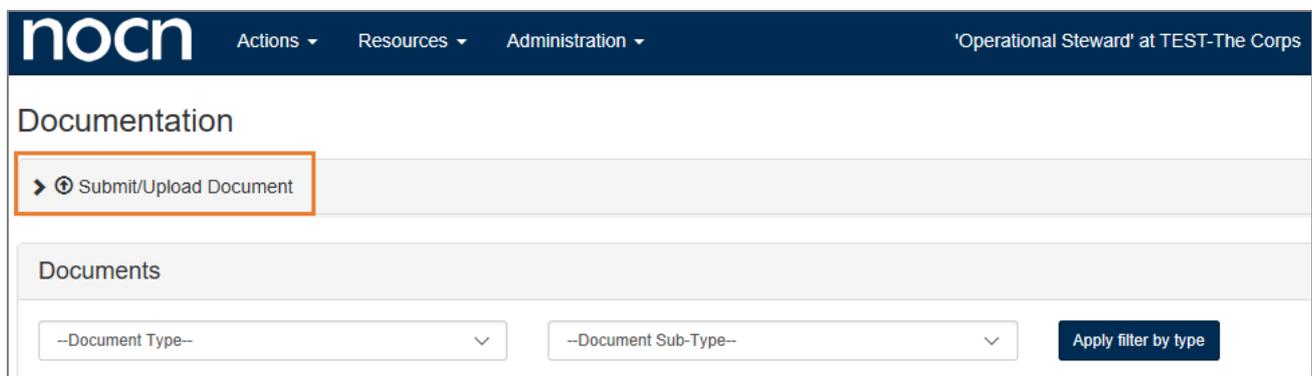
14. Please ensure that the file is saved onto your computer, ready for submission to NOCN. NOCN encourages your Centre to ensure that the spreadsheet is thoroughly checked before submission.

Submission to NOCN

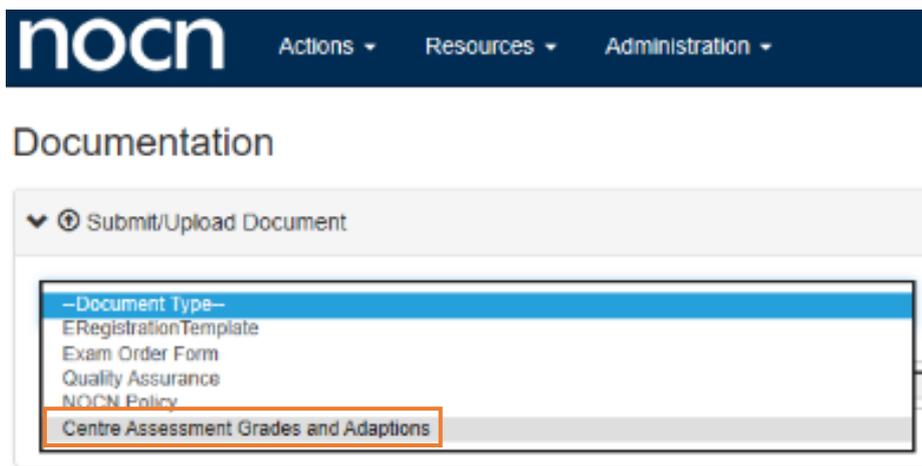
15. Once completed, your Centre can submit the spreadsheet to NOCN on our Quartzweb system. To do this, click on ‘Resources’ and then ‘Documents’ from the top menu:



16. On the Documentation page, select '**Submit/Upload Document**':



17. Once the window opens, select 'Centre Assessment Grades and Adaptions' from the 'Document Type' drop-down list:



18. Once selected, select 'Browse...' and select the completed spreadsheet from your computer's files. Once you have selected the file, you will see the file name in the window on Quartzweb. Once you are happy you have selected the appropriate file, select 'Submit':

Documentation

Submit/Upload Document

--Document Type--

--Document Sub-type--

C:\Users\wtcf17\Documents\NOCN Centre 050620.xlsx

Browse... Submit

19. You can check if the spreadsheet has successfully submitted to NOCN as it will be listed as one of your documents on the 'Documents' page:

NOCN Centre 050620.xlsx	Centre Assessment Grades and Adaptions	05/06/2020
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20. Once you have submitted your spreadsheet, please send a confirmation email as follows:

- If you are an Approved NOCN Centre please send confirmation to assurance@nocn.org.uk.
- If you are an Approved One Awards Centre please send confirmation to your External Quality Assurer (EQA)

You must ensure that you send confirmation of submission to trigger the next stage of the process.

Please use 'Confirmation of Submission of Results' as your email subject to aid NOCN in reviewing your submission.

Next Steps

20. Between the period of 8th June to 31st July, NOCN will quality assure Centre submissions. You may be contacted at any point during this period by NOCN or one of its External Quality Assurers to discuss your submission. At this point, your Centre may be asked to submit documentary evidence to NOCN to justify your decisions. Please ensure you co-operate fully with NOCN to allow for a timely confirmation of results.

21. Once quality assurance activities have been completed, NOCN will confirm to your centres a Calculated Result for each learner's unit achievement. Centres can then use this calculated result to claim for learner achievement on Quartzweb. This will be completed in the usual manner. This must only take place following confirmation in writing (email) by NOCN.

Guidance and Support

If you require any further guidance or support from NOCN, please contact us on the channels below:

Customer Services Team – nocn@nocn.org.uk
 Quality Assurance Team – assurance@nocn.org.uk

One Awards Centres should continue to contact One Awards directly on cst@oneawards.org.uk.