

5 Steps to calculating grades



Step 1

Identify candidates; only include candidates that are on programme and aiming to complete. Ensure all eligible candidates are registered before 31 May 2020



Step 2

Ensure any outstanding claims for any successful assessment components are made by 31 May 2020



Step 3

Review the evidence available for each candidate, for each assessment component that they have not yet achieved



Step 4

Assign a centre assessment grade for each candidate, for each component



Step 5

Complete internal sign-off within the centre