We are writing to you regarding the changes we are making to the method of issuing results for our vocational qualifications under these unprecedented circumstances. Ofqual (the Examinations Regulator for England) has responded by setting the exceptional arrangements for the awarding of vocational and technical qualifications with assessments that would have been taken place in spring and summer 2020. These exceptional arrangements now underpin Ofqual's Extraordinary Regulatory Framework.

In short, Ofqual's Extraordinary Regulatory Framework sets out how an awarding organisation should calculate results or adapt or delay assessments during this ongoing pandemic. The framework also allows awarding organisations to provide clarity to schools and colleges about what evidence they should gather and consider when applying for a calculated grade.

You can find more information about the Extraordinary Regulatory Framework by Ofqual in this link:

https://www.gov.uk/government/publications/extraordinary-regulatory-framework-vtq-covid-19-conditions-and-requirements

The ISTD qualifications impacted by these changes can be found in the table below.

Qualification	ISTD Approach
ISTD Level 1 Award in Graded Examination in Dance: Grade 1	Delay
ISTD Level 1 Award in Graded Examination in Dance: Grade 2	Delay
ISTD Level 1 Award in Graded Examination in Dance: Grade 3	Delay
ISTD Level 2 Award in Graded Examination in Dance: Grade 4	Delay
ISTD Level 2 Award in Graded Examination in Dance: Grade 5	Delay
ISTD Level 2 Certificate in Vocational Graded Examination in Dance: Intermediate Foundation	Delay
ISTD Level 3 Certificate in Graded Examination in Dance: Grade 6	Calculated grades
ISTD Level 3 Certificate in Vocational Graded Examination in Dance: Intermediate	Calculated grades
ISTD Level 4 Certificate in Vocational Graded Examination in Dance: Advanced 1	Calculated grades
ISTD Level 4 Certificate in Vocational Graded Examination in Dance: Advanced 1 Analysis	Calculated grades
ISTD Level 4 Diploma in Vocational Graded Examination in Dance: Advanced 2	Calculated grades
ISTD Level 4 Diploma in Vocational Graded Examination in Dance: Advanced 2 Analysis	Calculated grades

Delay

Those qualifications where our approach is to delay, we will be communicating to you shortly when our examinations will be available beyond July.

This will also include all our non-regulated qualifications.

Calculated grades

The extraordinary framework by Ofqual permits us to issue results this summer that would not normally be allowed by the regulatory conditions. We will be therefore issuing calculated grades for our vocational qualifications to learners who were due to take their examination and receive a certificate between 20 March and 31 July 2020. Whilst this framework applies to all learners, we specifically are keen to ensure that those learners who are progressing to Further Education / Higher Education or employment in the autumn can do so.

These calculated results will be based on:

- an assessment grade for each learner generated by the Member based on the evidence they already hold for the learner,
- quality assurance of the overall calculated result by the ISTD,
- a check on overall qualification level outcomes and grade profile by the ISTD to ensure that it is in line with expectations.

As indicated above, the extraordinary framework by Ofqual only permits us to consider calculating results to learners where Members can evidence that they have:

- good formative information or assessment data on its learners,
- familiarity with the qualification, including the review of previous outcomes for similar cohorts/groups of learners.

As part of our quality assurance process, we will be reviewing the evidence provided by Members – you can find more information about the evidence requirements and our quality assurance process in Appendix A and B respectively.

You can find instructions about the learner registration process for these exceptional arrangements in Appendix C and D for UK and International respectively.

Exceptional arrangements for ISTD vocational qualifications

Key dates and fees

Learner registration	Monday 1 – Friday 19 June 2020
Results	Thursday 13 August 2020

Fees for these exceptional arrangements will be the same as our current examination fee for the relevant qualification.

Appendix A – Evidence requirements for an assessment grade for each learner generated by the Member

The extraordinary framework by Ofqual[1] only permits us to consider calculating results for learners where Members can evidence that they have:

- good formative information or assessment data on its learners,
- familiarity with the qualification, including the review of previous outcomes for similar cohorts/groups of learners.

In order for you to submit the estimated grade for each learner, we require you to submit evidence from your formative class assessment tracking documentation which you would have captured during the programme of study for each learner.

We will require information from a **minimum of two** interim assessment points where you can evidence learner progression. We will also accept an initial diagnostic assessment followed by an interim formative assessment grade.

You are also required to assess previous learner achievements to date (including and not limited to two previous achievement outcomes). Please see Table 1 and Table 2 for the acceptable scenarios.

Table 1. Potential learner paths for progression from Level 2 to Level 3

Previous Exam 1	Previous Exam 2	Calculated grade requested
Grade 4	Grade 5	Grade 6
Grade 4	Grade 5	Intermediate
Grade 5	Grade 6	Intermediate
Grade 5	Intermediate Foundation	Intermediate
Grade 6	Intermediate Foundation	Intermediate

Table 2. Potential learner paths for progression from Level 2/Level 3 to Level 4

Previous Exam 1	Previous Exam 2	Calculated grade requested
Grade 5	Intermediate	Advanced 1
Grade 6	Intermediate	Advanced 1
Intermediate Foundation	Intermediate	Advanced 1
Intermediate	Advanced 1	Advanced 2

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[1] https://www.gov.uk/government/publications/extraordinary-regulatory-framework-vtq-covid-19-conditions-and-requirements

We also acknowledge that your learners come from diverse backgrounds. You can therefore assess the previous learner achievement using comparable regulated qualifications/degrees awarded by other awarding organisations or higher education institutions. We require an electronic copy of the certificate/s as additional evidence.

Furthermore, we acknowledge that you may have learners who may have only one or no previous learner achievement data available. We may be able to calculate a grade for those learners based on the wider cohort performance. However, this can only be applied in a situation where the previous learner achievement data is available for the majority of the cohort (around 80%). For those learners with no previous learner achievement data, we require an initial diagnostic assessment allowing entry to your learning programme as additional evidence.

You can find further guidance from Ofqual about the objectivity in grading in the link below.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886921/Guidance_on_objectivity_in_grading_and_ranking_21MAY2020.pdf

Appendix B – Quality Assurance (QA) Procedure for Issuing Summer 2020 Calculated Results

The following qualifications meet the eligibility requirements for calculated results:

- ISTD Level 3 Certificate in Graded Examination in Dance: Grade 6
- ISTD Level 3 Certificate in Vocational Graded Examination in Dance: Intermediate
- ISTD Level 4 Certificate in Vocational Graded Examination in Dance: Advanced 1
- ISTD Level 4 Certificate in Vocational Graded Examination in Dance: Advanced 1 Analysis
- ISTD Level 4 Diploma in Vocational Graded Examination in Dance: Advanced 2
- ISTD Level 4 Diploma in Vocational Graded Examination in Dance: Advanced 2 Analysis

The Process

1. **Stage 1 – Member/Centre Internal Review**

Before you can be considered for the ISTD calculated grading process, you will need to provide additional information about your learner.

You must conduct your own internal review to set an estimated grade for each learner that you wish to submit for the ISTD calculated grading quality assurance process. Only those learners who were set to complete a qualification between 20 March and 31 July 2020 are eligible. In the interest of maintaining standards you will need to adopt the following approach:

- You are required to review the formative information or assessment data that you have captured for the current programme of study for your learner:
    - This should include documentation from a **minimum of two** interim assessment points where you can evidence learner progression. We will also accept an initial diagnostic assessment followed by an interim formative assessment grade.
    - You are required to complete the ISTD QA Checklist with the following information for each interim assessment point:
        - The assessment grade for each learner.
    - You are required to submit the copy of this formative information/assessment data including the date when this activity took place as additional evidence.
- You are also required to assess previous learner achievements to date. Please see Appendix A for further information.
    - You are required to complete the ISTD QA Checklist with the following information where available:
        - The outcome of previous exam 1,
        - The outcome of previous exam 2.

- You will have the option of contacting the Customer Service and Quality Assurance (CSQA) Department at CSQA@istd.org to obtain the historical grading data for your learners.
- You are then required to provide an estimated grade for each learner on the ISTD QA Checklist as the combination of the above information – interim formative assessment and review of previous achievement.
- If you are unable to provide the required information on Appendix A for your learner, there will be a delay with the learner able to take the examination once they become available again.
- The ISTD will provide a set of guidelines on how to manage the expectations for those learners who were due to be assessed between the set window.
- If you are satisfied that you have met the minimum requirements for a calculated result, then you may proceed with booking the learner for assessment through the Quest system.
- You must also submit the ISTD QA Checklist[2] to demonstrate that you have conducted a due diligence exercise prior to booking the examination for the Learner. This mandatory information must be sent to:
  - UK applications: ukdanceteachers@istd.org
  - International applications: internationalteachers@istd.org.

2. Stage 2 – ISTD Quality Assurance Review

The ISTD quality assurance process will involve the following actions:

- Within 2 working days, you will be notified by the relevant Examinations department that your application for a calculated result has been received.
- Once the learners have been entered on Quest and payment has been made, a member of the Customer Service and Quality Assurance (CSQA) Department will conduct a QA analysis for each learner.
- The QA analyses will assess your estimate for the learner, the interim formative assessment information, the previous achievement outcomes provided in the completed ISTD QA Checklist. The commentaries will be recorded along with a judgement.
- This data will be submitted to the allocated Senior Examiner for a review. The Senior Examiner will assess all calculations for that Session. The Senior Examiner will provide their feedback and their final judgements. This data will be recorded.
- The ISTD's Independent Examiner will act as the moderator for all examiner judgements and decisions. The Independent Examiner will conduct a further review on a sample of approved calculations to ensure the decisions are fair, valid and consistent.
- The analysis conducted by the Independent Examiner will be reported to the Head of Quality Assurance for final comments.
- The Responsible Officer will sign off the final calculated grade for each learner.

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[2] QA Checklist is available on the website but can also be requested from the Examinations departments.

- Staff Members from the Customer Service and Quality Assurance (CSQA) Department will write to you advising you of your calculated result. The letter will remind you of your right to an appeal under the extraordinary framework.
- We will provide you with the ISTD Appeals Policy and Procedure and the Equality Policy.

3. **Stage 3 – Appeal Process for Calculated Results**

If you are not satisfied with your calculated result, then there is a right to an appeal.

The ISTD Appeals Policy and Procedure for calculated results will be provided in detail when results are issued.

Should you wish to exercise this process, then you will need to provide the ISTD with the following information:

- Learner ID
- Learner Full Name
- Member/Centre Predicted Estimate
- ISTD Calculated Result
- The reasons for appealing the calculated result
- Any additional evidence to support the nature of the appeal

All appeal applications will be received by the Customer Service and Quality Assurance Department at CSQA@istd.org.

An independent reviewer will be appointed to investigate the appeal. The independent reviewer's outcome will be final.

Appendix C – Application for calculated results (UK)

These are the actions needed to be taken by you to submit your application for estimated examination results.

You will need to submit your entry and complete your payment of fees between **Monday 1 June and Friday 19 June.** Please note that late entries/payments cannot be accepted.

Before submitting your application, please ensure you have carefully read the evidence requirements as described in Appendix A, as there will be no option for refunds after your application has been finalised.

Guidelines for applications on Quest:

1) **Request a New Exam Session**
   Click on the exam period entitled: **Summer 2020 Calculated Examinations**
   Click on **New Exam Session Booking / Request**
   On the **Application** tab your contact details will fill automatically from your membership record. If any of these details are incorrect, email the Membership team at membership@istd.org to update your records.

2) **Add Genres and Exams to the Application**
   Please add all genres and levels requiring estimated results.

3) **Submit Application**
   Please select any days between the 1 to 19 of June as your preferred days of exams. *Please note that this info is irrelevant on this occasion but it is needed in order for the application to be submitted.*
   Please enter your own **Venue Details**, add 6.5 hours at the **Estimated Hours Required** field, fill in the **Logistics tab** and click on **submit application**.

4) At this point you must now also send an email to **ukdanceteachers@istd.org** with the subject '**Calculated exams results request'**, where you need to attach the proforma named 'Quality Assurance list', which can be found on our website or requested from the Exams departments.

5) **You will shortly receive a notification from Quest that your application has been approved.**
   You will now be able to enter all candidate bookings and have access to the timetable and fees tabs.

6) Add Candidates
Go to the **Candidates** tab and press the **Add Candidate Bookings** button
A new screen will appear consisting of the PIN field, Teacher drop-down list and Exam drop-down list.
Entering the candidate PIN will bring up the candidate name.
Should there be additional teachers listed in the application, they can be selected from the Teacher drop-down list.
The examination level must be selected from the Exam drop-down list.
For examinations where candidate proof of ID is required please chose an option from the Identity Check Method drop-down list. You still need to keep your own ID records as part of your school registration. All candidates over 16 must have ID, which you must verify or results cannot be processed.
Press the **Add** button.
Press **Save** when your list is complete.

7) Create the Timetable
Every candidate who has been added to the session but hasn't been allocated on a timetable will appear in the **Unassigned Candidates** area on the **Timetable** tab.
Press the **Add Slot** button before you start adding candidates to the timetable.
To add a candidate to the timetable, drag each entry to the right slot by holding candidate down and placing the mouse over the entry, holding it, and moving entry across.
The system knows the maximum number of candidates in a slot. it will not allow you to add different examinations in a slot, and it knows the maximum examining time in a day.
When have completed the timetable, click **Save**.
At this stage, please ignore any Quest pop up messages regarding breaks.

8) Make Payment of Fees and Submit Timetable
You are now ready to make payment, please email us at ukdanceteachers@istd.org so that we can remove any minimum daily amount charges which are not applicable on this occasion.

We will then contact you when you will be able to complete payment and submit application.

Appendix D – Application for calculated results (International)

These are the actions needed to be taken, so that your application for estimated examination results is submitted.

You will need to submit your entry and complete any required payment of fees between **Monday 1 June and Friday 19 June.** Please note that late entries/payments cannot be accepted.

Before submitting your application, please ensure you have read carefully the evidence requirements as described in Appendix A, as there will be no option for refunds after your application has been finalised.

Guidelines for applications:

1) **Request a New Exam Session**
Please send an email to internationalteachers@istd.org with the subject **'Calculated exams results request'** , where you need to copy the table below and fill in the information. Please also attach the proforma named 'Quality Assurance list', which can be found on our website or requested from the Exams departments.

PIN	LEARNER'S NAME	GENRE	LEVEL (G6/INT/V1/ V1A/V2/V2A)	TEACHER'S MEMBERSHIP NUMBER	TEACHER'S NAME

2) **International department to log in information on QUEST**
Once we receive your request, we will create an application with these details on QUEST under a new Exam Period created for this purpose named **[COUNTRY]- 2020 Calculated Examinations,** we will add any credit you may have from your cancelled sessions and we will inform you of the reference number.

3) **Check details and Make payment of Fees**
   Once you receive our confirmation with the new reference number, you will need to:
   - Log-in on QUEST at https://quest.istd.org
   - Click on the relevant to your country **new** Exam Period
   - Click on your session
   - Under the **'Application'** tab, check that all the details including venue and teachers' details are correct
   - Under the **'Timetable'** tab, check that the learners' details are correct and that the correct teachers have been allocated
   - Under the **'Fees'** tab, check that any credit added by us is correct and if no credit has been added or credit is not sufficient, please make payment – for guidance on how to make payment, please refer to guide No 8 on QUEST help section, which can be found at https://questhelp.istd.org/
   - If anything does not appear to be correct, please inform us immediately at internationalteachers@istd.org

4) **Submit Application**
   - Under the **'Application'** tab, click the **'Submit Application'** button
   - Once the application is submitted, the session status will show as 'Entry Pending' and the application is now considered final.

Please note that any other candidates contained in other cancelled sessions under other Exam Periods will not be affected and will not be considered for Calculated Examinations Results.