

Our Quality Assurance Checklist has been developed to support you with your application for estimating the results for learners who were due to take their examination and receive a certificate between **20 March** and **31 July 2020**.

The calculated results will be based on:

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

The following qualifications are eligible for calculated results:

Level of Qualification eligible 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

Quality Assurance Checklist for Members applying for a Calculated Result

Before you decide to apply for a calculated result, you must consider the following factors:

- You must only set the estimation grade for your learner if you have direct experience teaching that learner
- You must ensure that you standardise your learner estimated grades across all the learners within your session
- You must ensure that any reasonable adjustments that would have been sought for a learner when taking their assessments, would have been put in place
- You must determine the most trusted evidence available that reflects the learning outcomes prior to setting the estimated grades

In order to ensure that each learner receives a valid and fair calculated result, you must confirm that you have completed the following assurance exercise:

- I confirm that I used formative information or assessment data that I have captured for the current programme of study for my learner(s) (e.g. interim learner performance measures against lessons)
- I have attached the evidence from a minimum of two interim assessment points where I can evidence learner progression with the date when the two interim assessments took place. This may include a diagnostic assessment followed by an interim formative assessment grade.
- I have assessed the previous Learner achievements to date (including and not limited to two previous achievement outcomes).

Please find below my current estimated grade and the previous two historical grades for each learner:

Learner(s) ID	Genre	Estimated grade (based on interim formative assessment and review of previous achievement) Grade 6 = Estimated Pass	The outcome of Interim assessment point 1 Grade 6 = Estimated Pass	The outcome of interim assessment point 2 Grade 6 = Estimated Pass	The outcome of Previous Exam 1 Grade 5 = Pass	The outcome of Previous Exam 2 Grade 4 = Pass



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		Grade 6 = Estimated Pass	Grade 6 = Estimated Pass	Grade 6 = Estimated Pass	Grade 5 = Pass	Grade 4 = Pass



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- I contacted the Customer Service and Quality Assurance Department (CSQA), for my historical gradings, as I did not have this information (if applicable)
- I am satisfied that I have met the minimum requirements for a calculated result

Please remember that the Imperial Society of Teachers of Dancing may determine that there is insufficient trusted evidence to safely calculate a grade if there is very little or no learner evidence.

The Imperial Society of Teachers of Dancing also reserve the right to request further evidence to ensure that the calculated result is valid, reliable and consistent.

Declaration

I hereby confirm that the information I have provided reflects a fair, reasonable and carefully considered judgment of the most likely grade I believe my learner(s) would have achieved had I continued to teach as normal and the learner(s) were able to complete their assessments.

Membership Number:

Member Full Name:

Member Signature:

Date:

Please return this form and accompanying documentation to:

ukdanceteachers@istd.org (UK Examinations)

internationalteachers@istd.org (International Examinations)