

HOD Data Checking Process for A Level, AS Level & GCSE subjects



Guidance for data checking process informed by:

<https://medium.com/@chrisbakerphysics/grade-allocation-advice-bb90f59bd9c2>

IT IS IMPORTANT TO BE REALISTIC AND FAIR IN THIS PROCESS, USING EVIDENCE TO MAKE AND SUPPORT YOUR DECISIONS. OVER INFLATED GRADES IN ONE SUBJECT WILL DISRUPT THE WHOLE-SCHOOL DATA AND LEAD TO STUDENTS POTENTIALLY NOT GETTING THE GRADES THEY DESERVE IN THE NATIONAL STANDARDISATION PROCESS.

Simple process:

- Rank the students using data (e.g. predictions and/or mock results)
- Individually pick out students to move up/down.
- In a meeting go through every name and discuss movers.
- Go through again.
- On to SLT checking

Detailed process:

1. One person needs to be in charge of producing the list – this should be the HoD, subject leader or teacher (ALC subjects). That person should produce a list, already in an order, using some data, such as mock scores, average test scores.

Initial lists (sorted by grade) can be found in:

RMStaff\Data Directory\1_a 2020 Contingency data

Other data available, which should be used, include national averages for subjects by grade and current teacher assessed grade distributions by subject.

2. Share that list with your team. Ask people to highlight anyone they feel is too high or too low in the ranking.
3. Arrange a meeting. Obviously online now, using Google Meet with members of your team. You may wish to include your SLT link in this meeting to support.
4. The chair of the meeting needs to go through each person top to bottom, without jumping around. For most of the people you'll say their name, ask if anyone wants to move them, no one will say anything, then you move on. But it's important that you open EVERY name to the floor. This stops it becoming about personalities and who shouts loudest to fight for their students. If someone starts comparing students, and then says "Oh shall we discuss them too now?" the answer is no. We're talking about student number 8, we'll get to number 15 when we get there. Stop that straight away.
5. If someone wants to move someone up or down they state their case, and everyone listens without interruption. Then go around and check that everyone who has anything to say gets to say it. Imagine that you've got a talking stick and you can only talk if you're holding it. It's not the place for back and forth and shouting out.
6. Keep going down the list, shuffling people up and down as you go. You probably need to break the meeting into chunks to keep people sane and switched on.

7. After you've been through the whole list the person in charge should edit it with agreed changes and resend it to everyone.
 8. Everyone reviews it again, and highlights any further changes.
 9. Hold another meeting to review. This one is much shorter, as far less movements are needed. Again, read out every single name, top to bottom, and genuinely pause or get a "fine" or "ok" from everyone before you move on. Don't rush and create a climate where people won't speak up for someone because they want the meeting to be over.
 10. Complete refined grades and rankings on data sheets in:
RMStaff\Data Directory\1_a 2020 Contingency data and inform Rick Moss and Kate Rhodes when complete.
- **YOU WILL NEED TO ENSURE THAT YOU HAVE SPECIFIC EVIDENCE TO JUSTIFY EACH GRADE THAT YOU AWARD.**
 - **ONCE CHECKING PROCESS IS COMPLETE, PLEASE SEND EVIDENCE TO RICK MOSS TO COMPILE**

WHOLE SCHOOL DATA CHECK

Once the detailed process has been completed by HoDs, data will then be checked against national benchmarks and historic data for departments. We will use ALPs for Key Stage 5 and SISRA Collaboration Data for Key Stage 4 to benchmark the data. Each HoD/Subject Leader will then need to have an online meeting with Rick Moss to check the integrity of the data and the evidence base.

DEADLINE FOR HOD DATA CHECKING
WEDNESDAY 22 APRIL 2020
End of day