

**Undertaking given by Oxford, Cambridge and RSA Examinations (OCR) to Ofqual in accordance with Condition B8 of the General Conditions of Recognition, June 2016 (the Conditions)**

**Background:**

1. In the context of:
  - a. Conditions GCE17.1, GCE(Pre-reform)10.1, GCSE17.1 and GCSE(A\* to G)9.1, hereinafter known as ‘the review of marking conditions’; and
  - b. Ofqual’s evaluation of data collected in respect of review of marking in 2017; and
  - c. OCR’s consideration of its own performance in respect of that evaluation.
2. OCR recognises that it failed to secure compliance with the review of marking conditions in 2017 and recognises an ongoing risk that it might fail to comply with those conditions, in particular in respect of the monitoring requirement, until such a time as it has consolidated the implementation of revised systems.

**Undertaking**

3. For the purposes of this undertaking the following terms, which are not otherwise defined in the Conditions, shall have the following meaning:
  - a. Reviewing Assessor shall mean an Assessor carrying out a review of marking of Marked Assessment Materials.
  - b. Review Period shall mean any 24 hour period in which a Reviewing Assessor completes any review of Marked Assessment Materials.
4. With a view to mitigating the risk that OCR might fail adequately to monitor Reviewing Assessors in accordance with the review of marking conditions, before 4pm on Tuesday 31 July 2018, OCR will put in place processes to ensure:
  - a. On each business day which follows a Review Period it samples at least one review completed by each Reviewing Assessor during the preceding Review Period on e-marked qualifications. For traditionally marked qualifications it samples at least one review by each Reviewing Assessor in the 24 hours following receipt of the script; and
  - b. Where a Reviewing Assessor completes reviews in respect of more than one component in any Review Period, it samples in respect of that Reviewing Assessor at least one review in respect of each such component.
5. With a view to securing that appropriate remedial action is taken, before 4pm on Tuesday 31 July 2018, OCR will:
  - a. Put in place a decision-making framework for persons tasked with monitoring Reviewing Assessors which will include:

- i. Guidance to assist such persons to determine in respect of each sampled review whether the Reviewing Assessor carried out the review in accordance with the review of marking conditions; and
  - ii. A process to secure timely, effective and appropriate intervention in respect of Reviewing Assessors found to have failed a sampled review;
  - iii. A description of the intervention actions which might be taken in respect of Reviewing Assessors found to have failed a single sampled review, together with examples of the circumstances in which a particular intervention action might be appropriate;
  - iv. A process to secure timely effective and appropriate intervention in respect of Reviewing Assessors demonstrating a pattern of failure in respect of sampled reviews;
  - v. A description of the intervention actions which might be taken in respect of Reviewing Assessors demonstrating a pattern of failure in respect of sampled reviews, together with examples of the circumstances in which a particular intervention action might be appropriate;
- b. Ensure that the intervention actions available in respect of the monitoring of Reviewing Assessors include (but need not be limited to):
  - i. Providing timely individual feedback to the Reviewing Assessor;
  - ii. Providing further training to the Reviewing Assessor;
  - iii. Providing additional support to the Reviewing Assessor;
  - iv. Requiring the Reviewing Assessor to undergo supplemental, repeat or additional training and testing;
  - v. Securing the timely reconsideration of reviews completed by the Reviewing Assessor during the affected Review Period;
  - vi. Preventing the Reviewing Assessor from conducting any further reviews.
- c. Put in place a decision-making framework to secure appropriate action is taken following reconsideration of any reviews in accordance with paragraph 5.b.v., to include:
  - i. A presumption that the outcome of any review which is found to be incorrect should be corrected;
  - ii. A description of the circumstances in which that presumption might be rebutted, including that the presumption will not be rebutted solely because the affected outcome has been communicated to a learner, centre and / or third party;
  - iii. Appropriate reference to Ofqual's Guidance on making changes to incorrect results.
- d. Ensure that contemporaneous records are made:
  - i. In respect of every sampled review;

- ii. In respect of every decision to take an intervention action, such records to include any other evidence considered and the rationale for the choice of intervention;
  - iii. In respect of every decision not to take an intervention action where a Reviewing Assessor has failed in respect of a sampled review or reviews items, such records to include any other evidence considered and the rationale for the decision not to take an intervention action;
  - iv. In respect of every decision to correct or not to correct the outcome of any review, such records to include any other evidence or information considered and the rationale for the decision,
- e. Preserve such records and produce those records to Ofqual on demand.
6. With a view to securing the effective implementation of its approach to monitoring Reviewing Assessors, OCR will before 4pm on Tuesday 31 July 2018, explain the operation of the revised process to all affected internal persons in post by this date concerned with the monitoring of Reviewing Assessors and those in post thereof before commencing their involvement in the process.

**Statement of Assurance**

7. With a view to assuring Ofqual that it has complied with this undertaking, OCR will, before 4pm on Friday 10 August 2018 provide a Statement of Assurance, signed by the Responsible Officer and Chair of the Governing Body, confirming that it has put in place each of the systems, processes and frameworks set out in this undertaking.

In giving this Undertaking, I acknowledge on behalf of OCR that:

- (1) Ofqual will publish this Undertaking; and
- (2) Ofqual may take enforcement action in respect of any failure to comply with an Undertaking given to it which may include the issue of a Direction, the imposition of a fine, costs or other such action as it deems appropriate.

Signed .....

Date: .... 5 July 2018

Responsible officer