Procedure for:

JCE Grading

Document Reference:

PDS/P9.1/1.0

PROCEDURE FOR SETTING JCE COMPONENT AND SYLLABUS THRESHOLDS

1.1 Pre-Grading

1.1.1 Comparison of the Question Papers by Team Leaders

Immediately after standardisation with Senior Examiner (SE), the Principal Examiner (PE), Assistant Principal Examiner (APE) and/or SE, analyse the paper and compares it with the previous year's paper.

1.1.2 Tentative Thresholds by Team Leaders

- The Principal Examiner, Assistant Principal Examiner and/or Senior Examiner, decide on the number of marks examinees at A, C and E should be able to get for each item on a paper. This exercise to be guided by the grade descriptions.

- Add up the marks available for each grade on each item to obtain tentative threshold.

1.1.3 Preliminary Thresholds

1.1.3.1 At the end of marking each Senior Examiner discusses the quality of responses given by the candidates compared to the previous year's quality of responses.

1.1.3.2 At the end of marking, each Senior Examiner makes a recommendation for the grade thresholds to be adopted at A, C and E. The examiner does this by assigning to each item the marks that an A, C and E examinee should be able to get, according to his/her best judgment and summing up marks availed at each grade. Examiners should be guided by the grade descriptions in this exercise.

1.1.3.3 The recommended thresholds are compiled and submitted to the PE who finally submits to the SO.

1.1.3.4 The SO submits the completed Principal Examiner's report form to the Level Coordinator.

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1.1.4 Preparations for Grading Meeting

1.1.4.1 The PE together with the APE and SE uses mark sheets to pull out exemplar scripts to be used for finalising the thresholds. The exemplar scripts should be for 2 marks above each cut-off and 2 marks below. There should be five scripts picked at each mark.

1.1.4.2 DPD computes descriptive statistics (mean, mode, standard deviation, minimum and maximum) for the thresholds.

1.1.4.3 DPD produces weighted syllabus and component frequency distributions of the scores for the current examination, summary statistics and thresholds from previous two years and submits to the Level Coordinator who in turn hands to SO.

1.2 Final Recommendations of Syllabus Thresholds at all Grades

1.2.1 The SO and **three** other syllabus specialists, including the PE, make final recommendations on the thresholds using evidence based on the following:

- exemplar scripts
- mark schemes
- grade descriptions
- question papers from the current and previous year
- PE's report

The team makes the recommendations following the grading meeting procedure provided.

1.2.2 The SO together with the team in 1.2.1 checks implications of the recommended thresholds using the following:

- summary statistics from the preliminary thresholds
- frequency distribution of the scores for the current year
- statistics and thresholds of previous two examinations

1.2.3 The SO together with the team in 1.2.1 above present the final decisions to the Grading Advisory Committee.

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1.3   Determining the overall grade for each candidate

DPD determines the overall grade for each candidate following the procedure that follows:

1.3.1   Conversion of Alpha Grades to Numeric Grades

The grades obtained by a candidate at syllabus level are converted from alpha to numeric grades to allow for an aggregation. The conversion is as follows:

$$A = 9$$
$$B = 7$$
$$C = 5$$
$$D = 3$$
$$E = 1$$

1.3.2 Obtaining a Numeric Grade at Overall Level

To obtain the overall numeric aggregate, add up the numeric scores for the best seven syllabuses.

This results in each candidate being assigned a composite score/numeric aggregate representing their general performance.

1.3.3   Obtaining Alpha grade at overall level

Use the numeric aggregate obtained in 1.3.2 above according to the criterion stipulated below in order to award specific overall alpha grades for each candidate.

Merit: the candidate obtains a numeric aggregate of 63.

A: the candidate obtains a numeric aggregate of 55 – 62.

B: the candidate obtains a numeric aggregate of 41 – 54

C: the candidate obtains a numeric aggregate of 27 – 40.

D: the candidate obtains a numeric aggregate of 13 – 26.

E: the candidate obtains a numeric aggregate of 7 – 12.

U: the candidate obtains a numeric grade of less than 7.

1.3.4   DPD produce reports depicting the outcome of the grading both at syllabus and overall levels and PDS convenes a GAC meeting for the discussion of the reports.

1.3.5   Obtain approval of the grading reports from the Director, PDS.