

Rationale document

Centre number	<input type="text"/>
Centre name	<input type="text"/>
Level and title of syllabus	<input type="text"/>
Syllabus code	<input type="text"/>
Exam series	<input type="text"/>

Why you must complete the Rationale Document for each syllabus

The Rationale Document explains how you have determined school-assessed grades for your candidates by showing what evidence was chosen and how marks were awarded. The Rationale Document outlines the steps in considering candidate evidence and determining school-assessed grades for your candidates.

You must complete a Rationale Document for each syllabus. We will need to see the Rationale Document when we select your centre for quality assurance checks of the school-assessed grades that you send to us. Failure to complete and submit the Rationale Document correctly may result in delays to your candidates receiving grades.

Who completes the Rationale Document for each syllabus

The Rationale Document should be completed by the Head of Department for each syllabus (or by the teacher if there is no Head of Department), to explain to us how you have arrived at the school-assessed grades for your candidates.

When you must submit the Rationale Document for each syllabus

We will email you, explaining which syllabuses from your centre have been chosen for quality assurance checks. The email will explain how to upload the Rationale Document for these syllabuses and how to upload the relevant candidate work.

You must complete a Rationale Document for each syllabus for which you are submitting entries and keep them for your records. You only need to send us the Rationale Document for the syllabuses that we request. Do **not** send the Rationale Document or candidate work to us if you have not been asked to do so.

What your completed Rationale Document must include

The Rationale Document must provide information about the areas below as relevant to the syllabus and your centre.

- A Selection of work**
- B Coverage of syllabus content and assessment objectives**
- C Security and authenticity of work**
- D Managing your marking (standardisation)**
- E Awarding grades to your students**
- F Access arrangements and special consideration**

What happens after submitting the Rationale Document

We will use the Rationale Document and candidate evidence that you submit to check the school-assessed grades that you have submitted. Once we have reviewed the evidence that you have submitted, we will contact you by email if we require further information.

Private candidates

If you have accepted entries for private candidates, please explain how their work has been obtained, selected and authenticated, then go on to answer the rest of the questions in this Rationale Document.

The following questions apply to all candidates, including private candidates.

A Selection of work

You must make sure that each candidate is aware of the evidence used to determine their grade in advance of that grade being submitted to Cambridge. This transparency should enable candidates to raise any errors or circumstances relating to particular pieces of evidence to be taken into account in advance of submitting grades to us. You should take into account any statements they make in relation to the evidence. Although you may share marks associated with individual pieces of evidence, you must not share with students the grades submitted to us before results are released.

1. Please explain what pieces of work you have used for this syllabus and why you decided to include these in the evidence.

If you have used different pieces of evidence for different candidates, explain how and why this has been done.

B Coverage of syllabus content and assessment objectives

We have said that evidence should cover as broad a range as possible of the assessment objectives and syllabus content.

2. For each candidate’s portfolio for this syllabus, are all the major areas of syllabus content included?

Yes No

3. If you have answered No, please explain why the major area of syllabus content is not included.

4. For each candidate’s portfolio for this syllabus, are all the assessment objectives included?

Yes No

5. If you have answered No, please explain why the assessment objectives were not included.

6. Have you informed each candidate about the choice of evidence and considered their responses?

Yes No

C Security and authenticity of work

You must be able to confirm, with a reasonable degree of confidence, that the work included in every portfolio is authentic, which means that it is the candidate’s own unaided work. A ‘reasonable degree of confidence’ does not mean absolute certainty. However, it does mean that you have taken reasonable steps to ensure that the work is authentic.

7. Please describe the conditions in which each type of piece of work was completed.

For example, was the work completed entirely in the classroom, was one piece of work completed as homework, was one piece of work completed online?

8. How have you authenticated each type of piece of work?

Refer to guidance on authenticity in the [Cambridge Handbook](#) and [on our website](#).

For example, have you conducted interviews with candidates, was the work done in a supervised way in school? If the work was supervised, please give details.

D Managing your marking (standardisation)

In cases where more than one teacher has used the same mark scheme, you are required to standardise your marking.

9. Was more than one teacher involved in awarding marks to the candidates for this syllabus?

Yes No

10. If you have answered Yes, please describe the standardisation process that you used.

Include details of how you agreed the marks awarded, how you checked that you were all marking to the same standard, how you ensured that all the subject teachers involved applied assessment criteria and standards across the syllabus consistently.

11. How did you ensure that your judgements about each candidate's level of performance were free from bias?

It is important that the marking of work is objective; when marking, teachers should only take account of the student's knowledge, skills and abilities which are evident in the piece of work. Refer to our guidance on avoiding bias.

E Awarding grades to your students

Questions 12 and 13 are about how you awarded grades to your students. You don't need to give details of your workings for each candidate, but you do need to explain your approach.

12. Please explain how you determined the grades for each type of piece of work.

For example, you may have referred to published grade thresholds for a particular examination paper, you may have used a percentage score, you may have used the published coursework thresholds for an adapted piece of extended work, you may have considered the grades awarded to your students in previous exam series.

13. Please explain how you determined the overall grades for your candidates.

F Access arrangements and special consideration

Questions 14 and 15 are about access arrangements. Refer to the Cambridge Handbook section 1.3 for guidance about access arrangements.

14. Did any of your candidates require an access arrangement?

Yes No

15. If you answered Yes, please give details of the access arrangements that were required, and how these were delivered.

Questions 16 and 17 are about special consideration. Refer to the [Cambridge Handbook](#) section 5.5 for guidance about special consideration.

16. Did any of your candidates require special consideration?

Yes

No

17. If you answered Yes, please give details.

Thank you for completing the Rationale Document.

You must complete a Rationale Document for each syllabus for which you are submitting entries and keep them for your records. You only need to send us the Rationale Document for the syllabuses that we request. Do **not** send the Rationale Document or candidate work to us if you have not been asked to do so.

I confirm that the information in this Rationale Document accurately represents how student-assessed grades were determined.

Name

Position

Date