

Guidance for centres on electronic submission of candidates' assessed work

What is a sample?

A sample is a representative selection of candidates' completed work for a unit.

It is required that internal standardisation has been carried out within the centre prior to the submission of marks.

A sample must be submitted for each unit you have entered candidates in order to verify your assessment and to issue final marks to candidates.

How do I know which candidates' folder to include in the sample?

Sampled candidates are identified with a tick on the Edexcel online mark submission screens.

How do I submit a sample?

Samples are submitted to the moderator on CD. You should submit one CD per unit, and keep a back up of all sampled work securely within your centre

How should I format the CD that is sent to the moderator?

Each student's assessed work submitted to Edexcel should be in a **single document**; this final document must be in one of the following formats:

- .rtf Rich Text Format
- .pdf Portable Document Format (Adobe Acrobat)

You must only submit the final version of work for each candidate which must be in a single document.

If you are able to use Word to create your work then you should do so. It will be much simpler for you if you can use Word, because then your work is more likely to be compatible with other computers and it will also be easier to hand in.

If you do not have access to a PC with Word, then try to use an equivalent word processing programme. When the final document is complete it can then be saved as a Rich Text Format document or converted to a pdf file.

CDs which are not formatted, labelled or structured according to guidelines provided in this document will be returned to centres unmoderated. Under such circumstances, Edexcel cannot guarantee the timely issue of results for candidates entered.

Candidates work **must** be burnt to CD. They **should not** be burnt to DVD.

Should I zip the work that I burn to CD?

[Title]

Prepared by [Name] · Authorised by [Name] · [Date] · Issue [Issue number]

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Please **do not zip** folders containing candidate work. The moderator should be able to access all files and folders directly from the CD without unzipping or altering in any way the files or folder structure.

How should candidates work be organised and named on the CD?

A separate folder on the top-most level of the folder tree should be used for each of the sample candidate's work. Each folder should be named according to the following naming convention:

[centre #]_[candidate #]_[first two letters of surname]_[first letter of first name]

For example, John Smith with candidate number 9876 at centre 12345 would have work in a folder titled, "12345_9876_SM_J"

Do I need to include the Cover Sheets on the CD?

Yes. You should create a separate folder on the top-most level of the folder tree named "Cover Sheets". This folder should contain one cover sheet per sampled candidate.

Each cover sheet should be clearly identified as relating to a specific candidate's work.

CS_[centre #]_[candidate #]_[first two letters of surname]_[first letter of first name]

Should I test the CD prior to despatching it to the moderator?

Yes. Prior to the CD being despatched to the moderator it should be thoroughly tested to ensure that the files have burnt to the CD correctly, and that all files within each folder can be accessed.

How should I label the CD that is sent to the moderator?

A label should be stuck on the top of the CD itself with the following information clearly marked:

UNIT, EXAM SERIES
CENTRE NUMBER, CENTRE NAME.
CENTRE CONTACT NAME,
TELEPHONE NUMBER AND EMAIL.

How do I send the CD with samples to the moderator?

The CD containing the candidates' samples should be posted in an appropriately sturdy envelope to the nominated moderator. You should also indicate the unit and centre number on the envelope, above the moderator's address details.

Should I send the CD Recorded Delivery or ordinary post?

CDs should be sent ordinary post and not recorded delivery, so that they may be received at the moderator's address when he or she is not there. You should, however, obtain a proof of postage certificate from the Post Office. Please ensure that the envelope is small enough to fit through an ordinary letterbox.

How do I find out where to send the sample?

When submitting marks via Edexcel Online, click on the "Assessment Associates" link to display the name and address details of your moderator.

Please ensure that where there are different moderators for different units the correct moderator and address details are used for the appropriate units.

Do I need to send the CD with samples to Edexcel as well as my moderator?

No. You need only to send a copy of the CD to your moderator. If an additional copy is required you will be contacted directly by Edexcel and advised accordingly. For this reason, a back-up copy should be held securely at the centre. If CDs are to be sent directly to Edexcel for any reason this will be communicated to individual centres where required.

Will I receive the CD with samples back from the moderator?

No. The CD is treated as a copy, and so you must ensure that you have a back up stored securely within your centre.

How do I know that the moderator has received my samples or that moderation has been completed?

If samples are missing you will be contacted directly. You may be required to produce a proof of postage in order for the second copy to be accepted for moderation.

Important: CDs/sample folders which are not named, formatted, labelled or structured according to guidelines provided in this document will be returned to centres unmoderated. Under such circumstances, Edexcel cannot guarantee the timely issue of results for candidates entered