

# GCE2008: Instructions and administrative documentation for internally assessed units

## Guidance for centres

Issue 1  
August 2007

# Contents

1. The Purpose of External Moderation	page 3
2. Mark Submission	page 4
3. Amendments and Late Returns	page 5
4. Internal Moderation and Standardisation	page 6
5. External Moderation	page 7
6. Final Results and Moderator Reports	page 9

## 1. The Purpose of External Moderation

- 1.1 The purpose of external moderation is to determine, through the re-assessment of a sample of candidates' work, whether centres are assessing accurately and consistently, to agreed National Standards.
- 1.2 Moderation is concerned solely with judging the quality of centres' assessment decisions through the external moderation of internally assessed and standardised work. It does not extend to the provision of support and guidance to centre staff. The process will inevitably involve implicit support and guidance, through the generation of feedback reports, where centres are deemed to be outside tolerance levels.

## 2. Mark Submission

- 2.1 Centre marks can be submitted via Edexcel Online, OPTEMS or EDI.
- 2.2 For all up to date deadlines refer to <http://www.modernisationonline.com/compkeydates/>
- 2.3 It is the centre's responsibility to ensure that marks are submitted by the deadline, are accurate, and are in the appropriate format/scale.
- 2.4 Both Edexcel Online and OPTEMS will be available for mark submission three weeks prior to the published mark submission deadline date.
- 2.5 It is essential that Edexcel Online mark submission forms and OPTEMS are completed accurately before the deadline to enable Edexcel to issue results.
- 2.6 For each candidate submit the final raw mark according to the relevant scale in the specification. Note that Uniform Mark Scores (UMS) should not be submitted.
- 2.7 For Edexcel Online mark submission registered users should log on and navigate to the mark entry screen. Navigate to the screen by selecting the appropriate qualification from the tabs at the top of the window, then select "Search by Course" from the "Candidates" menu option. Select the Course and Session from the drop down menus then click "Next." Select the "Papers" link next to the unit you wish to submit marks for then the "Coursework Marks" link to navigate to the mark entry screen.
- 2.8 On the Edexcel Online mark submission screen you may enter some or all candidates in a session. Key a mark for each candidate in the mark field beside each candidate. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a candidate's mark, where it has been keyed, however it will be possible to view it. Candidates for whom a mark has not been keyed will remain available to enter a mark in subsequent Edexcel Online sessions.
- 2.9 A score of zero should only be used if a candidate has submitted work that is found to meet none of the assessment criteria. It should not be used where work has not been submitted.
- 2.10 An 'X' should be entered for any candidate who is absent, withdrawn or has failed to submit any work, even if Special Consideration or an aegrotat award has been requested.
- 2.11 Should you wish to submit marks via EDI please refer to detailed documentation relevant to that method. You will still need to refer to Edexcel Online in order to identify your sample.

### 3. Amendments and Late Returns

- 3.1 If marks that have already been submitted require amendment, please contact Edexcel Customer Services on **0870 240 9800**, stating centre, subject, paper and candidate details, along with the amended point score. A valid reason for amendment must be provided. The late submission of additional work is not regarded as a valid reason.
- 3.2 Amendments can also be emailed to **coursework@edexcel.org.uk** but these must come from an official centre email address. Edexcel cannot accept amendments from personal accounts (hotmail, yahoo etc). Emailed amendments must also detail valid reasons, as described above.
- 3.3 If centres attempt to return marks after the deadline, these returns will be flagged, and Edexcel will not guarantee the delivery of results on time.
- 3.4 We strongly recommend that, where late or incorrect returns have been made, centres should warn candidates that their results may be late. This is particularly important where progress to higher education is at stake, so that negotiations can take place with admissions authorities.

#### 4. Internal Moderation and Standardisation

- 4.1 Before work can be internally moderated it is important that all Centre-Assessors working with the programme team are fully familiar with the assessment methodology.
- 4.2 All work must be internally standardised across the different Centre-Assessors and teaching groups delivering any one unit.
- 4.3 Centre-Assessors must indicate where marks have been in relation to the criteria defined in the specification. Where appropriate Centre-Assessors must also indicate where marks have been awarded for quality of written communication.
- 4.4 When standardising assessment, the programme team should ensure that their internal moderation process covers the assessment decisions of all assessors in the team. Samples of work across all available grade boundaries must be internally moderated, and made available for external moderation.

## 5. External Moderation

### Sampling

- 5.1 All External Moderation is completed postally.
- 5.2 Sampled candidates are indicated by a tick on Edexcel Online, or an asterisk on the OPTEMS. If you are submitting marks using EDI you must check either Edexcel Online or your OPTEMS for details of your sample.
- 5.3 If the sample indicated online does not include the candidate with the highest mark or the candidate with the lowest mark above zero, these should also be included.
- 5.4 If any of the candidates identified as part of the sample have been withdrawn or are absent (marked by an X), you must manually substitute them for appropriate candidate/s.
- 5.5 If you are manually selecting for any reason you should ensure a set of candidates across the ability range.
- 5.6 All candidates must sign a Coursework Authentication Sheet, these should be sent to the moderator for sampled candidates and kept safe within your centre for all other candidates. A mark of zero will be awarded if a candidate cannot provide confirmation of the authenticity of the coursework produced.
- 5.7 The package of sampled work should be labelled with the following information: unit number, exam series, centre number, centre name, centre contact name including phone number and email contact details. If there are any problems with the sample received the moderator will seek to contact the named person at the centre via email or phone from these details.
- 5.8 A certificate of postage should be retained. In addition to the moderator name and address details please label the envelope with your centre number and the unit number being sent as a sample.
- 5.9 The secure and on time delivery of the centre sample to the moderator is primarily the responsibility of the centre.
- 5.10 Moderator details are accessible on Edexcel Online by following the steps for inputting centre marks (see Section 2.6, above) and selecting "Assessment Associates", or are printed on the bottom of your OPTEMS.
- 5.11 Please check the moderator details for each unit that is entered as although the same moderator may be allocated for a range of units this may not be the case for all units entered.

### Electronic Submissions

- 5.12 Where work is being submitted electronically sampled candidates should be burnt to CD+/-R only. DVD+/-R or any other data storage devices are not acceptable formats for the delivery of samples.
- 5.13 You should submit one CD per unit for moderation.
- 5.14 For each CD a separate folder on the top-most level of the folder tree should be created for each of the sampled candidates. 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 his work in a folder titled, "12345\_9876\_SM\_J"
- 5.15 Two CDs should be burnt; the master copy is held securely at the centre and the copy is sent to the moderator. The master copy should be retained securely by the centre until after the deadline for EAR applications has expired. (This is approximately one month after the issue of results).

- 5.16 Prior to sending the CD to the moderator it should be tested to ensure that it functions as expected. Ideally the CD should be tested on a PC which is not on the centre's own network. This will avoid delays in moderation (and potential delays in the issue of results) due to faulty or incorrectly formatted CD.
- 5.17 The CD itself should be labelled with the following information: unit number, centre number, centre name, centre contact name including phone number and email contact details. If there are any problems with the CD the moderator receives s/he will contact the named person at the centre via email or phone. If a sticker is used to label the CD it should not interfere with the ordinary functioning of the CD. An indelible marker pen may be used to label the CD.
- 5.18 Work submitted on CD will not be returned to centres as it is treated as a copy of the original CD, which remains in the possession of the centre.

## 6. Final Results and Moderator Reports

- 6.1 There is a degree of tolerance allowed between the centre awarded mark and the moderator awarded mark. If the centre's assessment falls within this, no adjustment will be made to centre submitted marks. If the centre's assessment is out of tolerance, an adjustment may be made to the marks of some, or all, of the candidates entered for that unit.
- 6.2 Final marks are generated through a statistical regression procedure, whereby centre awarded marks are compared with moderator awarded marks. This final result is then converted to an overall UMS for the relevant unit.
- 6.3 Moderated units are subject to an Awarding process, so that grade boundaries may shift from one moderation series to another.
- 6.4 Feedback reports will be available to centres with the publication of results. The report will be detailed only for units that are deemed to be out of tolerance.
- 6.5 Feedback reports should be downloaded from Edexcel Online.
- 6.6 There may be instances where the moderator identifies that the standards applied by the centre are either too severe or too lenient, compared with the National Standards, but that the work is still within the tolerances allowed. In cases such as these, additional feedback may also be given to centres.