

# Guidance For Centres On Electronic Submission

## Moderation of Coursework Units GCE 2008 - Physical Education

Issue 1  
July 08

### *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 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. Please note the candidates achieving the highest and lowest mark for each unit candidates may not necessarily be asterisked on the OPTEMS. It is the centre's responsibility to ensure that the work of these candidates is presented for moderation.

The work of all candidates whose folders are indicated must be sent for moderation.

Please contact the Edexcel Online helpline 0844 576 0025 should you encounter any difficulties during the mark submission/sample process.

### *How do I submit a sample?*

Samples are submitted to the moderator on CD-ROM. (Moderator information is provided below).

One CD per unit should be prepared (ie, one disk for the Unit 2: The Critical Sport's Performer and another disk for the Unit 4: The Developing Sports Performer, etc.).

A back-up copy of each CD should be retained in case CDs are damaged or lost within the postal system.

### *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:

- .doc Microsoft Word document
- .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+/-R. They should not be burnt to DVD.

*Should I zip the work that I burn to CD?*

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.

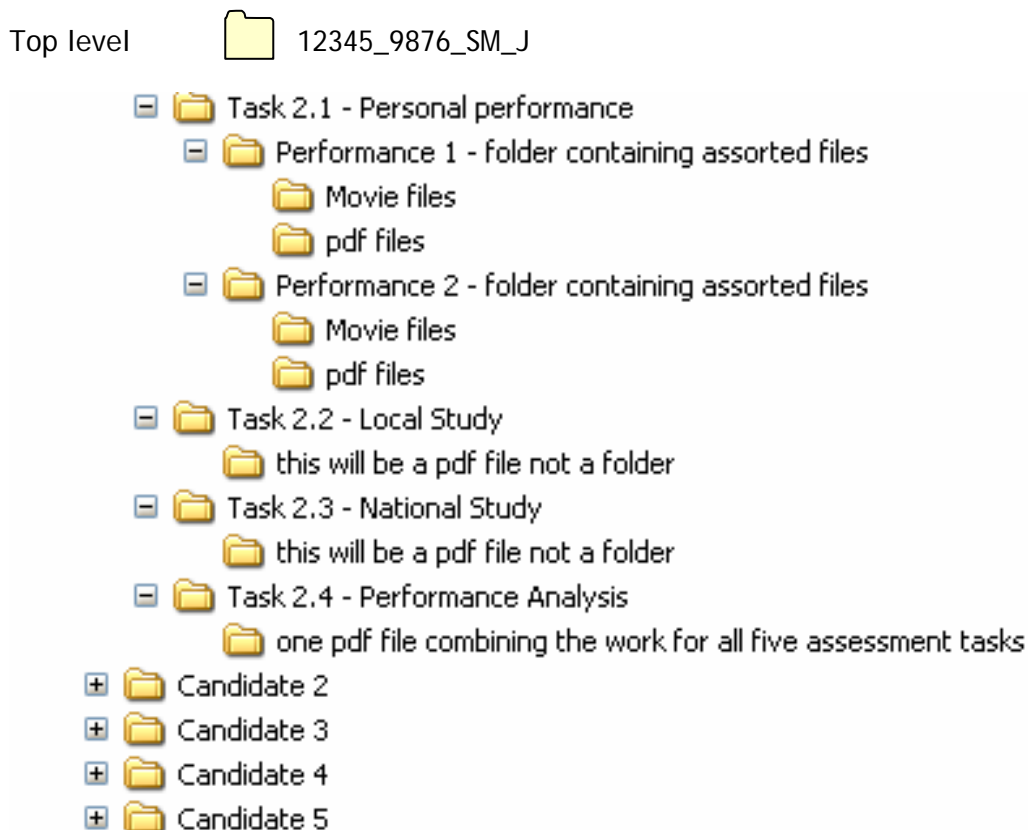
*How should candidates work be organised and named on the CD?*

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"

Disk Name:- Unit 2:- The Critical Sports Performer



***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 sample candidate.

Each Cover Sheet should be clearly identified as relating to each specific candidates' 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:

GCE Physical Education UNIT, EXAM SERIES	For example:
CENTRE NUMBER, CENTRE NAME.  Centre contact: NAME EMAIL TELEPHONE NUMBER	GCE Physical Education: Unit 2, June 2006  12345, ABCDE College  Centre contact: Mary Smith m.smith@abcde.org.uk 020 7123 1234

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

The CD with candidates' samples burnt to it should be posted in an appropriately sturdy envelope to the nominated moderator. To find the address and ID number of your moderator please refer to the section below, *How do I find out where to send the sample?*

You should also indicate the unit and centre number on the envelope, above the moderator's address details, for example:

Unit 2      12345
Ms Mary Moderator 12 Moderation Street London WC1V 7AB

***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?*

Details of your allocated moderator will appear on the OPTEMS. When submitting marks via Edexcel Online, click on the "Assessment Associates" link to display the name and address details of your moderator. These address details need to be written on the envelope that you send to each moderator in which you have put your CD ROM with candidate samples.

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 moderator will securely destroy the CD after the deadline for the submission of requests for Enquiries About Results.

**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: Incorrect CD/sample folders naming conventions, file formats, labelling, size and/or structure*

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.