

# Administrative Guidance for Internally Assessed Units

## CiDA Certificate in Digital Application

This document covers the requirements for the following units:

- Unit 2 – Creative Multimedia (DA202)
- Unit 3 – Artwork and Imaging (DA203)
- Unit 4 – Game Making (DA204)

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## **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' ePortfolios, 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. Submission of Point Scores

- 2.1. Centre marks should be submitted via Edexcel Online.
- 2.2. Edexcel Online will be available to submit marks from three weeks prior to the deadline date.
- 2.3. For all up-to-date deadlines refer to the key dates section of the Edexcel Information Manual [www.edexcel.com/keydates](http://www.edexcel.com/keydates)
- 2.4. It is essential that Edexcel Online mark submission forms are completed accurately before the deadline to enable Edexcel to issue results.
- 2.5. For each candidate submit the final raw point score according to the relevant scale in the specification. The maximum mark for any CiDA coursework unit is 33. Note that Uniform Mark Scores (UMS) should not be submitted.
- 2.6. Registered users should log onto Edexcel Online 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.
- 2.7. 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. You must also select which available SPB they completed from the drop-down menu 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.
- 2.8. 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.
- 2.9. 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.
- 2.10. It is the centre's responsibility to ensure that point scores are submitted by the deadline, are accurate, and are in the appropriate format.
- 2.11. Should you wish to submit marks via EDI please refer to the guidance on the Edexcel website [www.edexcel.com/edi](http://www.edexcel.com/edi). You will still need to refer to Edexcel Online in order to identify your sample and to input SPB information.

### 3. Amendments and Late Returns

- 3.1. If point scores that have already been submitted require amendment, please email **eportfolio@pearson.com** 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. Emailed amendments must come from an official centre email address. Edexcel cannot accept amendments from personal accounts (*Hotmail, Yahoo, Gmail* etc).
- 3.3. If centres attempt to return point scores 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 assessors working with the programme team are fully familiar with the assessment methodology.
- 4.2. When preparing the sample to send to the moderator, please ensure that a clear and comprehensive Assessor Record Sheet (ARS) for each sample candidate is submitted to identify the evidence for each criterion claimed. Also make sure that only relevant work is contained in the ePortfolios.
- 4.3. Any supplementary material, which does not form part of the assessment evidence, should be removed.
- 4.4. All evidence should be submitted on CD-Rom in accordance with the guidance provided in this document.
- 4.5. 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 and Sampling

- 5.1. All external moderation is done postally. There are no centre visits.
- 5.2. Centres are expected to provide a sample of their candidates' ePortfolios on CD-Rom for each unit entered in each series. The candidates to include in the sample are indicated on Edexcel Online by a tick in the "sample" column. The number of candidates selected will depend on the size of the cohort. (For cohorts of ten or fewer candidates all candidates will be requested as part of the sample). The sample may be viewed at the same time as marks are entered (see Section 2.6, above).
- 5.3. If the sample indicated online does not include the candidate with the highest marked ePortfolio, and that with the lowest marked ePortfolio above zero these should also be included on the CD-Rom.
- 5.4. If the sample indicated online has not included a full sample of ten (or all the candidates in a cohort of fewer than ten) then you must manually select candidates to make the sample up to ten. A sample of ten must always be provided for cohorts of ten or more.
- 5.5. If any of the sample indicated online have been withdrawn or are absent (marked by an X) then you must manually substitute other candidate(s) in their place.
- 5.6. If you are manually selecting for any reason you should ensure a set of candidates across the ability range.
- 5.7. The maximum number of ePortfolios supplied on any one sample CD-Rom will be twelve. The minimum number will be ten, unless the cohort consists of fewer than ten candidates.
- 5.8. The sample ePortfolios should be burnt to CD+/-R only. DVD+/-R may be used instead where the sample size is 15 or greater and the sample does not fit on a single CD-R.
- 5.9. One CD-Rom per unit should be submitted for moderation. Where samples for one unit are provided on more than one CD-Rom the sample will not be moderated and the moderator will request the sample be re-sent on one CD-Rom. Likewise if more than one unit sample set is sent on one CD-Rom the moderator will request a separate CD-Rom per unit.
- 5.10. For each CD-Rom a separate folder on the topmost level of the folder tree should be created for each of the ten sample candidate ePortfolios. 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 an ePortfolio in a folder titled, "12345\_9876\_SM\_J"
- 5.11. For each CD-Rom a separate folder should also be created with all the sample candidates' Assessor Record Sheets copied to it. Each ARS should have the same naming convention as mentioned in 5.10.



- 5.12. Two CD-Roms should be burnt; the master copy is held securely at the centre and the copy is sent to the moderator.
- 5.13. The master copy should be retained securely by the centre until after the deadline for Enquiry About Results (EAR) applications has expired. (This is approximately one month after the issue of results).
- 5.14. Prior to sending the CD-Rom to the moderator it should be tested to ensure that it functions as expected. Ideally the CD-Rom 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-Roms. It is recommended that a final check against the moderator's toolkit be undertaken prior to sending to the moderator. (See <http://www.edexcel.com/quals/cida/spbs/Pages/moderators-toolkit.aspx>)
- 5.15. The CD-Rom itself 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 CD-Rom the moderator receives he or she will seek to contact the named person at the centre via email or phone from these details. If a sticker is used to label the CD-Rom it should not interfere with the ordinary functioning of the CD-Rom. An indelible marker pen may be used to label the CD-Rom.
- 5.16. The CD-Rom containing sample ePortfolios, together with a print-out of the Edexcel Online mark submission, should be posted to reach the moderator by the deadline date.
- 5.17. The package should be sent ordinary First Class post, so that it can be received when the moderator is not at home. It should be small enough to fit an ordinary letter-box. A "Certificate of postage" should be retained as evidence of posting the item to the moderator on time. 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.
- 5.18. The secure and on time delivery of the centre sample to the moderator is primarily the responsibility of the centre.
- 5.19. Moderator details are accessible by following the steps for inputting centre marks (see Section 2.6, above) and selecting "Assessment Associates."
- 5.20. Please check the name and address details of the moderator for each unit that is entered, as it is likely that different moderators will be allocated to the different units you have entries for.
- 5.21. Work submitted on CD-Rom will not be returned to centres as it is treated as a copy of the original CD-Rom, 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 for ePortfolio units are generated through a statistical regression procedure, whereby centre-assessed point scores are compared with those submitted by an external moderator. This final result is then converted to an overall UMS for the relevant unit.
- 6.3. External moderators submit marks to Edexcel for a maximum of 20 candidates per unit. This is the basis upon which final point scores are determined for centres not deemed to be assessing to National Standards.
- 6.4. CiDA units are subject to an Awarding process so that Grade boundaries may shift from one moderation series to another.
- 6.5. 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.
- 6.6. Feedback reports should be downloaded from Edexcel Online.
- 6.7. 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.

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