

Administrative Guidance for Internally Assessed Unit

GCSE

Computer Science

1CP0_2A (Python)

1CP0_2B (Java)

1CP0_2C (C – derived
language)

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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' 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. Internal Standardisation

Before work can be internally marked it is important that all assessors are fully familiar with the assessment methodology. Internal standardisation must take place across all teaching groups. This procedure ensures that all work within the centre is marked to the same standard.

3. Submission of Marks

- 3.1. Centre marks should be submitted via Edexcel Online and by completing the OPTEMs which will be sent to you by Pearson. The OPTEMs are usually sent during the last week of April.
- 3.2. Edexcel Online should be available to submit marks from three weeks prior to the deadline date.
- 3.3. For all up-to-date deadlines refer to the key dates section of the Edexcel Information Manual <http://qualifications.pearson.com/en/support/key-dates.html>
- 3.4. It is essential that Edexcel Online mark submission forms are completed accurately before the deadline to enable Pearson to issue results.
- 3.5. For each candidate submit the final raw point score according to the relevant scale in the specification. Note that Uniform Mark Scores (UMS) should not be submitted.
- 3.6. 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.
- 3.7. 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. 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.
- 3.8. 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.
- 3.9. 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.
- 3.10. It is the centre's responsibility to ensure that point scores are submitted by

the deadline, are accurate, and are in the appropriate format.

- 3.11. Should you wish to submit marks via EDI, please refer to the guidance on the Pearson website. You will still need to refer to Edexcel Online in order to identify your sample and access moderator details to submit work for moderation.

4. Amendments and Late Returns

- 4.1. 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.
- 4.2. Emailed amendments must come from an official centre email address. Edexcel cannot accept amendments from personal accounts (*Hotmail, Yahoo, Gmail* etc).
- 4.3. If centres attempt to return point scores after the submission deadline, these returns will be flagged, and Edexcel will not guarantee the delivery of results on time.
- 4.4. 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.

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' work on CD-Rom 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 3.6, above).
- 5.3. If the sample indicated online does not include the candidate with the highest marked work, and that with the lowest marked work above zero, these should also be included within the sample.
- 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 candidates' work supplied on any one CD-Rom will be twelve. The minimum number will be ten, unless the cohort consists of fewer than ten candidates.
- 5.8. The sample work 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. When preparing the sample to send to the moderator, please ensure that a clear and comprehensive controlled assessment Assessor Record Sheet (ARS) for each sample candidate is submitted to identify the evidence for each criterion claimed. The ARS template can be found on the website, under 'exam materials' tab on the GCSE Computer Science webpage. Also make sure that only relevant work is contained in the **CA Folders**.
- 5.10. Any supplementary material, which does not form part of the assessment evidence, should be removed.
- 5.11. All evidence should be submitted on CD-Rom in accordance with the guidance provided in this document, in section 5.
- 5.12. One CD-Rom per unit option (2A or 2B or 2C) should be submitted for moderation, where you have candidate entries on more than one option.

Where samples for one unit option 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 option sample-set is sent on one CD-Rom the moderator will request a separate CD-Rom per unit option.

- 5.13. For each CD-Rom a separate folder should be created 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 their **CA folder** saved in a folder titled, "12345_9876_SM_J"
- 5.14. For each CD-Rom a separate folder should also be created with all the sample candidates' Assessor Record Sheets (ARS) copied to it. Each ARS should have the same naming convention as mentioned in 5.10
- 5.15. Two CD-Roms should be burnt; the master copy is held securely at the centre and the copy is sent to the moderator.
- 5.16. The master copy should be retained securely by the centre until after the deadline for Enquiry About Results (EAR) applications has expired.
- 5.17. 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. An indelible marker pen may be used to label the CD-Rom. If a sticker is used to label the CD-Rom it should not interfere with the ordinary functioning of the CD-Rom.
- 5.18. The CD-Rom containing sample work, together with the OPTEMs, should be posted to reach the moderator by the deadline date.
- 5.19. The package should be sent by 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.
- 5.20. The secure and on time delivery of the centre sample to the moderator is primarily the responsibility of the centre.
- 5.21. Moderator details are accessible by following the steps for inputting centre marks (see Section 3.6, above) and selecting "Assessment Associates."
- 5.22. 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.

- 5.23. 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 the unit are generated through a statistical regression procedure. Centre marks are compared with those submitted by an external moderator and a line of best fit is calculated. All marks issued by the teacher are then adjusted to bring them broadly in line with the moderator's suggestion. The rank order proposed by the centre is maintained and candidate with similar teacher marks will have similar final marks after regression takes place.
- 6.3. All 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.

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