

Administrative Guidance for Internally Assessed Units

GCSE ICT
GCSE ICT (Double Award)

This document covers the requirements for the following units:

Unit 2 – Using Digital Tools (5IT02/01)
Unit 4 – Creating Digital Products (5IT04/01)

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1. The Purpose of External Moderation

- 1.1 The purpose of external moderation is to determine, through the appraisal of a sample of students' 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. 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
- 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. 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. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a student's mark, where it has been keyed, however it will be possible to view it. Students 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 student 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/scale.
- 2.11 Should you wish to submit marks via EDI, please refer to the guidance on the Edexcel website www.edexcel.com/edi. You will still

need to refer to Edexcel Online in order to identify candidates to be included in the sample.

3. Amendments and Late Returns

- 3.1 If point scores that have already been submitted require amendment, please email closure&completion@edexcel.com stating centre, subject, paper and candidate details, along with the amended point score. A valid reason must be provided.
- 3.2 Emailed amendments must come from an official centre email address. Edexcel cannot accept amendments from personal email 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 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 Assessment and Standardisation

- 4.1 Before work can be internally assessed it is important that all assessors are fully familiar with the assessment methodology. If more than one teacher at a centre is assessing student's controlled assessment work, then marking must be standardised.
- 4.2 When preparing the sample to send to the moderator, please ensure that a clear and comprehensive Candidate Assessment Record (CAR) is submitted for each candidate in the sample, and that the CAR clearly identifies the evidence for each criterion claimed.
- 4.3 All evidence should be submitted on a CD-Rom in accordance with the guidance provided in this document. Any supplementary material that does not form part of the assessment evidence should be removed.
- 4.4 Lead Assessors should ensure that their internal standardisation process covers the assessment decisions of all assessors in the team. Samples of work across all available grade boundaries should be used for internal standardisation.
- 4.5 Detailed instructions regarding internal standardisation can be found in the "Internally Assessed Components" section of the Edexcel Information Manual.

5. External Moderation and Sampling

- 5.1 All external moderation is done by post. There are no centre visits.
- 5.2 Centres are expected to provide a sample of their candidates' work on CD-Rom. The students 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. The sample may be viewed at the same time as marks are entered (see Section 2.6, above). For 5IT02, if a centre's entry is split between the two available Controlled Assessment Briefs (CABs), the sample will be split across the two CABs.
- 5.3 If the sample indicated on Edexcel Online does not include the student with the highest mark and the student with the lowest mark (above zero), they should also be included in the sample sent to the moderator.
- 5.4 If any of the sample indicated online have been withdrawn or are absent (marked by an X), then centres must manually substitute other student/s in their place.
- 5.5 If the sample needs to be manually selected for any reason, centres must ensure that the sample reflects a set of candidates across the ability range.
- 5.6 The controlled assessment projects for the moderation sample should be submitted on CD+/-R. 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.
- 5.7 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 to be re-sent on a single CD-Rom. Likewise, if more than one unit is sent one CD-Rom, the moderator will request a separate CD-Rom per unit.
- 5.8 For each CD-Rom a separate folder on the topmost level of the folder tree should be created for each of the sample controlled assessment projects. 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 a controlled assessment project in a folder titled: "12345_9876_SM_J"

- 5.9 For each CD-Rom, a separate folder should also be created with all the sample students' Candidate Assessment Records (CAR) copied to it. These must include completed Declarations of Authentication (included in the CAR document).
- 5.10 Centres should make a copy of the CD-Rom to be sent to the moderator. The master copy must be held securely at the centre until after the deadline for Enquiries About Results (EAR) applications has passed. This is approximately one month after the issue of results.
- 5.11 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 that is not on the centre's own network. It is recommended that a final check against the moderator's toolkit is undertaken prior to sending to the moderator.
- 5.12 The CD 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 will contact the named person at the centre via email or phone from these details. If a sticker is used as a label then it should not interfere with the function of the CD-Rom. An indelible marker pen may be used to label the CD-Rom.
- 5.13 The CD-Rom containing the sample controlled assessment projects, together with a print-out of the Edexcel Online mark submission, should be posted to reach the moderator by the deadline date.
- 5.14 The package should be sent ordinary First Class post so that it may be received if 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 CD-Rom 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.
- 5.15 The sample is identified prior to the complete submission of centre marks, so you can have the sample ready prior to the deadline.
- 5.16 The secure and on time delivery of the centre sample to the moderator is primarily the responsibility of the centre.
- 5.17 Moderator details are accessible by following the steps for inputting centre marks (see Section 2.6, above) and selecting "Moderator Details."
- 5.18 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.

- 5.19 Work submitted on CD-Rom will not be returned to centres as it is treated as a copy of the original work, 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-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 All GCSE units are subject to an awarding process and as such, grade boundaries may vary 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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