

# Centre Guidance

## Administrative Instructions for Centres

Coursework Units:

Level 1 Foundation Project (ZPJ10)

Level 2 Higher Project (ZPJ20)

Level 3 Extended Project (ZPJ30)



Projects/Extended Projects

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## Section 1 - Moderation

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### The Purpose of External Moderation

The purpose of external moderation is to determine whether centres are assessing accurately and consistently, to agreed National Standards.

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.

### Internal Standardisation

Internal standardisation must be carried out within the centre before submission. Centres should ensure that they carry out this process for each unit where work is being submitted.

It is recommended that the internal standardisation process is delivered by someone who can manage each stage of this process, such as a Projects Domain Assessor. This Domain Assessor has a specific brief to manage the Project process and, whilst they may be the same person who acts as Domain Assessor for Principal Learning, Project internal standardisation should be managed as an individual process. This enables the standardisation of all Project assessment, regardless of the programme the learner is following, which is likely to cover different lines of learning and other pre or post 16 programmes. If you are delivering this qualification as part of the Diploma this role would benefit from looking over the whole consortium rather than just within a specific centre, as within Principal Learning candidates are likely to be attending several centres for delivery.

Centres should be aware that when an entry is made, the external moderator will look at the candidate work within the sample and make decisions on the assumption that internal standardisation has taken place. This means that if the centre cohort submission is made up from work that has been produced from a number of centres or programmes, the Project Domain Assessor needs to ensure that the standardisation exercise has been fully completed across the cohort before marks are submitted.

The Project Domain Assessor should ensure the following:

- Candidate work is completed in accordance with the assessment evidence requirements for each unit and is ready for sampling by the required date.
- Internal assessors are aware of the Assessment Objectives and Marking Grids for the relevant units.
- The sample or samples to be submitted have been subject to a suitable process of internal standardisation. The nature of this process is the responsibility of the centre which is submitting the sample. A recommended model involves distributing exemplar work to teacher-assessors, collecting marks, then giving feedback to assessors about where they are in line and where they need to adjust their marking. Further marking guidance is available in the Projects specification.

It is recommended that, where possible, use is made of assessors with experience at the appropriate level for the different units. For example, performance work may be assessed by, or cross-checked with, a performance assessor. Within units, teacher-assessors do not need subject specific knowledge in order to make assessment judgements as the criteria are process oriented. However, if assessors have doubts about the level of a learner's understanding, they should consult an assessor with relevant subject knowledge.

## Sample Selection

Samples for each unit must be sent to the moderator by post in order for the work to be externally moderated. There are no centre visits. The candidates to include in the sample are indicated on Edexcel Online by a tick in the "sample" column. Up to a maximum of 10 candidates will be selected. For cohorts of less than 10, all candidates will be requested as part of the sample. The sample can be viewed at the same time as marks are entered.

If the sample indicated online:

- does not include the highest and/or lowest scoring candidate (above zero), these candidate must also be added to the sample.
- has not included a full sample of 10 (or all the candidates in a cohort of less than 10) then you must manually select candidates to make the sample up to 10. A sample of 10 must always be provided for cohorts of 10 or more.
- includes candidate/s who have been withdrawn or are absent (marked by an X) then you must manually substitute other candidate/s in their place.

does not fully cover a set of candidates across the ability range, then you should also include samples which cover the full range.

## Sending the sample to the moderator

Details of your allocated moderator will appear on Edexcel Online, click on the *Assessment Associates* link to display your moderator's name and address. Please ensure that where there are different moderators for different units you use the correct moderator and address details for the appropriate units.

The sample should be sent to the allocated moderator by the given deadline. The unit and your centre number should also be written on the package/s, above the moderator's address details. You should also include the package number if more than one is being submitted, for example 1 of 2.

Samples should be sent ordinary post and not recorded delivery, so they may be received at the moderator's address when they are not there. You should, however, obtain a proof of postage certificate from the post office.

If the moderator does not receive the samples 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.

In cases where electronic evidence is not named, formatted, labelled or structured according to the guidelines in the appropriate *Teacher's Guide*, it may be returned to centres un-moderated. Under such circumstances, Edexcel cannot guarantee the timely issue of results for candidates.

Centres are strongly advised where possible to make copies of the sample work before they are sent to the moderators.

## Evidence requirements

The evidence submitted should be selected carefully and presented to show how the Assessment Objectives have been met.

All projects should include the following items:

- a Project Proposal Form
- Project Activity Records/Log

- the outcome. (Details regarding the submission formats are outlined under each outcome type)
- evidence of the presentation and its assessment (level 3 only). An evaluation by the teacher assessor must be included as the Oral Presentation Checklist, a witness statement or observation record
- an evaluation (which may be included in a project written report)
- a completed Candidate Record sheet
- a signed copy of the online mark submission screen

## Final Results and Moderator Feed back Reports

If the centres assessment falls within the nationally agreed standard no adjustment will be made to centre submitted marks. If the centre's assessment is found to be outside of the nationally agreed standard, an adjustment may be made to the marks of some, or all, of the candidates entered for that unit.

All marks will be converted to a points score which will be published to centres upon results day.

Centres should note that all coursework units are subject to an Awarding process so that Grade boundaries may shift from one moderation series to another.

Feedback reports (E9 reports) will be available to centres with the publication of results. The purpose of these reports to provide feedback on how the centre has assessed learners evidence. Whilst these reports do not extend to the provision of support and guidance to centre staff the process will inevitably involve implicit support and guidance. Centres should always carefully consider these reports, even when they have been found to be assessing in line with the nationally agreed standard.

## Section 2 - Edexcel Online and Submitting Marks

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### Edexcel Online navigation

- Registered users should log onto Edexcel Online and navigate to the mark entry screen. Navigate to the screen by selecting the Diploma tab 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.
- You may enter some or all candidates in a session. Key the mark for each candidate in the mark field adjacent to each candidate. Submit marks by selecting the "Submit Marks" button at the bottom of the screen. After marks are submitted it will not be possible to amend them, however it will be possible to view them. In cases where some candidates marks have not been submitted the option to submit will remain available in subsequent Edexcel Online sessions.
- 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.
- It is the centre's responsibility to ensure that marks are submitted by the deadline, are accurate, and are in the appropriate format/scale.
- Should you wish to submit marks via EDI please refer to the EDI FAQs for academic Qualifications available on the Edexcel website. Please note, you will still need to refer to Edexcel Online in order to identify your sample.

### Submission of raw marks

Teacher-assessor marks should be submitted via the Edexcel Online mark submission screens or by EDI file. OPTEMS will not be available for this qualification. The Edexcel Online mark submission screens will be available three weeks prior to the submission deadline. It is essential that Edexcel Online mark submission forms are completed accurately before the deadline to enable Edexcel to publish results on-time.

The overall mark according to the relevant scale in the specification should be submitted for each candidate.

### Mark amendments and late submissions

If marks that have already been submitted require amendment, please email [cswwmarks@edexcel.com](mailto:cswwmarks@edexcel.com), stating centre, subject, paper and candidate details, along with the amended mark. A valid reason for amendment must be provided. The late submission of additional work is not regarded as a valid reason. Edexcel cannot accept amendments from personal accounts (hotmail, yahoo etc).

If centres attempt to submit marks after the mark submission deadline, the late submission will be flagged, and Edexcel will not guarantee the delivery of results on time.

We strongly recommend that, where late submissions 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

## Section 3 - Submission of Evidence

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### Evidence submitted in electronic format

If samples include evidence in electronic format, DVD, CD or video, these should comply with the recommended applications listed in *Annexe E* of this document. Edexcel moderators have a pre-defined software toolkit installed on their computers and will not be able to access content which is viewed via a PC if it requires the use of any other application. These recommended applications are either common to most users or free and available to download online. Refer to *Annexe E* for further details.

- The maximum number of candidates work supplied on any one device will be 12. The minimum number will be 10, unless the cohort consists of fewer than 10 candidates.
- Evidence must be provided on DVD+/-R , CD+/-R or video in standard VHS format and must be a new, previously unused tape/disc.
- One device per unit should be submitted for moderation.
- Two copies should be created; the master copy held securely at the centre and the copy 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 results are issued).
- Before sending the copy to the moderator it should be tested to ensure that it functions as expected.
- For each CD a separate folder on the top-most level of the folder tree should be created for each of the 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"
- The DVD/CD/video should be labelled with the following information: unit number, exam series, centre number/name, candidate number/name and, if appropriate, the title of the film/performance.
- The details of the centre contact name including phone number and email address should also be included. If there are any problems the moderator will contact the named person at the centre using these details. If a sticker is used to label the device it should not interfere with the ordinary functioning of the format.

Please do not zip CD folders containing candidate work. The moderator should be able to access all files and folders directly from the CD without unzipping or altering the file or folder structure in any way.

### Reports

Work should be submitted as treasury tagged A4 reports and candidates should refrain from using poly pockets.

## Designed products or artwork

These could include any projects which have been developed in response to a design brief or take the form of a piece of art.

This will include evidence of project planning, collection and use of source material, the development of ideas, the exploration and safe use of materials and processes, and selection of the best ideas to produce a final artefact. The final outcome should be represented by no more than five photographs. The selected work by the candidate may contribute to their evidence for evaluation, presentation and reflective practice.

- The activity log/diary should be supported by design development sheets not exceeding A1, and if appropriate one project sketchbook (either A4 or A3 size). Candidates should refrain from layering images or attaching notebooks to the sheets.
- All two-dimensional work must be packed flat and not exceed A1. Work may be in any suitable medium provided that it can be packed and moderated without work smudging or sticking together. Work must be packed in such a way as to avoid damage in transit. Staples should not be used when mounting work.
- All three-dimensional work should be carefully photographed, using appropriate lighting and background context to show three-dimensional form and space and different viewpoints.
- Photographs should show construction, the materials used and any important use of colour, texture or surface qualities.
- Photographs should give a clear indication of actual size and the proposed scale if the work is made as a finished maquette for a larger piece.
- The final outcome should be represented by no more than five photographs.

## Websites

Candidates creating a website should submit a working copy on CD. Moderators are instructed not to access websites online.

## Performances

- The activity log/diary/rehearsal schedule should be supported by a complete, unedited recording of the examination performance video/DVD/CD.
- The number of candidates in a group should not exceed 12 in each performance.
- Candidates must introduce themselves clearly by name, candidate number and the role(s)/instruments/equipment that they will perform in use at the beginning of each recorded performance.
- Centres must check that all introductions and performances are on the recording.
- Individual performances on DVD/CD should be divided into chapters.

### *Drama*

- The performance length will depend on the number of candidates in the group, but the minimum length should be approximately 20 minutes (3 or 4 candidates) and the maximum 50 minutes (10 or 12 candidates).
- During the introduction candidates must also wear their performance costumes and state any costume changes that may take place. There should then be a full length shot clearly showing

all candidates involved in each performance. The first candidate must introduce the title of the performance and the date.