

## Accreditation Terms and Conditions for DiDA

### 1 General

- 1.1 OSCA (Online Support for Centre Assessors) is an Edexcel system that facilitates coursework accreditation and provides access to examples of marked candidate work.
- 1.2 Accreditation can only be awarded via the OSCA system. Users must have an Edexcel Online Account with the OSCA profile enabled.
- 1.3 The 'Lead Assessor' is defined as the individual with overall responsibility for the assessment of (and internal standardisation of, if appropriate) a paper or set of papers at a centre or consortium. If accreditation cannot be claimed automatically by registration notify Edexcel by calling Online Customer Services (0844 576 0031). Please note that confirmation of consortia arrangements must be submitted prior to an examination window.
- 1.4 Only one nominated Lead Assessor may register for each qualification paper within a centre or a consortium.
- 1.5 Lead Assessors wishing to gain accreditation for a consortium must contact Online Customer Services to (0844 576 0031) to discuss your consortium arrangements. If you are the Lead Assessor for a consortium you must be registered on Edexcel Online for each separate centre that make up the consortium. A consortium is a group of centres for which the delivery *and assessment* of a unit or units is standardised across the centres by one individual, the Lead Assessor.
- 1.6 Lead Assessors must renew their registration(s) at the commencement of each academic year, confirming that they are still in place and holding the same responsibilities within the centre(s). Failure to renew will result in either the suspension of accreditation or render the paper account inactive and unable to become accredited.
- 1.7 If a Lead Assessor does not renew their registration within the academic year it will automatically become withdrawn and subsequently deleted from the OSCA system.
- 1.8 Accreditation is awarded at paper level to the Lead Assessor within a centre or consortium.
- 1.9 Accreditation is awarded for a total of a three year period. It is valid for the remainder of the academic year in which it is awarded and for the following two academic years.
- 1.10 Accredited Lead Assessors are able to award marks for a paper without coursework/portfolios being subject to external moderation by Edexcel unless called for as part of Edexcel's quality assurance procedures
- 1.11 Once the accreditation period has passed the paper accreditation will become 'expired'. The Lead Assessor will need to become re-accredited for the paper.

### 2 Use of Exemplar Material

- 2.1 The use of exemplar material is restricted solely to application in connection with your delivery of an Edexcel qualification and programme.
- 2.2 The opinions expressed within the exemplar material are those of the candidate only. Edexcel does not endorse or support the views of the individuals.

- 2.3 You may not sell, copy or distribute exemplar material without the express consent of Edexcel.
- 2.4 Edexcel disclaims all liability in connection with any claims which may be brought against you for unauthorised use of the work.
- 2.5 Registering for OSCA binds you to the terms and conditions stated in this document.

### 3 Accreditation via Formal Moderation

- 3.1 Accreditation via formal moderation is available for all papers.
- 3.2 Accreditation is awarded to a Lead Assessor who holds an 'active' registration on the OSCA system.
- 3.3 Accreditation is awarded at paper level where the sample submitted for moderation has met specific requirements. If coursework marks were not adjusted during an examination series Lead Assessors will not necessarily attain accreditation. Accreditation takes into account mark coverage and the tolerance range.
- 3.4 All candidate work submitted for the paper for formal moderation must represent the whole ability range of the entered candidates.
- 3.5 Accreditation cannot be granted where fewer than three candidates' work was entered or assessed. Centres where entries are regularly fewer than five candidates may apply for accreditation by contacting our Customer Services Team on 0844 576 0031.
- 3.6 Accreditation can be sought prior to an exam series based on accurate assessment during the previous exam series, if the same Lead Assessor is responsible for conducting the assessment and/or internal standardisation for both series.
- 3.7 Accreditation can be claimed automatically by registering or renewing on the OSCA system within the academic year of its issue, after which accreditation can be claimed by contacting our Customer Services Team on 0844 576 0031.

### 4 Accreditation via Exemplar Material Exercise (EME)

- 4.1 EME is not currently available DiDA papers however current accreditation gained via this route in previous series is still applicable.
- 4.2 EME displays five portfolios per paper which are marked online. After window closure, the correct mark and related commentary is made available to view and download.
- 4.3 Accreditation is granted at paper level where five exemplar items have been assessed accurately.
- 4.4 This online exercise is only available to Lead Assessors with the related paper registration on the OSCA system.

### 5 Change of accredited Lead Assessor

- 5.1 If the nominated Lead Assessor is accredited and subsequently leaves the centre or consortium, accreditation for that centre or consortium is no longer valid. Accreditation is attributed to an *individual* rather than a centre or consortium.

- 5.2 It is the Lead Assessor's responsibility to ensure that their OSCA registration is withdrawn prior to their leaving date.
- 5.3 If an accredited Lead Assessor leaves a centre and fails to withdraw their registration then the appropriate centre administrator should ensure that the OSCA account is withdrawn and request that papers are formally moderated.
  - I. This rule applies when an accredited Lead Assessor leaves prior to internal standardisation and was therefore not responsible for the assessment standard.
  - II. If the Lead Assessor did conduct internal standardisation before leaving the centre then accreditation may be claimed for the associated moderation window but registration should still be withdrawn.

## 6 Transferring Accredited Status Between Centres

- 6.1 Accredited Lead Assessors who transfer to another centre or to a consortium may retain their accredited status provided that:
  - I. they are actively responsible for the assessment and internal standardisation of all centre-assessed work made available for external moderation at their new centre or consortium.
  - II. the period of accreditation has not yet expired
  - III. the new centre or consortium does not already have a registered Lead Assessor for the relevant paper(s).
- 6.2 Lead Assessors should ensure that they have an Edexcel Online account at the new centre or at each centre within the consortium. Once an account(s) has been created they may proceed to register for OSCA.
- 6.3 Once accounts on Edexcel Online have been created, transfer of accreditation must be requested by contacting Online Customer Services (0844 576 0025).
- 6.4 A transfer request will move all related GQ qualification accounts to the new centre or consortia centres.

## 6 Control sampling

- 7.1 Accredited Lead Assessors may be required to submit a control sample during formal moderation windows as part of Edexcel's quality assurance checks.
- 7.2 A control sample is selected at paper level NOT programme level.
- 7.3 Failure to submit a sample when requested may result in the withdrawal of accredited status and the withholding of results for the applicable moderation window.
- 7.4 If the control sample is found to be within tolerance and meets the OSCA accreditation criteria then the paper will be re-accredited for the full accreditation period from that point onwards and the Leader Assessor will not be required to submit a sample for the remainder of the original accreditation period. Once this has passed they may be required to submit a further control sample.
- 7.5 If the control sample does not meet the OSCA accreditation criteria then accreditation will be withdrawn.
- 7.6 If the sample contains two or fewer candidates work then the outcomes will not contribute towards either reaccreditation or accreditation suspension.

- 7.7 The 'control' sample will be selected at random in advance of each formal moderation window, and selected centres will be contacted.

## 7 Withdrawal of Accreditation

- 8.1 Accreditation may be withdrawn prior to expiry by Edexcel under the following circumstances:
- I. Inaccurate assessment demonstrated through control sampling. Centre marks for candidates entered for the relevant paper may be adjusted following review by the moderator.
  - II. Changes in staff. The accredited Lead Assessor has left the centre or is no longer responsible for the assessment or internal standardisation of the accredited paper. Accreditation will be withdrawn for a specification at a centre if the relevant Lead Assessor ceases to be responsible for internal assessment. However, the centre may attempt to become re-accredited at the first available opportunity.
  - III. Registration under False Pretences. Failure by the centre's Edexcel Online administrator to withdraw a departed Lead Assessor's account may lead to accreditation being awarded under false pretences. Under such circumstances, candidate results will be withheld until a sample is submitted for moderation, and the case will be reported to the Head(s) of Centre and Edexcel's Business Assurance Group. This procedure would also apply where the Lead Assessor fails to notify Edexcel of their departure in advance of the formal moderation window or an individual other than the Lead Assessor has registered in this capacity.

## 8 Notification of Accredited Status

- 9.1 At any time a registered user may log onto the OSCA system to view their current accreditation status.
- 9.2 Notification accreditation results will be issued to the registered Lead Assessor by email.
- 9.3 Prior to formal moderation for a live examination series, confirmation of accreditation status will be communicated via the OPTEMS form, or the equivalent moderator notification message on Edexcel Online.