

# Guidance for Centres

Guidance for the Summer 2006  
Moderation Series

Summer 2006

advancing learning, changing lives

Moderation of Portfolios

Edexcel  
GCSE Double Award in Vocational Subjects



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# GCSE (Double Awards) in Vocational Subjects

## Moderation of Portfolios

This document provides guidance for the May/June 2006 Moderation Series.

### 1.0 Timetable for Moderation

- 1.1 External Moderation is offered for completed, internally assessed and internally standardised portfolio units. Please see the Edexcel Information Manual and your Examinations Officer for full details.
- 1.2 Candidate portfolios must reach the designated moderator by the **15 May 2006**

### 2.0 Submitting Portfolio Marks to Edexcel

- 2.1 Entries for GCSEs in vocational subjects may be made by Electronic Data Interchange (EDI) or by Entry Form (G3). Entry Forms will be available for the June 2006 series from September 2004 and should be completed and sent back to Edexcel by 21 March 2006.

Candidates should be entered for all internally assessed units they intend to complete in the June 2006 series by the 21 March deadline. **If entries are not completed and received by Edexcel then a moderator will not be appointed.**

Entries should also be made for each externally assessed unit candidates intend to sit in June 2006. The relevant cash-in code should also be entered if a GCSE grade is required in August 2006. (Please refer to the Edexcel Information Manual for a complete list of cash-in codes for the Edexcel GCSEs in vocational subjects).

- 2.2 All centres will receive Optically-read Teacher Examiner Mark Sheets (OPTEMS).

Centres will have the option of **either** submitting portfolio marks on an Optically-read Teacher Examiner Mark Sheet (OPTEMS) (see 2.4 completion of OPTEMS); **OR** submitting marks on computer for transfer to Edexcel by means of Electronic Data Interchange (EDI). (See 2.3 Centres Using EDI)

For the Summer 2006 examination series, it may also be possible for centres to submit marks for internally assessed units via the Internet. Updates will be available via the Edexcel website [www.edexcel.org.uk](http://www.edexcel.org.uk) and [www.edexcelonline.org.uk](http://www.edexcelonline.org.uk)

**Only candidates who have been entered for the appropriate portfolio units for the June 2006 series will appear on the OPTEMS/EDI printout.**

## 2.3 Centres Using EDI

Marks must be recorded on computer and transmitted to Edexcel by 16th May 2006.

For further information on using EDI please visit [www.edexcel.org.uk/edi](http://www.edexcel.org.uk/edi) or contact Edexcel with any queries via the usual channels.

Centres should refer to the pre-printed OPTEMS, which is asterisked to indicate the candidates whose work is to be included in the sample sent for moderation for each unit (see Section 2.4).

## 2.4 Completion of OPTEMS by the centre

2.4.1 The OPTEMS should be used to record marks for centre-assessed components. It is essential that OPTEMS are completed accurately and submitted before the deadline of **15 May 2006** to enable Edexcel to issue results on time.

2.4.2 For each candidate write the total mark in the column headed "Marks".

2.4.3 Encode the component mark in the column headed "For Centre Assessor's Use" by shading the circles containing the appropriate marks. Please remember to shade the trailing zero for candidates scoring 10, 20 etc., and the leading zero for candidate scores in single figures.

2.4.4 A mark 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.

2.4.5 'X' should be entered in the column headed "Marks" and shaded in the column headed "For Centre Assessor's Use" 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.

2.4.6 'T' should be entered in the column headed "Marks" and shaded in the column headed "For Centre Assessor's Use" for any candidate intending to transfer a previously attained mark for the paper concerned. In such cases, please contact Edexcel to amend the candidate entry to the transferred coursework option.

2.4.7 Each candidate must have (i) a mark, (ii) "X" or (iii) "T" entered by his/her name.

2.4.8 Extra OPTEMS sheets will be generated after the processing of a late entry or an amendment of an existing entry.

### Amendments

2.4.9 If marks that have already been submitted require amendment, please contact Edexcel Customer Services on **0870 240 9800**, stating centre, subject, paper and candidate details, along with the amended mark.

2.4.10 A valid reason for amendment must be provided. The late submission of additional work does not qualify as a valid reason.

### Deadlines

2.4.16 The deadline for the return of OPTEMS is shown on the front of the form, and is defined as the date of receipt by Edexcel, not the date by which these forms should be posted by the centre. The deadline for the GCSE in vocational subjects OPTEMS to be returned to Edexcel is **15 May 2006**.

2.4.17 If centres attempt to return marks after the deadline, these returns will be flagged, and Edexcel will be unable to guarantee the delivery of results on time.

2.4.18 Centres should ensure that all candidates for whom marks have been returned have been entered for the appropriate component.

2.4.19 It is the centre's responsibility to ensure that the marks are accurate, and in the format and scale appropriate to the qualification.

*2.4.20 We strongly recommend that, where late or incorrect mark 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.*

## **3.0 Presentation and Assessment of Portfolio Work**

3.1 Each unit for each programme will be treated individually during the moderation process. It is therefore important that candidates present their portfolio in such a way that a moderator can clearly identify the work that contributes to each individual unit.

3.2 The portfolio of each candidate for each unit must be assessed using the assessment evidence grids which can be found in the appropriate subject specification. The assessment evidence grids contain criteria statements and bands of response. Once assessed, the candidate's marks should be recorded on a Candidate Mark Record Sheet, copies of which can be found in the Appendix to this document.

3.3 The portfolio for a particular unit must include the following:

- a title page with the relevant specification name and number, candidate name, candidate number, centre name, centre number, and date;
- a Mark Record Sheet for the unit to be moderated (the Mark Record Sheets can be found in the appendix to this document);
- clear page numbering;
- a contents list.

The portfolios should only include candidate work that evidences the required assessment outcomes, as indicated in the appropriate marking grids. Centres should not submit raw data, class notes and research material that does not directly evidence the assessment outcomes as part of a candidate's portfolio.

Centres are reminded that portfolios should **NOT** be sent to the moderator in heavy folders or with individual pages inside plastic wallets. The candidate's portfolio should be treasury tagged, with title pages and Candidate Mark Record Sheets presented at the front of the portfolio.

For all sampled work the associated Candidate Mark Record Sheet **must** be attached to each candidate's portfolio. Copies of the Candidate Mark Record Sheet for GCSEs in vocational subjects can be found in the appendices to this document. The teacher should ensure that:

- all marks are recorded accurately and the arithmetic is correct;
- the total mark is transferred correctly onto the OPTEMS or via EDI;
- the candidate and the teacher sign the authentication statement.

- 3.4 Centres/candidates may produce portfolio evidence for assessment that is not paper-based: for example, for some subjects, evidence on audiotape or videotape. For postal moderation it cannot be assumed that Moderators will have equipment to review these discs/tapes and therefore, they should be supported by detailed Witness Statements detailing what evidence has been recorded for each candidate, and how it satisfies the assessment criteria. In all instances where discs or tapes are acceptable, centres must provide annotation on or with the material to identify each individual candidate's evidence as well as the candidate's name, the centre name and number.

With the variation in software existing for computer based evidence, centres must present hard copies of any evidence held this way.

For further information centres should refer to the appropriate specification and Teacher's Guide.

- 3.5 If candidate process skills are being assessed, it is important that Witness Statements and Observation Records are completed by assessors to authenticate candidate work and provide evidence that candidates have achieved the level of performance required in the assessment grid.
- 3.6 Edexcel is part of the Joint Council for Qualifications and operates within the Regulations and Guidance set out in document "GCE, VCE, GCSE & GNVQ - Regulations and Guidance relating to Candidates with Particular Requirements". If a candidate is unable to submit a unit for reasons set out in this document then, as well as making an application on behalf of that candidate, the candidate should be shown as absent by using an "X" on the OPTEMS.



## 4.0 Providing the Sample for the Moderator

- 4.1 For all subjects moderation will be postal, with the sample being sent to the allocated Moderator.

A pre-printed OPTEMS will be provided for each portfolio unit. The pre-printed OPTEMS is asterisked to indicate the candidates whose work is to be sampled for each unit. These portfolios, together with the second copy of the OPTEMS, must be posted to reach the moderator by 15 May 2006. The moderator's name and address are printed on an adhesive label at the bottom of the OPTEMS.

Where two units are to be moderated for a programme, 10 candidates will be asterisked on the OPTEMS for each unit. If a candidate is asterisked on the OPTEMS for Unit 1, for example, but not for Unit 2, you should only send the candidate's portfolio for Unit 1 to the moderator. You should only send a candidate's portfolio for both units if the candidate is asterisked on the OPTEMS for both units.

- 4.2 The portfolio of the candidates with the highest and lowest mark for each unit must be included in the sample, even if they are not asterisked.

For EACH Portfolio Unit	
Numbers of candidates for the unit at centre	Sample size
10 or fewer	All
More than 10	10 plus the work of the candidates with the highest and lowest point score, if not included within sample of 10.

- 4.3 The associated Candidate Mark Record Sheet must be attached to each portfolio submitted.
- 4.4 Where the OPTEMS are not asterisked, and where there are ten or fewer candidates entered for an individual unit, the portfolios of all candidates should be submitted.
- 4.5 If further samples are required Edexcel will contact you.
- 4.6 Each candidate's portfolio should contain only the work used for awarding marks for the assessment.
- 4.7 All portfolios must be available for inspection by Edexcel until after the issue of results.
- 4.8 In the event of an Enquiry About Results involving coursework, the Head of

Centre will be asked to confirm in writing that the portfolios for all candidates have been held under secure conditions by the centre following the submission of the OPTEMS. Centres should retain all assessed work until after the deadline for enquiries about results.

4.9 The OPTEMS must be completed fully and then signed.

## 5.0 Teacher Annotation

5.1 Teacher annotation is a mandatory requirement for internally assessed work and is used to help the moderator to understand how and where marks for each of the assessment criteria have been awarded. The annotation should explain where candidates have received help beyond normal learning support or where candidates have been rewarded for initiatives that are not immediately apparent from the evidence presented. It should also explain any other features of a candidate's portfolio that will assist the moderator in understanding how a particular assessment was arrived at.

5.2 The Code of Practice for GCSE, GCE, VCE and GNVQ requires that assessors record full details of the nature of any assistance given to individual candidates, that is beyond that of teaching the group as a whole, but within the parameters laid down in the specification. The level of assistance should be taken into account when assessing candidate's work, as indicated in the guidance section that accompanies each portfolio assessed unit in the specification. In addition, sufficient work must take place under direct supervision to allow the teacher marking the work to authenticate each candidate's work with confidence.

5.3 The minimum requirement for annotation is to complete the Candidate Mark Record Sheet by listing the portfolio page numbers where evidence can be found for each of the assessment criteria. Further comments can be made on the back of the Candidate Mark Record Sheet. Comments will help to support the marks that you award for each of the assessment criteria identified in the candidates portfolio. This will assist the moderator's agreement of your centres' marks.

5.4 Annotation should not be written directly onto the candidate's work. Annotation on the Candidate Mark Record Sheet should indicate where assessment evidence can be found within the portfolio and explain assessment decisions.

5.5 Please note that the Candidate Mark Record Sheets for the candidates whose portfolio has been submitted as part of the sample for moderation, will be retained by Edexcel. Centres are therefore advised to take photocopies of the mark record sheets before submitting the sample of work to the moderator.

## 6.0 Standardisation within the Centre

Centres are reminded that it is their responsibility to ensure that where more than one teacher has marked the portfolio, internal standardisation has been carried out. This procedure ensures that the portfolio of all candidates at the centre are marked to the same standard and that an accurate rank order is established. The statement confirming this on the OPTEMS or the EDI printout must be signed.

## 7.0 Consortium Arrangements

- 7.1 Edexcel *must* be informed of centres with joint teaching arrangements so that the candidates for each specification can be treated as a single group for the purposes of the moderation of internally assessed work. Centres should use Joint Council for Qualifications form JCQ/CCA for this purpose. Further guidance on centre consortium arrangements is available on the Edexcel website. (Internally assessed components section 5.3)
- 7.2 The form is available in the forms section of the Edexcel Information Manual, as well as on the JCQ website.

## 8.0 Feedback to Centres

- 8.1 Candidates' portfolios will be returned when moderation is completed, no feedback will be given at this stage. Edexcel may retain some work as part of a random sample for use at standardisation and awarding meetings. You will be informed of this when other work is returned.
- 8.2 Moderators will produce a centre feedback report that will be sent to the Head of Centre with candidate results. The content of the report will include feedback on:
- assessment
  - centre action recommendations (if appropriate).
- 8.3 The report will be based on the sample of work seen during the moderation process.

## 9.0 Outcome of Moderation

- 9.1 The outcome of the moderation process will normally provide *either* confirmation of the centre's internal assessment *or* an adjustment of the marks for the cohort for one or both units.
- 9.2 The mark bands used for internal assessment do not relate to pre-determined grade boundaries. The grade boundaries for the two internally assessed units and the externally assessed unit will be set at the awarding meeting for each examination series.

- 9.3 The raw mark boundaries for each unit will be converted to uniform marks on a scale of 0-100. The final grade for the qualification will be determined by aggregating the uniform marks for the three units.

## 10.0 Qualification Results

- 10.1 Candidates will receive a uniform mark (maximum 100) for each unit. The qualification comprises three units. The number of uniform marks a candidate has achieved for each unit will be totalled and the overall grade awarded as follows:

Qualification grade	A*A*	AA	BB	CC	DD	EE	FF	GG
Total number of uniform marks achieved by candidate (max 300)	270	240	210	180	150	120	90	60

Candidates who do not achieve the standard required for a grade GG will receive a uniform mark in the range 0-59 and be recorded as U (unclassified).

- 10.2 Where a candidate has taken an individual unit more than once, the higher number of uniform marks achieved for the unit will be carried forward to calculate the overall total of uniform marks.
- 10.3 Centres must request the award claim (cash-in) for their candidates on the G3 entry form or by EDI by March 21 for the summer examination series. The overall qualification result will not be calculated unless the award claim has been requested. (Refer to your examinations officer and the Edexcel information Manual for cash-in codes). Please note that it is not possible to decline an award claim for GCSEs in vocational subjects.

## 11.0 Resits

- 11.1 Candidates may resit each assessment component only once prior to certification. Candidates may, however, retake the whole qualification more than once. Where portfolio units are revisited, please provide information on the Candidate Mark Record Sheet indicating how the candidate's work has been improved. Please note that an entry fee will be charged for resits (refer to the Edexcel's Information Manual for further details on entry fees).
- 11.2 Individual assessment results, prior to certification of the qualification, have a shelf life limited only by the shelf life of the specifications when they are used to contribute to the qualification.

## Appendix

### Applied Business Candidate Mark Record Sheet

Centre no:

Centre name:

Candidate no:

Candidate name:

Unit 1: Investigating Business						
Assessment evidence	Annotation and page number	Mark Band			Centre mark	Edexcel use only
		1	2	3		
(a) Comments on organisational activities, aims and objectives.		1-5	6-8	9-11		
(b) Comments on functional areas and techniques of communication.		1-5	6-8	9-11		
(c) Comments on type of ownership, owner liabilities and choice of location.		1-7	8-12	13-17		
(d) Comments on main external influences, including competition, economic conditions and environmental constraints.		1-5	6-8	9-11		
<b>Final total</b>						

**Edexcel moderator use only**

Number:

Name:

Signature:

Declaration of Authentication: I declare that the work submitted for the assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment (unless indicated on the back of this mark record sheet).

Signed (Candidate) ..... Date .....

Signed (teacher) ..... Date .....

Centre no:

Centre name:

Candidate no:

Candidate name:

Unit 2: People and Business						
Assessment evidence	Annotation and page number	Mark Band			Centre mark	Edexcel use only
		1	2	3		
(a) Comments on the role and importance of stakeholders		1-4	5-7	8-10		
(b) Comments on customer service and consumer protection		1-4	5-7	8-10		
(c) Comments on job roles and working arrangements		1-4	5-7	8-10		
(d) Comments on employee recruitment and training		1-3	4-5	6-7		
(e) Comments on employer/employee rights including procedures to deal with disputes and health and safety issues		1-5	6-9	10-13		
<b>Final total</b>						

**Edexcel moderator use only**

Number:

Name:

Signature:

Declaration of Authentication: I declare that the work submitted for the assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment (unless indicated on the back of this mark record sheet).

Signed (Candidate) ..... Date .....

Signed (teacher) ..... Date .....

