

# Moderation of Coursework Units

GCSE in Applied French

Summer 2010

Handbook of Instructions for Centres

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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' coursework, 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. Edexcel provides 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 or EDI. Please note centres will not receive OPTEMS for this qualification.
- 2.2 Edexcel Online will be available to submit marks from three weeks prior to the deadline date. The centre mark and coursework submission deadline is the 15<sup>th</sup> of May 2010.
- 2.3 For all up to date deadlines refer to [http://www.edexcel.com/iwantto/I want to Tasks/Examination-timetable-GCSE-June-2010.pdf](http://www.edexcel.com/iwantto/I%20want%20to%20Tasks/Examination-timetable-GCSE-June-2010.pdf)
- 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 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.
- 2.8 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.
- 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 detailed documentation relevant to that method. You will still need to refer to Edexcel Online in order to identify your sample.

### 3. Amendments and Late Returns

- 3.1 If point scores that have already been submitted require amendment, please contact Edexcel Customer Services on **0844 576 0027**, 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.
- 3.2 Amendments can also be emailed to [cswkmarks@edexcel.com](mailto:cswkmarks@edexcel.com) but these must come from an official centre email address, stating centre, subject, paper and candidate details, along with the amended point score. Edexcel cannot accept amendments from personal accounts (hotmail, yahoo etc). Emailed amendments must also detail valid reasons, as described above.
- 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.

#### **4. Internal Moderation and Standardisation**

- 4.1 Before work can be internally moderated it is important that all assessors working with the programme team are fully familiar with the assessment methodology.
- 4.2 When preparing the sample to send to the moderator, please ensure that a clear and comprehensive Record Sheet for each sample candidate is submitted to identify the evidence for each criterion claimed. Also make sure that only relevant work is contained in the coursework.
- 4.3 Any supplementary material, which does not form part of the assessment evidence, should be removed.
- 4.4 All evidence should be submitted by post in accordance with the guidance provided in this document.
- 4.5 If a witness statement is required to evidence specific assessment criterion, it must detail which criterion has been met, and how the candidate achieved this. Witness statements must be specific for each candidate. They must also be signed and dated appropriately by the assessor.
- 4.6 When standardising assessment, the programme team should ensure that their internal moderation process covers the assessment decisions of all assessors in the team. Samples of work across all available grade boundaries must be internally moderated, and made available for external moderation.

## 5. External Moderation and Sampling

### 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' coursework for each unit entered in each series. The candidates to include in the sample are indicated on Edexcel Online by a tick in the "sample" column, up to a maximum of ten candidates. If the sample indicated online does not include the candidate with the highest marked coursework, and that with the lowest marked coursework above zero **these should also be included in the sample**. (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 2.6, above).
- 5.3 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, **including the highest and lowest marked coursework**. A sample of ten or twelve must always be provided for cohorts of ten or more.
- 5.4 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**.
- 5.5 If you are manually selecting for any reason you should ensure a set of candidates across the ability range.
- 5.6 The maximum number of coursework supplied will be twelve. The minimum number will be ten, unless the cohort consists of fewer than ten candidates.
- 5.7 The sample coursework, together with a print-out of the Edexcel Online mark submission and a cover sheet for each sampled candidate, should be posted to reach the moderator by the deadline date.
- 5.8 The package should be sent ordinary First Class post, so that it can be received when the moderator is not at home. 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.
- 5.9 The sample is identified prior to the complete submission of centre marks, so it is possible to have the sample ready prior to the deadline.
- 5.10 The secure and on time delivery of the centre sample to the moderator is the responsibility of the centre.

### Moderator Details

- 5.11 Moderator details are accessible by following the steps for inputting centre marks (see Section 2.6, above) and selecting "Assessment Associates."
- 5.12 Please check the moderator details for each unit that is entered as although the same moderator may be allocated for a range of units this may not be the case for all units entered.

## 6. Unit 1 Applied Oral Communications (5751)

### Samples Submitted on CD-Rom

- 6.1 The maximum number of samples supplied on any one CD-Rom will be twelve.
- 6.2 The sample coursework should be burnt to CD+/-R only. DVD+/-R or any other data storage devices are not acceptable formats for the delivery of samples.
- 6.3 One CD-Rom per subject/paper should be submitted for moderation.
- 6.4 For each CD-Rom a separate folder on the top-most level of the folder tree should be created for each of the ten sample candidate coursework. Each folder should be named according to the following naming convention: [centre #]\_[candidate #]\_[first two letters of surname]\_[first letter of first name]\_[title of interaction]. For example, John Smith with candidate number 9876 at centre 12345 with interaction labelled as "a" would have a coursework in a folder titled, "12345\_9876\_SM\_J\_a"
- 6.5 Each candidate folder should contain 3 recorded oral interactions, two interactions recorded during the course and one final interaction that only involves individual students and the teacher-examiner recorded during the specific oral assessment window in the final year of the course. This should accompany the recorded 'presentation' sent to Edexcel. The recordings should be named according to the following convention: [sample name, interaction or presentation]\_[interaction type, final or sample]
- 6.6 For each CD-Rom a separate folder should also be created with all the sample candidates' cover sheets copied to it.
- 6.7 The CD-Rom itself should be labelled with the following information: subject and paper 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. If a sticker is used to label the CD-Rom it should not interfere with the ordinary functioning of the CD-Rom. An indelible marker pen may be used to label the CD-Rom.

### Samples Submitted on Cassette Tape

- 6.1 Centres are advised where possible to use a single tape for each candidate.
- 6.2 The cassette case should be labelled with the following information: Subject and paper number, exam series, centre number, centre name, centre contact name including phone number and email contact details. Plus the details of the recordings: Candidate name and number, Interaction type & track timing.
- 6.3 The cassette itself should be labelled with the following information: Centre number & name, exam series and Interaction type.
- 6.4 Hardcopies of the candidate cover sheets should be posted with the cassette tapes. Where the candidate cover sheet does not include a statement of authenticity completed Coursework Authentication Sheets (CAS) should also be completed and included with the sample.

### General Submission

- 6.5 Two copies of either CD-Roms or cassette tapes should be made; the master copy is held securely at the centre and the copy is sent to the moderator.



- 6.6 The master copy should be retained securely by the centre until after the deadline for enquiry about results (EAR) applications has expired. (This is approximately one month after the issue of results).
- 6.7 Prior to sending the recordings to the moderator they should be tested to ensure that they function as expected. Ideally the CD-Rom should be tested on a PC which is not on the centre's own network. This will avoid delays in moderation (and potential delays in the issue of results) due to faulty or incorrectly formatted CD-Roms.
- 6.8 Work submitted on CD-Rom and cassette tape will not be returned to centres as they are treated as copies of the original, which remains in the possession of the centre.

## 7 Unit 2 Coursework (5752)

- 7.1 The maximum number of samples supplied will be twelve. The minimum number will be ten, unless the cohort consists of fewer than ten candidates.
- 7.2 Please note that candidates must label elements within the unit which should be distinguished as either a draft or final version.
- The deadline for centre marks and coursework submission is the 15<sup>th</sup> of May 2010.
  - Please fill the CF1 form and submit this with each sample, which can be found at the back of the specification, you can download this form the Applied French website: <http://www.edexcel.com/quals/gcse/gcse-leg/lang/gcse-ap-french> .
  - Please send the samples to the allocated Moderator for your centre. Please log on to Edexcel online and take the following steps to get the moderator details:
    - Click on the GCSE tab
    - On the left hand side menu, select 'Candidate', 'Search by Course' for the Session select 'June 2010'.
    - You will then see a window with all the units your centre made entries for GCSE qualification.
    - Select 'Papers' for the relevant subject, in this case it would be '2701 Applied French'.
    - There will now be an option to select moderator details for each paper for this subject. Please send the samples to the allocated moderator by May 2010.

## **8 Final Results and Moderator Reports**

- 8.1 After moderation, if a centre meets the national standards then marks will not be adjusted. However, if after moderation it is found that the centre is not working within the national standards, then adjustments will be made accordingly. This will be reflected in the results for the particular unit.
- 8.2 Final marks for coursework units 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.
- 8.3 External Moderators submit marks to Edexcel for a maximum of 10 candidates per unit. This is the basis upon which final point scores are determined for centres not deemed to be assessing to National Standards.
- 8.4 Coursework units are subject to an Awarding process so that grade boundaries may shift from one moderation series to another.
- 8.5 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.
- 8.6 Feedback reports should be downloaded from Edexcel Online.
- 8.7 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 centre.