

Non-exam assessment guide: moderation

GCSE Physical Education (8582)

This resource gives schools/colleges guidance on the moderation of non-exam assessment (NEA). It focuses on the timeline for moderation, along with the requirements for recording and submitting audio-visual evidence.

1. Timeline for moderation

October

- Schools/colleges submit estimated entries for that academic year [aqa.org.uk/estimatedentries](https://www.aqa.org.uk/estimatedentries)
- Schools/colleges operating in a consortium with joint teaching arrangements for GCSE PE must notify AQA by submitting the JCQ application form www.jcq.org.uk/exams-office/forms
- AQA allocates moderators based on the estimated entry information received.

January to mid-February

- Schools/colleges download the 'PE centre marks and moderation spreadsheet' from Secure Key Materials (SKM) on e-AQA ([aqa.org.uk/eaqa](https://www.aqa.org.uk/eaqa))
- Moderators contact their allocated schools/colleges to arrange a date for the moderation visit of the practical performance.

mid-February to May

- School/college completes the PE centre marks and moderation spreadsheet with:
 - centre name and number
 - name of moderator and agreed visit date
 - 4 digit candidate numbers and names of all the candidates being entered for the qualification that year
 - for each candidate listed:
 - their three activities
 - the centre marks for the each of the three activities
 - the centre marks for the analysis and for the evaluation work
 - where applicable, a mark status (for example 'parental interest')
- Schools/colleges email the completed spreadsheet to their allocated moderator and to CentreMarks@aqa.org.uk no later than two weeks prior to the arranged moderation visit.
- Using the spreadsheet, the moderator indicates with an 'S' the sample of candidates for moderation. The sample will consist of the highest overall scoring candidate, lowest non-zero scoring candidate and a range of marks in between. Where possible, the sample will also include a range of activities.

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- Candidates in the sample will only be moderated in one of their three activities during the practical performance moderation visit. The activity will be indicated alongside the sample (S) on the spreadsheet.
 - If you have any candidates indicated by a 'parental interest' status, these will either be selected as part of the normal sample (S) or they will be moderated in addition to the required sample (indicated by the letters PAR rather than an S on the spreadsheet).
 - The moderator will return the spreadsheet to confirm the sample at least one week prior to the visit.
 - It is the responsibility of the school/college to:
 - ensure that the candidates requested in the sample (plus any additional PAR candidates) are available for the visit (and that audio-visual evidence is available for offsite activities or activities that cannot be replicated at the live moderation visit)
 - that activities are set up and that there are sufficient candidates to make up the numbers as required (eg in games activities)
 - make an audio-visual recording of the performances seen during moderation
 - ensure that the analysis and evaluation work for the sample candidates (plus any additional PAR candidates) is collated and ready for collection on the date of the visit with signed candidate record forms for each candidate and a signed centre declaration sheet.
aqa.org.uk/coursework
 - Moderators visit schools/colleges to moderate the performance assessments (practical performance).
 - The moderator will **not** discuss marks with teachers/candidates or give feedback on the accuracy of marking within a school/college. Schools/colleges will only find out the outcome of moderation on results day.
 - At the end of the visit, the moderator will retain:
 - the analysis and evaluation work of the same candidates moderated during the visit
 - candidate record forms for the candidates moderated during the visit
 - a centre declaration sheet
 - the audio-visual recordings of the performances.

August

- Schools/colleges will receive the analysis and evaluation work back from their moderator.
- Results are issued and a feedback form on moderation is emailed to the school/college from AQA.
- Post-results services open allowing schools/colleges that have received an adjustment to their marks to apply for a review of moderation if they wish aqa.org.uk/prs

September

- The window for requesting post-results services closes.

2. Requirements for recording and submitting audio-visual evidence

To enable candidates to be assessed in activities that cannot be replicated at live moderation, we allow the submission of video evidence in certain circumstances.

This guide summarises those circumstances. It also outlines our expectations in terms of requirements for recording and submitting video evidence so that moderation can be conducted effectively.

Schools/colleges are required to provide audio-visual recordings for offsite activities or activities that cannot be replicated at the live moderation visit.

Please be aware that if audio-visual recordings are not provided or are not recorded correctly, you may jeopardise the moderation process which may have an adverse effect on the marks of some or all of your candidates. It may also prevent you from being able to submit a post-results enquiry. These guidelines are provided to ensure that your candidates' evidence of performance can be moderated effectively.

Please refer to section 4.4 of the subject specification for full details of the assessment tasks and school/college responsibilities for administering the tasks. The specification is available at aqa.org.uk/8582

Please read this document carefully so that you will be familiar with AQA's recording requirements. If you have any questions, please contact the PE Customer Support Team on 01483 477822 or email pe@aqa.org.uk

When the moderator visits, you must have available complete and unedited recordings of all assessed offsite performances, and all performances that cannot be replicated on the day.

3. Offsite activities and activities that cannot be replicated live at moderation

Schools/colleges are required to provide audio-visual evidence of candidate performances in all activities undertaken outside their direct supervision and/or that cannot be replicated at a live moderation visit. This is to ensure that this work can be moderated if chosen as part of the sample and that it can be authenticated as the candidate's own. This audio-visual evidence must be collected prior to the submission of marks to the moderator, as there will not be sufficient time between submission of marks and moderation.

The audio-visual evidence must be of sufficient quality and length to clearly show how the candidate has gained the marks awarded. This evidence must be available for the moderation visit as it may form part of the sample.

Before candidates embark on an activity which will in due course be assessed, schools/colleges must ensure that there will be no obstacles to the filming of that activity, for example if a swimming pool prohibits filming for child protection reasons or if it is impossible to obtain footage of sufficient quality when filming a candidate climbing a rock face. If it is not possible to appropriately film an activity for any reason, then candidates cannot use that activity as part of their assessment. Candidates must select a different activity to use as part of their assessment.

4. Moderation day

Schools/colleges are responsible for ensuring that the visit is appropriately organised in such a way that candidates have every opportunity to replicate the level of performance at the time when the mark was awarded by the teacher (candidates' performances should be marked at a level at which they can perform consistently, so that replication of that level of performance at moderation is realistic). Performances at moderation must clearly show how the candidate gained the marks awarded by the teacher.

On the day of the visit, schools/colleges are responsible for ensuring:

- an appropriate number of candidates are present to run fully competitive versions of the activities in which candidates are to be moderated
- an appropriate number of candidates are present to run drills
- audio-visual evidence is available for any candidate assessments that cannot be replicated live at the visit but form part of the sample
- adequate time and facilities are available, including equipment to view audio-visual evidence for any activities that cannot be replicated live at the visit but form part of the sample
- there is clear identification of all candidates being moderated (eg coloured/numbered bibs)
- an audio-visual recording is made of the performances evidenced at the moderation visit - the footage must be clear and of sufficient quality to be adequately reviewed in the event of an enquiry about results.

The moderator will retain the audio-visual evidence of all assessments viewed as part of the moderation sample (irrespective of whether the recordings were made on the day or previously) and will subsequently send all of these recordings to AQA to be held in case of a post results review of moderation request.

Analysis and evaluation of performance

The performance analysis assessment (analysis and evaluation) task will not be moderated at the visit. However, this work must be available on the day so that the moderator can take the sample of work away with them. The sample will be of the same candidates seen at the visit and must include a signed candidate record form for each candidate and a signed centre declaration sheet.

Analysis and evaluation of performance - verbal evidence

If a sampled candidate completes the analysis and evaluation of performance as a verbal explanation, then the evidence of this must be supplied to the moderator on the day of the visit as an audio-visual recording. This is to ensure that this work can be moderated if chosen as part of the sample and as a way of authenticating the evidence generated by the candidate.

5. Before recording

Schools/colleges should check that they obtained informed consent at the beginning of the course from parents/carers/guardians if videos or photographs/images of candidates will be included as evidence of participation or contribution.

Schools/colleges should adhere to the following guidelines to ensure sufficient quality:

- test the camera and any accessories, such as microphones, by recording a small piece of video and playing it back
- the camera must be positioned to ensure that the best possible and unobstructed recording is made of the performance, as it would be seen by the marker/moderator.
- Audio-visual evidence should clearly show all the assessment requirements of the performance, which should be a combination of:
 - wide-angled shots, to give an overall perspective
 - close range shots, to show aspects such as stance, posture and position.

Identifying candidates

- If the moderator is not completely certain of the identity of a candidate, the work cannot be moderated.
- Candidates must state their centre number and name, candidate number and name, qualification (eg GCSE Physical Education), chosen activity and role at the start of each activity.
- The candidate for whom the recording is being made must be easily identifiable. If in a team situation, they should be identified by a number, or a coloured item of clothing, eg a bib.

6. During recording

The practical performance for assessment must be recorded from start to finish and be unedited.

- Avoid clipping the ending of the recording.
- Ensure filming does not automatically auto-focus during the performance as this can cause blurring, making assessment very difficult.
- Always film keeping the candidate in shot. Evidence filmed where the candidate disappears from shot, will not be accepted.
- Ensure that extraneous noise is kept to a minimum.
- Do not film the candidate from some distance without the zoom facility being used.
- Avoid using a fixed position camera without an operator as candidates may disappear off screen.

After a recording has been made, please ensure you watch and check that there are no problems with the recording, and that all requirements have been met. Unsatisfactory recordings may jeopardise the moderation process and are liable to have an adverse effect on the marks of some or all candidates.

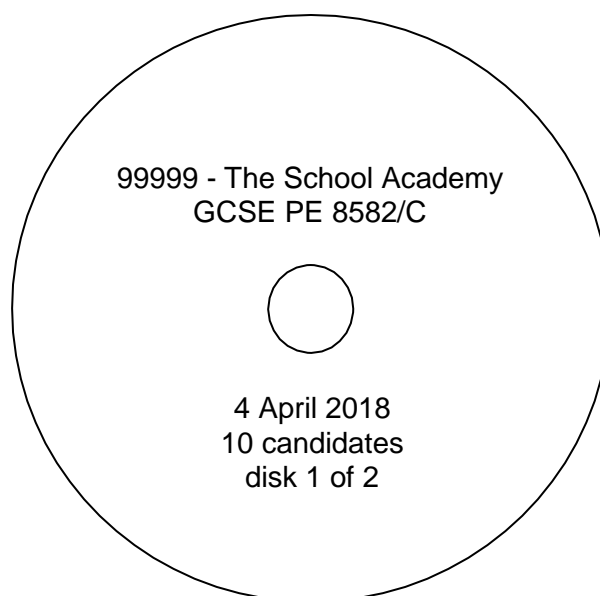
7. After recording

You must retain a duplicate copy all audio-visual work obtained for moderation purposes. This is in the case of breakage or loss in the post or if files become corrupted.

Please label every disk with the appropriate information, or include the appropriate information with a USB stick. The information should include:

- centre number and name
- qualification and component code
- date
- number of candidates
- disk number

For example



8. Acceptable filetypes and media

We can only accept files that play correctly on VLC media player (www.videolan.org/vlc). Before giving work to your moderator, you must check that your recording plays successfully on this software.

We can **only** accept work on the following media:

- USB stick: a small, portable memory drive that plugs into a computer
- DVD, provided it is on the correct type of disc - either DVD±R or DVD±RW.

We **cannot** accept any of the following:

- Blu-ray
- HD-DVD
- DVD-VCD
- DVD-MP3
- Mini-DVD
- CD±R or CD±RW
- Memory cards (eg SD, Micro SD, XD, Compact Flash cards)
- Tapes (eg VHS cassette, MiniDV)

Using the wrong format may mean that we are unable to mark candidates' work. Any unsatisfactory recordings may jeopardise the moderation process and are liable to have an adverse effect on the marks of some or all candidates.

Changing filetypes or media

If your recording is different to those described above, you will need to transfer and/or transcode (convert) it to an acceptable format. There are several software packages that are able to do this, or you will need to find an AV technician who can do this on your behalf.

If a technician transfers and/or transcodes the material, the final version must be thoroughly checked by the teacher to ensure that the recording is intact.

Checking for malware (malicious software)

All digital files should be checked and cleaned of any malware (for example computer viruses, worms, spyware, adware).