

GCSE Digital Technology: Preparing Samples for Moderation Unit 3 (GDG3) and Unit 5 (GDG5)

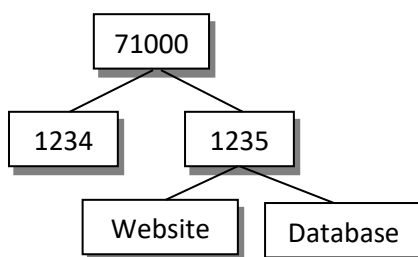


It is the responsibility of all centres to present GCSE Digital Technology controlled assessment samples in an appropriate manner to enable CCEA to carry out the moderation process efficiently and effectively. Please follow the instructions below to assist you.

1. Please refer to the sampling generated for your centre in the eCandidate Record Sheet application, upon submission of marks. Further guidance on sampling can be found in CCEA's *GCSE and GCE A/AS E-Moderation Product-Type Subjects: Instructions to Teachers* that is issued to all centres.
2. Ensure that all candidates in the sample have removed all unnecessary files from their zip folders in preparation for upload to CCEA through the eSubmission application.
3. Organise the work of each candidate in the sample in the following way:

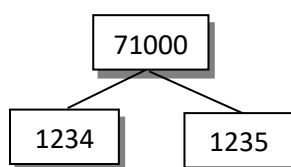
GDG3

Create a folder called **GDG3** on your desktop. In this, create one zip folder for each sampled candidate. Label this folder using the following structure: Component-CentreNumber-CandidateNumber, e.g. GDG31-71000-1234. Within each candidate folder create two subfolders and call them **Database** and **Website** (the evaluation can sit outside these). Place the evidence the candidate has produced for GDG3 in the appropriate folder.



GDG5

Create a folder called **GDG5** on your desktop. In this, create one zip folder for each sampled candidate. Label this folder using the following structure: Component-CentreNumber-CandidateNumber, e.g. GDG51-71000-1234. Place the evidence the candidate has produced for the task in the appropriate folder.



4. Access the eSubmission application through CCEA's Central Login. Here, you will be able to upload the zip files for each sampled candidate.