



GCSE Examinations Summer 2022

Construction

Instructions to Teachers

Teacher-Assessed Component

Unit 3: The Construction Craft Project

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1 Introduction

Moderation of controlled assessment will be by centre. Centres will be asked to submit the work of a number of candidates, chosen from the centre as a whole, to represent the standards of marking. Adjustments, if needed, will apply to all of the candidates in a centre and not to individual teaching groups.

2 Recording controlled assessment marks

2.1 *Assessing Controlled assessment*

Teachers must assess their candidates' controlled assessment against the marking criteria set out in the controlled assessment memorandum making use of any additional exemplar material or guidance issued by CCEA.

2.2 *Completion of Candidate Record Sheets*

In order to leave sufficient time for marking, teachers should start assessing their candidates' controlled assessment well in advance of 3rd May. The marks awarded for each element of these units should be recorded on the appropriate eCandidate Record Sheet. When the last item has been assessed the final mark should be entered in the appropriate box in accordance with instructions.

Unit 3 will be moderated via the postal moderation system. Please refer to the following booklet for further detailed guidance on the postal moderation process: GCSE and GCE A/AS Examinations, Summer 2022, Product Type Subjects, Instructions to Teachers, Internally Assessed Component.

The eCandidate Record Sheet contains a space for teachers to comment on the mark awarded to the candidate for each element of the controlled assessment Units; teachers may make use of this space, or they may prefer to annotate their candidate's work. Comments and/or annotation are a useful indication to the Moderator of the criteria being assessed and justification of the mark being awarded.

Candidates must not do any further work on Unit 3 after 3rd May.

On each eCandidate Record Sheet teachers should comment on each main section. Teachers should comment specifically on any assistance which has been given to the candidate over and above normal teaching. The observations recorded in the Comment column should reflect the wording used for each mark band in the Controlled assessment Memorandum and should provide any additional information to support the mark awarded.

The completed eCandidate Record Sheets of all candidates for both Units must be submitted to CCEA on the 3rd May. A copy of the eCandidate Record Sheet for each candidate for both Units should be retained in the centre. Candidates must not continue work on the teacher-assessed component after this date.

Any work which has not been adequately annotated may be returned to the centre for further annotation. This may delay the moderation process.

2.3 *Standardisation of assessments within the centre*

In those cases where there is more than one teaching group in the subject, the head of department, or another teacher designated by him/her, must conduct a standardisation exercise within the centre to ensure that all of the teachers have applied the assessment criteria consistently when making their assessments. A suitable procedure for conducting such an exercise is attached to these instructions as Appendix 1. As a result of this internal standardisation exercise, it may be necessary to adjust the marking of individual teachers to bring their assessments into line with those of the other teachers in the subject.

3 **Issuing of Sampling Instructions**

During April, centres will receive specific instructions regarding the samples of work which must be presented for moderation. It is essential that all the samples specified in the instructions are made available.

All samples must be organised by the teacher immediately upon receipt of instructions.

Note that the sample of work must always include the top and bottom candidate in a centre's rank order. The 'bottom' candidate is the candidate with the lowest non-zero mark allocated to complete work. If any candidate listed on the sampling instructions has no work available, the work of the next candidate, in candidate number order, must be presented.

To keep accurate records of a centre's submission the Coursework/Controlled Assessment Sample Change form must be completed (See Appendix 2). Centres will receive this form as part of their sampling instructions.

The Coursework/Controlled Assessment Sample Change form must be used when:

- a sample of work requested is not available - record details of the candidate being replaced, reasons why the work is not available and the replacement candidate details;
- sample requested does not include the candidate with the highest mark - record details of the candidate's work being provided representing the highest mark (in addition to the sample requested);
- sample requested does not include the candidate with the lowest (non zero) mark - record details of the candidate's work being provided representing the lowest (non zero) mark (in addition to the sample requested).

4 Moderation

4.1 *Moderation of the centre's assessments*

The purpose of the moderation procedure is to ensure that the standards of assessment of centres are as uniform as possible. The Moderator will moderate a sample of work from the centre. The sample will cover the range of ability within the centre.

4.2 *Moderation*

In 2022 Controlled Assessment will be moderated via the postal moderation system. Please refer to the following booklet for further detailed guidance on the postal moderation process: GCSE and GCE A/AS Examinations, Summer 2022, E-Moderation Product Type Subjects, Instructions to Teachers, Internally Assessed Component.

4.3 *Scrutiny of samples*

The moderator will scrutinise the sample of work presented and will assess it against the assessment criteria contained in the specification and the standards established by the principal moderator. The sample is taken to be representative of the marking standard at the centre. Candidate's work must be presented in rank order. Scrutiny of the sample will indicate if any adjustment to marks is needed, and senior moderators will determine the nature and scale of that adjustment.

4.4 *Additional internally assessed work samples*

The moderator/CCEA may request to view all candidates work.

4.5 *Resubmission of marks*

Where difficulties arise during moderation, for example, if the rank order of candidates cannot be accepted because of lack of internal standardisation, centres may be asked to review their marking and to submit revised marks to CCEA.

5 Re-Moderation

As there are no visits in 2022 any re-moderation requests for both units cannot be made until after issue of GCSE results as outlined below:

Post Results Services for Controlled Assessments

- 5.1 As part of the JCQ awarding bodies' enquiries about results services, centres can request a post-results review of moderation (Service 3) to ensure that the assessment criteria have been fairly, reliably and consistently applied. This service is not available if a centre's marks have been accepted without change by an awarding body.

5.2 The review of moderation:

- is normally carried out by a Senior Moderator;
- is a process in which a second moderator reviews the work of the first moderator. The second moderator sees the original marks and any annotations made by the first moderator to gain a full and clear understanding of whether the assessment criteria have been applied as intended;
- is undertaken on the original sample of candidates' work.

5.3 A review of moderation will not be undertaken upon the work of an individual candidate or the work of candidates not in the original sample (unless there was a fault in the selection of the original sample, e.g. insufficient candidates included).

5.4 The work submitted for a review of moderation:

- must be the original work submitted for moderation;
- must have been kept under secure conditions;
- must not have been returned to the candidates.

5.5 If the original sample of candidates' work has been lost, an equivalent sample may be requested by the awarding body.

5.6 Internally assessed controlled assessments will be treated as examination scripts for the purposes of enquiries about results. Centres should request a post-results review of marking. (Service 2) or a priority post-results review of marking (Priority Service 2) as appropriate to the level of the qualification.

5.7 For further information on the enquiries about results process please refer to the JCQ document Post Result Services, Information and guidance for centres. This booklet is also available on the JCQ website http://www.jcq.org.uk/exams_office/postresult_services/

6 Retention of Controlled Assessment in Centre

In accordance with the Council's Rules and Programme all controlled assessment must be retained in the centre until all possibility of a review of moderation has been exhausted.

- Requested work for RMA and Agreement Trials

If work is to be used for RMA or Agreement Trial purposes by CCEA, centres must submit the work to CCEA. Centres are advised to ensure all work is correctly labelled and appropriately packaged.

7 Application for Special Consideration (SPC)

- CCEA has developed the SPC Online Application to allow centres to submit applications for SPC. Please note - paper forms will no longer be accepted unless prior agreement has been approved through CCEA's Centre and Examiner Support Team. Enquiries should be forwarded to specialconsideration@ccea.org.uk
- Teachers are asked to contact their Examination Officer, who will have access to the secure online application, for further details on how to submit an application for SPC online.
- The SPC application can be accessed from the Central Login portal on the CCEA website or by clicking the link below:

<https://www.qualsadmin.org.uk/CentralisedLoginApplication/>

The work of candidates requesting Special Consideration should be marked, based on the evidence available, in a manner similar to all other candidates. Teachers should not make any allowance for the special circumstances which apply. Special consideration will be given to the candidate by CCEA in accordance with the procedures which apply to all special consideration applicants.

Appendix 1

Internal Standardisation – Guidelines to Teachers

1. CCEA requires that, in each centre in which more than one teaching group is entered for a subject, a process of internal standardisation of controlled assessment should be carried out within the centre. The purpose of these guidelines is to provide teachers and departments with a simple method of internal standardisation. The purpose of this process is to ensure, as far as possible, that there is uniformity in the centre's assessments for each subject.
2. The internal standardisation should take the form of a mini agreement trial, based on samples of work drawn from each of the teaching groups concerned.
3. From each teaching group the work selected should illustrate the variety of types of work undertaken by that group and also the range of performance within the group. Five items of work from each group are likely to suffice as sample material.
4. The sample work from one teaching group should be re-marked by the other teachers in the department. The original marks should not be known to those doing the re-marking. All assessments should be in accordance with the assessment criteria for the subject.
5. The marks resulting from both the original marking and the re-marking should be recorded together and a discussion held on the reasons for any significant discrepancies which appear. Reference should be made to the assessment criteria in this process. If it is found that the original marks awarded by one or more teachers do have to be adjusted, agreement should be reached on the adjustment(s) needed. For each mark range, consideration must be given to the amount of adjustment to be applied to all candidates in the mark range.
6. If substantial adjustments are found to be necessary the original marker should be asked to reconsider the marks for all candidates in that teaching group. It might be wise (time permitting) to hold a second standardisation exercise based on different items of work from that teaching group, before the submission of the marks to CCEA.
7. The procedures outlined in paragraphs 4, 5 and 6 above should be repeated for each teaching group.
8. As indicated in the teachers' instructions in relation to the submission of marks for teacher-assessed components, any adjustments to the total mark made as a result of this internal standardisation procedure should be shown on the Candidate Record Sheet. The letters IS should be used to indicate that this is the reason for the change. This should be recorded in the comment section of the eCRS.

This booklet has been drawn up to comply with the relevant regulatory requirements.

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/controlled assessment material on an anonymous basis in educational presentations, materials and products.

