



GCSE Examinations Summer 2020

Drama

Instructions to Teachers

Internally Assessed Component: Scripted Performance

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Arrangements for the Assessment and Moderation of *GCSE Drama Component 2: Scripted Performance*

1 Moderation of Drama

Heads of Department will nominate a teacher or teachers for the moderation process to represent the standard of assessment applied in their centre.

1.1 Moderation will be by centre not by teaching group. A visit by an external moderator (or moderators) will:

- moderate the marks awarded in the scripted performance;
- sample a range of candidates of different levels of attainment, including the top and bottom candidates;
- sample a maximum of two teachers within a centre.

Time Table for External Moderation

1.2 All centres will be visited by the Council's Moderators between Monday 2nd March - Friday 20th March 2020.

1.3 Centres should inform CCEA of unsuitable dates detailing:

- number of candidates entered for CCEA GCSE Drama;
- the number of teachers taking examination classes in 2019/20; and
- dates when external moderation will **not** be possible.

Centres should have noted days when moderation will not be possible, e.g. days of exceptional closure, in-service, school trips etc.

If your centre has not completed the interactive form of suitable dates, please contact the Moderation Team at (028) 9026 1236 or you may not be timetabled for a moderation visit or be given a date which is convenient.

1.4 By the beginning of February 2020 centres will have confirmation of their date for the moderation visit. Centres must note that once issued, this date will not change and must be inserted into the centre's examination time table.

1.5 Before the centre's moderation you will have:

- been contacted by your moderator to finalise arrangements for the visit; and
- **uploaded marks to the e-CRS (e-Candidate Record Sheet) by 27th February.**

2 Internal Standardisation

- 2.1 As moderation is centre based, it is essential that all assessments within a centre are internally standardised. This can be done by:
- teachers working in pairs to assess candidates in each other's classes; and
 - jointly assessing activities which have been recorded on video.
- 2.2 All performances at internal standardisation must be recorded and the work of externally moderated candidates forwarded to CCEA by **26th March 2020**.

3 Assessment of the Internally Assessed Unit

- 3.1 Assessment in this unit will be carried out using the criteria in Appendix 3 of the specification.

4 Arrangements for Moderation

Moderation of the Internally Assessed Unit

- 4.1 Moderation will involve the joint assessment of a specified number of students by the subject teacher(s) and by the Moderator. The appropriateness of the standard of assessment applied by the centre during moderation will determine whether or not the marks awarded by a centre are confirmed or are adjusted.
- 4.2 CCEA will notify centres in February of the precise date for moderation. **This date must be taken as an examination date as it will not be changed later.** Centres will also be given an indication as to whether the visit will be in the morning or afternoon. Moderators will be able to give more precise timings closer to the moderation date.
- 4.3 Centres will be contacted by their Moderator to finalise arrangements for the visit. Centres should take this opportunity to talk over what they propose to do and to obtain any advice which they feel will enable the moderation process to run smoothly.
- 4.4 In centres where only one teacher is offering candidates for summative assessment that teacher will be moderated by the visiting Moderator.
- 4.5 Where two or more teachers are offering candidates for summative assessment then **two** teachers will be nominated for moderation by the Head of Department.
- 4.6 **A minimum of 9 and a maximum of 18 candidates will normally be moderated in each centre.**

Where one teaching group is being moderated, the sample number is 9. Where two or more teaching groups are being moderated, the sample number is 18, made up of pupils representing the centre's mark range.

4.7 Centres must ensure that:

- the appropriate number of teachers is nominated for moderation;
- the required number of candidates is moderated; and
- the full range of ability within the centre is assessed on the day of moderation.

4.8 **If a Moderator does not have the opportunity to assess a sample of candidates which broadly reflects the full range of marks awarded in that centre, he or she may arrange to return on another day to see a more appropriate sample.**

5 Preparation for the Moderation Visit

5.1 On the day of Moderation, it is important that centres should:

- create the right atmosphere by being relaxed and organised;
- provide an appropriate venue for moderation that is free from interruption;
- have a method of identifying candidates by first name, e.g. large, easily read name badges and/or use of candidate photographs;
- make a video recording of the moderation to be forwarded to CCEA by 26th March 2020; and
- follow any other advice already given by the moderator.

5.2 Centres should also have available:

- *e-Candidate Record Sheets* of candidates selected for moderation;
- *e-Candidate Record Sheets* for all other candidates in the centre; and
- two copies of the *ExA39* form for candidates selected for moderation.

5.3 It is important that all this information is available and that arrangements are completed as moderators will be operating to a very tight schedule and cannot be unduly delayed before going on to their next centre. Approximately one hour and thirty minutes to two hours has been allocated to each centre visit.

The Moderation Process

5.4 Just before the moderation visit, when all arrangements have been completed, centres should record on form *ExA39* the candidate numbers and names for those candidates selected for moderation. This can be downloaded from the Drama area of the website.

5.5 Teachers and moderators should reflect on the attainment of candidates after each performance. The marks should be recorded on form *ExA39*. It is essential that the moderator(s) be given time and space alone to consider the assessments of the candidates before reporting back to the Head of Department.

Note: Marks should be based on the criteria given in the specification and should be based on the performance of the candidate on the day.

- 5.6 If the centre's assessments fall within an acceptable range, then the Moderator will endorse and accept the centre's assessments for all pupils. Adjustments may occur where the assessments of 21% or more of the candidates fall outside the acceptable range.

Mismatch of Moderation Outcomes and Coursework Marks

- 5.7 If there is a **significant discrepancy** between the marks arrived at during moderation and the controlled assessment marks already awarded by the centre, the **Moderator may decide not to confirm the marks awarded by the centre**. In this case the Principal Moderator will be asked to visit the centre and re-assess the students in a second visit. Where it is not possible for the Principal Moderator to visit, a senior member of the moderation team will visit.

CCEA may also review the recordings submitted if there is a significant discrepancy between the controlled assessment marks and the marks given on the day of the visiting moderation.

- 5.8 Following moderation the Head of Department will be told whether the final marks **may** be adjusted or not.
- 5.9 Confirmation of Moderation Outcome should be completed and the top copy given to the Head of Department.

6 Re-moderation for controlled assessment tasks

- 6.1 The Head of Department may request a review of moderation if he/she is dissatisfied with the outcome of the centre moderation.
- 6.2 For subjects (like GCSE Drama) involving visiting moderation, re-moderation can be requested at the time of the visiting moderation exercise.
- 6.3 Service 3 (post-results review of moderation) is available only for those subjects for which physical work is available. This means that the service is not available for some internally assessed units/components of subjects such as Drama, PE or GCSE English (Talking and Listening) where the controlled assessment outcome is ephemeral.
- 6.4 The re-moderation:
- 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; and
 - includes feedback similar to that provided following the original moderation. (If centre marks are reinstated, feedback may not be provided.)

- 6.5 A re-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).
- 6.6 The work presented for a review of moderation must be the original performance/s and/or work presented for moderation.
- 6.7 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/
- 6.8 The information below outlines the Re-Moderation process.
- A Re-Moderation request must be notified to CCEA by the centre on the day of the moderation or within five days of the moderation visit.
 - CCEA will immediately review the evidence for moderation and decide if an adjustment is necessary.
 - If the adjustment is confirmed, a second visit by a Senior Moderator will take place as soon as possible.
 - The outcome of the visit will be final and cannot be the subject of a further appeal.

7 Adjustment of Centre Marks

- 7.1 The final decision on whether or not to adjust the marks of a centre will be taken later by CCEA. Adjustment will be determined and confirmed after consideration of the following:
- appropriateness of the sample presented for moderation;
 - comparison of final marks awarded by the centre and those determined during the moderation visit;
 - consideration of the number and range of candidates who fall outside the acceptable range;
 - the extent to which the mark for final moderation reflects the marks awarded for the Controlled Assessment Unit; and
 - review of the centre's assessment history.
- 7.2 CCEA will then, if necessary, apply a range of adjustments to that centre. Adjustments may apply to the full rank order of a centre or to a range of marks within the rank order which is judged to be lenient or severe. This adjustment may affect candidates that were not seen on the day of the visiting moderation.

8 Forwarding Outcomes to CCEA

8.1 Following the moderation visit the moderator will take all documentation.

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

Teachers, centres and candidates should note that CCEA, with prior permission, may use extracts from examination scripts/internally assessed material on an anonymous basis in educational presentations, materials and products.



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