



GCSE and GCE A/AS Examinations

Summer 2021

E-Moderation Product-Type Subjects

Instructions to Teachers

Internally-Assessed Component

The instructions set out in this document are to be followed by teachers where the internally assessed work is in the form of a product, a sample of which is submitted to CCEA.

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1 Introduction

- 1.1 This document should be read in conjunction with the *Joint Council for Qualifications Instructions for Conducting Coursework* and *CCEA Instructions for Conducting Controlled Assessments*. Copies of these can be downloaded from the www.ccea.org.uk website.
- 1.2 Moderation of internally assessed work 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 for a particular subject. Adjustments, if needed, will apply to all of the candidates in a centre and not to individual teaching groups.

Teachers using eCandidate Record Sheets (eCRS) and ePortfolio applications should refer to specific instructions available on the E-Moderation microsite in addition to these instructions. For further information on all aspects of E-Moderation please see the hyperlink below:

https://ccea.org.uk/examiner-centre-support/assessment-and-grading/e_moderation

2 Assessing work and recording marks

2.1 *Assessing work*

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

When assessing work, teachers must show clearly how the marks have been awarded in relation to these criteria and, where appropriate, for quality of written communication.

Teachers must ensure that the candidates have adhered to guidelines on word limits, where these exist.

Where a teacher teaches his/her own child, the centre must declare the conflict of interest by completing the 'Conflict of Interest Form' available at <https://ccea.org.uk/examiner-centre-support/examinations-support/pre-examination-information/entries-information>. The centre must also submit the marked work for moderation whether or not it is part of the moderation sample.

If a candidate's coursework/controlled assessment has been completed with the aid of a scribe please follow the instructions outlined on page 49 of the JCQ booklet 'Adjustments for candidates with disabilities and learning difficulties: Access Arrangements and Reasonable Adjustments'.

2.2 *Annotation*

Any guidance on the annotation of internally assessed work given in the specification must be followed.

Annotation should be clear, unambiguous and appropriate to the nature of the work.

Annotation on a candidate's work provides a means of communication between teacher and candidate, showing where marks have been awarded and why. Comments should also assist the moderator in checking the application of the marking criteria to the work.

Annotation can be used to convey positive achievement of the candidate which may not be evident to a moderator from the written product. It can also be used to provide details of any assistance given to the candidate, and an explanation of how this informed the mark awarded.

This is particularly important when a candidate has been given individual assistance beyond that of the teaching group as a whole.

Annotation can be provided by summary comments on the work or on the candidate record sheets.

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 *Collection of internally assessed work*

GCSE, GCE and Occupational Studies internally assessed work must be ready for collection from centres on the dates specified in the *Calendar of Events* which is available on the CCEA website.

2.4 *Internal standardisation*

It is a requirement of all specifications that where there is more than one teaching group in a subject, internal standardisation of assessments is carried out before submitting final marks to CCEA. Time must be set aside in centres for the completion of internal standardisation. Teachers may use archive pieces of work returned from previous series and exemplar work used by CCEA at agreement trials, to maintain and inform standards.

Guidelines on internal standardisation are included in this booklet as Appendix 1. The lead teacher such as Head of Department or Subject Co-ordinator should confirm that internal standardisation has been carried out on the eCRS application. **This must be completed even where there is only one teacher responsible for a subject.**

2.5 *Completion of eCandidate Record Sheets*

In order to leave sufficient time for marking, teachers should collect work from their candidates in advance of the date for submission of marks. Where several items of work are to be assessed, the marks should be recorded on the *eCandidate Record Sheets*. Where appropriate, comments should be included so that moderators are informed of the rationale underpinning the mark awarded by the teacher. Please ensure that the correct marks are entered.

2.6 *Authentication of candidate's work*

Candidates may revise and re-draft internally assessed work without teacher involvement before submitting the final piece, unless the specification states otherwise.

Candidates must not copy published material and claim it as their own work. Candidates must provide detailed reference to material used from printed books, journals or taken from the internet.

Teachers must take steps to ensure the work submitted is the candidate's own work and that the candidate has signed the authentication statement to confirm this. If the candidate declines to sign the authentication statement, a mark of zero (0) must be recorded for that candidate. The lead teacher must also sign the authentication statement for their centre's candidates.

The lead teacher is required to confirm that the work was conducted under the conditions laid down in the specification and to authenticate the candidate's work on the eCRS application. If a teacher has reservations about authenticating the work of an individual candidate because the candidate received additional assistance, acceptable within the specification, but beyond that of the teaching group as a whole, then a mark which represents the candidate's unaided achievement should be awarded. Details of this must be recorded on the eCRS application. If a teacher is unwilling to confirm authentication then the candidate's work cannot be accepted for assessment and a mark of zero (0) must be recorded for that candidate. If malpractice is suspected the guidelines in paragraph 2.7 below must be followed.

Signed authentication statements by candidates and teachers **must be retained** in the centre for CCEA use and/or inspection purposes.

The internally assessed work submitted must be the work of individual candidates, even if the preparatory work/research has been done in pairs/groups.

2.7 *Malpractice in internally assessed work*

If dishonesty or malpractice such as copying, collusion or plagiarism, is discovered prior to the candidate signing the authentication statement (where required), the matter should be dealt with under the centre's internal procedures and need not be reported to CCEA. If the candidate is subsequently entered, none of the work which contributed to the malpractice should be submitted. The only exception to this is where CCEA's confidential assessment material has been breached. The breach must be reported to CCEA.

If dishonesty or malpractice is discovered after the candidate has signed the authentication statement the head of centre must submit full details of the case to CCEA immediately. Guidance is provided in the JCQ publication Suspected Malpractice: Policies and Procedures. The publication and Form JCQ/M1 can be found on the JCQ website: <http://www.jcq.org.uk/exams-office/malpractice>.

2.8 *Internal appeals procedure*

Centres are required to have internal appeals procedures relating to internal assessment decisions. These should be widely available and accessible to all candidates.

2.9 *Completion and submission of internally assessed work marks to CCEA*

Centres should submit their marks for internal assessment using the eCRS application.

3 Selecting samples for moderation and collection of candidates' work

3.1 *Instructions regarding eCandidate Record Sheets*

The *eCandidate Record Sheets* of all candidates, must be submitted by the specified deadline.

3.2 *Issuing of Sampling Instructions*

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

All samples must be collected by the teacher immediately upon receipt of instructions to ensure that they are available for collection by CCEA (See Paragraph 3.3). **The samples from each unit/component should be placed in order of merit, starting with the candidate with the highest mark.**

Note that the sample of work submitted **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 provided.

In order to keep accurate records of a centre's submission the *Coursework/Controlled Assessment Sample Change* form must be completed (See Appendix 3). 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).

3.3 *Collection of samples*

Centres are provided with:

- an envelope for the samples for each internally assessed work component;
- a sack and a label.

In preparation for the collection:

- the internally assessed work envelope should be labelled correctly for each component;
- the internally assessed work envelope must contain the required samples of internally assessed work and a copy of the coursework/controlled assessment sample change form.
- the internally assessed work envelopes for each component should be placed in the sack provided. This should be securely tied and labelled indicating the centre number.

CCEA will arrange to have the sacks collected from centres.

3.4 *Miscellaneous points to note*

The following points should be taken into account before the work is submitted:

- care must be taken to ensure that each piece of each candidate's work is clearly identified with the candidate's examination number and centre number. **The complete work of each candidate in the sample should be attached to the sample cover sheet (available to download from the E-Moderation microsite). See Appendix 4;**
- large bulky folders and any superfluous packaging should be removed before submitting for moderation;
- polypockets should not be submitted;
- if the total number of candidates for a subject is 11 or less, the work of all candidates must be submitted, unless otherwise directed.

4 Moderation of internally assessed work

4.1 *Purpose of Moderation*

The purpose of moderation is to align the marking of internally assessed components in all centres with the CCEA standard.

4.2 *Despatch of internally assessed work samples to moderators*

For each centre, CCEA will send the sample of work to a moderator. The moderator will inspect the sample to check that it is a fair and reasonable sample of the work of the centre.

4.3 *Scrutiny of samples*

The moderator will then scrutinise the sample of work submitted 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. 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 may require additional samples of work if the sample generated does not reflect the full mark range within the centre. Arrangements for this will be made through CCEA.

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.

4.6 *Adjustment to marks*

Based on the review of the sample, the moderator will determine if the centre's marks are acceptable or if an adjustment may be needed. Decisions about the nature and scale of any adjustment are taken by the principal moderator and assistant principal moderators at a meeting convened for that purpose. Where an adjustment to a centre's marks is considered necessary, the adjustment will be made to align the centre's marks as closely as possible with the moderator's marks.

4.7 *Retention of internally assessed work in centre*

In accordance with the JCQ guidance available at www.jcq.org.uk, centres are required to retain candidates' marked coursework, under secure conditions, whether or not it was part of the moderation sample, until all possibility of a review of moderation has been exhausted or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

4.8 *Report on internal assessments*

Following the examination series, each centre will be sent the final moderated mark of each candidate.

Centres will receive an *eTAC6* report on the work they submitted and some centres may wish to seek further advice and clarification from the moderator. Initial contact must be made through the designated CCEA officer for that subject. (See Appendix 2).

The *Principal Moderator's Report* will be available on the CCEA website www.ccea.org.uk in the Autumn term.

5 **Application for special consideration (SPC)**

CCEA has developed the SPC Online Application to allow centres to submit applications for SPC. Please note that paper forms will no longer be accepted unless prior agreement

has been approved through CCEA's Compliance 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://ccea.org.uk/learning-resources/ccea-central-login>

6 Return of internally assessed work to centres

Internally assessed work samples will be returned to centres during November and December after the agreement trial period. If a centre requires specific internally assessed work returned before this time it can be requested from CCEA's Moderation and Assessment Team. This internally assessed work will not be despatched until the closing date for reviews of moderation has passed. Some samples of work may be retained by CCEA for training, research or archive purposes. In such cases the centre concerned will be informed. CCEA will not share work with third parties such as teachers unless prior permission has been received from the candidate.

7 Centre Consortium Arrangements (CCA)

In cases where candidates from different centres have been taught and assessed together and wish to be treated as a consortium, a co-ordinator from one of the centres must be nominated. Application forms for consortium arrangements are no longer available on the JCQ website. JCQ now requires that all centres register their consortium arrangements through a new web portal that can be accessed via each centre's central login. Examination officers should be contacted for more information. **Centres must carry out internal standardisation across the consortium.** The moderation process will be carried out treating the consortium as a single group.

8 Post-Results Services (Review of Moderation)

Following the issue of results, centres who have had their internally assessed marks adjusted during the moderation process can apply for a review of moderation. Details of this service are provided in CCEA's Post-Results Services FAQs and summary document. Centres operating as part of a consortium must submit requests for reviews of moderation on behalf of all centres within the consortium. Individual centres within a consortium cannot request a review of moderation solely on their own behalf. In cases where a review of moderation reveals inaccurate moderation, subject grades already awarded in the series concerned can only be confirmed or raised. Marks may be confirmed, raised or lowered and these marks will be carried forward to any subsequent subject grade.

Appendix 1

Internal Standardisation – Guidelines to Teachers (See also section 2.4)

- 1 CCEA requires that, in each centre or consortium in which more than one teacher is teaching a subject, a process of internal standardisation of assessments is carried out within the centre. These guidelines provide teachers and departments with a straightforward method of internal standardisation. The purpose of internal standardisation is to ensure, as far as possible, that there is consistency in the application of assessment criteria for each subject within the centre.
- 2 Internal standardisation should take the form of a mini-agreement trial based on the exemplar material used by CCEA in agreement trials and on samples of work selected by each of the teachers concerned.

Stage 1 – Confirmation of Standards

- 3 A record must be kept where the amount of assistance given varies between teaching groups.
- 4 The teacher conducting the internal standardisation should choose a number of pieces from exemplars already issued by CCEA. The teachers in the department, working in pairs should discuss the pieces of work and decide on an appropriate mark. Each pair should then discuss their marks with the other teachers in the department with the aim of achieving a departmental consensus.
- 5 Any disagreement should be clarified by reference to the assessment criteria and any previous notes for guidance and/or exemplar material provided by CCEA. The role of the teacher or teachers who attended the agreement trial is important at this stage.

Stage 2 – Agreement Trial

- 6 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. Three items of work from each group are likely to suffice as sample material.
- 7 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.
- 8 The marks resulting from both the original marking and re-marking should be reported together and a discussion held on the reasons for any significant discrepancies which appear. During this process, reference should be made to the assessment criteria. If it is found that the original marks awarded by one or more teachers have to be adjusted, agreement should be reached on the extent and type of adjustment(s) needed.
- 9 The procedures outlined in Paragraphs 7 and 8 above should be repeated for each teaching group.
- 10 **Confirm the internal standardisation process has been completed in the eCRS application.**
- 11 If necessary, amend the mark(s) on *eCandidate Record Sheets*.

**ONLY THE FINAL AGREED MARKS SHOULD BE SUBMITTED ON THE eCRS.
THE FINAL AGREED MARK MUST BE NOTED ON THE CANDIDATE'S WORK.**

Specification Content

Clarification about specification content and processes.

Subject	Contact	Telephone	e-mail
Biology (GCE)	Nuala Tierney	(028) 9026 1200 Ext 2292	ntierney@ccea.org.uk.
Business Studies (GCSE)	Arlene Ashfield	(028) 9026 1200 Ext 2291	aashfield@ccea.org.uk
Business and Communication Systems (GCSE)	Nuala Tierney	(028) 9026 1200 Ext 2292	ntierney@ccea.org.uk
Child Development (GCSE)	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk
Digital Technology (GCE & GCSE)	Nuala Tierney	(028) 9026 1200 Ext 2292	ntierney@ccea.org.uk
Drama (GCSE)	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk
English Literature (GCE & GCSE)	Joan Jennings	(028) 9026 1439 Ext 2552	jjennings@ccea.org.uk
Engineering & Manufacturing (GCSE)	Nuala Tierney	(028) 9026 1200 Ext 2292	ntierney@ccea.org.uk
Environmental Technology (GCE)	Nuala Tierney	(028) 9026 1200 Ext 2292	ntierney@ccea.org.uk
Food and Nutrition (GCSE)	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk
Health and Social Care (GCE & GCSE)	Joan Jennings	(028) 9026 1439 Ext 2552	jjennings@ccea.org.uk
Hospitality (GCSE)	Joan Jennings	(028) 9026 1439 Ext 2552	jjennings@ccea.org.uk
Journalism (GCE & GCSE)	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk
Learning for Life and Work (GCSE)	Arlene Ashfield	(028) 9026 1200 Ext 2291	aasfield@ccea.org.uk
Leisure, Travel and Tourism (GCSE)	Arlene Ashfield	(028) 9026 1200 Ext 2291	aashfield@ccea.org.uk
Life and Health Sciences	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk
Motor Vehicle and Road User Studies (GCSE)	Arlene Ashfield	(028) 9026 1200 Ext 2291	aashfield@ccea.org.uk
Music (GCE & GCSE)	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk

Subject	Contact	Telephone	e-mail
Nutrition and Food Science (GCE)	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk
Performing Arts (GCE)	Nola Fitzsimons	(028) 9026 1200 Ext 2235	nfitzsimons@ccea.org.uk
Professional Business Services (GCE)	Arlene Ashfield	(028) 9026 1200 Ext 2291	aashfield@ccea.org.uk
Software Systems (GCE)	Nuala Tierney	(028) 9026 1200 Ext 2292	ntierney@ccea.org.uk
Sports Science and the Active Leisure Industry (GCE)	Arlene Ashfield	(028) 9026 1200 Ext 2291	aashfield@ccea.org.uk

Other ways of contacting CCEA

In Writing

CCEA, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG

By e-mail

info@ccea.org.uk

Through CCEA's Website <http://www.ccea.org.uk>

PROTECT

Coursework/Controlled Assessment Sample Change Form

Series: _____ Centre (*specify if consortium*): _____

Subject/Pathway: _____ Component/Unit: _____

Candidate Number	Candidate Name	Admin Centre (if applicable)	Reason for Change to Sample Requested Please ✓ as appropriate	Candidate Number Being Replaced and Reason (if appropriate)
			<input type="checkbox"/> Highest mark <input type="checkbox"/> Lowest mark <input type="checkbox"/> Replacement	
			<input type="checkbox"/> Highest mark <input type="checkbox"/> Lowest mark <input type="checkbox"/> Replacement	
			<input type="checkbox"/> Highest mark <input type="checkbox"/> Lowest mark <input type="checkbox"/> Replacement	
			<input type="checkbox"/> Highest mark <input type="checkbox"/> Lowest mark <input type="checkbox"/> Replacement	
			<input type="checkbox"/> Highest mark <input type="checkbox"/> Lowest mark <input type="checkbox"/> Replacement	
			<input type="checkbox"/> Highest mark <input type="checkbox"/> Lowest mark <input type="checkbox"/> Replacement	
			<input type="checkbox"/> Highest mark <input type="checkbox"/> Lowest mark <input type="checkbox"/> Replacement	

We will only use the personal information you provide for the purpose we have requested it for. Signing this form will confirm your consent to the processing of this information. We will not share your personal information with any third party without your consent or unless we are required to do so by law or to prevent fraud.

Signed: _____

Printed: _____

(Head of Department)

Date: _____

Top copy: Centre to include with sample**Bottom copy:** Centre retain copy

Appendix 4

PROTECT - PERSONAL

SAMPLE COVER SHEET

Summer 20__



This form should be completed and attached to the work of each candidate submitted in the sample for moderation.

Samples **must** be submitted in rank order of marks (highest to lowest).

Level: GCSE <input type="radio"/> GCE <input type="radio"/>
Subject: _____
Unit: _____

Centre Number: <input type="text"/>	Candidate Number: <input type="text"/>	Total Mark: <input type="text"/>
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CCEA is currently developing Agreement Trial resources for this subject. The material will contain actual candidate response to coursework/Controlled Assessment. Teachers find these resources extremely valuable, as they assist them in preparing their candidates for future series of examinations.

We may use some of your coursework/Controlled Assessment to contribute to the documents which will appear in both print and online in PDF format on our website: www.ccea.org.uk

To assist us in this endeavour we need your permission to reproduce your coursework/Controlled Assessment.

I hereby grant CCEA non-exclusive permission to copy, distribute in material form, make available to the public electronically and deal with my work, named above, as part of the CCEA resources specified above.

Authorised by: _____ <i>(if under 16, name of owner's parent/guardian)</i>
Signature: _____ <i>(please print out and sign by hand)</i> <i>(if under 16, name of owner's parent/guardian)</i>

CCEA, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG Tel: (028) 9026 1200

ICCEA/FO/2417/04

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

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



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