

JCQ/CCA

January/June* _____ (Year)

*Please delete as applicable

Application for Centre Consortium Arrangements for centre-assessed work

This form is to be used to notify an awarding body of a consortium of centres with joint teaching arrangements, so that the candidates for each specification can be treated as a single group for the moderation of centre-assessed work. It is required **only** if two or more member centres will be entering candidates for work that is centre-assessed.

It is not necessary to use this form for Principal Learning units within a Diploma.

Your awarding body will indicate whether this form should be used for Project qualifications undertaken as part of a Diploma. However, the form **must** be used where candidates are taking free-standing Project qualifications.

Your awarding body will also indicate whether this form should be used for Functional Skills (English Speaking & Listening).

The centres concerned must nominate a consortium co-ordinator who undertakes to liaise with the relevant awarding body on behalf of all centres in the consortium. If there are different co-ordinators for different specifications, please submit one copy for each specification – the form may be photocopied. The form(s) must be sent to the awarding body responsible for the assessment (see page 2 for the appropriate address).

Co-ordinator
Name: (please print)..... Based at centre no.
Address for correspondence (include e-mail address if available):
.....
.....
Telephone: Fax:

Centres	
The following centres are members of the consortium:	
Centre no.	Centre name

Guidance notes concerning centre consortium arrangements

In cases where all candidates from different centres have been taught and are assessed together but where they are entered through the centre at which they are on roll; the relevant awarding body **must** be informed by the centres that they wish to be treated as a consortium.

1. For each internally assessed component centres **must** carry out internal standardisation of marking across the consortium.
2. The awarding body will allocate the same moderator to each centre in the consortium and the candidates will be treated as a single group for the purpose of moderation.
3. Before commencing the moderation process, the awarding body will inform moderators of any consortia in their allocation. Moderators will be reminded to select a single sample across all centres in a consortium, including a candidate with the highest mark and a candidate with the lowest non-zero mark from across the whole consortium.
4. Each centre in the consortium will receive a report from the moderator, in addition to a report detailing the allocation of marks.
5. If a consortium submits an enquiry about results, the work **must** be available from all the centres in the consortium, as it is the original sample that is re-moderated.
6. It is not necessary to use this form for Principal Learning units within a Diploma.
7. Your awarding body will indicate whether this form should be used for Functional Skills (English Speaking & Listening).
8. Your awarding body will indicate whether this form should be used for Project qualifications undertaken as part of a Diploma. However, the form **must** be used where candidates are taking free-standing Project qualifications.