INTERNAL ASSESSMENT

A Guide for Centres

2018 Series

General Certificate of Education (AS and A Level)

General Certificate of Secondary Education (GCSE)

Level 1 and Level 2 Certificates in Latin

Level 1 and Level 2 Vocational – Awards and Certificates

Level 3 Applied – Certificates and Diplomas

Entry Level

Entry Level (New)

Welsh Baccalaureate

Extended Project

Entry Pathways

FAD

This booklet contains information on the moderation of internally-assessed work and the submission of marks. These instructions relate to those subjects in which the work is <u>sent</u> to the moderator or WJEC.

Instructions for subjects where the work is assessed by a visiting moderator can be found on the individual subject pages on our website.

Separate instructions are available for Essential Skills Wales qualifications.

Content

Please note that internal assessment marks for the qualifications above are collected via our online internal assessment mark input system (IAMIS) on the secure website. Any individual inputting marks requires a secure website log-in, available from the centre's Exams Officer.

Foreword

The purpose of this guide is to provide advice and guidance on internal assessments which are marked by centres and externally moderated or monitored by WJEC. The aim is to provide information to support centre staff and ensure the integrity and security of the assessment process. The guide covers:

- Key dates
- Marking and internal standardisation
- Authentication of work
- Internal appeals
- Submission of marks and identification of samples
- Presentation and despatch of work for moderation
- Moderation, feedback and return of work to centres
- Re-sits and the carry forward of marks
- Malpractice
- Information on individual subjects
- Consortium arrangements

The manual **must** be read in conjunction with the relevant JCQ document:

- Instructions for conducting controlled assessments (GCSE legacy qualifications) (https://www.jcq.org.uk/exams-office/controlled-assessments/instructions-for-conducting-controlled-assessments-2017-2018)
- Instructions for conducting coursework (GCE legacy qualifications and Extended Project) (https://www.jcq.org.uk/exams-office/coursework/instructions-for-conducting-coursework-2017-2018)
- Instructions for conducting non-examination assessments (GCE and GCSE reformed qualifications) (https://www.jcq.org.uk/exams-office/non-examination-assessments/in)

  Welsh versions are available on the website.

In addition to the general requirements documented in the instructions above, teachers **must** follow the subject specific instructions in the relevant specification.

JCQ (General Regulations for Approved Centres) requires all centres to have a written policy for controlled assessments and GCE/GCSE non-examined assessments together with a written internal appeals procedure. The JCQ Centre Inspector will check that these documents are available during their visit.

Candidates work **must** be kept securely until the deadline for a review of moderation has passed or until a review of moderation or appeal or malpractice investigation has been completed whichever is the later.

The Head of Centre **must** ensure that candidates work is available for despatch for moderation, including additional samples, within the required timescale.

SECTION 1 - GENERAL INFORMATION

1.1   KEY DATES

There are a number of internal processes to be completed prior to submitting marks to WJEC by the required deadline including:

- Marking and internal standardisation
- Ensuring candidates and teachers have signed the declaration that authenticates the work.
- Ensuring that there is sufficient time to undertake and complete any internal appeals
- Please familiarise yourself with the new regulatory requirements for non-examination assessments for 2017 – 2018 here.
- Ensuring that individuals submitting marks have log-in permissions for the WJEC secure website (secondary account holders). Please ensure that you set up secondary account holders for the new specifications with NEA.

For further guidance please follow the link for the Centre Assessed Marks FAQ's http://www.wjec.co.uk/Centre%20assessed%20marks%20FAQs%20V1.pdf?language_id=1

The key dates for submitting marks are:

GCSE – Submission of work samples to moderator for controlled assessments/NEAs:

24 March	-	Drama, English Language (WJEC), English Literature (WJEC), Welsh Language (Unit 1)
5 May	-	all remaining subjects (including Eduqas English Language)
13 May	-	Design and Technology
15 May	-	Computer Science Component 3 (Eduqas)
31 May	-	Art and Design

GCE – Submission of work samples to moderator:

23 March	-	Geography Unit 5 (Wales) / Component 4 (Eduqas)
4 May	-	History Unit 5 (Wales only)
15 May	-	all remaining subjects

Entry Level/Entry Pathways – Submission of work samples to moderator for coursework: **5 May**

Level 1/ Level 2 Certificates in Latin – Submission of work samples to moderator for controlled assessments: **5 May.**

Level 1/Level 2 Vocational – Submission of work samples to moderator for controlled assessments: **5 May**

Level 3 Applied – Submission of work samples to moderators for controlled assessments: **15 May**

Welsh Baccalaureate – Submission of work samples to moderator for controlled assessments:

11 May	–	National / Foundation KS4
25 May	–	Advanced
11 June	–	Post-16 National / Post-16 Foundation

Extended Project – Submission of work samples to moderators for controlled assessments: **15 May**

Centres are reminded that the date set internally for completion of work by candidates, though flexible from WJEC's perspective, must precede the published submission date for moderation by a sufficient margin to facilitate authentication, accurate marking, internal moderation and submission of marks online. There should also be sufficient time for your centre to undertake and complete any internal appeals submitted by candidates.

1.2 MARKING AND INTERNAL STANDARDISATION

Centres should use reference and archive materials (such as exemplar material provided by WJEC or, where available, work in the centre from the previous year) to help set the standard of marking within the centre.

Prior to marking, it is useful to undertake a trial marking exercise. Teachers mark the same relatively small sample of work to allow for the comparison of marking standards. The exercise can take place at appropriate stages during the course and has three beneficial effects: it helps to bring about greater comparability in the marking standards; it may identify at an early stage any teachers whose standards are out of line with that of their colleagues; it alleviates a heavy marking load at the end of the course.

Where the work for a component/unit has been marked by more than one teacher in a centre, standardisation of marking should normally be carried out according to one of the following procedures:

Either, a sample of work which has been marked by each teacher is re-marked by the teacher who is in charge of internal standardisation,

Or, all the teachers responsible for marking a component/unit exchange some marked work (preferably at a meeting led by the teacher in charge of internal standardisation) and compare their marking standards.

Where standards are found to be inconsistent, the discrepant teacher(s) should make adjustments to their marks or re-consider the marks of all candidates for whom they were responsible. The new marks should be checked by the teacher in charge of internal standardisation.

If centres encounter any difficulties either in the application of mark schemes or in the process of internal standardisation, advice should be sought from the relevant subject specialist at the WJEC.

Any review must be undertaken before marks are submitted to the awarding body. Sufficient time must be given to candidates in order to allow them to review copies of material, as necessary, and reach a decision. The centre must also allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline. The review must be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The reviewer must ensure that the candidate's mark is consistent with the standard set by the centre.

Centres must also make it clear to candidates that any centre assessed marks are subject to change through the moderation process. For further information please follow the link.

1.3 QUALITY OF WRITTEN COMMUNICATION

In most subjects the marking of 'Quality of Written Communication' is incorporated within the overall assessment of components.

It is vitally important that instructions are adhered to and mark sheets are completed correctly so that candidates' marks are awarded out of the correct total for all subjects/components.

1.4 ANNOTATION OF WORK

The following general principles for the annotation of work should be related to any subject-specific requirements.

(a) One of the following three approaches should be adopted:

    (i) summative comments either on the work, usually at the end, or on a 'cover sheet';

    (ii) key pieces of evidence flagged throughout the work by annotation either in the margin or in the text;

    (iii) a combination of (i) and (ii).

(b) Indications as to how marks have been awarded should:

    (i) be clear and unambiguous;

    (ii) be appropriate to the nature and form of the work;

    (iii) facilitate the standardisation of marking within a centre;

    (iv) enable the moderator to check easily the application of the assessment criteria to the marking.

(c) Annotation, where deemed appropriate, should:

    (i) indicate where the assessment criteria have been met, e.g. by writing key phrases from the criteria (such as 'awareness of values', 'selects information', 'uses a variety of techniques') at the appropriate point in the work;

    (ii) indicate any planning and processing not undertaken individually and provide details of any assistance or prompting given to the candidate.

1.5 AUTHENTICATION

Teachers **must** be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within his/her capabilities.

Candidates must be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The JCQ documents *Information for Candidates – Controlled Assessments 2017 – 2018 (https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information), Information for Candidates – Coursework 2017 – 2018 (https://www.jcq.org.uk/exams-office/information-for-candidates-documents/infor) and Information for Candidates – Non-Examination Assessment 2017 – 2018 (https://www.jcq.org.uk/exams-office/information-for-*

candidates-documents/instructions-for-candidates---non-examination-assessments), available on the JCQ website (www.jcq.org.uk), provide instructions and guidance.

Welsh versions are available on the website.

For all WJEC subjects with a written internal assessment component/unit, an authentication statement is included as part of the mark/cover sheet for individual candidates' folders. These are available for downloading from the relevant subject page on the WJEC website - www.wjec.co.uk. On the WJEC home page, under the heading "Find Qualifications and Resources," click on the relevant subject and select the level of examination, and click "search". In most cases, there is a quick link to the marksheets on the subject page. Open the document and save/print as required. Marksheets for our Eduqas courses can be found on our Eduqas website www.eduqas.co.uk.

All candidates (not merely those included in the moderation sample) must sign the authentication statement. Failure to do this could constitute maladministration/malpractice.

Teachers must sign the declaration of authentication after the work has been completed by the candidate confirming that:

• the work is solely that of the candidate concerned;
• the work was completed under the required conditions;
• signed candidate declarations are kept on file.

If a teacher is unable to confirm that the work presented by a candidate is his/her own and has been completed under the required conditions:

• do not accept the candidate's work for assessment;
• record a mark of zero for internally assessed work.

Signed candidate declarations **must** be kept on file until the deadline for an enquiry about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

1.6   INTERNAL APPEALS

When planning the timetable for non-examination assessments, sufficient time should be allocated to enable internal appeals relating to the centre's assessment decisions to be completed prior to the submission deadline. JCQ requires centres to have a written internal appeals procedure and to ensure that details of this procedure are made widely available and accessible to all candidates.

Candidates must be informed of their centre assessed marks. This is a regulatory requirement in the GCE, GCSE and Extended Project Qualification Level conditions. Information is available in the JCQ notice here.

We suggest that candidates are advised that their marks may change as a result of external moderation.

1.7   SUBMISSION OF MARKS AND IDENTIFICATION OF SAMPLES

WJEC has developed the Internal Assessment Mark Input System (IAMIS) for centres to submit marks. The sample is automatically generated once marks have been submitted. Section 2 of the guide provides detailed information of the process.

1.8 MODERATION AND FEEDBACK

The moderator will re-assess the sample work using the published marking criteria in the specification. The moderator marks are compared with the centre marks for the sample work. If any of the differences between the moderator marks and the centre marks exceeds a specified tolerance, adjustments are normally applied to the centre's marks.

If further evidence of the centre's marking is required, the moderator may request some or all of the remaining work. If there is a significant disagreement between the centre's rank order and the moderator's rank order, the moderator's marks may be implemented for all candidates at the centre.

The final, moderated marks are sent to centres with the results (expressed as either raw marks or UMS marks).

Moderators' reports will provide feedback on:

(i)   the efficiency of the centre's administration;

(ii)   the appropriateness of the tasks (where set by the centre rather than the awarding body) and the coverage of the assessment objectives;

(iii)   the accuracy of the centre's assessments against the criteria and in relation to the agreed standard for the component/unit;

(iv)   whether the centre's marks have been adjusted.

Comments on the accuracy of a centre's assessments may be made even if no adjustment is applied. For example, if the difference between the moderator marks and the centre marks is only just within the specified tolerance, the moderator will normally provide advice on the standard of marking.

Moderators' reports will be available on the secure website for inspection by centres on the same electronic page used for submitting the internally assessed marks. They will become available to view and download according to the following time scale:

June examination series: reports available from results day until Christmas.

November examination series: reports available from results day until end of February.

January examination series: reports available from results day until end of May.

Please note, for the Welsh Baccalaureate, centres will only be able to view samples:

January series: **5th January (all levels)**

June series: **on the 4th May 2018 for KS4, on the 18th May 2018 for Advanced, and on the 4th June 2018 for Foundation Post-16/National Post-16.**

1.9   RETURN OF WORK TO CENTRES

Moderators will return work direct to centres as soon as possible after moderation.

WJEC will handle with care material submitted for moderation, but cannot accept responsibility for loss or damage. Samples may be retained by WJEC for use as exemplar or archive material (centres will receive notification if this is the case). Centres are required to retain candidates' marked work under secure conditions, so far as is practicable, until the deadline for reviews of moderation has passed, or until an appeal or malpractice investigation has been completed whichever is the later. Where retention is a problem, because of the nature of the work, some form of evidence (e.g. photographic, audio-taped or video-taped) must be available. Centres are requested to keep a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators. This information may be required if there are enquiries upon results at a later date.

N.B. Candidates should be advised not to include any items of real or sentimental value e.g. photographs, certificates etc.

1.10   '**CARRY-FORWARD' OF UNIT/COMPONENT MARKS FOR LINEAR SUBJECTS**

For the lifetime of a specification, candidates can re-use ("carry forward") marks in controlled assessments, coursework and non-examination assessments from a previous exam series in which the candidate certificated

Candidates are not permitted, in any circumstances, to carry forward marks between legacy specifications and reformed specifications.

If a candidate chooses to re-sit the assessment, it is the new result (not the original result, even if higher) that will count towards the qualification grade.

Where a candidate has certified on two or more previous occasions, the most recent NEA mark is being carried forward, regardless of whether that mark is higher or lower (unless that mark is absent).

If candidates wish to re-use ("carry-forward") marks towards a new overall qualification please indicate this by inputting C or CF on the internal assessment mark input system. Do **not** under any circumstances enter the mark to be carried forward.

GCSE English Language (Eduqas) Spoken Language and GCE Science Practical Skills endorsement grades can be carried forward, including between awarding bodies.

In these cases the carried forward results are endorsed grades, not marks.

'**CARRY-FORWARD' OF MARKS FOR UNITISED SUBJECTS (not available to centres in England)**

For GCSE, provided the rules for re-sitting units are adhered to (terminal requirements) as outlined in the Directory (http://www.wjec.co.uk/GCSE_Directory.pdf?language_id=1) then centres **do not need to enter** candidates for any controlled assessment/NEA units that candidates wish to re-use ("carry-forward") towards a new overall qualification.

If a candidate wishes to carry forward English Language Unit 1, Oracy, both Task 1 and Task 2 must be carried forward. i.e. If a **new** Task 1 (Individual Presentation) is submitted, a **new** Task 2 (group discussion) assessment must be undertaken as well.

For GCE, centres **do not need to enter** candidates for any controlled assessment/NEA units that candidates wish to re-use ("carry-forward") towards a new overall qualification.

1.11 MALPRACTICE

Where any malpractice is discovered prior to the signing of the authentication statement, this need not be reported to WJEC, but should be dealt with in accordance with the centre's internal procedures.

If malpractice is suspected or found after the authentication statement has been signed, the centre must report the malpractice using the relevant JCQ Malpractice form, M1 in the case of suspected candidate Malpractice or M2 a/b in the case of suspected centre/centre staff Malpractice. Further guidance on reporting malpractice is available in the WJEC document, Malpractice – A guide for centres available on the WJEC website (www.wjec.co.uk) and the JCQ document *Suspected Malpractice in Examinations and Assessments 2017 - 2018 (http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2016-17)* available on the JCQ website (www.jcq.org.uk).

Welsh versions are available on the website.

The completed form should be sent to Compliance Team, WJEC, 245 Western Avenue, Cardiff, CF5 2YX or e-mailed to malpractice@wjec.co.uk.

There are a number of clues that point to the possibility of plagiarism, and teachers should remain alert to these. Further guidance on the detection of plagiarism may be found in the JCQ document *Plagiarism in Examinations* available on the JCQ website. WJEC uses software to identify potential plagiarism in candidates' work.

Centre staff must familiarise themselves with the relevant JCQ Instructions for controlled assessment, coursework and non-examination assessments together with the subject specification requirements. Knowledge of the requirements will assist a centre and teachers in maintaining the integrity and security of the assessment process. Centres and centre staff who do not comply with the requirements will be investigated under the JCQ Suspected Malpractice procedure.

All candidates and their teacher must sign the declaration of authentication. The forms are required when WJEC receives allegations of suspected malpractice notably that the work was completed or changed after the sample for moderation was generated.

1.12 UNSATISFACTORY PRACTICE BY CENTRES

Further guidance will be provided to the Head of Centre where individual teachers or centres fail to meet WJEC requirements for internally-assessed work. Where significant problems are identified, WJEC may require approval of subsequent tasks/mark schemes and monitoring of the centre's arrangements for marking and standardisation.

The following guidelines will be used as a means of determining whether there are matters which need to be taken up with centres.

(a)   Are tasks set within the requirements of the specification?

(b)   Are the marking schemes/assessment criteria devised by centres clear, unambiguous and capable of consistent application? Have they been applied appropriately?

(c)   Have WJEC's administrative and procedural instructions been followed?

(d)   Has the internally-assessed work been properly annotated?

(e)   Has the internally-assessed work been properly authenticated, especially in those cases where some activities may have taken place outside school?

(f)   If details are given of any assistance given to particular candidates which is beyond that given to the group as a whole; is the nature of such assistance within the parameters laid down by the specification?

(g)   Is standardisation within the centre effective and within WJEC requirements?

1.13   CENTRE STAFF CONFLICT OF INTEREST

Centre staff must complete a declaration of interest form in the following circumstance:

(i)   if they have marked or been involved in the internal standardisation of the work of their own child. The work **must** also be submitted for moderation even if it is not identified in the sample.

(ii)   if they have access to the content of confidential non-examination materials which could benefit their child in their own or another centre e.g. assessments taken over a period of time, or assessment materials which are allowed to be opened for checking such as DVDs prior to the assessment date.

A copy of the form is available here and should be sent to exams@wjec.co.uk

SECTION 2: SUBMISSION OF MARKS AND IDENTIFICATION OF SAMPLES

Summary

The first step in preparing to input marks is to request a secure website log-in as a secondary account holder from your Exams Officer.

Please check that you have access as new specifications have new codes (see 2.1)

Your candidates' names/numbers are pre-populated on the system. You can submit marks as soon as the submission window opens (see 2.2).

Marks/grades **must** be input and submitted by the submission deadlines

Once the marks have been submitted, a sample of candidates will be identified automatically by the system (see Section 4 for separate instructions concerning consortium centres). See separate instructions for English Language (Eduqas).

2.1 ALLOCATING SUBJECTS TO SECURE WEBSITE SECONDARY ACCOUNT HOLDERS

For the internal assessment mark input system (IAMIS), primary account holders (usually the exams officer) can allocate specific subjects to secondary account holders (e.g. teachers) who will be entering internal assessment marks and processing samples. To do this, primary account holders should log onto the secure website, click the 'Account Admin' button and amend settings using the drop down menus shown.

2.2 INPUT SCREENS

The mark input screens will be available to the designated account holders from **10 March** (GCSE, Level 1/ Level 2 Certificates in Latin), **12 March** (Entry Level, Entry Pathways, Level 1/Level 2 Vocational), **10 April** (GCE, Level 3 Applied, Extended Project), **25 April** (Welsh Baccalaureate) and once the entries have been received and processed by WJEC.

2.3 ENTERING AND SUBMITTING INTERNAL ASSESSMENT MARKS

Once entries have been submitted and processed by WJEC, teachers will need to log on to the **WJEC secure website** and click the 'Internal Assessment' tab followed by the 'Internal Assessment Marks/Outcomes' tab. A web page will be available for each internal assessment unit/component for which the centre has entries, and this will be pre-populated with candidate names and numbers. Teachers will need to insert the marks/grades/outcomes (as relevant) for **all** candidates in the spaces provided.

For **certain subjects**, teachers will also need to input details (i.e. initials) of each candidate's teaching group.

Once **all** candidates' marks have been input the marks can be submitted**.** Once marks have been submitted the system will immediately identify the candidates whose work has been automatically selected for moderation.

Once marks have been **submitted** they cannot be changed online (see 2.11).

2.4   SUBMITTING INTERNAL ASSESSMENT MARKS (VIA EDI)

If your centre is unable to submit marks through the internal assessment mark input systems (IAMIS), you may submit internal assessment marks via EDI (electronic data interchange) Further information about EDI entries is available via the EDI helpline on 029 20 265169.

Where internal assessment marks are submitted by EDI time must be allowed for the EDI files to be processed (up to 72 hours). Once files have been processed the web page will be pre-populated with the marks which have been submitted.

Teachers will then need to log on to the **WJEC secure website** (www.wjecservices.co.uk) and click the 'internal assessment ' tab in order to input details (i.e. initials) of each candidate's teaching group (for certain GCSE subjects) and to **submit the marks**. Once marks have been submitted teachers will be able to identify the candidates whose work has been automatically selected for moderation.

2.5   SUBMITTING INTERNAL ASSESSMENT MARKS (VIA E-SUBMISSION)

For further guidance on e-submissions please follow the link http://web.download.wjec.co.uk.s3-eu-west-1.amazonaws.com/secureassess/13-WJEC-guide-to-e-Submissions.pdf

A short video is available to assist with the upload of work to the SecureAssess site (see E-submission, Operational Resources).

http://www.wjec.co.uk/qualifications/welsh-baccalaureate/administration-welsh-baccalaureate/

2.6   IDENTIFICATION OF THE SAMPLE CANDIDATES

The system will automatically identify the sample candidates whose work is to be despatched to the moderator/WJEC. This sample selection will be based upon the published formula on page 25 (see Section 4).

For most subjects the automatic sample will be based on the overall rank order for the total entry.

Work completed with the aid of a scribe **must** also be sent to the moderator in addition to the sample requested. A cover sheet signed by the scribe and countersigned by the head of centre or the examinations officer **must** also be attached to any such work.

WJEC may request further samples of work to be sent to the moderators if this is considered necessary. **WJEC also reserves the right to call in all work for re-marking where moderation identifies significant problems in the initial marking or for other reasons.**

NB: For a limited number of subjects (below) the online facility will be used only to upload marks and will **not** identify the sample:

GCE: Drama (legacy) DA1. For DA1, moderators must view all candidates' work on DVD.

PE (legacy) PE3 / PE (New Wales) Unit 2 / PE (New Eduqas) Component 2 - The sample will have been selected when marksheets have been submitted in early March.

GCSE: English Language (Eduqas) Component 3.

2.7 AMENDMENTS TO THE CHOSEN SAMPLE

The system will not allow subject teachers to "remove" candidates from the chosen sample. However, the system will allow centres to add "additional" candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete then subject teachers should indicate on the system the nearest candidate (either higher or lower) with complete work. **The incomplete work should not be sent to the moderator.**

An explanatory note to the moderator must accompany the folders in such cases where the sample sent by the centre differs from the sample chosen by the system.

2.8 MARK SHEETS

Individual candidate mark sheets (cover sheets), which should accompany each candidate's folder/project submitted for moderation, must also include a candidate declaration of authentication. Cover sheets must be downloaded from the relevant subject page on WJEC website - www.wjec.co.uk or www.eduqas.co.uk.

2.9 PRESENTATION OF FOLDERS

Specific instructions for the presentation of work may be given in the guidelines for individual subjects. Unless otherwise stated, the following points should be noted:

(i)   Each candidate's work should be submitted in an A4 folder/ file, which itself is clearly marked with **specification title, centre name and number, candidate name and examination number.**

(ii)   Ring binders (bulky to post) and plastic wallets (difficult to gain access to work) should **not** be used.

(iii)   Where work consists of a number of assignments these should be placed in the folder in the same order as on the cover sheet.

(iv)   The use of word processors in the production of the work is permitted, unless restrictions are imposed by specification requirements.

2.10 DESPATCH OF WORK

The name and address of the moderator will be shown on screen from approximately **10 March** (GCSE English, English Literature (New Wales), Drama, Welsh Language Unit 1), **12 March** (Entry Level), **10 April** (GCE, Level 3, Extended Project)**, 20 April** (all remaining GCSE subjects and Level 1/ Level 2 Certificates in Latin, Level 1/Level 2 Vocational), **25 May** (Advanced), **26 May** (Welsh Baccalaureate, KS4) and **12 June** (Welsh Baccalaureate Post 16). The moderator details can be printed onto blank labels and the internally-assessed work and cover sheets for the candidates in the sample should then be despatched to the moderator.

2.11 LATE ENTRY CANDIDATES

Teachers can input marks for late entry candidates on the web page, **provided the candidate entry has already been submitted to and processed by WJEC.**

If teachers wish to input a mark for any candidate who is not listed on the web page, the exams officer should be asked to submit the required entry as soon as possible.

Once this information has been sent to WJEC, by the exams officer, teachers should allow 72 hours before trying to input the mark.

WJEC monitors centres where candidates are added after the sample has been generated. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.12   AMENDING MARKS AFTER SUBMISSION

Once marks have been submitted via the web page they cannot be amended. If teachers notice that an incorrect mark has been submitted the Head of Department must send a written request for the mark to be amended, clearly outlining the reason for the error. This request can be made by email to the relevant contact below.

WJEC monitors centres requesting amendments to candidates' marks. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

2.13   AMENDING MARKS AFTER ISSUING OF RESULTS

If a teacher notices that an incorrect mark has been submitted after the issuing of results, the Head of Centre must send a written request to the relevant section below for the mark to be amended, clearly outlining the circumstances. The actual work (or copy) together with a completed, signed, dated internal mark sheet must accompany this written request. This information will be referred to the subject officer. After consideration of the evidence, the mark may be altered or the request may be refused. All requests to alter centre submitted marks for internally assessed units must be received by:

21 September (June exam series)
8 February (November exam series)
12 April (January exam series)

GCSE	**GCE**	**Entry Level/ Latin/**
245 Western Avenue	245 Western Avenue	**Pathways Qualifications**
Cardiff	Cardiff	245 Western Avenue
CF5 2YX	CF5 2YX	Cardiff
gcse@wjec.co.uk	gce@wjec.co.uk	CF5 2YX
		pathways@wjec.co.uk

Welsh Baccalaureate	**Extended Project**
245 Western Avenue	245 Western Avenue
Cardiff	Cardiff
CF5 2YX	CF5 2YX
wbq@wjec.co.uk	glenda.kinsey@wjec.co.uk

2.14   CONSORTIUM ARRANGEMENTS (See Section 4 – Guidance for Consortium Arrangements)

SECTION 3: NOTES FOR INDIVIDUAL SUBJECTS

GCSE

For details of requirements for the content and presentation of work, please refer to subject specifications. If a subject is not mentioned below, it can be assumed that the general instructions apply and that marks should be input on the online system and samples of work despatched to the moderator (see dates below. Centres are encouraged to submit work any time from 1st May onwards up to this date.

WJEC now has the facility for electronic submissions of candidates' work via our SecureAssess platform. All candidate work for the WJEC qualification units listed below must be submitted through this platform in summer 2018. Further details and deadlines can be seen in the relevant November 2017 & January 2018 circulars.

Subjects are as listed below:

Eduqas

GCSE Computer Science C500QS Component 3
GCSE Music C660QS Components 1 and 2
GCSE French Foundation C800PF and Higher C800PH Component 1
GCSE Spanish Foundation C810PF and Higher C810PH Component 1
GCSE German Foundation C820PF and Higher C820PH Component 1
GCSE Drama C690QS Component 1*

WJEC

GCSE Computer Science 434301 Unit 3
GCSE Music 3660QS Units 1 and 2
GCSE French Foundation 3800U1 and Higher 3800UA Unit 1
GCSE Spanish Foundation 3810U1 and Higher 3810UA Unit 1
GCSE German Foundation 3820U1 and Higher 3820UA Unit 1
GCSE Drama 3690QS Unit 1*

*For GCSE Drama, centres are required to upload only audio-visual files to the system. Portfolios and candidate mark sheets must be sent through the post. **Centres must produce work in the following formats only for drama qualifications.** If this is not possible, centres have the option to send their audio visual work by post.

JANUARY 2018 SERIES (Legacy – Final resit opportunities)

ADDITIONAL APPLIED SCIENCE

Coversheets with each candidate's work clearly showing authentication should be submitted with the controlled assessment sample, to arrive with the moderator by **15 January.**

BIOLOGY

For each candidate selected in the moderation sample one single investigation needs to be submitted.

The following should be included with the sample, to arrive with the moderator by **15 January**:

(i)   Cover sheet with each candidate's work.
(ii)   Candidate record card with each candidate's work.

CHEMISTRY

For each candidate selected in the moderation sample one single investigation needs to be submitted.

The following should be included with the sample, to arrive with the moderator by **15 January**:

(i)   Cover sheet with each candidate's work.
(ii)   Candidate record card with each candidate's work.

PHYSICS

For each candidate selected in the moderation sample one single investigation needs to be submitted.

The following should be included with the sample, to arrive with the moderator by **15 January**:

(i)   Cover sheet with each candidate's work.
(ii)   Candidate record card with each candidate's work.

SCIENCE A

For each candidate selected in the moderation sample either all of Pack A or all of Pack B will need to be submitted. For the purposes of moderation each of the three exercises needs to have a cover sheet completed. A record card also needs to be completed for each candidate.

The sample should arrive with the moderator by **15 January.**

JUNE 2018 SERIES (LEGACY)

BUSINESS STUDIES

The following should be submitted with the controlled task sample, to arrive with the moderator by **5 May:**

(i)   a copy of the assignment tasks;
(ii)   the cover sheet BS2 which accompanies each candidate's work;
(iii)   the BS3 sheet – guidance to individual candidates.

COMPUTER SCIENCE

Centres **must** submit all marks for internally assessed work electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling formula based on the overall rank order for the total entry and identify the sample candidates whose work is selected for moderation.

 Further instructions regarding the submission of the practical work and the relevant documentation have been sent via our February circular.

DESIGN AND TECHNOLOGY

Centres **must** submit all marks for internally assessed work electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling formula based on the overall rank order for the total entry and identify the sample of candidates whose work is selected for moderation. Centres have been instructed to record on the electronic mark sheet any consortium arrangements. Where a consortium arrangement has been indicated, the formula for selecting the sample will have been applied manually by the teaching centre using the formula on page 25. Marks **must** have been transferred correctly to the electronic mark input system and submitted by **12 May**.

Further instructions regarding the visit from the examiner/moderator will be sent directly from the specific subject domain.

FILM STUDIES

The following should be submitted with the internal assessment sample, to arrive with the moderator by **5 May:**

Candidate coversheet FL/1 which accompanies each candidate's work.

HISTORY

Centres in Wales: Coversheets (H1 and H2) with each candidate's work should be submitted with the controlled assessment sample, to arrive with the moderator by **5 May.**

Centres in England: This subject is available as a resit. Controlled assessment is available as carry forward only.

HOME ECONOMICS: CHILD DEVELOPMENT; TEXTILES

Samples of work must be accompanied by the coversheets and sent to the moderator by **5 May.** In the case of **Textiles**, the samples must be despatched to: **Tania Lucas, GCSE (TX), 245 Western Avenue, Cardiff, CF5 2YX to be received by 5 May if possible.**

Additional information may be obtained from the booklet "Instructions for the Administration and Conduct of Examinations in Home Economics/Hospitality & Catering 2018" available on the WJEC website.

JUNE 2018 SERIES (WJEC – WALES ONLY)

DRAMA (UNIT 1)

Centres **must** submit all marks for internally assessed work electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling formula based on the overall rank order for the total entry and identify the sample candidates whose work is selected for moderation. The system is live from 10 March and the work and relevant documentation must reach the moderator by **24 March**.

ENGLISH LANGUAGE – ORACY (UNIT 1)

Moderating sample of Oracy tasks

All of the candidates' marks will be submitted online via WJEC's secure website (www.wjecservices.co.uk). The system is live from 10 March. The deadline for the submission of the sample is 24 March. The sample will be chosen through the online Internal Assessment Mark Input System (IAMIS).
- IAMIS will choose candidates across the mark range and will ensure that each teaching group is represented in the sample.
- Both tasks - presentation and discussion - completed by the candidates chosen by IAMIS should be sent in the sample.

The CD/DVD/USB should be sent to reach the moderator by 24 March at the latest.
The remainder of the recordings should be stored safely, should WJEC require further evidence in ensuring fair moderation within the centre. WJEC has the right to ask centres to send another sample if the quality of the recording is not clear enough for moderation.

Record keeping mark sheets

The sample marks should be noted on the relevant record keeping mark sheet for the Individual Researched Presentation and Responding and Interacting group discussion.

For every Individual Researched Presentation, you should:
- Provide an electronic or hard copy of the notes used
- Indicate how reliant the candidate was on the notes used (particularly with an audio recording)
- Make clear reference to the bands on the mark scheme to justify the split marks awarded

For every Responding and Interacting group discussion, you should:
- Provide an electronic or hard copy of the stimulus material and notes used
- Indicate how reliant the candidate was on the stimulus material and notes used (particularly with an audio recording)
- Make clear reference to the bands on the mark scheme to justify the split marks awarded

It is a requirement of GCSE English Language that the record keeping sheets and the notes/stimulus materials used in the assessments be submitted should that candidate be selected for the sample. The record keeping sheet is available to download from the secure website.

ENGLISH LITERATURE (UNIT 3)

Submitting Marks

Non-examination assessment marks must be entered on the secure website so that folders can be despatched to the moderator by 24 March. The mark input screens will be available to the designated account holders from 10 March.

As soon as all the marks have been entered and submitted, the system will automatically identify the sample candidates whose work is to be despatched to the moderator.

For candidates in PRUs, Special Schools and F.E. centres only, non-examination assessment marks must be entered on the secure website so that folders can be despatched to the moderator by 5 May.

Selection of Sample

The system will select a sample based on the normal WJEC rank order formula and ensuring coverage of work from all teachers.

For this reason it is important that centres ensure that, where teachers teach more than one group, the identical teacher initial is used for all the groups taught.

The sample will normally comprise a minimum of 3 folders per teacher per subject. This selection may only be altered in the following circumstances:

Incomplete folders should not be sent to the moderator. In this case, a folder on the same or adjacent mark should be selected and sent instead.

N.B. Where the selection is altered for any reason it is essential that an explanatory note is sent to the moderator.

Sending Work to the Moderator

Candidates' work should be presented in one folder for English Literature and cover sheets placed in front of the corresponding Section of work (Section A Shakespeare, Section B Welsh writing in English). These non-examination assessment cover sheets can be downloaded from our English Literature web page (under 'Show all documents').

FOOD AND NUTRITION (UNIT 2)

Centres must submit all marks for internally assessed work (Assessment 1 and Assessment 2 added together) electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling formula based on the overall rank order for the total entry and identify the sample of candidates whose work is selected for moderation. Centres have been instructed to record on the electronic mark sheet any consortium arrangements. Where a consortium arrangement has been indicated, the formula for selecting the sample will have been applied manually by the teaching centre using the formula in the Internal Assessment Manual. Marks must have been transferred correctly to the electronic mark input system and samples posted to the moderator by **5 May.**

MUSIC (UNITS 1 & 2)

The Composing and Performing moderation sample should be uploaded to the secure server by **5th May**. Full details of how to register your centre for uploads will be communicated by circular. Each candidate will need to have the following:

Unit 1 – Performing: Recordings in mp3 format of all pieces for assessment, electronic copies of the scores/leadsheets, the programme note and the mark sheets, signed for authentication. All documents should be in pdf or MS Office formats.

Unit 2 – Composing: Recordings in mp3 format of both compositions, electronic copies of the scores/leadsheets, the evaluation, the candidate log, and the mark sheets, signed for authentication. All documents should be in pdf or MS Office formats.

WELSH LANGUAGE – ORAL (UNIT 1)

Marks must be entered on the secure website so that samples can be despatched to the moderated by 24th March. The mark input screens will be available to the designated holders from 10th March.

As soon as all the marks have been entered and submitted, the system will automatically identify the sample candidates where word is to be despatched to the moderator.

An individual mark sheet should be completed for all candidates in the sample. The marksheet and GCSE Welsh Language Non-examination Guidance 2018 are available on the relevant subject pages on the WJEC website www.wjec.co.uk

WELSH LITERATURE (UNIT 3 & 4)

(i)   Moderation sample mark sheets – LLÊN/3S, LLÊN/3U and LLÊN/4.

All mark sheets and sheets for teacher's notes are available in the Welsh Literature Oral Assessment Handbook 2018 or on the relevant subject pages on WJEC website www.wjec.co.uk.

WELSH SECOND LANGUAGE – ORAL (UNIT 1)

Marks should be entered on the Secure Website so that the sample can be identified and generated. The sample (oral recordings and help sheets) and authentication documents should be uploaded to Secure Assess. The submission window opens on April 16th and the deadline for submission is **May 5th.**

WELSH SECOND LANGUAGE (UNIT 2)

The following should be submitted with the controlled assessment sample, to arrive with the moderator by **5 May:**

(i)   A CD containing the Individual Presentation and the Situation Conversation from each candidate in the sample;
(ii)   Copy of the brief notes used (no more than 30 words for each of the oral tasks and 40 words for the written task);
(iii)   Coversheet with each candidate's work clearly showing authentication.

WELSH SECOND LANGUAGE APPLIED (UNIT 2 & 3)

The following should be submitted with the controlled assessment sample, to arrive with the moderator by **5 May:**

(i)   A CD containing the Individual Presentation (Unit 2)/ Situation Conversation (Unit 3) from each candidate in the sample ;
(ii)   Copy of the brief notes used (no more than 30 words for each of the oral tasks and 40 words for the written task);
(iii)   Coversheet with each candidate's work clearly showing authentication.

JUNE 2018 SERIES (EDUQAS)

COMPUTER SCIENCE (COMPONENT 3)

As outlined in circular 75 (January 2018) changes to this qualification mean that this programming project will not count towards the final qualification grade. Additionally, the requirement for teachers to assess each learner's work and to submit marks to WJEC is lifted.

The programming project remains an important part of the course and contributes to student learning and progress, so all centres must continue to give students 20 hours within timetabled hours to complete the task set.

As marks are not to be collected for this component, centres must indicate, via the secure website, using the following indicators:

Y - candidate finished task in the 20 hours.
N - candidate completed some work in the 20 hours provided.
A - candidate was not present and did not complete any work.

Once the indicators have been input and submitted, the electronic system will apply and identify the sample candidates whose work is selected for checking.

The purpose of this check is to ensure:

• that each candidate has had the opportunity to undertake the programming project and has had 20 hours set aside in the timetable to allow them to undertake the project, and

• that their written accounts of their programming project represent their individual work, cover each part of the project and reference any resources used or support given.

DRAMA (COMPONENT 1)

Centres **must** submit all marks for internally assessed work electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling formula based on the overall rank order for the total entry and identify the sample candidates whose work is selected for moderation. The system is live from 10 March and the work and relevant documentation must reach the moderator by **24 March**.

Further instructions regarding the submission of the practical work and the relevant documentation have been sent via the February circular.

GCSE ENGLISH LANGUAGE – SPOKEN LANGUAGE (COMPONENT 3)

For the new Eduqas GCSE English Language (9-1), Component 3 Spoken Language, grades must be entered on the secure website by 5th May.

For each candidate, centres will enter either P (Pass), M (Merit), D (Distinction), N (not classified). Centres must ensure that, if they wish to apply for exemption for any candidates this has been applied for via the JCQ exemption form. These candidates should be input as N.

The mark input screens will be available to the designated account holders from 10th March. Please note that centres select their own sample for Component 3 using the formula in the table below.

Sample Sizes

No of cands at centre	No. of cands whose presentations must be recorded	Minimum no. of cands at each grade (D, M, P) +
30 or fewer	All cands	10++
Over 30	30	10+++

+ All candidates at a grade if the centre has fewer than the stated minimum. Candidates assessed as Not Classified should not be included.
++ For example, if a centre has 15 D candidates, 11 M candidates and 3 P candidates, all of these candidates will be in the sample.
+++ For example:

(a)   if a centre has 21 D candidates, 14 M candidates and 3 P candidates, the sample will consist of 10 of the D candidates, 10 of the M candidates and all of the P candidates, with 7 additional candidates (from D and/or M) to make the overall sample up to 30.
(b)   if a centre has no D candidates, 7 M candidates and 60 P candidates, the sample will consist of all of the M candidates and 23 of the P candidates.

Centres must provide audio-visual recordings of the presentations of a sample of candidates to their designated Spoken Language monitor. The CD/DVD/USB should be sent to the monitor by **5 May** at the latest.

Please note that only the audio-visual recordings should be sent to the monitor. No paperwork is required.

Further information on conducting and recording the presentations can be found here.

FOOD AND NUTRITION (COMPONENT 2)

Centres **must** submit all marks for internally assessed work (Assessment 1 and Assessment 2 added together) electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling formula based on the overall rank order for the total entry and identify the sample of candidates whose work is selected for moderation. Centres have been instructed to record on the electronic mark sheet any consortium arrangements. Where a consortium arrangement has been indicated, the formula for selecting the sample will have been applied manually by the teaching centre using the formula in the Internal Assessment Manual. Marks **must** have been transferred correctly to the electronic mark input system and samples posted to the moderator by **5 May**.

MUSIC (COMPONENT 1 & 2)

The Composing and Performing moderation sample should be uploaded to the secure server by **5th May**. Full details of how to register your centre for uploads will be communicated by circular. Each candidate will need to have the following:

Component 1 – Performing: Recordings in mp3 format of all pieces for assessment, electronic copies of the scores/leadsheets, and the mark sheets, signed for authentication. All documents should be in pdf or MS Office formats.

Component 2 – Composing: Recordings in mp3 format of both compositions, electronic copies of the scores/leadsheets, the candidate log, and the mark sheets, signed for authentication. All documents should be in pdf or MS Office formats.

AS/ADVANCED LEVEL

For details of requirements for the content and presentation of work, please refer to subject specifications. If a subject is not mentioned below, it can be assumed that these general instructions apply and that marks should be input on the online system and samples of work despatched to the moderator by 15th May. Centres are encouraged to submit work any time from 1st May onwards up to this date.

WJEC now has the facility for electronic submissions of candidates' work via our SecureAssess platform. All candidate work for the WJEC qualification units listed below must be submitted through this platform in summer 2018. Further details and deadlines can be seen in the relevant November 2017 & January 2018 circulars.

Subjects are as listed below:

WJEC (New Wales Specifications)

A level Computer Science 1500U50-Unit 5
AS Film Studies B670U30-1 Component 3
AS Media Studies 2680U20-1 Unit 2
AS Drama and Theatre 2690U10-1 Unit 1*

WJEC (Eduqas Specifications)

A level Computer Science A500QS Component 3
AS Film Studies B670QS Component 3
AS Media Studies B680QS Component 3
AS Drama and Theatre B690QS Component 1*
A level Drama and Theatre A690QS Component 1*
AS Music B660QS Component 2
A Level Music A660PA/A660PB Component 2

*For GCE Drama and Theatre qualifications, centres are required to upload only audio-visual files to the system. Portfolios and candidate mark sheets must be sent through the post.

ART AND DESIGN (NEW)

Centres **must** submit all marks for internally assessed work electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling formula based on the overall rank order for the total entry and identify the sample of candidates whose work is selected for moderation. Centres have been instructed to record on the electronic mark sheet any consortium arrangements. Where a consortium arrangement has been indicated, the formula for selecting the sample will have been applied manually by the teaching centre using the formula in the Internal Assessment Manual. Marks **must** have been transferred correctly to the electronic mark input system and submitted by **15 May** (Legacy Specification) and **31 May.**

Further instructions regarding the visit from the examiner/moderator will be sent directly from the specific subject domain.

DESIGN AND TECHNOLOGY (Legacy AS & A2, UNIT 2 – AS (WJEC) & COMPONENT 2 EDUQAS)

Centres **must** submit all marks for internally assessed work electronically via the secure website. Once the marks have been uploaded, the electronic system will apply the sampling

formula based on the overall rank order for the total entry and identify the sample of candidates whose work is selected for moderation. Centres have been instructed to record on the electronic mark sheet any consortium arrangements. Where a consortium arrangement has been indicated, the formula for selecting the sample will have been applied manually by the teaching centre using the formula in the Internal Assessment Manual. Marks **must** have been transferred correctly to the electronic mark input system and submitted by **5 May**.

Further instructions regarding the visit from the examiner/moderator will be sent directly from the specific subject domain.

DRAMA DA1 (Legacy – final resit)

All candidates marks should be entered on the online system. A DVD (with track list or index) showing the practical work of **all** candidates should be submitted to the moderator along with the individual candidate marksheets. These materials should be sent to the moderator by **15 May**.

GEOGRAPHY (UNIT 5 NEW WALES) & COMPONENT 4 (NEW EDUQAS)

Final deadline for the submission of work to the moderator is 23 March. Centres are encouraged to submit work any time from 10 March up to this date.

HISTORY (UNIT 5) (Not available in England)

The following should be submitted with the sample for Unit 5 (NEA) to arrive with the moderator by **4 May**:

- Unit 5 authentication form
- Unit 5 Formal Review Record
- Unit 5 Specific Advice Record (if used)

PHYSICAL EDUCATION PE3 / PHYSICAL EDUCATION UNIT 2 (NEW WALES) / PHYSICAL EDUCATION COMPONENT 2 (NEW EDUQAS)

Pre-moderation marks sheets should be sent to WJEC by **3 March.**

NEW EDUQAS BIOLOGY, CHEMISTRY & PHYSICS PRACTICAL ENDORSEMENTS

Centres will be required to input and submit a 'Pass' or 'Not Classified' indicator on the online system.

LEVEL 1 AND LEVEL 2 CERTIFICATES IN LATIN

Once all the marks have been submitted, the system will then identify the sample candidates. The Controlled Assessments for these candidates will need to be sent to the moderator by **5 May**.

LEVEL 1 AND LEVEL 2 VOCATIONAL

Once all the outcomes have been submitted, the system will then identify the sample candidates. The Controlled Assessments for these candidates will need to be sent to the moderator by **5 May**.

LEVEL 3 APPLIED

Once all the marks have been submitted, the system will then identify the sample candidates. The Controlled Assessments for these candidates will need to be sent to the moderator by **15 May**.

ENTRY LEVEL

Once all the marks have been submitted, the system will then identify the sample candidates. The Coursework for these candidates will need to be sent to the moderator by **5 May**.

ENTRY PATHWAYS

Once all the outcomes have been submitted, the system will then identify the sample candidates (except for Healthy Living and Fitness practical units. Centres must select their own samples for these units). The Coursework for these candidates will need to be sent to the moderator by **4 May**.

EXTENDED PROJECT

Once all the marks have been submitted, the system will then identify the sample candidates. The Extended Projects for these candidates will need to be sent to the moderator by **15 May**.

WELSH BACCALAUREATE

For the "Individual Project" and the three Challenges where a centre has entries, WJEC will select a sample of candidates work for moderation at random across the mark range including the top and bottom mark. The size of the sample for a component/unit will be based firstly on the total entry for the component/unit which gives the minimum size the sample must be and then based on the number of assessors for that component/unit, three will be selected from each assessor.

Once all the marks have been submitted, the system will then identify the sample candidates. The Controlled Assessments for these candidates will need to be sent to the moderator by:

11 May   KS4
25 May   Advanced
11 June Post 16

WJEC now has the facility for electronic submissions of candidates' work via our SecureAssess platform. All candidate work for the Challenges listed below must be submitted through this platform in summer 2018.

Subjects are as listed below:

90S9U1/N1 National/Foundation KS4 Individual Project
90S9U4/N4 National/Foundation KS4 Community Challenge

90S3U1/N1 Advanced individual Project
90S3U2/N2 Advanced Enterprise and Employability

The work will need to be uploaded by the deadline dates listed above.

Further information regarding the use of the SecureAssess system can be found here http://www.wjec.co.uk/qualifications/welsh-baccalaureate/welsh-bacc-from-2015/welsh_baccalaureate_administration_handbook_2017-18.pdf?language_id=1

FAD

A date and time for the moderation visit should be agreed between the Moderator and Programme Leader within the specified moderation window, which should coincide with the period of exhibition of learners' work (visits will be one day in duration).

The centre should submit proposed grades for all units via the secure website at least 48 hours in advance of the agreed moderation visit date. Centres must provide the Moderator with a printout of the learners' proposed grades from the secure website on arrival (all view). A sample of assessed work from Units 1, 2, 3 and 4 should be made available including Assessment Criteria Forms for units 1-4. All learners must curate and present a Major Project prior to the moderation visit. The moderator will select a sample from the display for moderation. The sample will be between 15% and 100%, depending on learner numbers.

The following represents the normal procedure for the Moderator at the visit:

(i) Meeting with the Programme Leader to discuss programme, delivery, management and any changes that may have occurred during the year and to receive a printout of learners' proposed grades from the secure website (all view).

(ii) Tour of Major Project exhibits with Programme Leader and / or subject specialist(s). The display of each learner's major project should be prominently labelled with the name of the learner, area of specialisation and career progression. The learner's completed Proposing and reviewing a Major Project document plus supporting materials reflecting the journey from initial concept to realisation should accompany the display and there should be a précis of the Proposal / review mounted alongside.

(iii) The moderator will sample a representative group of learners' work in Units 5 and 6 using a copy of the internal Grade Descriptor forms. As a recommended guide the moderation process will generally cover:

- the work of at least one learner from each main area of study;

- a selection of work from learners graded as distinction, merit and pass, including borderline cases;

- the work of all proposed learners assessed as referred.

(iv) Review the exhibition (Moderator only) and then meet with Programme Leader to discuss any amendments to proposed final grades and discuss learners who are proposed for referral. Finalise additional work for candidates that have been referred including a timescale for re-submission. Complete and sign the printout showing proposed and moderated grades.

(vii) Meet a representative selection of learners in consultation with the Programme Leader.

(viii) Meeting with the programme team for general feedback and discussion.

After the visit the Moderator will submit final grades for Units 5 and 6 and complete the Moderator's Visit Report form on the secure website. The report will comment on administration and assessment (including any grade changes), programme delivery, outcomes and general comments/advice. The Moderator's report will be available to centres from the A level results release date in mid-August via the secure website.

SECTION 4: GUIDANCE FOR CONSORTIUM ARRANGEMENTS

(**only** required if two or more member centres will be entering candidates for work that is centre-assessed)

Some centres may be involved in consortium arrangements for one or more specifications. This usually arises where a group of centres establish joint teaching arrangements in a subject, and the candidates attend a single centre for tuition. The candidates can therefore be regarded as a single group for the purposes of internal assessment moderation.

In some consortium arrangements, the practice is for candidates to be entered for the internally-assessed units by the teaching centre. Where this occurs, all administration will be handled by the teaching centre and no special procedures are required.

In many consortium arrangements, however, the centre at which the candidates are enrolled ("the home centre") will make all the required entries. In this case, the additional procedures outlined below must be followed so that the candidates can be treated as a single group for the purposes of internal assessment moderation.

Centres involved in consortium arrangements must:

- Appoint a coordinator to liaise with the awarding body on behalf of all centres in the consortium.

- Complete <u>Form JCQ/CCA</u> and submit to WJEC as soon as possible in the academic year and by no later than 31st January 2018 for the summer series of examinations.

- Ensure that all candidates in the consortium are treated as a single group for internal assessment purposes & sample selection

- Arrange for all marks for all candidates to be submitted to WJEC

On receipt of form JCQ/CCA, WJEC will:

- Ensure that the same moderator is appointed to all centres in the consortium & liaise with the consortium coordinator concerning moderation arrangements

- Advise moderators that a single moderation sample will be selected & sent for the consortium as a whole

- Ensure that any mark adjustments arising from moderation will be applied consistently across the consortium.

The consortium coordinator is responsible for:

- Ensuring that internal standardisation of teacher marking is carried out for all the centres within the consortium i.e. all candidates in the consortium are treated as a single group for internal assessment purposes and sample selection.

- The coordinator must ensure that the marks are forwarded to each candidate's entering centre for upload to the WJEC's online system.

  The electronic online system will not be able to treat all candidates in the consortium as a single group. Therefore, all consortium entering centres will need to insert their candidates internally assessed marks and then click the 'consortium' button located at

the top of the electronic input mark sheet before clicking the submit button. This will ensure that marks are submitted to WJEC but prevent the sampling formula from being automatically applied.

• The coordinator must manually select the sample candidates in rank order by applying the following formula, subject to the additional considerations listed below.

Marks for the sample must be recorded in rank order (beginning with the highest) on the Consortium Sample Marksheet.

Total number of candidates	Work to be submitted (Numbers relate to rank order)
1 – 10	All
11 - 19	1st and every second (1, 3, 5, 7 etc.) **plus** the lowest scoring folder and additional folders as necessary (reflecting the spread of marks) to make a total sample of 10
20 - 45	1st and every fifth (1, 6, 11, 16 etc.) **plus** the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 10
46 - 99	1st and every eleventh (1, 12, 23, 34 etc.) **plus** the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 10
100 - 199	1st and every fourteenth (1, 15, 29, 43 etc.) **plus** the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 15
200 – 299	1st and every fifteenth (1, 16, 31, 46 etc.) **plus** the lowest scoring folder and additional folders as necessary (reflecting spread of marks) to make a total sample of 25
Over 300	1st and every twentieth (1, 21, 41, 61 etc.) **plus** the lowest scoring folder and additional folders as necessary (reflecting spread of marks) to make a total sample of 25

Clearly indicate on the <u>Consortium Sample Marksheet</u> (where applicable) the total number of candidates entered.

N.B.   In addition, the following points should be considered in selecting the sample:

(i)   Each teaching group should be represented.

(ii)   The sample should include at least one candidate from each of the centres involved in the consortium arrangement.

(iii)   Where there are several candidates on a particular mark these will count towards the total number in calculating the rank order, but normally only one candidate's work on a particular mark will be submitted.

(iv)   Work submitted should where possible meet the full requirements of the specification; i.e. incomplete work should not be included, but be replaced by that of the nearest candidate (either higher or lower) with complete work.

(v)   Where appropriate, work in both English and Welsh should be submitted from bilingual centres.

WJEC may request further samples of work to be sent to the moderators if this is considered necessary. WJEC also reserves the right to call in all work for re-marking where moderation identifies significant problems in the initial marking.

Once the sample has been selected, the marks for all candidates who comprise the sample should be inserted on the 'Consortium Sample Mark Sheet' provided by WJEC.

Individual candidate cover mark sheets together with the consortium sample mark sheet and actual work must be despatched to the allocated moderator by the published submission date.

Compliance to these arrangements will ensure that any mark adjustments arising from moderation will be applied consistently across the schools in the consortium.

NB - These sampling arrangements for consortiums assume that all candidates entered at each centre within the consortium are receiving tuition at the same teaching centre. Occasionally, however, a centre may be involved in more complex arrangements whereby different groups of candidates for the same specification are attending separate teaching centres. In these circumstances, the appropriate WJEC subject officer should be contacted to discuss how precise details of the candidates attending each centre should be submitted as part of consortium arrangements. It is especially important that WJEC be informed if 'some' candidates within a centre's cohort entry are taught and have their work marked elsewhere, while others within the same cohort are taught and have their work marked as normal at the entry centre.

Appendix 1

GCSE Specifications (Legacy – Final resit January 2018)

Controlled Assessment

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Additional Science	Unit 4: Investigation	15 January	19 January	4474/01	600/0893/3 Linear 600/5551/0 Unitised
Biology	Unit 4: Investigation	15 January	19 January	4484/01	600/0895/7 Linear 600/5553/4 Unitised
Chemistry	Unit 4: Investigation	15 January	19 January	4494/01	600/1035/6 Linear 600/5648/4 Unitised
Physics	Unit 4: Investigation	15 January	19 January	4504/01	600/1032/0 Linear 600/5554/6 Unitised
Science A	Unit 4: Research Skills, Hypothesis Testing and Safety	15 January	19 January	4464/01	600/1036/8 Linear 600/5555/8 Unitised

GCSE Specifications (Legacy) – June 2018

Controlled Assessment

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Applied Business	Unit 1: The Business and its Environment	30 April	5 May	4701/01	500/5085/0 Linear 600/5557/1 Unitised
Applied Business	Unit 3: People In Business	30 April	5 May	4703/01	500/4637/8 Linear 600/5539/X Unitised
Business Studies	Business Investigation	30 April	5 May	4080/02	500/4523/4
Computer Science (CF only)	Unit 3	30 April	5 May	4343/01	600/6442/0
Drama (CF only)	Unit 1	30 April	5 May	4151/01	600/5564/9 Linear
Design & Technology	Unit 2: Graphic Products	13 May	N/A (Route)	4102/01	600/5559/5 Unitised 500/8075/1 Linear
Design & Technology	Unit 2: Resistant Materials	13 May	N/A (Route)	4112/01	600/5561/3 Unitised 500/8074/X Linear
Design & Technology	Unit 2: Systems and Control	13 May	N/A (Route)	4122/01	600/5562/5 Unitised 500/8151/2 Linear
Design & Technology	Unit 2: Textiles Technology	13 May	N/A (Route)	4132/01	600/5563/7 Unitised 500/8133/0 Linear
Design & Technology	Unit 2: Product Design	13 May	N/A (Route)	4142/01	600/5560/1 Unitised 500/8132/9 Linear

Electronics	Unit 3: System Design & Realisation	30 April	5 May	4163/01	500/4571/4 Linear 600/5565/0 Unitised
Film Studies	Exploring and Creating	30 April	5 May	0155/03	500/3690/7
Geology	Directed Investigation – Option 1 Directed Investigation – Option 2	30 April	5 May	4250/02	500/4591/X
Health & Social Care	Unit 1: Health, Social Care and Children's Services	30 April	5 May	4721/01	500/4471/0 Linear 600/5580/7 Unitised
Health & Social Care	Unit 4: Promoting Health and Well-being	30 April	5 May	4724/01	500/4474/6 Linear 600/5540/6 Unitised
History Route A & B (CF only) For centres in England only	Unit 4: An Investigation Into An Issue Of Historical Debate Or Controversy	30 April	5 May	4286/01	600/9907/0 Linear 601/0174/X Unitised
Home Economics: Child Development	Unit 2: Child Study	30 April	5 May	4292/01	500/4401/1 Linear 600/5570/4 Unitised
Home Economics: Child Development	Unit 3: Child Focused Task	30 April	5 May	4293/01	500/4401/1 Linear 600/5570/4 Unitised
Home Economics: Textiles	Unit 2: Textiles & Fashion Practical Tasks	30 April	5 May	4312/01	500/4400/X Linear 600/5572/8 Unitised
Hospitality Single	Unit 3: Hospitality skills	30 April	5 May	4741/01	500/4463/1 Linear 600/5576/5 Unitised
Catering Single (CF for all centres)	Unit 1: Catering Skills	30 April	5 May	4731/01	500/4462/X Linear 600/5577/7 Unitised
Hospitality & Catering	Unit 3: Hospitality Skills	30 April	5 May	4741/01	500/4463/1 Linear 600/5576/5 Unitised

Information & Communication Technology	Unit 2: Solving Problems with ICT	30 April	5 May	4332/01	500/7935/9 Linear 600/5085/8 Unitised
Information & Communication Technology	Unit 4: Developing Multimedia ICT Solutions	30 April	5 May	4334/01	500/7932/3 Linear 600/5646/0 Unitised
Leisure & Tourism	Unit 1: Leisure & Tourism Provision in a Chosen Area	30 April	5 May	4761/01	500/5086/2 Linear 600/5645/9 Unitised
Leisure & Tourism	Unit 3: Leisure & Tourism Organisations	30 April	5 May	4763/01	500/4636/6 Linear 600/5541/8 Unitised
Media Studies	Unit 2: Creating for the Media: Investigating and Producing	30 April	5 May	4392/01	500/4414/X Linear 600/5575/3 Unitised
Welsh Second Language	Unit 2: Oral & Writing	30 April	5 May	4552/01	500/7408/08
Welsh Second Language	Unit 3: Oral & Reading – Foundation	30 April	5 May	4553/01	500/7404/0
Welsh Second Language	Unit 3: Oral & Reading – Higher	30 April	5 May	4553/02	500/7404/0
Welsh Second Language Applied	Unit 2: Oral, Writing and Reading	30 April	5 May	4562/01	500/7405/2
Welsh Second Language Applied	Unit 3: Reading and Writing, Oral and Writing	30 April	5 May	4563/01	500/7407/6

NON-EXAMINATION ASSESSMENT

GCSE Specification (New Wales specification – not available in England)

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Art & Design	Unit 2: Portfolio	31 May	N/A (Route)	3650U10 – 3656U10	601/8251/9
Art & Design	Unit 2: Portfolio	31 May	N/A (Route)	3650U20 – 3656U20	601/8251/9
Drama	Unit 1 Devising Theatre	19 March	24 March	3690U10	603/0668/3
English Literature	Unit 3 Shakespeare and Welsh Writing in English	19 March	24 March*	3720U40	601/4942/5
English Language	Unit 1 Oracy	19 March	24 March	3700U10	601/4943/7
Food and Nutrition	Unit 2 Food and Nutrition in Action	30 April	5 May	3560U20	601/8085/7
Geography	Unit 3 Fieldwork Enquiry	8 January	12 January	31110U30	601/7663/5
Music	Unit 1 Performing	30 April	5 May	3660U10	601/8290/8
Music	Unit 1 Composing	30 April	5 May	3660U20	601/8290/8
Physical Education (Full)	Unit 2 The Active Participant In Physical Education	5 May	N/A (Route)	3550U20	C00/0779/7
Physical Education (Short)	Unit 2 The Active Participant In Physical Education	5 May	N/A (Route)	3555U20	C00/1158/0
Welsh Language	Unit 1 Oral	19 March	24 March	3000N10	601/4944/9
Welsh Literature	Unit 3 Visual Literature Foundation	30 April	5 May	3010N30	601/4914/0

Welsh Literature	Unit 3 Visual Literature Higher	30 April	5 May	3010NC0	601/4914/0
Welsh Literature	Unit 4 Written Tasks	30 April	5 May	3010N40	601/4914/0
Welsh Second Language	Unit 1 Oral	30 April	5 May	3020U10	C001166/2

* Mainstream schools. 5th May for F.E. centres, Special Schools & PRUs only

GCSE Specifications (New Eduqas specification – not available in mainland centres in Wales)

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Art & Design	Component 2: Portfolio	31 May	N/A (Route)	C650U10 – C656U10	601/8087/0
Art & Design	Component 2: Portfolio	31 May	N/A (Route)	C650U20 – C656U20	601/8087/0
Computer Science	Component 3 Software Development	N/A	15 May	C500U30	601/8291/X
Drama	Component 1 Devising Theatre	19 March	24 March	C690U10	601/8420/6
English Language	Component 3 Spoken Language	30 April	5 May	C700U30	601/4505/5
Food and Nutrition	Component 2 Food Preparation and Nutrition in Action	30 April	5 May	C560U20	601/8093/6
Music	Component 1 Performing	30 April	5 May	C660U10	601/8131/X
Music	Component 1 Composing	30 April	5 May	C660U10	601/8131/X
Physical Education (Full)	Component 2 The Active Participant In Physical Education	5 May	N/A (Route)	C550U20	C00/0779/7
Physical Education (Short)	Component 2 The Active Participant In Physical Education	5 May	N/A (Route)	C555U20	C00/1158/0

Appendix 2

Level 1 and Level 2 Certificates in Latin

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Roman Civilisation Study: Level 1	Controlled Assessment	30 April	5 May	9513/01	500/6831/3
Roman Civilisation Study: Level 2	Controlled Assessment	30 April	5 May	9523/01	500/6788/6

Appendix 3

Level 1 and Level 2 (Vocational) – January 2018

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code
Applied Science: Using chemistry to prepare useful compounds	Controlled Assessment	15 January	19 January	9841/01
Applied Science: Using science to enhance sensory perception	Controlled Assessment	15 January	19 January	9842/01
Applied Science: Science of human activity on the environment	Controlled Assessment	15 January	19 January	9843/01
Applied Science: Maintaining and improving optimal state	Controlled Assessment	15 January	19 January	9844/01
Applied Science: Environmental and social impacts of obtaining useful substances	Controlled Assessment	15 January	19 January	9845/01
Science for Work: Health and Physiology	Controlled Assessment	15 January	19 January	9852/01
Science for Work: Testing Claims Scientifically	Controlled Assessment	15 January	19 January	9853/01
Science for Work: Scientific Detection	Controlled Assessment	15 January	19 January	9854/01

Level 1 and Level 2 (Vocational) – June 2018

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code
Creative and Media: Creating an Outcome in response to a Brief	Controlled Assessment	30 April	5 May	9752/01
Creative and Media: Skills development in Stage Acting	Controlled Assessment	30 April	5 May	9753/01
Creative and Media: Skills development in TV/Film Acting	Controlled Assessment	30 April	5 May	9754/01
Creative and Media: Skills development in Physical Theatre Performance	Controlled Assessment	30 April	5 May	9755/01
Creative and Media: Skills development in Set/Costume Design	Controlled Assessment	30 April	5 May	9756/01
Creative and Media: Skills development in Lighting/Sound Design	Controlled Assessment	30 April	5 May	9757/01
Creative and Media: Skills Development in Solo Dance Performance	Controlled Assessment	30 April	5 May	9758/01
Creative and Media: Skills development in Group Dance Performance	Controlled Assessment	30 April	5 May	9759/01
Creative and Media: Skills development in Choreography	Controlled Assessment	30 April	5 May	9760/01
Creative and Media: Skills development in Solo Music Performing	Controlled Assessment	30 April	5 May	9761/01
Creative and Media: Skills development in Ensemble Music Performance	Controlled Assessment	30 April	5 May	9762/01
Creative and Media: Skills development in Musical Composition	Controlled Assessment	30 April	5 May	9763/01
Creative and Media: Skills development in Audio Recording	Controlled Assessment	30 April	5 May	9764/01
Creative and Media: Skills development in Music Sequencing	Controlled Assessment	30 April	5 May	9765/01
Creative and Media: Skills development in Moving Image Production	Controlled Assessment	30 April	5 May	9766/01

Creative and Media: Skills development in Print Media Production	Controlled Assessment	30 April	5 May	9767/01
Creative and Media: Skills development in Interactive Media Production	Controlled Assessment	30 April	5 May	9768/01
Creative and Media: Skills development in Two-Dimensional Studies	Controlled Assessment	30 April	5 May	9769/01
Creative and Media: Skills development in Three-Dimensional Studies	Controlled Assessment	30 April	5 May	9770/01
Creative and Media: Skills development in Applied Arts & Crafts	Controlled Assessment	30 April	5 May	9771/01
Creative and Media: Skills development in Contemporary Textiles	Controlled Assessment	30 April	5 May	9772/01
Creative and Media: Skills development in Digital and Lens-based Media	Controlled Assessment	30 April	5 May	9773/01
Retail Business: Customer Experience	Controlled Assessment	30 April	5 May	9781/01
Retail Business: Retail Operations	Controlled Assessment	30 April	5 May	9783/01
Retail Business: Stock Control in Retail Business	Controlled Assessment	30 April	5 May	9785/01
Retail Business: Selling Retail Products	Controlled Assessment	30 April	5 May	9786/01
Engineering: Engineering Design	Controlled Assessment	30 April	5 May	9791/01
Engineering: Producing Engineering Products	Controlled Assessment	30 April	5 May	9792/01
Tourism: Customer Experience	Controlled Assessment	30 April	5 May	9801/01
Tourism: Developing UK Tourist Destinations	Controlled Assessment	30 April	5 May	9803/01
Tourism: Events Tourism	Controlled Assessment	30 April	5 May	9805/01
Tourism: Promotional Activities for Tourism Organisations	Controlled Assessment	30 April	5 May	9806/01
Tourism: Sustainable Tourism	Controlled Assessment	30 April	5 May	9807/01

Constructing the Built Environment: Practical Construction Skills	Controlled Assessment	30 April	5 May	9812/01
Constructing the Built Environment: Planning Construction Projects	Controlled Assessment	30 April	5 May	9813/01
Designing the Built Environment: Drawing Construction Plans	Controlled Assessment	30 April	5 May	9822/01
Designing the Built Environment: Building Structures and Materials	Controlled Assessment	30 April	5 May	9823/01
Planning and Maintaining the Built Environment: Maintaining the Built Environment	Controlled Assessment	30 April	5 May	9832/01
Planning and Maintaining the Built Environment: Sustainable Built Environments	Controlled Assessment	30 April	5 May	9833/01
Sport: Sports Campaigning	Controlled Assessment	30 April	5 May	9891/01
Sport: Fitness for Sport	Controlled Assessment	30 April	5 May	9893/01
Sport: Sports Analysis	Controlled Assessment	30 April	5 May	9895/01
Sport: Skills Development	Controlled Assessment	30 April	5 May	9896/01
Sport: Increasing Participation	Controlled Assessment	30 April	5 May	9897/01
Sport: Sports Technology	Controlled Assessment	30 April	5 May	9898/01
Hospitality and Catering: Hospitality and Catering in Action	Controlled Assessment	30 April	5 May	9992/01
Event Operations	Controlled Assessment	30 April	5 May	9997/01
Event Planning	Controlled Assessment	30 April	5 May	9998/01
Hospitality and Catering: Hospitality and Catering in Action	Internal Assessment	30 April	5 May	5569U2

Appendix 4

Level 3 (Applied) – January 2018

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Diploma in Environmental Science: Managing Energy for a Sustainable Future	Controlled Assessment	27 November	30 November	4473U10-1	601/4550/X
Diploma In Environmental Science: Monitoring our Physical Environment	Controlled Assessment	27 November	30 November	4473U30-1	601/4550/X
Extended Diploma in Environmental Science: Climate Change	Controlled Assessment	27 November	30 November	4473U60-1	601/4551/1
Extended Diploma in Environmental Science: Transport Systems and the Environment	Controlled Assessment	27 November	30 November	4473U70-1	601/4551/1
Extended Diploma in Environmental Science: Managing Agriculture for a Sustainable Future	Controlled Assessment	27 November	30 November	4473U80-1	601/4551/1
Certificate in Statistical Problem Solving Using Software	Controlled Assessment	27 November	30 November	4343U20-1	601/4546/8
Diploma in Criminology: Changing Awareness in Crime	Controlled Assessment	27 November	30 November	4543U10-1	601/6248/X
Diploma in Criminology: Crime Scene to Courtroom	Controlled Assessment	27 November	30 November	4543U30-1	601/6248/X
Diploma in Food Science and Nutrition: Meeting Nutritional Needs of Specific Groups	Controlled Assessment	27 November	30 November	4563UA0-1	601/4552/3

Diploma in Food Science and Nutrition: Experimenting to Solve Food Production Problems	Controlled Assessment	27 November	30 November	4563U30-1	601/4552/3
Diploma in Food Science and Nutrition: Current Issues in Food Science and Nutrition	Controlled Assessment	27 November	30 November	4563U40-1	601/4552/3
Certificate in Medical Science: Physiological Measurement Techniques	Controlled Assessment	27 November	30 November	4463U20-1	601/7651/9
Certificate in Medical Science: Medical Science Research Methods	Controlled Assessment	27 November	30 November	4463U30-1	601/7651/9
Diploma in Medical Science: Medicines and Treatment of Disease	Controlled Assessment	27 November	30 November	4463U40-1	601/7644/1
Certificate in Mathematics for Work and Life	Controlled Assessment	27 November	30 November	D333U10-1	601/4842/1

Level 3 (Applied) – June 2018

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Diploma in Environmental Science: Managing Energy for a Sustainable Future	Controlled Assessment	8 May	15 May	4473U10-1	601/4550/X
Diploma In Environmental Science: Monitoring our Physical Environment	Controlled Assessment	8 May	15 May	4473U30-1	601/4550/X
Extended Diploma in Environmental Science: Climate Change	Controlled Assessment	8 May	15 May	4473U60-1	601/4551/1
Extended Diploma in Environmental Science: Transport Systems and the Environment	Controlled Assessment	8 May	15 May	4473U70-1	601/4551/1
Extended Diploma in Environmental Science: Managing Agriculture for a Sustainable Future	Controlled Assessment	8 May	15 May	4473U80-1	601/4551/1
Certificate in Statistical Problem Solving Using Software	Controlled Assessment	8 May	15 May	4343U20-1	601/4546/8
Diploma in Criminology: Changing Awareness in Crime	Controlled Assessment	8 May	15 May	4543U10-1	601/6248/X
Diploma in Criminology: Crime Scene to Courtroom	Controlled Assessment	8 May	15 May	4543U30-1	601/6248/X
Diploma in Food Science and Nutrition: Meeting Nutritional Needs of Specific Groups	Controlled Assessment	8 May	15 May	4563UA0-1	601/4552/3
Diploma in Food Science and Nutrition: Experimenting to Solve Food Production Problems	Controlled Assessment	8 May	15 May	4563U30-1	601/4552/3

Diploma in Food Science and Nutrition: Current Issues in Food Science and Nutrition	Controlled Assessment	8 May	15 May	4563U40-1	601/4552/3
Certificate in Medical Science: Physiological Measurement Techniques	Controlled Assessment	8 May	15 May	4463U20-1	601/7651/9
Certificate in Medical Science: Medical Science Research Methods	Controlled Assessment	8 May	15 May	4463U30-1	601/7651/9
Diploma in Medical Science: Medicines and Treatment of Disease	Controlled Assessment	8 May	15 May	4463U40-1	601/7644/1
Certificate in Mathematics for Work and Life	Controlled Assessment	8 May	15 May	D333U10-1	601/4842/1
Applied Certificate in Business	Internal Assessment	8 May	15 May	4513U2	603/0820/5

Appendix 5

Entry Level

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code
English	Coursework	30 April	5 May	0700/02
Religious Studies	Coursework	30 April	5 May	0730/10
Mathematics	Coursework	30 April	5 May	0736/02
Science (Single Award)	Coursework	30 April	5 May	0740/02

Entry Level (New)

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
English	Practical Assessment	30 April	5 May	6430QCL-3	603/1342/0
Mathematics – Numeracy	Practical Assessment	30 April	5 May	6300QCL-3	603/1012/1
Science (Single Award)	Practical Assessment	30 April	5 May	6700QCL-3	601/8295/7

Appendix 6

General Certificate of Education (Legacy)

AS – Subject and Option Codes

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Applied Business (Resit only)	ABUS2	8 May	15 May	1602/01	500/5074/6
Applied Business (Resit only)	ABUS3	8 May	15 May	1603/01	500/5074/6
Applied Business (Resit only)	ABUS4	8 May	15 May	1604/01	500/5083/7
Applied ICT	AICT2	8 May	15 May	1642/01	500/5081/3
Applied ICT	AICT4	8 May	15 May	1644/01	500/5080/1
Applied Science (Resit only)	ASC2	8 May	15 May	1662/01	500/5135/0
Applied Science (Resit only)	ASC3	8 May	15 May	1663/01	500/5135/0
Drama (Resit only)	DA1	8 May	15 May	1121/01	500/3019/X
Electronics	ET3	8 May	15 May	1143/01	500/2796/7
Film Studies	FM1	8 May	15 May	1181/01	500/3018/8
Geology	GL2a	8 May	15 May	1212/01	500/2758/X

Geology	GL2b	8 May	15 May	1212/02	500/2758/X
Health & Social Care	HSC2	8 May	15 May	1622/01	500/4814/4
Health & Social Care	HSC3	8 May	15 May	1623/01	500/4868/5
Health & Social Care	HSC4	8 May	15 May	1624/01	500/4868/5
Human Biology	BY3	8 May	15 May	1073/01	500/2759/1
ICT	IT2	8 May	15 May	1242/01	500/3026/7
Media Studies	MS2	8 May	15 May	1292/01	500/2792/X
Music Composition (Resit only)	MU2	8 May	15 May	1302/01	500/2921/6
Physical Education (Resit only)	PE1	8 May	15 May	1311/01	500/2761/X
Travel & Tourism	TT2	8 May	15 May	1682/01	500/5087/4
Travel & Tourism	TT4	8 May	15 May	1684/01	500/5088/6
Welsh: Second Language (Resit only)	CA2	8 May	15 May	1382/01	500/3025/5
World Development	WD2	8 May	15 May	1392/01	500/2793/1

A2 – Subject and Option Codes

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Applied Business (Resit only)	ABUS6	8 May	15 May	1606/01	500/5082/5
Applied Business (Resit only)	ABUS7	8 May	15 May	1607/01	500/4677/9
Applied Business (Resit only)	ABUS8	8 May	15 May	1608/01	500/4677/9
Applied ICT	AICT5	8 May	15 May	1645/01	500/5079/5
Applied ICT	AICT6	8 May	15 May	1646/01	500/5079/5
Applied ICT	AICT8	8 May	15 May	1648/01	500/4108/3
Applied ICT	AICT9	8 May	15 May	1649/01	500/4108/3
Applied Science (Resit only)	ASC5-9	8 May	15 May	1665-9/01	500/5040/0
Electronics	ET6	8 May	15 May	1146/01	500/2606/9
Film Studies	FM3	8 May	15 May	1183/01	500/2612/4
Geology	GL6	8 May	15 May	1216/01	500/2485/1
Health & Social Care	HSC9-12	8 May	15 May	1629-32/01	500/4867/3 500/3615/4
Human Biology	BY6	8 May	15 May	1076/01	500/2474/7

ICT	IT4	8 May	15 May	1244/01	500/2607/0
Media Studies	MS3	8 May	15 May	1293/01	500/2608/2
Physical Education (Resit only)	PE3	8 May	15 May	1313/01	500/2482/6
Travel & Tourism	TT6	8 May	15 May	1686/01	500/5084/9
Travel & Tourism	TT8	8 May	15 May	1688/01	500/3828/X
World Development	WD4	8 May	15 May	1394/01	500/2484/X

General Certificate of Education (New Wales specification)

AS – Subject and Option Codes

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Applied ICT	AICT2: eSkills – Managing eBusiness data	8 May	15 May	2535U20	C00/1189/3
Drama & Theatre *	Unit 1: Theatre Workshop	8 May	15 May	2690U10	C00/0791/4
ICT	IT2: Presenting Information Task	8 May	15 May	2530U20	C00/1189/4
Physical Education	Unit 2: Improving Personal Performance in Physical Education	8 May	N/A (Route)	2550U20	601/8485/1
Welsh 1st Language	Unit 2: Non-Examined Assessment	8 May	15 May	2000N20	601/5403/2
Welsh 2nd Language	Unit 2: Non-Examined Assessment	8 May	15 May	2020U20	601/8127/8

* See page 22 for further guidance

A2 – Subject and Option Codes

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Computer Science	Unit 5: Business in a Changing World	8 May	15 May	1510U40	601/5345/3
English Language	Unit 5: Language and Identity	8 May	15 May	1700U50	601/5346/5
English Language & Literature	Unit 5: Critical and Creative Genre Study	8 May	15 May	1710U50	601/5388/X
English Literature	Unit 5: Prose Study	8 May	15 May	1720U50	601/5389/1
Geography	Unit 5: Independent Investigation	17 March	23 March	1110U50	601/8455/3
History	Unit 5: Historical Interpretations	8 May	15 May	1100UN0	601/5817/7
Physical Education	Unit 4: Refining personal performance in physical education	8 May	N/A (Route)	1550U40	601/8439/5

General Certificate of Education (New Eduqas specification)

AS – Subject and Option Codes

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Drama & Theatre *	Component 1: Performance Workshop	8 May	15 May	B690U10	601/8555/7
Electronics	Component 2: System design and realisation tasks	8 May	15 May	B490U20	603/0778/X
Film Studies	Component 3: Production	8 May	15 May	B670U30	603/0972/6
Media Studies	Component 3: Media Production	8 May	15 May	B680U30	603/1150/2
Physical Education	Component 2: Improving personal performance in physical education	8 May	N/A (Route)	B550U20	601/8839/X

* See page 22 for further guidance

A2 – Subject and Option Codes

Subject	Unit	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Biology	Practical Endorsement	15 May	N/A	A400U40	601/5706/9
Chemistry	Practical Endorsement	15 May	N/A	A410U40	601/5645/4
Drama & Theatre *	Component 1: Theatre Workshop	8 May	15 May	A690U10	601/8554/5
English Language	Component 4: Language and Identity	8 May	15 May	A700U40	601/5043/9
English Language & Literature	Component 4: Critical and Creative Genre Study	8 May	15 May	A710U40	601/5022/1
English Literature	Component 4: Prose Study	8 May	15 May	A720U40	601/4870/6
Geography	Component 4: Independent Investigation	16 March	23 March	A110U40	601/8847/9
Physical Education	Component 3: Improving Personal Performance in physical education	15 May	N/A (Route)	A550U30	601/8838/8
Physics	Practical Endorsement	8 May	N/A	A420U40	601/5522/X

* See page 22 for further guidance

Appendix 7

Welsh Baccalaureate – January Series

Subject	Samples generated from	Work despatched to moderator by	Unit Code
National/Foundation: Individual Project	5 January	12 January	90S9U10
National/Foundation: Enterprise and Employability Challenge	5 January	12 January	90S9U20
National/Foundation: Global Citizenship Challenge	5 January	12 January	90S9U30
National/Foundation: Community Challenge	5 January	12 January	90S9U40
Advanced: Individual Project	5 January	12 January	90S3U10
Advanced: Enterprise and Employability Challenge	5 January	12 January	90S3U20
Advanced: Global Citizenship Challenge	5 January	12 January	90S3U30
Advanced: Community Challenge	5 January	12 January	90S3U40

Welsh Baccalaureate – June Series

Subject	Marks to be submitted by	Work despatched to moderator by	Unit Code
National/Foundation: Individual Project	4 May	11 May	90S9U10
National/Foundation: Enterprise and Employability Challenge	4 May	11 May	90S9U20
National/Foundation: Global Citizenship Challenge	4 May	11 May	90S9U30
National/Foundation: Community Challenge	4 May	11 May	90S9U40
Foundation (Post-16): Individual Project	4 June	11 June	90S1U10
Foundation (Post-16): Enterprise and Employability Challenge	4 June	11 June	90S1U20
Foundation (Post-16): Global Citizenship Challenge	4 June	11 June	90S1U30
Foundation (Post-16): Community Challenge	4 June	11 June	90S1U40
National (Post-16): Individual Project	4 June	11 June	90S2U10
National (Post-16): Enterprise and Employability Challenge	4 June	11 June	90S2U20
National (Post-16): Global Citizenship Challenge	4 June	11 June	90S2U30
National (Post-16): Community Challenge	4 June	11 June	90S2U40
Advanced: Individual Project	18 May	25 May	90S3U10
Advanced: Enterprise and Employability Challenge	18 May	25 May	90S3U20

Advanced: Global Citizenship Challenge	18 May	25 May	90S3U30
Advanced: Community Challenge	18 May	25 May	90S3U40

Appendix 8

Extended Project

Subject	Marks to be submitted by	Work despatched to moderator by	Unit Code	QAN Number
Extended Project	8 May	15 May	9500 03	601/4698/9

Appendix 9

FAD

Subject	Grades to be submitted by	Work despatched to moderator by	Entry Code	QAN Number
Units 1-6	48 hours in advance of the agreed moderation visit date	N/A (Moderation visit)	P653QDL	603/0975/1