



# INTERNAL ASSESSMENT

## A Guide for Centres

### January and June 2019 Series

Applied Certificates and Diplomas

Certificate in Latin

Entry Level

Entry Pathways

Extended Project

Foundation Diploma in Art & Design (FAD)

GCE AS and A Level

GCSE (A\* - G)

Vocational Awards and Certificates

Welsh Baccalaureate

*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 sent to the moderator or WJEC or uploaded electronically.*

*Further 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.*



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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, which requires a secure website log-in, available from the centre's Exams Officer.



# Introduction

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
- Head of Centre Declaration Forms.

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

- WJEC Instructions for conducting controlled assessments (Vocational qualifications) (<https://www.wjec.co.uk/exam-officers/related-documents.html?category=examOfficers> )
- JCQ Instructions for conducting coursework (GCE legacy qualifications, Entry Level and Extended Project) (<https://www.jcq.org.uk/exams-office/coursework/instructions-for-conducting-coursework-2018-2019> )
- JCQ Instructions for conducting non-examination assessments (GCE and GCSE reformed qualifications) (<https://www.jcq.org.uk/exams-office/non-examination-assessments/instructions-for-conducting-non-examination-assessments>).

**Welsh versions are available on the [website](#).**

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

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

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 for centres to complete prior to submitting marks to WJEC by the required deadline including:

- marking and internal standardisation;
- ensuring candidates and teachers have signed the authentication declaration;
- ensuring that there is sufficient time to undertake and complete any internal appeals;
- 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 internal assessment.

Further guidance is available in the JCQ *Notice to Centres*, available [here](#)

The deadlines for work to be received by the moderator or uploaded to Surpass are:

Qualification	Subject	Deadline
GCSE	Drama (Unit 1) English Language (Unit 1) * English Literature (Unit 3) Welsh Language (Unit 1)	24 March
	All Remaining subjects	5 May
GCE	Geography Unit 5	29 March
	History Unit 5	3 May
	All remaining subjects	15 May
Entry Level	All Subjects	5 May
Entry Pathways	All Subjects	4 May
Language Pathways	All Subjects	5 May
Certificate in Latin		5 May
Vocational Awards and Certificates	All subjects	5 May
Applied Certificates and Diplomas	All subjects	15 May
Welsh Baccalaureate	National / Foundation KS4	10 May
	Advanced	24 May
	Post-16 National / Post-16 Foundation	10 June
Extended Project		15 May

\* Mainstream centres 24<sup>th</sup> March; PRUs, Special Schools and FE Centres 5<sup>th</sup> 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.

We recommend that marks are submitted on IAMIS a minimum of 1 week prior to the date for despatching/uploading the sample.

## **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 may be sought from the relevant subject specialist at the WJEC.

## **1.3 QUALITY OF WRITTEN COMMUNICATION**

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

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 components/units.

## **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 documents JCQ *Information for Candidates – Coursework 2018 – 2019* (<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/infor>) and JCQ *Information for Candidates – Non-Examination Assessment 2018 – 2019* (<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---non-examination-assessments>), available on the JCQ website ([www.jcq.org.uk](http://www.jcq.org.uk)).

**Welsh versions are available on the [website](#).**

For all 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](http://www.wjec.co.uk). On the WJEC home page, under the heading "Qualifications," click on the relevant subject and select the level of examination, and click "related documents". In most cases, there is a quick link to the mark sheets on the subject page. Open the document and save/print as required.

**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 a review of moderation 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.

Electronic signatures are acceptable. Typed names will be taken as being as binding as a hand-written signature.

## **1.6 INTERNAL APPEALS**

When planning the timetable for non-examination assessments, sufficient time must be allocated to enable internal appeals relating to the centre's assessment decisions to be completed prior to the submission deadline. WJEC 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. 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 SUBMISSION OF WORK**

Some internally assessed components/units require candidates' work to be uploaded electronically whilst other components/units require candidates' work to be despatched to the moderator by post. Full details are available in sections 2.9 and 2.10.

## **1.9 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. 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.

## **1.10 RETURN OF WORK TO CENTRES**

Moderators will return work directly 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.**

## 1.11 'CARRY-FORWARD' OF COMPONENT/UNIT 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 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.

If a candidate wishes to carry forward GCSE 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.

## RE-USING MARKS FOR UNITISED SUBJECTS

For GCSE, provided the rules for re-sitting units are adhered to (terminal requirements) as outlined in the [Directory](#), then centres **do not need to enter** candidates for any controlled assessment/NEA units that candidates wish to re-use towards a new overall qualification.

For GCE, centres **do not need to enter** candidates for any coursework/NEA units that candidates wish to re-use towards a new overall qualification.

Please refer to our [Guide to Resit Rules](#) if a candidate wishes to re-sit rather than carry forward/re-use an internally assessed component or unit mark.

## 1.12 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](http://www.wjec.co.uk)) and the JCQ document *Suspected Malpractice in Examinations and Assessments 2018 - 2019* (<https://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2018-19>) available on the JCQ website ([www.jcq.org.uk](http://www.jcq.org.uk)).

**Welsh versions are available on the [website](#).**

The completed form should be e-mailed to [malpractice@wjec.co.uk](mailto: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 Assessments](#) available on the JCQ website. WJEC uses software to identify potential plagiarism in candidates' work.

Centre staff must familiarise themselves with the relevant *WJEC Instructions for controlled assessment*, *JCQ Instructions for Coursework* and *JCQ Instructions for conducting non-examination assessments* together with the subject specification requirements. Knowledge of the requirements will assist centres 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.

### 1.13 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 provided 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?

### 1.14 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](mailto: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 relevant 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 deadline. (see appendices)

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 arrangements).

### 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 INPUTTING MARKS

IAMIS will be available to the designated account holders from **10 March** (GCSE, Certificate in Latin, Vocational Awards and Certificates), **12 March** (Entry Level, Entry Pathways), **10 April** (GCE, KS4 Welsh Baccalaureate, Applied Certificates and Diplomas, Extended Project, FAD), **8 May** (Advanced Welsh Baccalaureate), **22 May** (Post 16 Welsh Baccalaureate), 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, you 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 component/unit for which the centre has entries, and this will be pre-populated with candidate names and numbers. You will need to insert the marks/grades/outcomes (as relevant) for **all** candidates in the spaces provided.

For **certain subjects**, you 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 2.12).

## 2.4 SUBMITTING INTERNAL ASSESSMENT MARKS (VIA EDI)

Centres may submit internal assessment marks via EDI (electronic data interchange) Further information about EDI submission is available via the 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.

You will then need to log on to the **WJEC secure website** ([www.wjecservices.co.uk](http://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 subjects) and to **submit the marks**. Once marks have been submitted you will be able to identify the candidates whose work has been automatically selected for moderation.

## 2.5 IDENTIFICATION OF THE SAMPLE CANDIDATES

The system will automatically identify the sample candidates whose work is to be despatched/uploaded. This sample selection will be based upon the formula published in 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.

If a teacher has marked or been involved in the internal standardisation of their child's work, this work must also be sent/uploaded for moderation (see 1.14).

WJEC may request further samples of work to be submitted to the moderators if this is considered necessary.

**NB: The sample for GCE Physical Education (Unit 2) will not be generated by IAMIS. The sample will have been selected when marksheets have been submitted in early March.**

## 2.6 AMENDMENTS TO THE CHOSEN SAMPLE

IAMIS will not allow you to "remove" candidates from the chosen sample. However, IAMIS will allow you to add "additional" candidates using the tick boxes.

If the sample contains a candidate whose work is incomplete then you 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 IAMIS.

Where an amendment to a Welsh Baccalaureate sample is required, advice must be sought from [wbg@wjec.co.uk](mailto:wbg@wjec.co.uk) in the first instance.

## 2.7 MARK SHEETS AND OTHER REQUIRED DOCUMENTATION

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 the WJEC website - [www.wjec.co.uk](http://www.wjec.co.uk). The documents can be found under 'Related documents'.

Welsh Baccalaureate internal assessment documentation can be found here <https://www.wjec.co.uk/qualifications/welsh-baccalaureate/administration-welsh-baccalaureate/> and must be included with the sample requested, along with the relevant Challenge brief(s).

## 2.8 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.

## 2.9 SUBMISSION OF WORK (VIA POST)

The name and address of the moderator (where relevant) will be shown on IAMIS from approximately **10 March** (GCSE English, English Literature, Drama, Welsh Language Unit 1), **10 April** (GCE, Applied Certificates and Diplomas, KS4 Welsh Baccalaureate, Extended Project, FAD), **20 April** (all remaining GCSE subjects, Certificate in Latin, Entry Level, Entry Pathways, Vocational Qualifications and Certificates) and **22 May** (Post 16 Welsh Baccalaureate). 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.

## 2.10 SUBMITTING INTERNAL ASSESSMENT SAMPLES (VIA E-SUBMISSION)

For further guidance on e-submissions, including subjects to be uploaded, file types accepted and maximum upload sizes, please follow the link: [http://web.download.wjec.co.uk.s3-eu-west-1.amazonaws.com/surpass/E-submissions\\_subject\\_guide\\_english.pdf](http://web.download.wjec.co.uk.s3-eu-west-1.amazonaws.com/surpass/E-submissions_subject_guide_english.pdf)

## 2.11 LATE ENTRY CANDIDATES

Marks for late entry candidates can be input on IAMIS, **provided the candidate entry has already been submitted to and processed by WJEC.**

To input a mark for any candidate who is not listed on IAMIS, the exams officer should submit the required entry as soon as possible.

Once this information has been sent to WJEC, by the exams officer, 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 IAMIS 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 components/units must be received by:

**20 September (June exam series)**

**14 February (November exam series)**

**4 April (January exam series)**

### **GCSE**

245 Western Avenue  
Cardiff  
CF5 2YX  
[gcse@wjec.co.uk](mailto:gcse@wjec.co.uk)

### **GCE**

245 Western Avenue  
Cardiff  
CF5 2YX  
[gce@wjec.co.uk](mailto:gce@wjec.co.uk)

### **Entry Level/ Latin/ Pathways Qualifications**

245 Western Avenue  
Cardiff  
CF5 2YX  
[pathways@wjec.co.uk](mailto:pathways@wjec.co.uk)

### **Welsh Baccalaureate**

245 Western Avenue  
Cardiff  
CF5 2YX  
[wbq@wjec.co.uk](mailto:wbq@wjec.co.uk)

### **Extended Project**

245 Western Avenue  
Cardiff  
CF5 2YX  
[pathways@wjec.co.uk](mailto:pathways@wjec.co.uk)

## 2.14 RETENTION OF WORK

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.

## 2.15 CONSORTIUM ARRANGEMENTS (See Section 4: Guidance for Consortium Arrangements)

## **SECTION 3: NOTES FOR INDIVIDUAL SUBJECTS**

For details of requirements for the content and presentation of work, please refer to subject specifications. If a subject is not mentioned below the general instructions apply and marks/outcomes should be input on IAMIS and samples of work submitted to the moderator.

### **GCSE**

WJEC has the facility for electronic submissions of candidates' work via our Surpass platform. Candidate work for the WJEC qualification units listed below must be submitted electronically in 2019. Further details are available in the 'E-submission Process – Subject Guide' available [here](#).

### **WJEC**

GCSE Computer Science 3500U30 Unit 3  
GCSE Drama 3690QS Unit 1  
GCSE ICT 433201 Unit 2  
GCSE ICT 433401 Unit 4  
GCSE Media Studies 3680QS Unit 3  
GCSE Music 3660U10 Unit 1  
GCSE Music 3660U20 Unit 2  
GCSE Welsh 2<sup>nd</sup> Language 3020U10 Unit 1  
GCSE Welsh 2<sup>nd</sup> Language 3020U20 Unit 2

## **JUNE 2019 SERIES (LEGACY)**

### **HOME ECONOMICS: CHILD DEVELOPMENT (UNITS 2 & 3) (Wales only)**

Centres should submit marks on IAMIS prior to the 5 May to allow the required sample to be despatched to arrive with the moderator by the deadline date.

The work of individual candidates should be presented in lightweight folders and, as well as the required internal assessment forms, each candidate should complete an individual time log, which must accompany the controlled assessment tasks, for both the Child Study and the Child Focused Task.

Further details of the administration of controlled assessments can be found in the [Pink Administration Booklet 2019](#) within the related documents on the Home Economics Child Development subject page.

## **JUNE 2019 SERIES (WJEC GCSE SPECIFICATIONS)**

### **ART AND DESIGN (UNITS 1 & 2) – Visiting Moderator**

Centres must submit marks on IAMIS by the 31<sup>st</sup> May. Moderation will take place 3<sup>rd</sup>-28<sup>th</sup> June. The moderation date will be confirmed by the end of March.

### **COMPUTER SCIENCE (UNIT 3)**

All work for this Unit should be submitted via the Surpass system.

Candidate marks are to be entered into the IAMIS system which will generate a sample. Each candidate selected will need all their work zipped into one file (including the candidate declaration and mark sheet) and uploaded using the keycode for that candidate (which has been sent to Examination Officers).

There is an upload limit of 150Mb per candidate.

Although there is no requirement for centres with more than 10 candidates to upload all candidate work this is to be encouraged.

### **DESIGN AND TECHNOLOGY (UNIT 2) – Visiting Moderator**

Centres must submit marks on IAMIS by the 12<sup>th</sup> May. Moderation will take place between the 13<sup>th</sup> and 17<sup>th</sup> May. Times and dates of the visit will be emailed to the Exams Officer.

### **ENGLISH LANGUAGE – ORACY (UNIT 1)**

#### **Moderating sample of Oracy tasks**

Both tasks - presentation and discussion - completed by the candidates chosen by IAMIS should be sent in the sample.

#### **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.

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.

### **ENGLISH LITERATURE (UNIT 3)**

#### **Sending Work to the Moderator**

Candidates' work should be presented in one folder 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 'Related Documents').

### **PHYSICAL EDUCATION (UNIT 2) – Visiting Moderator**

Mark sheets need to be with the visiting moderator by the first Friday in March, unless the moderation is prior to this date. If the moderation is in February the marks need to be with the moderator two weeks prior to the moderation. All work identified by the moderator must be available on the moderation day. All written work needs to be available on the moderation day. Marks to be input and submitted by the official deadline.

### **WELSH LANGUAGE – ORACY (UNIT 1)**

#### **Moderating sample of Oracy tasks.**

Both tasks – presentation and discussion – completed by the candidates chosen by IAMIS should be sent in the sample.

GCSE Welsh First Language Oral Assessment Guide and Marking Record sheet are available on the relevant pages of WJEC website [www.wjec.co.uk](http://www.wjec.co.uk).

If a candidate wishes to carry forward Welsh 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.

### **WELSH LITERATURE (UNIT 3 & 4)**

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 2019](#) or on the relevant subject pages on WJEC website [www.wjec.co.uk](http://www.wjec.co.uk).

## AS/ADVANCED LEVEL

WJEC has the facility for electronic submissions of candidates' work via our Surpass platform. Candidate work for the WJEC qualification units listed below must be submitted electronically in 2019. Further details are available in the 'E-submission Process – Subject Guide' available [here](#).

A Level Computer Science 1500U50 Unit 5  
AS Drama and Theatre 2690U10 Unit 1\*  
AS Media Studies 2680U20 Unit 2  
A Level Media Studies 1680U40 Unit 4

### ART AND DESIGN (UNIT 1 – AS, UNIT 2 & 3 – A2)

Centres **must** submit all marks for internally assessed work electronically via IAMIS. Once the marks have been uploaded, the IAMIS 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 consortium arrangements on IAMIS. 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 Section 4 of this document. Marks **must** have been transferred correctly to IAMIS and submitted by **31 May**.

Further instructions regarding the visit from the moderator will be sent directly from the Art subject team.

### DESIGN AND TECHNOLOGY (LEGACY AS & A2, WJEC UNIT 2 – AS AND UNIT 4 – A2)

Centres **must** submit all marks for internally assessed work electronically via IAMIS. Once the marks have been uploaded, the IAMIS 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 consortium arrangements on IAMIS. 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 Section 4 of this document. Marks **must** have been transferred correctly to IAMIS and submitted by **5 May**.

Further instructions regarding the visit from the moderator will be sent directly from the D&T subject team.

### GEOGRAPHY (UNIT 5 – A2)

The following should be submitted for each candidate with the sample to arrive with the moderator by 29 March:

- Independent investigation Form 1, the authentication sheet
- Independent investigation Form 2, a description of the candidate's NEA
- Independent investigation Form 3, the candidate's marking grid.

Please ensure **all** 3 forms are included for each candidate selected by the online system. It is also very important that a signature is given by the candidate and the subject teacher when it is asked for. If there is no signature the form will be returned to the centre.

All 3 forms are available on the GCE Geography public website under the section [Independent Investigation Submission Forms](#).

IAMIS will be available for the entry of Geography marks in line with this deadline.

## **HISTORY (UNIT 5 – A2)**

The following should be submitted with the sample for Unit 5 (NEA) to arrive with the moderator by **3 May**:

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

Please note centres will enter 3 marks instead of one total mark.

## **PHYSICAL EDUCATION (UNIT 2 – AS & UNIT 4 – A2)**

Mark sheets need to be sent to the lead moderator by the First Friday in March. WJEC will send a letter identifying the activities for moderation 2 weeks after this date to the examinations officer. All candidates that are offering these activities are required to be present for the moderation. All written work also needs to be available on the day. Marks to be input and submitted on IAMIS by the official deadline.

## VOCATIONAL AWARDS AND CERTIFICATES

### LEVEL 1 / LEVEL 2 AWARD GLOBAL BUSINESS COMMUNICATION (French, German and Spanish)

Centres must submit marks on IAMIS for the following internal units by 29 April deadline:

- Unit 1 - Global Opportunities
- Unit 3 - Global Customer Relationships
- Unit 4 - Global Sales and Marketing

Once all grades have been submitted, the system will then identify the sample candidates. Work must then be submitted via the Surpass platform by the 5 May deadline. Further details are available in the 'E-Assessment submission Guide for Centres' available [here](#).

Audio files should be in MP3 format with a maximum size of 20MB  
Video files should be in MP4 format with a maximum size of 100MB

Time sheets for each unit and candidate declaration sheets for each candidate must also be included. These are available to download from the secure website under the resources section.

## **ENTRY PATHWAYS**

For Healthy Living and Fitness practical units centres must select their own samples. The Coursework for these candidates will need to be sent to the moderator by **4 May**.

## **INDEPENDENT LIVING**

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and ensure the required sample is despatched to arrive with moderator by **4 May**.

## **LANGUAGE PATHWAYS**

**(French, German, Spanish, Italian, Mandarin, Japanese)**

All candidates' evidence and task sheet to be submitted to WJEC along with grade collection sheet and candidate declaration for each unit by following deadlines:

January series – **12 December**

June series – **5 May**



## WELSH BACCALAUREATE

Once all the marks have been submitted via IAMIS, the system will then identify the sample candidates.

For the "Individual Project" and the three Challenges where a centre has entries, IAMIS 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 will be based firstly on the total entry for the component, which gives the minimum size the sample must be, and then based on the number of assessors for that component. At least three samples from each assessor will be called.

The Controlled Assessments for these candidates will need to be uploaded to Surpass, or sent to the moderator by:

**10 May**    KS4  
**24 May**    Advanced  
**10 June**    Post 16

WJEC uses electronic submissions of candidates' work via our Surpass platform. Requested samples of candidate work for the components listed below must be submitted through this platform in summer 2019.

Components 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 Challenge**  
**90S3U3/N3 Advanced Global Citizenship Challenge**  
**90S3U4/N4 Advanced Community Challenge**

The work will need to be uploaded by the deadline dates listed above. All other components must be posted to the moderator

Further information regarding the use of the Surpass system can be found [here](#)

## Foundation Diploma in Art & Design (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 IAMIS 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 components/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 the JCQ online form and submit as soon as possible in the academic year and by no later than 31st January 2019 for the June series. The online form is available on our secure website [www.wjecservices.co.uk](http://www.wjecservices.co.uk) >select 'JCQ Centre Admin Portal' from the menu bar;

- liaise to ensure that the co-ordinating centre submits accurate centre details on the JCQ Form;
- 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 via IAMIS.

On receipt of the form, 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 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 IAMIS.

**IAMIS 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 IAMIS page 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.

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

**Clearly indicate on the Consortium Sample Marksheet (where applicable) the total number of candidates entered.**

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 submitted to the moderators if this is considered necessary.**

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

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

Compliance with these arrangements will ensure that moderation will be applied consistently across the centres 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) – June 2019

#### Controlled Assessment

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded by	Unit Code	QAN Number
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
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
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

## GCSE Specification (New WJEC specification – not available in England)

### Non-examination Assessment

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded by	Unit Code	QAN Number
Art & Design	Unit 1: Portfolio	31 May	N/A (Visiting Moderator)	3650U10 – 3656U10	601/8251/9
Art & Design	Unit 2: Externally Set Assignment	31 May	N/A (Visiting Moderator)	3650U20 – 3656U20	601/8251/9
Computer Science	Unit 3: Software Development	30 April	5 May	3500U30	C00/1157/9
Design & Technology	Unit 2: Engineering Design	12 May	N/A (Visiting Moderator)	3601U20	C00/1166/7
Design & Technology	Unit 2: Fashion & Textiles	12 May	N/A (Visiting Moderator)	3602U20	C00/1166/7
Design & Technology	Unit 2: Product Design	12 May	N/A (Visiting Moderator)	3603U20	C00/1166/7
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
History	Unit 4: Working as an Historian	30 April	5 May	3100UN0	C00/1152/0
Media Studies	Unit 3: Creating Media	30 April	5 May	3680U30	C00/1165/3
Music	Unit 1: Performing	30 April	5 May	3660U10	601/8290/8

Music	Unit 2: Composing	30 April	5 May	3660U20	601/8290/8
Physical Education (Full)	Unit 2: The Active Participant In Physical Education	5 May	N/A (Visiting Moderator)	3550U20	C00/0779/7
Physical Education (Short)	Unit 2: The Active Participant In Physical Education	5 May	N/A (Visiting Moderator)	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
Welsh Second Language	Unit 2: Communicating with other people	30 April	5 May	3020U20	C001166/2

**\* Mainstream schools. 5<sup>th</sup> May for F.E. centres, Special Schools & PRUs only**



## Appendix 2

### Certificate in Latin

#### Controlled Assessment

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded 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

### Vocational Awards and Certificates – June 2019

#### Controlled Assessment

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	29 April	5 May	9752/01
Creative and Media: Skills development in Stage Acting	Controlled Assessment	29 April	5 May	9753/01
Creative and Media: Skills development in TV/Film Acting	Controlled Assessment	29 April	5 May	9754/01
Creative and Media: Skills development in Physical Theatre Performance	Controlled Assessment	29 April	5 May	9755/01
Creative and Media: Skills development in Set/Costume Design	Controlled Assessment	29 April	5 May	9756/01
Creative and Media: Skills development in Lighting/Sound Design	Controlled Assessment	29 April	5 May	9757/01
Creative and Media: Skills Development in Solo Dance Performance	Controlled Assessment	29 April	5 May	9758/01
Creative and Media: Skills development in Group Dance Performance	Controlled Assessment	29 April	5 May	9759/01
Creative and Media: Skills development in Choreography	Controlled Assessment	29 April	5 May	9760/01
Creative and Media: Skills development in Solo Music Performing	Controlled Assessment	29 April	5 May	9761/01
Creative and Media: Skills development in Ensemble Music Performance	Controlled Assessment	29 April	5 May	9762/01
Creative and Media: Skills development in Musical Composition	Controlled Assessment	29 April	5 May	9763/01
Creative and Media: Skills development in Audio Recording	Controlled Assessment	29 April	5 May	9764/01

Creative and Media: Skills development in Music Sequencing	Controlled Assessment	29 April	5 May	9765/01
Creative and Media: Skills development in Moving Image Production	Controlled Assessment	29 April	5 May	9766/01
Creative and Media: Skills development in Print Media Production	Controlled Assessment	29 April	5 May	9767/01
Creative and Media: Skills development in Interactive Media Production	Controlled Assessment	29 April	5 May	9768/01
Creative and Media: Skills development in Two-Dimensional Studies	Controlled Assessment	29 April	5 May	9769/01
Creative and Media: Skills development in Three-Dimensional Studies	Controlled Assessment	29 April	5 May	9770/01
Creative and Media: Skills development in Applied Arts & Crafts	Controlled Assessment	29 April	5 May	9771/01
Creative and Media: Skills development in Contemporary Textiles	Controlled Assessment	29 April	5 May	9772/01
Creative and Media: Skills development in Digital and Lens-based Media	Controlled Assessment	29 April	5 May	9773/01
Retail Business: Customer Experience	Controlled Assessment	29 April	5 May	9781/01
Retail Business: Retail Operations	Controlled Assessment	29 April	5 May	9783/01
Retail Business: Stock Control in Retail Business	Controlled Assessment	29 April	5 May	9785/01
Retail Business: Selling Retail Products	Controlled Assessment	29 April	5 May	9786/01
Engineering: Engineering Design	Controlled Assessment	29 April	5 May	9791/01
Engineering: Producing Engineering Products	Controlled Assessment	29 April	5 May	9792/01
Tourism: Customer Experience	Controlled Assessment	29 April	5 May	9801/01
Tourism: Developing UK Tourist Destinations	Controlled Assessment	29 April	5 May	9803/01
Tourism: Events Tourism	Controlled Assessment	29 April	5 May	9805/01

Tourism: Promotional Activities for Tourism Organisations	Controlled Assessment	29 April	5 May	9806/01
Tourism: Sustainable Tourism	Controlled Assessment	29 April	5 May	9807/01
Constructing the Built Environment: Practical Construction Skills	Controlled Assessment	29 April	5 May	9812/01
Constructing the Built Environment: Planning Construction Projects	Controlled Assessment	29 April	5 May	9813/01
Designing the Built Environment: Drawing Construction Plans	Controlled Assessment	29 April	5 May	9822/01
Designing the Built Environment: Building Structures and Materials	Controlled Assessment	29 April	5 May	9823/01
Planning and Maintaining the Built Environment: Maintaining the Built Environment	Controlled Assessment	29 April	5 May	9832/01
Planning and Maintaining the Built Environment: Sustainable Built Environments	Controlled Assessment	29 April	5 May	9833/01
Sport: Sports Campaigning	Controlled Assessment	29 April	5 May	9891/01
Sport: Fitness for Sport	Controlled Assessment	29 April	5 May	9893/01
Sport: Sports Analysis	Controlled Assessment	29 April	5 May	9895/01
Sport: Skills Development	Controlled Assessment	29 April	5 May	9896/01
Sport: Increasing Participation	Controlled Assessment	29 April	5 May	9897/01
Sport: Sports Technology	Controlled Assessment	29 April	5 May	9898/01
Event Operations	Controlled Assessment	29 April	5 May	9997/01
Event Planning	Controlled Assessment	29 April	5 May	9998/01
Hospitality and Catering: Hospitality and Catering in Action	Internal Assessment	29 April	5 May	5569U2
Global Communication: French – Unit 1	Controlled Assessment	29 April	5 May	5839U1

Global Communication: French – Unit 2	Controlled Assessment	29 April	5 May	5839U3
Global Communication: French – Unit 4	Controlled Assessment	29 April	5 May	5839U4
Global Communication: German – Unit 1	Controlled Assessment	29 April	5 May	5849U1
Global Communication: German – Unit 3	Controlled Assessment	29 April	5 May	5849U3
Global Communication: German – Unit 4	Controlled Assessment	29 April	5 May	5849U4
Global Communication: Spanish – Unit 1	Controlled Assessment	29 April	5 May	5859U1
Global Communication: Spanish – Unit 3	Controlled Assessment	29 April	5 May	5859U3
Global Communication: Spanish – Unit 4	Controlled Assessment	29 April	5 May	5859U4

## Appendix 4

### Applied Certificates and Diplomas – January 2019

#### Controlled Assessment

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded by	Unit Code	QAN Number
Diploma in Environmental Science: Managing Energy for a Sustainable Future – Unit 1	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 Medical Science – Unit 2	Controlled Assessment	27 November	30 November	4463U20-1	601/7651/9
Certificate in Medical Science – Unit 3	Controlled Assessment	27 November	30 November	4463U30-1	601/7651/9
Diploma in Medical Science – Unit 4	Controlled Assessment	27 November	30 November	4463U40-1	601/7644/1

## Applied Certificates and Diplomas – June 2019

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded 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

Certificate in Food Science and Nutrition: Experimenting to Solve Food Production Problems	Controlled Assessment	8 May	15 May	4563U30-1	601/4553/5
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	27 May	1 June	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
Certificate in Tourism: Unit 2 Worldwide Tourism Destinations	Controlled Assessment	8 May	15 May	4583U2	603/0825/4
Diploma in Tourism: Unit 4 Event and Itinerary Planning	Controlled Assessment	8 May	15 May	4583U4	603/0826/6
Diploma in Professional Construction Practice: Unit 1 Design the Built Environment	Controlled Assessment	8 May	15 May	4903U1	603/0822/9
Diploma in Professional Construction Practice: Unit 4 BIM and Construction Projects	Controlled Assessment	8 May	15 May	4903U4	603/0822/9



## Appendix 5

### Entry Level

#### Coursework

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded by	Unit Code	QAN Number
English	Component 2: Topic Tests	30 April	5 May	6700QCL-2	603/1342/0
English	Component 3: Practical Assessments	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	6430QCL / 36700QCL-3	601/8295/7

## Appendix 6

### General Certificate of Education (Legacy)

#### AS

#### Controlled Assessment

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded by	Unit Code	QAN Number
Film Studies (Resit only)	FM1	8 May	15 May	1181/01	500/3018/8
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
ICT (Resit only)	IT2	8 May	15 May	1242/01	500/3026/7
Media Studies (Resit only)	MS2	8 May	15 May	1292/01	500/2792/X
Travel & Tourism (Resit only)	TT2	8 May	15 May	1682/01	500/5087/4
Travel & Tourism (Resit only)	TT4	8 May	15 May	1684/01	500/5088/6
World Development (Resit only)	WD2	8 May	15 May	1392/01	500/2793/1

**A2****Controlled Assessment**

<b>Subject</b>	<b>Unit</b>	<b>Marks to be submitted by</b>	<b>Work despatched/ uploaded by</b>	<b>Unit Code</b>	<b>QAN Number</b>
Electronics (Resit only)	ET6	8 May	15 May	1146/01	500/2606/9
Film Studies (Resit only)	FM3	8 May	15 May	1183/01	500/2612/4
Health & Social Care	HSC9-12	8 May	15 May	1629-32/01	500/4867/3 500/3615/4
ICT (Resit only)	IT4	8 May	15 May	1244/01	500/2607/0
Media Studies (Resit only)	MS3	8 May	15 May	1293/01	500/2608/2
Travel & Tourism (Resit only)	TT6	8 May	15 May	1686/01	500/5084/9
Travel & Tourism (Resit only)	TT8	8 May	15 May	1688/01	500/3828/X
World Development (Resit only)	WD4	8 May	15 May	1394/01	500/2484/X

## General Certificate of Education (New WJEC specification)

AS

### Non-examination Assessment

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded 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
Media Studies	Unit 2: Creating a Media Production	8 May	15 May	2680U20	C00/1186/3
Physical Education	Unit 2: Improving Personal Performance in Physical Education	8 May	N/A (Visiting Moderator)	2550U20	601/8485/1
Welsh 1 <sup>st</sup> Language	Unit 2: Non-Examined Assessment	8 May	15 May	2000N20	601/5403/2
Welsh 2 <sup>nd</sup> Language	Unit 2: Non-Examined Assessment	8 May	15 May	2020U20	601/8127/8

\* See page 17 for further guidance

## A2

Subject	Unit	Marks to be submitted by	Work despatched/ uploaded by	Unit Code	QAN Number
Applied ICT	AICT 3: eProject – Project planning for ICT	8 May	15 May	1535U30	C00/1177/8
Applied ICT	AICT 4: eStudio – ICT Marketing communications	8 May	15 May	1535U40	C00/1177/8
Applied ICT	AICT 5: eCode – Producing Software Solutions	8 May	15 May	1535U50	C00/1177/8
Applied ICT	AICT 6: eTransact – Selling and ICT	8 May	15 May	1535U60	C00/1177/8
Computer Science	Unit 5: Business in a Changing World	8 May	15 May	1510U50	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	22 March	29 March	1110U50	601/8455/3
History	Unit 5: Historical Interpretations	26 April	3 May	1100UN0	601/5817/7
ICT	IT 4: Relational Database Project	8 May	15 May	1530U40	C00/1177/9
Media Studies	Unit 4: Creating a Cross-Media Production	8 May	15 May	1680U40	603/1976/8

Physical Education	Unit 4: Refining personal performance in physical education	8 May	N/A (Visiting Moderator)	1550U40	601/8439/5
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## Appendix 7

### Welsh Baccalaureate – January Series 2019

#### Controlled Assessment

<b>Subject</b>	<b>Marks to be submitted by</b>	<b>Work despatched/uploaded by</b>	<b>Unit Code</b>
National/Foundation: Individual Project	8 January	14 January	90S9U10
National/Foundation: Enterprise and Employability Challenge	8 January	14 January	90S9U20
National/Foundation: Global Citizenship Challenge	8 January	14 January	90S9U30
National/Foundation: Community Challenge	8 January	14 January	90S9U40
Advanced: Individual Project	8 January	14 January	90S3U10
Advanced: Enterprise and Employability Challenge	8 January	14 January	90S3U20
Advanced: Global Citizenship Challenge	8 January	14 January	90S3U30
Advanced: Community Challenge	8 January	14 January	90S3U40

## Welsh Baccalaureate – June Series 2019

### Controlled Assessment

Subject	Marks to be submitted by	Work despatched/uploaded by	Unit Code
National/Foundation: Individual Project	3 May	10 May	90S9U10
National/Foundation: Enterprise and Employability Challenge	3 May	10 May	90S9U20
National/Foundation: Global Citizenship Challenge	3 May	10 May	90S9U30
National/Foundation: Community Challenge	3 May	10 May	90S9U40
Foundation (Post-16): Individual Project	3 June	10 June	90S1U10
Foundation (Post-16): Enterprise and Employability Challenge	3 June	10 June	90S1U20
Foundation (Post-16): Global Citizenship Challenge	3 June	10 June	90S1U30
Foundation (Post-16): Community Challenge	3 June	10 June	90S1U40
National (Post-16): Individual Project	3 June	10 June	90S2U10
National (Post-16): Enterprise and Employability Challenge	3 June	10 June	90S2U20
National (Post-16): Global Citizenship Challenge	3 June	10 June	90S2U30
National (Post-16): Community Challenge	3 June	10 June	90S2U40
Advanced: Individual Project	17 May	24 May	90S3U10



Advanced: Enterprise and Employability Challenge	17 May	24 May	90S3U20
Advanced: Global Citizenship Challenge	17 May	24 May	90S3U30
Advanced: Community Challenge	17 May	24 May	90S3U40

## Appendix 8

### Extended Project

#### Coursework

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

#### Controlled Assessment

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 (Visiting Moderator)	P653QDL	603/0975/1

## Appendix 10

# HEAD OF CENTRE DECLARATION FORMS

## For non-exam assessment (NEA) and fieldwork

Here is a summary below of the qualifications\* that require a signature from the head of centre for non-exam assessment (NEA) or fieldwork.

A Level / AS			
Qualification	Purpose of Centre Declaration Form	Date required	Send to
Drama and Theatre	Unit 1: Centre considers all material intended for performance as part of the assessment of the GCE qualification in Drama & Theatre is acceptable in terms of both content and treatment.	May 15 <sup>th</sup>	Submit with NEA
	Unit 3: Centre considers all material intended for performance as part of the assessment of the GCE qualification in Drama & Theatre is acceptable in terms of both content and treatment.	Day of Examiner Visit	Collected by Examiner
Geography	Confirm that all students who have been entered for an A Level Geography qualification have undertaken the minimum requirement of 4 days of fieldwork, including fieldwork in relation to both physical and human geography processes.	March 30 <sup>th</sup>	<a href="#">Geography Team</a>
Welsh 2nd Language	Confirm all candidates entered for Welsh (Second Language) at A Level and AS have not sat the GCSE Welsh First Language or GCSE Welsh Literature first language examination.	March 16 <sup>th</sup>	<a href="#">GCE Team</a>

GCSE			
Qualification	Purpose of Centre Declaration Form	Date required	Send to
Drama	Unit 1: Centre considers all material intended for performance as part of the assessment of the GCSE qualification in Drama Unit 1 is acceptable in terms of both content and treatment.	March 24 <sup>th</sup>	Submit with NEA
	Unit 2: Centre considers all material intended for performance as part of the assessment of the GCSE qualification in Drama Unit 2 is acceptable in terms of both content and treatment	Day of Examiner Visit	Collected by Examiner
Geography	Confirm that each learner has been provided with opportunity to undertake Geographical fieldwork on at least two occasions and with respect to at least two contrasting environments.	March 30 <sup>th</sup>	<a href="#">Geography Team</a>
Welsh 2nd Language	Confirm that all candidates have not followed the Welsh Programme of Study throughout Key Stage 3.	March 16 <sup>th</sup>	<a href="#">GCSE Team</a>

Head of centre declaration forms can be found on the [secure website](#) in 'Resources > Subject-Specific Support Material including CPD & Exemplars > Head of Centre Declaration Forms'. Alternatively, the forms can be found on the individual qualification pages under the heading 'All Course Materials'.

*\*There are also Head of Centre Declaration forms for Eduqas GCE and GCSE Geology qualifications, which are designated by Qualification Wales following Ofqual approval. Please see the 'Internal Assessment – A Guide For Centres' document on [www.eduqas.co.uk](http://www.eduqas.co.uk).*