

# MODERATION INFORMATION

## for Centres

This leaflet outlines the key steps and expectations for centres preparing for **Design and Technology** moderation of NEA work

### Key Dates & Deadlines

#### Finalise Entries:

All candidate entries must be finalised by **21st February**.

#### Moderator Contact:

Your allocated moderator will contact you by **mid-April** to arrange a moderation visit.

#### Confirmation of Visit:

Once a date is agreed, you will receive a confirmation email.

#### Sample Generation Deadline:

Generate your sample by

~**5th May - GCSE**

~**15th May - AS/A Level**

### During the Visit

Moderators **cannot confirm outcomes** or provide **verbal feedback** during or after the visit.

Feedback will be provided via the **Moderator Report**, available on **Results Day**.

In rare cases, moderators may need to **take work away** for standardisation.

Any removed work will be **returned by the end of the summer term**.

### Preparing for Moderation

#### Sample Generation:

The moderation sample is **automatically generated** when marks are submitted via the Portal.

#### On the Day of Moderation:

Provide a **printed copy** of the sample list. Include the **full candidate entry in rank order**.

Ensure **all candidates**, including those **not in the sample**, have a completed **DT2 mark sheet**:

~Signed by the **candidate**

~Signed by the **teacher**

~Includes **justification comments** referencing specific evidence

### Moderator Attendance

You will be allocated either a **Morning** or **Afternoon** session for your visit.

In addition to your moderator, a **Team Leader** or **Principal Moderator** may attend.

This is part of **quality control** for our moderators — **not** additional scrutiny of your centre's NEA work.

### Post-Results Services

Post-results services are available to all centres. Please refer to the relevant guidance for details.