



# THE SKILLS CHALLENGE CERTIFICATE AND THE WELSH BACCALAUREATE

Administration Handbook 2019 - 2020

SEPTEMBER 2019

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	ABOUT THIS DOCUMENT .....	1
1.2	CONTACTS .....	2
<b>2.</b>	<b>REGISTRATION .....</b>	<b>3</b>
2.1	REGISTRATION REQUIREMENTS .....	3
2.2	REGISTRATION CODES .....	4
2.3	REGISTRATION BASE DATA.....	4
2.4	REGISTRATION DATES AND FEES.....	4
2.5	REGISTRATIONS WHEN A CANDIDATE MOVES CENTRES DURING A COURSE .....	5
<b>3.</b>	<b>ENTRIES AND FEES.....</b>	<b>6</b>
3.1	ENTRY BASE DATA .....	6
3.2	NATIONAL/FOUNDATION KS4 & ADVANCED.....	7
3.3	FOUNDATION (POST-16) & NATIONAL (POST-16).....	8
3.4	ENTRY DATES AND FEES .....	9
3.5	RE-SITS AND ATTAINMENT CAP .....	9
3.6	CASH-IN RE-SIT .....	9
<b>4.</b>	<b>AGGREGATION INFORMATION.....</b>	<b>10</b>
4.1	FORM AOI1 .....	10
4.2	FORM AOI2 .....	10
<b>5.</b>	<b>E-SUBMISSION.....</b>	<b>11</b>
<b>6.</b>	<b>MODERATION .....</b>	<b>12</b>
6.1	SECURE STORAGE OF INTERNALLY ASSESSED WORK .....	12
6.2	SUBMITTING INTERNAL ASSESSMENT MARKS.....	12
6.3	MODERATION SAMPLE.....	13
6.4	REQUIRED DOCUMENTATION .....	14
6.5	INTERNAL MODERATION.....	14
6.6	EXTERNAL MODERATION .....	15
6.7	FEEDBACK.....	15
6.8	GUIDELINES FOR SUBMITTING WITH ENCRYPTION.....	16
6.9	MODERATION DATES .....	18
	JANUARY 2020.....	18
	JUNE 2020.....	18
<b>7.</b>	<b>RESULTS .....</b>	<b>19</b>
7.1	RESULTS.....	19
7.2	AGGREGATION ENQUIRIES.....	19
7.3	POST-RESULTS REVIEW OF MODERATION.....	20
7.4	CERTIFICATES .....	20
<b>8.</b>	<b>SUPPORTING QUALIFICATIONS.....</b>	<b>21</b>
8.1	SUPPORTING QUALIFICATION REQUIREMENTS .....	21
8.2	ACCEPTED LITERACY AND NUMERACY SUPPORTING QUALIFICATIONS .....	22

8.3	ENGLISH AND MATHS QUALIFICATIONS ACHIEVED OUTSIDE OF THE UK .....	23
<b>9.</b>	<b>GRADING AND REPORTING .....</b>	<b>24</b>
9.1	NATIONAL/FOUNDATION (KS4) SKILLS CHALLENGE CERTIFICATE.....	24
9.2	FOUNDATION (POST-16) SKILLS CHALLENGE CERTIFICATE.....	25
9.3	NATIONAL (POST-16) SKILLS CHALLENGE CERTIFICATE .....	26
9.4	ADVANCED SKILLS CHALLENGE CERTIFICATE .....	27
9.5	ADVANCED SKILLS CHALLENGE CERTIFICATE AND THE UCAS TARIFF .....	27
<b>10.</b>	<b>ACCESS ARRANGEMENTS &amp; SPECIAL CONSIDERATION .....</b>	<b>28</b>
10.1	DEFINITIONS .....	28
10.2	APPLYING ACCESS ARRANGEMENTS TO THE CHALLENGES AND THE INDIVIDUAL PROJECT .....	28
10.3	APPLYING SPECIAL CONSIDERATION TO THE CHALLENGES AND THE INDIVIDUAL PROJECT .....	29
10.4	LOST CENTRE ASSESSED WORK .....	29
10.5	EXEMPTIONS .....	29
10.6	POSSIBLE SCENARIOS.....	30
10.7	FURTHER INFORMATION .....	30
<b>11.</b>	<b>MALPRACTICE .....</b>	<b>31</b>
<b>12.</b>	<b>GLOSSARY .....</b>	<b>32</b>

**Please note: this document is subject to change. It is advisable to check the electronic version available on the WJEC website for the latest information.**

# 1. INTRODUCTION

## 1.1 About this document

The Administration Handbook provides WJEC centres in Wales with the essential information for operating the administration of the Welsh Baccalaureate and Skills Challenge Certificate for 2019/20. It applies to the following qualifications:

National/Foundation KS4 Welsh Baccalaureate  
Foundation (Post-16) Welsh Baccalaureate  
National (Post-16) Welsh Baccalaureate  
Advanced Welsh Baccalaureate

The Welsh Baccalaureate is based on a Skills Challenge Certificate alongside other supporting qualifications.

The Skills Challenge Certificate consists of four components followed by all learners:

- Individual Project
- Enterprise and Employability Challenge
- Global Citizenship Challenge
- Community Challenge

The combined outcomes of the four components will determine the outcome of the Skills Challenge Certificate, and learners must achieve all 4 components to be awarded the Skills Challenge Certificate. This alongside the required supporting qualifications (which are specific to each level of the Welsh Baccalaureate) will determine the outcome of the overarching Welsh Baccalaureate.

The Administration Handbook **must** be used with the following publications:








- The qualification specification(s) for the specific Welsh Baccalaureate qualification(s) being delivered
- WJEC Instructions for conducting Controlled Assessments;
- [The Delivery Handbooks](#);
- [WJEC Entry Procedures and Coding Information](#).

The qualification specification, the Centre Code of Practice and the Delivery Handbook can be found on the relevant qualification page on [www.wjec.co.uk](http://www.wjec.co.uk)

The Entry Procedures and Coding Information document can be found under [Entries](#) in the [Exam Officers](#) section of the website.

## 1.2 Contacts

For any enquiries about operational matters referred to in this document please contact a member of the Welsh Baccalaureate Operations team below.

<b>For general administrative enquiries please email</b> <a href="mailto:wbq@wjec.co.uk">wbq@wjec.co.uk</a>		
Sally Griffiths	Customer Support – Welsh Baccalaureate Senior Officer (Operations)	 029 2026 5014  <a href="mailto:sally.griffiths@wjec.co.uk">sally.griffiths@wjec.co.uk</a>
Laura Hughes	Customer Support – Welsh Baccalaureate Administrator	 029 2026 5001  <a href="mailto:laura.hughes@wjec.co.uk">laura.hughes@wjec.co.uk</a>
Meggie Lewis	Customer Support – Welsh Baccalaureate Administrative Assistant	 029 2026 5186  <a href="mailto:meggie.lewis@wjec.co.uk">meggie.lewis@wjec.co.uk</a>
Aggregation enquiries after release of results		 <a href="mailto:wbq@wjec.co.uk">wbq@wjec.co.uk</a>

## 2. REGISTRATION

### 2.1 Registration requirements

All candidates embarking on the Welsh Baccalaureate from September 2019 **must** be registered with WJEC by October 31<sup>st</sup>, 2019.

Centres will be required to register individual candidates' personal details:

- Candidate number;
- Candidate name;
- Unique Candidate Identifier (UCI);
- Unique Learner Number (ULN); (*For National/Foundation KS4 see below*)
- Gender;
- Date of birth;
- Qualification they will be registering for.

Centres **must** use the **Unique Learner Number** (ULN) in all EDI files submitted that may be used for aggregation of the Welsh Baccalaureate.

#### **ULN National/Foundation KS4**

The ULN is a 10-digit number designed to enable a lifelong record of achievement. The Welsh Government facilitates the allocation of ULNs for all pupils aged 14 and over in maintained schools in Wales.

Candidates registering for National/Foundation KS4 for the first time will not have access to a ULN at the time of registration. Centres **must** attach the ULN to the entry of a Challenge at the first opportunity that the ULN becomes available.

Registrations **must** be submitted in either of the following formats:

- Electronic Data interchange (EDI);
- WJEC Secure Website.

Information regarding this process can be found in the Entry Procedures and Coding document which can be downloaded from <http://www.wjec.co.uk/exam-officers/entries/>

## 2.2 Registration codes

QAN	Qualification	Code English medium	Code Welsh medium
601/4918/8	WJEC National/Foundation KS4 Welsh Baccalaureate	9009Q0	9009C0
601/4920/6	WJEC Foundation (Post-16) Welsh Baccalaureate (Level 1)	9001Q0	9001C0
601/4919/X	WJEC National (Post-16) Welsh Baccalaureate (Level 2)	9002Q0	9002C0
601/4921/8	WJEC Advanced Welsh Baccalaureate	9003Q0	9003C0

## 2.3 Registration base data

Base data can be downloaded from the WJEC website at:

<http://www.wjec.co.uk/exam-officers/basedata/>

WJEC examination series and board codes required for base data are:

Examination Level	Series	Year	Board
Welsh Baccalaureate Registration	9W	19b	41

## 2.4 Registration dates and fees

Registration dates and fees can be found in the WJEC Entry fees document available on the Exams Officers page of the [WJEC website](#), a link to the document is provided here:

[https://www.wjec.co.uk/exam-officers/WJEC%20Entry%20Fees%202019%2020%20Final%2012.09.2019.pdf?language\\_id=1](https://www.wjec.co.uk/exam-officers/WJEC%20Entry%20Fees%202019%2020%20Final%2012.09.2019.pdf?language_id=1)

Registrations **must** be made at the start of the course (e.g. in year 1 of a 2 year course).

- **For candidates registered since September 2018/19** individual Challenge entry fees are paid in the series of entry.
- **For candidates registered before September 2018/19** the registration fee includes 1, on time entry for each Challenges, and the project; and 1 entry for each cash in.

**A late fee** and **very late fee** will be applied where centres do not register candidates by the published registration deadlines.

Registrations must be in place before entries can be accepted.

**No** registrations will be received after July 31 for each academic year.

**No** refunds on registrations can be given.

## 2.5 Registrations when a candidate moves centres during a course

Where a candidate has an existing registration made by another centre, the new centre does not need to make a new registration. The new centre will be able to make entries on the candidate's behalf.

Please contact [wbq@wjec.co.uk](mailto:wbq@wjec.co.uk) with the candidate name, UCI and date of birth to confirm the existing registration, and any previous components the candidate has been entered for.



### 3. ENTRIES AND FEES

Each of the three Challenges and the Individual Project **must** be entered separately.

The Welsh Baccalaureate cash-in and the Skills Challenge Certificate cash-in **must** be entered simultaneously in order for the entry to be accepted – neither cash-in can be entered as a standalone qualification, in the first instance, (please see section 3.6 for more information).

Entries may be submitted in either of the following formats:

- Electronic Data Interchange (EDI);
- WJEC Secure Website.

Further information regarding the entry process can be found in the WJEC document Entry Procedures and Coding available from <http://www.wjec.co.uk/exam-officers/entries/>

#### 3.1 Entry base data

Base data can be downloaded from the WJEC website at: <http://www.wjec.co.uk/exam-officers/basedata/>

WJEC examination series and board codes required for base data are:

<b>Examination Level</b>	<b>Series</b>	<b>Year</b>	<b>Board</b>
Welsh Baccalaureate January series	1W	20b	41
Welsh Baccalaureate June series	6W	20b	41

### 3.2 National/Foundation KS4 & Advanced

Entries for the three Challenges can be submitted either for the January or June Series during the two years of the course. Individual Project entries **must** be submitted during the second year of the course in either the January or June series.

Cash-in entry codes **must** be applied in order for aggregation to occur and an overall grade for the Skills Challenge Certificate and the Welsh Baccalaureate to be awarded. This will only be available for the June series when the learner has previously achieved or been entered for all four components and will be completing the supporting qualifications.

#### National/Foundation KS4

Unit Ref No/QAN	Title	English Medium	Welsh Medium	Series Availability	
				Jan 2020	June 2020
J/506/6990	Enterprise and Employability Challenge	90S9U2	90S9N2	✓	✓
L/506/6991	Global Citizenship Challenge	90S9U3	90S9N3	✓	✓
R/506/6992	Community Challenge	90S9U4	90S9N4	✓	✓
L/506/6988	Individual Project	90S9U1	90S9N1	✓	✓
601/4918/8	Welsh Baccalaureate (cash-in)	9009Q0	9009C0	X	✓
601/4915/2	Skills Challenge Certificate (cash-in)	90S9Q0	90S9C0	X	✓

#### Advanced

Unit Ref No/QAN	Title	English Medium	Welsh Medium	Series Availability	
				Jan 2020	June 2020
J/506/8139	Enterprise and Employability Challenge	90S3U2	90S3N2	✓	✓
A/506/8140	Global Citizenship Challenge	90S3U3	90S3N3	✓	✓
F/506/8141	Community Challenge	90S3U4	90S3N4	✓	✓
J/506/8142	Individual Project	90S3U1	90S3N1	✓	✓
601/4921/8	Welsh Baccalaureate (cash-in)	9003Q0	9003C0	X	✓
601/4917/6	Skills Challenge Certificate (cash-in)	90S3Q0	90S3C0	X	✓

### 3.3 Foundation (Post-16) & National (Post-16)

Entries for both the Individual Project and the 3 Challenges **must** be submitted for the June Series by the end of the course. The qualification can be taken over 2 years.

Cash-in entry codes **must** be applied in order for aggregation of an overall grade for the Skills Challenge Certificate and the Welsh Baccalaureate to be awarded. This will only be available for the June series when the learner has previously achieved, been entered for all four components and will be completing the supporting qualifications.

#### Foundation (Post-16)

Unit Ref No/QAN	Title	English Medium	Welsh Medium	Series Availability	
				Jan 2020	June 2020
D/506/8129	Enterprise and Employability Challenge	90S1U2	90S1N2	X	✓
H/506/8133	Global Citizenship Challenge	90S1U3	90S1N3	X	✓
M/506/8135	Community Challenge	90S1U4	90S1N4	X	✓
Y/506/8131	Individual Project	90S1U1	90S1N1	X	✓
601/4920/6	Welsh Baccalaureate (cash-in)	9001Q0	9001C0	X	✓
601/4941/3	Skills Challenge Certificate (cash-in)	90S1Q0	90S1C0	X	✓

#### National (Post-16)

Unit Ref No/QAN	Title	English Medium	Welsh Medium	Series Availability	
				Jan 2020	June 2020
R/506/8130	Enterprise and Employability Challenge	90S2U2	90S2N2	X	✓
K/506/8134	Global Citizenship Challenge	90S2U3	90S2N3	X	✓
T/506/8136	Community Challenge	90S2U4	90S2N4	X	✓
D/506/8132	Individual Project	90S2U1	90S2N1	X	✓
601/4919/X	Welsh Baccalaureate (cash-in)	9002Q0	9002C0	X	✓
601/4916/4	Skills Challenge Certificate (cash-in)	90S2Q0	90S2C0	X	✓

### 3.4 Entry dates and fees

Entry dates and fees are published in September and can be found on the WJEC website in the document WJEC Entry fees 2019-20 available here:

[https://www.wjec.co.uk/exam-officers/WJEC%20Entry%20Fees%202019%2020%20Final%2012.09.2019.pdf?language\\_id=1](https://www.wjec.co.uk/exam-officers/WJEC%20Entry%20Fees%202019%2020%20Final%2012.09.2019.pdf?language_id=1)

Dates are also included on the Skills Challenge Certificate and Welsh Baccalaureate Key Dates Wall Chart available here:

<https://www.wjec.co.uk/exam-officers/related-documents.html?category=keyDatesAndTimetables>

### 3.5 Re-sits and attainment cap

Learners will have one re-sit opportunity for each assessed component i.e. the three Challenges and the Individual Project. In previous series if a learner resat, their grade would be capped at the lowest level available for the component.

Following feedback from centres WJEC proposed that the capping of marks for candidates who re-sit a component of the Skills Challenge Certificate be removed. After consultation with Qualifications Wales, we are pleased to confirm that this has been agreed and will be effective from January 2020.

Candidates who choose to re-sit a component must sit a different assessment from their originally assessed work. This means:

- they cannot improve on work that has already been previously submitted for assessment
- the title of the work must be different from that which has been previously submitted

Failure to meet these requirements could constitute malpractice and as such would be dealt with by WJEC Compliance.

#### **Re-sit rules**

Candidates are allowed one re-sit per component with the higher of the marks counting towards the grade of the qualification. Should candidates wish to enter any components for a third time, no results from components taken previously may be used in aggregating the new grade. Therefore, all components in the qualification must be taken again.

### 3.6 Cash-in re-sit

At a candidate's first cash-in opportunity both the Skills Challenge Certificate and the overarching Welsh Baccalaureate cash-in must be entered simultaneously. Learners who are awarded the Skills Challenge Certificate but do not meet the supporting qualifications criteria to be awarded The Welsh Baccalaureate can then be re-entered for Welsh Baccalaureate cash-in only in the next available series. This will ensure that aggregation will take place and any further supporting qualifications that have been attained will be taken into consideration.

## 4. AGGREGATION INFORMATION

To achieve the overarching Welsh Baccalaureate candidates must achieve the Skills Challenge Certificate together with specified supporting qualifications.

In order to find evidence of this WJEC requests information from other Awarding Organisations regarding entry data and prior achievements to match to Welsh Baccalaureate Candidates.

Once information has been supplied by other Awarding Organisations this is matched with candidates entered in the current series.

To find information to support this WJEC will contact centres in 2 stages:

- 1) An initial enquiry in the Spring term to ascertain Awarding Organisation information (Form AOI1)
- 2) A further enquiry in the Summer term regarding any data that cannot be matched (Form AOI2)

### 4.1 Form AOI1

This will let WJEC know which Awarding Organisations we need to collect data from. We will only need to know which AOs a centre is sitting Level 1, Level 2, Level 3 vocational qualifications with in the forthcoming series.

### 4.2 Form AOI2

There may be occasions where we cannot match data for a specific candidate. This could be for several reasons; a centre move, a change of name, a missing entry, or the historical data does not meet the current level of entry, etc. In these circumstances WJEC will contact the centre and request provision of evidence of prior achievement (literacy and numeracy) or the current entry information for the forthcoming series.

<b>Form AOI2 Acceptable Evidence</b>	
<p>Evidence to support <b>prior achievement</b> must be official documentation from the awarding organisation responsible and should include:</p> <ul style="list-style-type: none"> <li>• The candidate's name, date of birth, UCI,</li> <li>• The awarding organisation name and logo;</li> <li>• The full name of the qualification;</li> <li>• The result achieved;</li> <li>• The date awarded.</li> </ul> <p>Examples: a candidate certificate, a screen shot from AO portal showing candidate information</p>	<p>Evidence to support <b>current entry information</b> must include:</p> <ul style="list-style-type: none"> <li>• The candidate's name, date of birth, UCI,</li> <li>• The awarding organisation name,</li> <li>• The full name of the qualification;</li> <li>• and or/the QAN.</li> </ul>
<p>WJEC will accept a scanned print out from a candidate's Personal Learning Record (PLR) as evidence of achievement, providing it contains the relevant information.</p>	<p>WJEC will accept a scanned print out from a centre's MIS system providing it contains the relevant information.</p>
<p>Evidence can be scanned and emailed to <a href="mailto:wjq@wjec.co.uk">wjq@wjec.co.uk</a> but must be clear and legible.</p> <p><b>WJEC reserve the right to reject evidence if it does not meet all the criteria listed.</b></p>	

## 5. E-SUBMISSION

WJEC now has the facility for electronic submissions of candidates' work via our SecureAssess platform. All candidate work for the components listed below must be submitted through this platform for January 2020 and June 2020.

Components are as listed below:

### **January & June 2020**

**90S9U1/N1 National/Foundation KS4 Individual Project**  
**90S9U2/N2 National/Foundation Enterprise and Employability**  
**90S9U3/N3 National/Foundation Global Citizenship**  
**90S9U4/N4 National/Foundation KS4 Community Challenge**

**90S3U1/N1 Advanced Individual Project**  
**90S3U2/N2 Advanced Enterprise and Employability**  
**90S3U3/N3 Advanced Global Citizenship**  
**90S3U4/N4 Advanced Community Challenge**

The work must be uploaded by the deadline dates as listed on page 18 of this document.

General guidance to the e-submission process, including FAQs can be found on the on the E-Submission page of the Teachers section of [www.wjec.co.uk](http://www.wjec.co.uk)

<https://www.wjec.co.uk/teachers/e-submission/>

## 6. MODERATION

Centre marks will be externally moderated by WJEC to ensure that standards are applied accurately and consistently within and across centres.

### 6.1 Secure storage of Internally Assessed work

The 3 Challenges of the Skills Challenge Certificate must be completed under controlled assessment conditions. These controls are specifically indicated in the Managing Assessment table in the relevant Delivery Handbook for each level found on the subject webpage: <https://www.wjec.co.uk/qualifications/welsh-baccalaureate/welsh-bacc-from-2015>

Please note, that it is the responsibility of the centre to ensure that all assessment material (including student work) is stored securely within the centre, usually in a locked cupboard and in accordance with JCQ requirements. The materials and work must be stored securely throughout the assessment period and until the deadline for post results services has passed. Work produced over several sessions must be collected at the end of each session and stored securely. Work produced electronically must be saved securely to ensure it cannot be accessed or amended between sessions. Work stored on memory sticks must also be collected in after each session and kept securely.

Failure to comply will constitute malpractice and can result in work being ineligible for assessment. Any cases of malpractice must be reported to WJEC's Compliance Team and will be investigated fully.

### 6.2 Submitting Internal Assessment Marks

Once entries have been submitted and processed by WJEC, centres **must** log on to WJEC's [secure website](#) and click the 'internal assessment mark input' (IAMIS) button. A web page will be available for each component for which the centre has entries; this will be pre-populated with candidate names and numbers. Centres will need to insert the **marks and assessor initials** for all candidates in the spaces provided. Further information and support will be available on the various mark-input screens.

**Submission of outcomes** – by submitting outcomes to WJEC you are declaring that:

- All internal moderation has taken place;
- All marks submitted are genuine and correct;
- All candidate work is complete and available for external moderation

**Amending marks after submission** – once marks have been submitted via IAMIS they cannot be amended by the centre. If teachers notice that an incorrect mark has been submitted the Exams Officer or the Welsh Baccalaureate Coordinator **must** email [wbq@wjec.co.uk](mailto:wbq@wjec.co.uk) and include the following information:

- centre number
- candidate name
- challenge name and level
- old mark and new mark
- reason for change.

WJEC reserve the right to request to view any work related to a request to amend marks.

**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 address below for the mark to be amended, clearly outlining the circumstances. The actual work (or copy) together with a completed signed and 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 **must** be received by **9th April** (January series) and **19th September** (June series).

WBQ Operations, WJEC  
245 Western Avenue,  
Cardiff  
CF5 2YX

**WJEC monitors amendments to centre submitted marks and may undertake additional checks.**

### 6.3 Moderation Sample

The size of the sample will be based on the number of candidates entered, which will give a minimum sample size, and then on the number of assessors; with at least three candidates selected from each assessor. The sample will cover the range of marks awarded, including the top and bottom mark of the centre. Samples will automatically be selected and viewed via IAMIS and must then be despatched to arrive with the moderator or be uploaded to SecureAssess by the specified date.

**National/foundation KS4, Foundation (Post-16), National (Post-16) and Advanced**

<i>Total number of candidates</i>	<i>Minimum sample size</i>
1 – 10	All
11 - 100	10
101 - 200	15
201 - 500	25
501 - 999	50

**Individual Candidates** - work selected in the sample **must** be available for moderation. If a candidate's work is not available, then the mark will be recorded as 0.

**Entries made after submission of marks** – centres should not make entries after the sample has been made available. If entries are made WJEC reserves the right to request the work to be sent to the moderator in addition to the original sample. Work that is not forwarded to the moderator when requested will be recorded as a 0.

**Authentication** - Candidates **must** be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The JCQ document, Information for Candidates – Controlled Assessments, available on the JCQ website ([www.jcq.org.uk](http://www.jcq.org.uk)), provides instructions and guidance.



## 6.4 Required Documentation

### National/Foundation KS4 and Advanced

**The Candidate Assessment booklet** – must be completed and submitted alongside candidate work. The booklet contains the assessment sheet, candidate and assessor declaration and the assessment time sheet. The booklet can be found on the [secure website](#) in Resources>Non- Examination Assessment Tasks. A Candidate Assessment booklet must be completed for all candidates in the cohort (not only those included in the moderation sample). Electronic typed signatures are acceptable. \*

### Post-16 National/ Post-16 Foundation

**Candidate Declaration and Timesheet** – for the three Skills Challenge Certificate Challenges a Candidate Declaration and Timesheet must be completed and included with candidates' work. **All** candidates in the cohort (not only those included in the moderation sample) **must sign** the declaration form stating that all internally-assessed work (with any exceptions stated) is their own work. Electronic, typed signatures are acceptable. \*

**Assessment Sheet** – the assessment sheet containing the teacher/assessor declaration must be completed and included with candidate work. The Individual Project assessment sheet also contains the Candidate declaration and must be signed by both the candidate and teacher/assessor confirming that the work is that of the candidate on the assessment sheet. **All** candidates in the cohort (not only those included in the moderation sample) must have completed, signed assessment sheets. Electronic, typed signatures are acceptable. \*

The Candidate Declaration and Timesheet and component Assessment Sheets are available by emailing [julie.rees@wjec.co.uk](mailto:julie.rees@wjec.co.uk).

**\* Work received without this completed documentation will be recorded as a fail.**

## 6.5 Internal Moderation

The sample is intended to be **representative** of the marking standard at the centre. It is essential that a process of internal moderation takes place **prior** to the final submission of the marks to WJEC. Suitable methods of achieving this will depend on the individual centre's organisation. One person **must** take responsibility for the final moderation procedure within a centre. **A sample of each assessor's candidates must be reassessed by the lead assessor.**

## 6.6 External Moderation

The WJEC moderator will consider the sample that has been submitted. Should a query arise WJEC may request a further sample to be provided.

In most circumstances where WJEC requests to see more work the following protocols will be implemented:

- WJEC administration staff will contact the Examinations Officer at the centre to verbally confirm that more work has been requested by the moderator.
- WJEC will request that work be with the moderator within five working days from the initial request and will specify a date.
- WJEC will follow up with an email to the Examinations Officer to confirm the request.

Please note, WJEC staff will not enter into discussion with anyone other than the Examinations Officer and cannot discuss the reason that further work has been requested.

In certain circumstances WJEC will visit the centre to view any further requested work.

WJEC reserves the right to request more work or make a visit to a centre at short notice or without prior notification.

## 6.7 Feedback

Feedback regarding moderation is provided on publication of results, through a moderator's report, available on IAMIS. The moderator's report will provide feedback on:

- (i) the efficiency of the centre's administration;
- (ii) the accuracy of the centre's assessments against the criteria and in relation to the agreed standard for each learning outcome of the component;
- (iii) whether the centre's marks have been adjusted and detail of the reasons.

## 6.8 Guidelines for submitting with encryption

WJEC has been asked by several examination centres about encrypting candidate work prior to submission on USB drive. **WJEC does not require centres to do this**; it is up to each centre to decide in line with their own data protection and security policies whether this is needed. However, if centres choose to do this the following guidance should be followed.

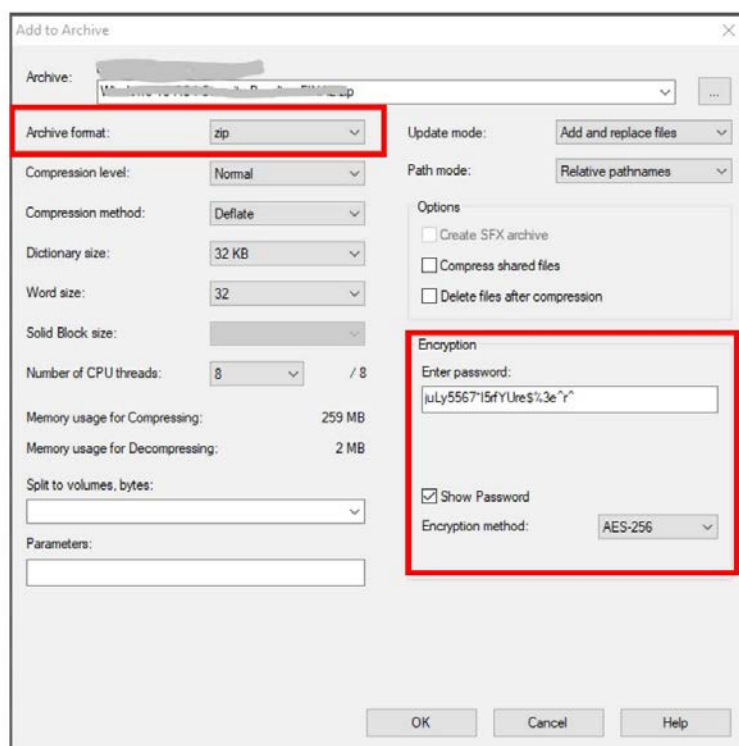
WJEC recommend that centres submit work on a USB rather than in any other form.

The recommended method is to use encrypted Zip archives or Windows Bitlocker To Go. If any other methods are used (for example self-extracting executable files) we may not be able to accept them as they will be blocked by our security software.

For centres who do not have existing software for creating encrypted archives, we suggest using 7-zip:

**Using 7-zip to create an encrypted archive:** 7-zip is a free archiving tool for Windows. Ensure you have the latest version from <https://www.7-zip.org/download.html> (don't download from other sites as these may contain malware).

- Right-click on the folder you want to encrypt and choose 'add to archive...'
- Ensure that the encryption method is 'AES-256' - this is the strongest method
- Ensure the archive format is 'zip'



We advise that you use a randomly-generated password or passphrase to encrypt the file. We also advise using a different password for each archive. Passwords should be at least 15 characters in length to achieve reasonable security.

If you do not already have a random password generator, these online systems may be used:

- [https://www.fourmilab.ch/javascript/pass\\_phrase.html](https://www.fourmilab.ch/javascript/pass_phrase.html)
- <https://www.grc.com/passwords.html>

The USB stick containing the encrypted archive may be sent as usual. Passwords should be sent to [encryption@wjec.co.uk](mailto:encryption@wjec.co.uk). The email should clearly state the centre number, candidate numbers(s), subject and level.

Note: if we cannot clearly identify the file and password, we will not be able to access the work. (Note that it is acceptable to send passwords by email in this case as they are sent using a different method to the USB stick. Please do not send the USB stick and password together!)

Guidance on using Bitlocker To Go is available at <https://www.techrepublic.com/blog/windows-and-office/secure-your-usb-drives-with-bitlocker-to-go-for-windows-7/>

WJEC cannot offer support regarding the creation of Bitlocker encrypted media, individual centre IT departments should be consulted on a case by case basis.

## 6.9 Moderation dates

### January 2020

#### National/Foundation (KS4)

January 2020	
IAMIS available from	9 December
Deadline for submission of work	10 January

#### Advanced

January 2020	
IAMIS available from	13 December
Deadline for submission of work	13 January

### June 2020

#### National/Foundation (KS4)

June 2020	
IAMIS available from	24 April
Deadline for submission of work	7 May

#### Advanced

June 2020	
IAMIS available from	7 May
Deadline for submission of work	22 May

#### Foundation (Post-16) and National (Post-16)

June 2020	
IAMIS available from	1 June
Deadline for submission of work	10 June

## 7. RESULTS

### 7.1 Results

Results are issued via the secure website and by EDI file, and takes place on the following dates:

January series	
National/Foundation KS4	5 March 2020
Advanced	5 March 2020

June series	
National/Foundation KS4	21 August 2020
Advanced	14 August 2020
Foundation (Post-16)	21 August 2020
National (Post-16)	21 August 2020

### 7.2 Aggregation enquiries

Centres can enquire about the **aggregation** of candidates' results from the day of results until 9<sup>th</sup> April (January Series) and 19<sup>th</sup> September (June Series).

Aggregation includes missing supporting qualifications.

In order to minimise post results aggregation enquiries, it is essential that centres provide WJEC with accurate information and meet deadlines especially in candidate identification and data e.g. accurate and consistent name, UCI to identify candidate across all qualifications.

Please note aggregation enquiries will be dealt with in chronological order of receipt.

**Aggregation queries must be sent to the [wbq@wjec.co.uk](mailto:wbq@wjec.co.uk) email address.**

Acceptable Evidence - Evidence to support aggregation enquiries should be:		
Official documentation from the awarding organisation responsible and should include: <ul style="list-style-type: none"><li>• The candidate name and date of birth</li><li>• The awarding organisation name and logo;</li><li>• The full name of the qualification;</li><li>• The result achieved;</li><li>• The date awarded.</li></ul> Examples: a certificate, a screenshot from the AO's portal/ website showing candidate achievement etc.	<b>OR</b>	A scanned print out from a candidate's Personal Learning Record (PLR) as evidence of achievement, providing it contains the relevant information.
Evidence can be scanned and emailed to <a href="mailto:wbq@wjec.co.uk">wbq@wjec.co.uk</a> but must be clear and legible.		
<b>WJEC reserve the right to reject evidence if it does not meet the criteria listed.</b>		

### 7.3 Post–results review of moderation

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. Please note that if your centre's marks have been accepted without change by WJEC this service is not available.

When applying for a post-results review of moderation, the following should be taken into account:

- The application should be submitted to WJEC through the normal method.
- Candidate consent is not required.
- For the January series requests **must** be received by 9<sup>th</sup> April; for the summer series, the request **must** be received by the awarding organisation by 19<sup>th</sup> September.
- The deadline for completion is within 35 calendar days of the moderator receiving the original sample of work from the centre.
- Review of moderation will be undertaken on the original sample of candidates' work.
- Review of moderation may include feedback similar to that provided following the original moderation.
- If centre marks are reinstated, feedback will not be provided.
- Review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

**Review of moderation can only be undertaken for the series in which the request is received.**

Centres that are in possession of the original sample of work must ensure that it is ready for despatch and will be provided with the details of a moderator to whom the work should be sent. Centre assessed work **should not** be sent at the time of submitting the application. Work that has been uploaded to Secure Assess will already be available to the moderator and will be accessed as appropriate.

Work submitted for review of moderation **must**:

- Be despatched to the moderator within **3 working days – failure to meet this undertaking may delay the outcome of the enquiry or result in the enquiry being cancelled**;
- be the original work submitted for moderation;
- have been kept under secure conditions and not returned to the candidates.

Please visit <http://www.wjec.co.uk/exam-officers/post-results-service/> for further information including the costs associated with this service.

### 7.4 Certificates

Certificates are issued to centres in the autumn term after the publication of results. Certificates will not be issued before the end of the post-results services deadline of 19<sup>th</sup> September. The last date that certificates will be issued is 7<sup>th</sup> November.

## 8. SUPPORTING QUALIFICATIONS

### 8.1 Supporting qualification requirements

Please note it is the centre's responsibility to ensure a course of study meets the criteria listed below before embarking on the qualification. It is recommended that centres check the qualification at the beginning of the course to ensure that candidates are able to meet the requirements at cash-in.

Full qualifications are required to meet the criteria; unit achievement cannot be used.

Qualification criteria can be checked by using the Qualifications in Wales database <https://www.qiw.wales/qualifications/search?lang=en>

**All qualifications must be regulated by Qualifications Wales or OFQUAL.**

Level	Literacy and Numeracy	Other supporting qualifications
<b>Advanced</b>	GCSE English Lang or Welsh Lang (A*-C) <b>and</b> GCSE Mathematics (A*-C) <b>or</b> GCSE Mathematics – Numeracy (A*-C)	<b>Two</b> A Levels Grade A*-E or at most <b>two</b> equivalent L3 qualifications totalling at least 600 GLH. (At least one worth 600 or two worth at least 300, which can either be A Level or Vocational).
National/Foundation KS4 <b>Foundation</b>	GCSE English Lang or Welsh Lang (A*-G) <b>and</b> GCSE Mathematics (A*-G) <b>or</b> GCSE Mathematics – Numeracy (A*-G)	A Minimum of <b>three</b> further GCSEs grade A*-G, of which two may be equivalent with at least 240 GLH (120 GLH for one equivalent qualification)
National/Foundation KS4 <b>National</b>	GCSE English Lang or Welsh Lang (A*-C) <b>and</b> GCSE Mathematics (A*-C) <b>or</b> GCSE Mathematics – Numeracy (A*-C)	A Minimum of <b>three</b> further GCSEs grade A*-C, of which two may be equivalent with at least 240 GLH (120 GLH for one equivalent qualification)
<b>Foundation (Post-16)</b>	GCSE English Lang or Welsh Lang (A*-G) <b>or</b> ESW Communication Level 1 or above <b>and</b> GCSE Mathematics (A*-G) or GCSE Mathematics – Numeracy (A*-G) <b>or</b> ESW Application of Number Level 1 or above	L1 Qualifications with a total of at least 300 GLH from a maximum of <b>four</b> distinct qualifications
<b>National (Post-16)</b>	GCSE English Lang or Welsh Lang (A*-C) <b>or</b> ESW Communication Level 2 or above <b>and</b> GCSE Mathematics (A*-C) or GCSE Mathematics – Numeracy (A*-C) <b>or</b> ESW Application of Number Level 2 or above	L2 Qualifications with a total of at least 300 GLH from a maximum of <b>four</b> distinct qualifications

N.B. The Literacy and Numeracy Qualifications can be completed during or prior to registration on the Welsh Baccalaureate but the supporting qualifications **must** be achieved during the time the candidate is registered.



## 8.2 Accepted Literacy and Numeracy supporting qualifications

In certain circumstances other literacy and numeracy qualifications can be accepted.

Please note the list below is not exhaustive and will be updated as we have confirmation. For any qualifications not listed please enquire by emailing [wbq@wjec.co.uk](mailto:wbq@wjec.co.uk)

English and Maths qualifications achieved with GCSE 9 to 1 can be used to contribute towards the Literacy and Numeracy requirements of the Welsh Baccalaureate. Grades 9-4 are considered equivalent to A\*-C for Advanced, National KS4 and National Post 16 levels.

<https://ofqual.blog.gov.uk/wp-content/uploads/sites/137/2018/01/Grading-2018-1.png>

Accepted Mathematics Qualifications	
QAN	Qualification
500/7914/1	WJEC Level 1/Level 2 GCSE in Methods in Mathematics (Pilot) (This legacy qualification can still be accepted for candidates who have previously achieved it).
500/7915/3	WJEC Level 1/Level 2 GCSE in Applications of Mathematics (Pilot) (This legacy qualification can still be accepted for candidates who have previously achieved it).
500/7929/3	WJEC Level 2 Certificate in Additional Mathematics
600/7777/3	OCR Level 1 Cambridge Certificate in Mathematics (QCF)
600/7778/5	OCR Level 2 Cambridge Certificate in Mathematics (QCF)
601/4606/0	OCR Level 1/2 GCSE (9-1) in Mathematics
500/7849/5	OCR Level 1/Level 2 GCSE in Applications of Mathematics (Pilot)
500/7881/1	OCR Level 1/Level 2 GCSE in Methods in Mathematics (Pilot)
500/7764/8	OCR Level 1/Level 2 GCSE in Mathematics A
500/7923/2	OCR Level 1/Level 2 GCSE in Mathematics B
500/9480/4	AQA Level 1/Level 2 Certificate in Use of Mathematics
600/2123/8	AQA Level 2 Certificate in Further Mathematics
601/4608/4	AQA Level 1/Level 2 GCSE (9-1) in Mathematics
500/7931/1	AQA Level 1/Level 2 GCSE in Applications of Mathematics
500/7856/2	AQA Level 1/Level 2 GCSE in Mathematics
500/8495/1	AQA Level 1/Level 2 GCSE in Mathematics B
500/7942/6	AQA Level 1/Level 2 GCSE in Methods in Mathematics
500/7940/2	Pearson Edexcel Level 1/Level 2 GCSE in Applications of Mathematics (Pilot)
500/7949/9	Pearson Edexcel Level 1/Level 2 GCSE in Methods in Mathematics (Pilot)
500/7916/5	Pearson Edexcel Level 1/Level 2 GCSE in Mathematics A
500/7886/0	Pearson Edexcel Level 1/Level 2 GCSE in Mathematics B
600/0475/7	Pearson Level 1/Level 2 Certificate in Maths

Accepted English Qualifications	
QAN	Qualification
600/1358/8	WJEC Level 1/ Level 2 Certificate in English Language (This legacy qualification can still be accepted for candidates who have previously achieved it).
600/7782/7	OCR Level 1 Cambridge Certificate in English (QCF)
600/7783/9	OCR Level 2 Cambridge Certificate in English (QCF)
601/4575/4	OCR Level 1/2 GCSE (9-1) in English Language
601/3168/8	OCR Level 1/2 GCSE in English
601/3167/6	OCR Level 1/2 GCSE in English Language
500/7912/8	OCR Level 1/Level 2 GCSE in English
600/1999/2	AQA Level 1/2 Certificate in English Language
601/4292/3	AQA Level 1/Level 2 GCSE (9-1) in English Language
500/7917/7	AQA Level 1/Level 2 GCSE in English
601/3159/7	AQA Level 1/Level 2 GCSE in English
500/7909/8	Pearson Edexcel Level 1/Level 2 GCSE in English
601/3157/3	Pearson Edexcel Level 1/Level 2 GCSE in English

### 8.3 English and Maths qualifications achieved outside of the UK

Where qualifications have been achieved outside of the UK, centres are required to provide evidence that:

- i. the qualification is equivalent to the appropriate GCSE Grade/NQF Level to allow them to be contribute to the Welsh Baccalaureate in place of a GCSE in English Language/Welsh Language and/or Maths/Maths Numeracy. There are only a few qualifications which an equivalent and acceptable level qualification for GCSE English are.

English and Welsh as a second language are not eligible.

- ii. the qualification is sufficiently broad in content and size and does not concentrate on one element of the subject (for example a Maths qualification that only covers statistics would not be sufficient to replace the GCSE in Maths irrespective of the level).

However, if a learner has achieved an AS or A Level qualification in Maths or English Language this is acceptable as a supporting qualification.

In relation to point i:

- Please check the UK NARIC website: <https://www.naric.org.uk/naric/>

Centres are reminded that assessment is available in English and/or Welsh. In all cases, the centre should ensure that the learner has sufficient English/Welsh language skills to enable them to complete the qualification.

## 9. GRADING AND REPORTING

### 9.1 National/Foundation (KS4) Skills Challenge Certificate

The qualification can be awarded a Foundation or National grade. The National Skills Challenge Certificate is graded A\* - C. For a National award, the learner **must** achieve a pass in all of the components, the Individual Project and the three Challenges, with a **minimum of 80% at level 2** and the further 20% at level 1.

The Foundation Skills Challenge Certificate is graded Foundation Pass\* or Foundation Pass. For a Foundation award, the learner **must** achieve a pass in all of the components, the Individual Project and the three Challenges, with a minimum of all at level 1. Results not attaining the minimum standard for the award will be reported as U (unclassified).

	National				Foundation		
Grade boundaries	A*	A	B	C	Pass*	Pass	U
Total UMS	270	240	180	120	90	60	0
%	90%	80%	60%	40%	30%	20%	0%

#### Components

Component grades are aligned with grades for the Certificate: Level 2 Distinction aligns with grade A, Level 2 Merit with grade B, Level 2 Pass with grade C, and Level 1 Pass with Foundation Pass. For each component, the Level 2 Merit boundary will be set arithmetically, at half the distance between the Level 2 Pass and Level 2 Distinction boundaries; all other grade boundaries will be set by examiner judgement.

Grade boundaries will be set in the following order:

Component	Weighting	Maximum raw marks	Maximum UMS mark	Level 2 Distinction	Level 2 Merit	Level 2 Pass	Level 1 Pass
Individual Project	50%	96	150	120	90	60	30
Enterprise and Employability	20%	36	60	48	36	24	12
Global Citizenship	15%	36	45	36	27	18	9
Community	15%	36	45	36	27	18	9
%			100%	80%	60%	40%	20%

For a National award, learners must pass all components with a **minimum of 80% at level 2** and a maximum of 20% (one Challenge) at level 1 to achieve a qualification grade A\*- C. Where learners have met the 80% requirement but have not achieved 120 uniform marks, they will be awarded a C grade.

## 9.2 Foundation (Post-16) Skills Challenge Certificate

The overall grades for the Skills Challenge Certificate will be recorded as either grade Pass\* or grade Pass. To be awarded a grade the learner **must** achieve a pass in all of the components, the Individual Project and the three Challenges. Results not attaining the minimum standard for the award will be reported as U (unclassified).

Grade boundaries	Pass*	Pass	U
Total UMS	210	120	0
%	70%	40%	0%

### Components

Component grades are aligned with grades for the Certificate: Merit aligns with grade Pass\* and Pass with an overall Pass. Both the Merit and Pass boundaries will be set judgementally.

Grade boundaries will be set in the following order:

Component	Weighting	Maximum raw marks	Maximum UMS mark	Level 1 Merit	Level 1 Pass
Individual Project	50%	72	150	105	60
Enterprise and Employability	20%	36	60	42	24
Global Citizenship	15%	36	45	32	18
Community	15%	27	45	32	18
%			100%	70%	40%

### 9.3 National (Post-16) Skills Challenge Certificate

The overall grades for the Skills Challenge Certificate will be recorded as a grade on a scale A\* to C. To be awarded a grade the learner **must** achieve a pass in all of the components, the Individual Project and the three Challenges. Results not attaining the minimum standard for the award will be reported as U (unclassified).

Grade boundaries	A*	A	B	C	U
Total UMS	270	240	180	120	0
%	90%	80%	60%	40%	0%

#### Components

Component grades are aligned with grades for the Certificate: Level 2 Distinction aligns with grade A, Level 2 Merit with grade B, Level 2 Pass with grade C, and Level 1 Pass with Foundation Pass. For each component, the Level 2 Merit boundary will be set arithmetically, at half the distance between the Level 2 Pass and Level 2 Distinction boundaries; all other grade boundaries will be set by examiner judgement.

Grade boundaries will be set in the following order:

Component	Weighting	Maximum raw marks	Maximum UMS mark	Level 2 Distinction	Level 2 Merit	Level 2 Pass	Level 1 Pass
Individual Project	50%	72	150	120	90	60	30
Enterprise and Employability	20%	36	60	48	36	24	12
Global Citizenship	15%	36	45	36	27	18	9
Community	15%	27	45	36	27	18	9
%			100%	80%	60%	40%	20%

Learners must pass all components with a **minimum of 80% at level 2** and a maximum of 20% (one Challenge) at level 1 to achieve a qualification grade. Where learners have met this requirement but have not achieved 120 uniform marks, they will be awarded a C grade.

## 9.4 Advanced Skills Challenge Certificate

The overall grades for the Skills Challenge Certificate will be recorded as a grade on a scale A\* to E. To be awarded a grade the learner **must** achieve a pass in all of the components, the Individual Project and the three Challenges. Results not attaining the minimum standard for the award will be reported as U (unclassified).

Grade boundaries	A*	A	B	C	D	E	U
Total UMS	270	240	210	180	150	120	0
%	90%	80%	70%	60%	50%	40%	0%

### Components

Component grades are aligned with grades for the Certificate: Distinction aligns with grade A, Merit with grade C, and Pass with grade E. For each component, the Merit boundary will be set arithmetically, at half the distance between the Pass and Distinction boundaries; all other grade boundaries will be set by examiner judgement.

Grade boundaries will be set in the following order:

Component	Weighting	Maximum raw marks	Maximum UMS mark	Level 3 Distinction	Level 3 Merit	Level 3 Pass
Individual Project	50%	72	150	120	90	60
Enterprise and Employability	20%	45	60	48	36	24
Global Citizenship	15%	36	45	36	27	18
Community	15%	27	45	36	27	18
%			100%	80%	60%	40%

## 9.5 Advanced Skills Challenge Certificate and the UCAS tariff

For information on the Skills Challenge Certificate and the UCAS tariff please visit: <https://www.ucas.com/ucas/tariff-calculator> and choose Welsh Baccalaureate - Advanced Skills Challenge Certificate (first teaching September 2015) from the dropdown options.

For information on an individual institution's policy regarding the Welsh Baccalaureate you are advised to contact their admissions department.

## 10. ACCESS ARRANGEMENTS & SPECIAL CONSIDERATION

The National/Foundation KS4, Foundation (Post-16), National (Post-16), and Advanced specifications have been designed to offer fair access to all and to minimise the need to make access arrangements or reasonable adjustments for learners who have particular requirements. It is expected that normally, individual learners' abilities, interests and needs will have been appropriately catered for by centres through the choice of Challenge briefs and supporting qualifications.

### 10.1 Definitions

Access arrangements/reasonable adjustments are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

Special consideration - is a post assessment adjustment to a candidate's mark/ grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment. Special consideration may be given to eligible candidates who are:

- a) present for an assessment but are disadvantaged;
- b) absent from part of an assessment due to illness or other acceptable reason – this applies to the terminal series only.

### 10.2 Applying Access Arrangements to the Challenges and the Individual Project

All access arrangements **must** be applied for at the start of the course and be approved before assessments take place.

Access arrangements/reasonable adjustments may apply when a candidate undertakes an individual Challenge or the Individual Project in order to allow the candidates to demonstrate their ability while ensuring the demands of the assessment are not changed, however, it is expected that the chosen Challenge will have been picked to minimise the need for such arrangements to be applied.

Access arrangements/reasonable adjustments will only apply in teamwork Challenges where other members of the team are not able to take responsibility (for example please see possible scenario 2, section 10.6) and ensuring other team members are not given an unfair advantage.

### 10.3 Applying Special Consideration to the Challenges and the Individual Project

Challenges and the Individual Project can be completed across the length of the course; therefore, candidates will only be eligible for special consideration for a shortfall in work if:

- they have completed work in all 4 components,
- approximately 50% of the affected component has been completed (covering all Assessment Objectives),
- and if it is the terminal assessment opportunity.

If a candidate has been present for the assessment but has been disadvantaged, they may also be eligible for special consideration.

To apply for special consideration centres must submit an application using **Form 10 – JCQ/SC**. This form is available on the JCQ website –

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-10-application-for-special-consideration>

The form should be returned to Special Requirements, WJEC, 245 Western Avenue, Cardiff, CF5 2YX. Additional evidence should be attached as appropriate.

### 10.4 Lost centre assessed work

If work (through no fault of the candidate) has either been lost within the examination centre and despite every effort it cannot be found, or it has been accidentally destroyed, the circumstances should be reported immediately to the awarding organisation using **Form 15 – JCQ/LCW**. This form is available on the JCQ website – <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-15-notification-of-lost-centre-assessed-work>

### 10.5 Exemptions

No exemptions can be made for any of the Challenges or the Individual Project.



## 10.6 Possible scenarios

1. If a team loses a member and becomes too small to fulfil requirements (a team **must** be between 3 – 6 members) the first option should be that the remaining team members join another group.

Any team member who has been unable to finish the Challenge **must**, on joining another group, bring any work they have done to the new group.

If joining another team is not an option due to the timing of the controlled assessment and/or the size of the groups (e.g. all groups have the maximum 6 members), they may complete the Challenge as an individual, providing they have shown/will show evidence of working with a team in another Challenge. **This will apply even to a Challenge where working in a group is compulsory.**

Please note: it is advisable that Challenges involving team work are not left until the end of the course.

2. A candidate who is part of a team has an agreed access arrangement/reasonable adjustment for a scribe and 25% extra time. However, as another member in the team/group can take minutes during meetings this access arrangement/reasonable adjustment is not needed.
3. A candidate is absent and unable to finish a Challenge due to an acceptable reason. There is no further opportunity for the candidate to complete the Challenge and it is the terminal assessment. The candidate has completed 50% (and covered all assessment objectives) of the Challenge; therefore, the centre applies for special consideration.

## 10.7 Further information

For further information regarding access arrangements please consult the JCQ document: *Access Arrangements and Reasonable Adjustments 2019-2020* available from <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

For further information regarding Special Consideration please consult the JCQ document: *A guide to the special consideration process 2019-2020* available from <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

## 11. MALPRACTICE

Suspected incidents of candidate, centre or centre staff malpractice or maladministration **must** be reported to WJEC using the 'Suspected Malpractice in Examinations and Assessment' policies and procedures.

For more information please visit: <https://www.jcq.org.uk/exams-office/malpractice>

## 12. GLOSSARY

<b>Welsh Baccalaureate</b>	This is the overarching framework which is made up from the Skills Challenge Certificate and supporting qualifications.
<b>Skills Challenge Certificate</b>	This is the qualification element of the Welsh Baccalaureate and consists of the Individual Project, the Enterprise and Employability Challenge, the Global Citizenship Challenge, and the Community Challenge
<b>Element</b>	An element can refer to any part of the Welsh Baccalaureate – e.g. the Skills Challenge Certificate, the individual components, and the supporting qualifications.
<b>Component</b>	This refers specifically to the elements of the Skills Challenge Certificate i.e. the Individual Project, the Enterprise and Employability Challenge, the Global Citizenship Challenge, and the Community Challenge.
<b>Supporting Qualifications</b>	These are the qualifications which, when taken into account alongside the Skills Challenge Certificate, contribute towards the overall result for the Welsh Baccalaureate
<b>Moderation</b>	Moderation is the process by which WJEC ensure consistency and accuracy in the awarding of candidate marks. There are 2 types of moderation – internal and external. Internal moderation is completed by a centre to ensure consistency throughout a cohort. External moderation is undertaken by WJEC by reviewing a sample of candidates from a centre to ensure the published criteria are being upheld across centres.
<b>Aggregation</b>	The process used to combine all elements in order to reach an overall result for the Welsh Baccalaureate
<b>E-submission</b>	The process by which centres submit work electronically for moderation.
<b>SURPASS</b>	The platform WJEC uses for e-submission.
<b>UMS</b>	The Uniform Mark Scale, used by unitised specifications, to ensure accessibility and comparability across different series. The UMS is used so that candidates who achieve the same standard will have the same uniform mark, irrespective of when the component was taken.
<b>IAMIS</b>	The internal assessment mark input screen. The portal used to input candidate marks to WJEC and to view samples for moderation purposes. Available on the secure website.