



GCSE English Literature (Centres in Wales)

Check list for sample folders.

Before sending the folders to the moderator, please check that:

Folder choice

Your sample of folders must match those candidates identified on the Internal Assessment Mark Input System (see the [Internal Assessment Manual](#) for information about the electronic input of marks). The sample should only vary from this if:

- an alternative to an incomplete folder is included
- the number of teaching groups (with three folders per teacher) causes the sample to exceed 30 folders, in which case you should reduce the sample to 30 candidates, ensuring that at least two folders per teacher are included.
- a candidate has been withdrawn.

If it has been necessary to deviate from the sample identified on the Internal Assessment Mark Input System (for example in the case of an incomplete folder or a withdrawn candidate), centres should enclose a note to their centre's moderator explaining the change.

Class lists

It is no longer a requirement that class lists be sent to the moderator. However, it is vital that the correct teacher initials are entered onto the Internal Assessment Mark Input System.

Folders

- The work in the folders is presented in coversheet order.
- An editable coversheet can be downloaded [here](#).
- The candidates and teachers have signed the coversheets. This is a mandatory requirement and coversheets will have to be returned to centres if they are not signed. Work that is not authenticated by candidate **and** teacher may not be accepted.
- Each coversheet has the correct candidate number on it.
- Each coversheet contains clear details of both assignments' titles.
- A copy of the relevant JCQ form is included if Special Consideration has been applied for. Please note, an electronic copy of the form should also be emailed to gcseenglish@wjec.co.uk. Special Consideration must be applied for in the case of lost assessments or if the wrong task has been completed.
- Separate marks are awarded for the different Assessment Objectives for each assignment. These marks should be arrived at after considering the assessment criteria for each AO. The assessment criteria can be accessed in the specification and a comment should be included on the coversheet to justify the mark awarded.
- The two final holistic marks out of 24 should be entered onto the Internal Assessment Mark Input System. There is no requirement to breakdown the separate AOs on the system.

Presentation

Please do **not** place work in plastic envelopes or any other complicated storage. This significantly delays the moderation process. Please treasury tag or staple the work.

Please send the folders to the moderator before or by the deadline provided by WJEC. Folders should only be submitted after this date if an extension has been applied for and granted. Extensions can be requested by e-mailing gcseenglish@wjec.co.uk.

An address label for your moderator can be printed via the Internal Assessment Mark Input System once marks have been submitted. Marks may be submitted from 10 March onwards.

Reports

Reports will be uploaded to IAMIS on results day. Paper copies of the reports are no longer sent out to centres. Centres can access their reports through IAMIS.

Deadlines:

24 March 2017 for **all centres** except FE colleges, Special Schools and PRUs.

5 May 2017 for FE colleges, Special Schools and PRUs only.

Please contact gcseenglish@wjec.co.uk for any further queries.