



Qualifications & Assessment Cymwysterau ac Asesu

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Our reference / Ein cyfeirnod

Contact / Cysylltwch â

Katie Norman

Date / Dyddiad

April 2016

Pathways Level 3 (QCF) **Internal Assessment Submission Summer 2016**

F.A.O. Examinations Officer

Dear Sir/Madam

I write to remind you that the date for centres to submit the sample of evidence of attainment to moderators is **15 May 2016**. Centres will, of course, need to ensure that the date for the completion of work by candidates precedes this date by a sufficient margin to allow for the assessment and internal moderation of the work. Internal moderation is essential where the work has been assessed by more than one teacher in the centre.

Centre Samples

Centre samples can be identified via the Internal Assessment Mark Input System (IAMIS) from the Summer 2016 series onward. The new system consolidates the sample selection process into a single electronic transaction. The system will automatically identify the sample candidates whose work is to be despatched to the moderator.

A basic outline of the new procedures is enclosed with this letter, and more detailed help and support will be provided on the various screens when the system goes live on **11 April 2016**.

Please note the online system will select samples based on the below formula. This new formula will replace section 7 of the specification.

Total Number of Candidates	Work to be Submitted (numbers relate to alphabetical order)
1-10	All
11-99	10 to cover a representative sample of Pass, Merit, Distinction
100-199	15 to cover a representative sample of Pass, Merit, Distinction
200-299	20 to cover a representative sample of Pass, Merit, Distinction
300+	25 to cover a representative sample of Pass, Merit, Distinction

This despatch includes those items on the following list which are appropriate for your centre.

- (a) **Pathways Internal Assessment Mark Input System Step-by-Step Guide 2016**
- (b) **Centre Comments on the Examinations**

Moderator address labels for all Level 3 Qualifications can be downloaded electronically from the IAMIS online system. Once all outcomes have been submitted and samples generated the '**moderator details**' button on the left hand side at the top of the screen will be made available for centres to click and generate labels **from mid-April 2016**. The DfE/STA agreement does not allow the use of Parcelforce labels for marked coursework.

Feedback

Feedback will be provided through a moderator's report for each unit entered by the centre. The report will cover Administration, Content/Tasks and Assessments.

From Summer 2016 series all moderator reports for the internally assessed units will be issued electronically and made available to centres via the "Internal Assessment Mark Input" pages of the secure website from results publication day (18 August 2016). Designated secondary account holders simply need to access the relevant subject page (i.e. the same page which was used to upload marks) and then click on the "View Moderator Report" button.

Please ensure that all staff who will be involved in the submission of centre-assessed marks are made fully aware of the online arrangements. **In this context you are advised to create any new secure website accounts which will be required at the earliest opportunity, using the "account admin" option on the secure website home page - www.wjecservices.co.uk**.

If you require any further clarification on the new on-line system, please contact the office as follows:

pathways@wjec.co.uk

(029) 2026 5444

Yours faithfully

ELAINE CARLILE

Director of Assessment Delivery



LEVEL 3 (QCF) – SUMMER 2016

COMMENTS ON THE EXAMINATIONS

Subject:

Please comment below on aspects of the course which you felt was particularly satisfactory or unsatisfactory. You may wish to address the content, and demand of the examination. The non return of this form will be interpreted as general satisfaction with the course.

Centre Centre No.

Signed Date

To be returned to the Pathways Qualifications Section, WJEC, 245 Western Avenue, Cardiff CF5 2YX as soon as possible after the last examination.