

For the attention of: examination officers and subject teachers

ENTRY PATHWAYS

Additional guidance on submission of coursework for moderation for centres with entries for:

HEALTHY LIVING AND FITNESS

ICT

INDEPENDENT LIVING

PERSONAL PROGRESS

PERSONAL AND SOCIAL DEVELOPMENT

PREPARING FOR WORK

It would aid the moderation process if centres could adhere to the following:

- Evidence for moderation should be submitted per unit and per level.
- Work should be stapled or held together with treasury tags. Please **do not** use individual poly-pockets.
- Pages should be numbered, particularly when referencing work on the Assessment Record form.
- Please ensure the correct sample size (based on the number of candidates entered for each level for each unit) is submitted:
1-10 candidates – 3 samples
11-20 candidates – 5 samples
21+ candidates – 7 samples
- Please ensure that **all** assessment criteria are evidenced and that the evidence is submitted. Where accreditation has been awarded but where no actual physical evidence can be found, details should be included on a signed and dated **Witness Statement**. Witness statements should only be used in extreme circumstances; that is, where work is lost or cannot be produced due to illness.
- Please ensure that the **Assessment Record** form is fully completed and signed (internal verification is only required where there is more than one teacher/assessor).
- Please ensure that the **Authentication Sheet** is signed by both the candidate and the teacher.
- Please check that the correct labels are used to submit work – even if the work is not yet being cashed in, it should be submitted for the overarching qualification from which units are taken:

Healthy Living and Fitness	(Andrew O'Regan) (THEORY UNITS ONLY)
ICT	(Kwai Wong)
Independent Living	(Hilary Wyman)
Personal Progress	(Gemma Edwards)
Personal and Social Development	(Tania Lucas)
Preparing for Work	(Clare Williams)