Consortia Policy for Centre Reference

Consortia – A definition

A consortium is an arrangement between two or more centres to deliver qualifications. Consortium arrangement forms are only available for internally assessed Non-Examination Assessment (NEA) units/components.

Please note, for certain **externally assessed** NEA units / components e.g. GCE Science and some subjects with external visiting examiners such as GCE Music / GCE Drama, etc., centres should contact the relevant subject team at WJEC to inform them of their arrangements.

Full Consortia

A full consortium is where a centre sends a whole cohort of candidates to another centre for teaching/assessment. The candidates would then be taught and assessed together as one group. **Entering centres** are defined as the centre where the candidate is on roll, **coordinating centres** are usually the centres where candidates are taught and assessed (some candidates will clearly be on roll at, entered and taught by the coordinating centre). **Please note, this includes any centres working together that use different centre numbers, e.g. Multi Academy Alliances/Trusts.**

Partial Consortia

A partial consortium is an arrangement between two centres where an entering centre sends one or more candidates from their entry cohort and not the full entry cohort to another centre for teaching - the NEA work for the candidate(s) is therefore assessed at each teaching centre. The **entering centre** is defined as the centre where the candidate is on roll, the **coordinating centre** is the centre where candidate(s) are taught.

It is essential that centres provide this partial consortium information to WJEC to ensure that candidates are protected against/are given mark adjustments in cases where scaling is applied to one <u>but not both</u> centres in that private arrangement.

Roles and Responsibilities

Co-ordinating Centres;

1.1. The consortium must appoint a coordinator to liaise with the WJEC on behalf of all centres within the consortium. **This is normally the Examinations Officer based at the teaching centre.** Coordinating centres must complete the consortium arrangements application form on CAP by 31st January for each summer series.

1.2. The coordinating centre for each consortium must clearly identify the centres which are part of its consortium and the specific units/components on the consortium application. Coordinating centres must contact WJEC if any information changes between submitting the application form and the submission of final entries.

1.3. The coordinating centres must ensure that all work submitted from all centres in the consortium is internally standardised prior to the samples being submitted to WJEC.

1.4. Coordinating centres are responsible for marking the work and sharing the marks with candidates being taught in that consortium in line with the JCQ *'Notice to Centres – Informing candidates of their centre assessed marks'* Any candidate appeal against the mark awarded must be processed by the coordinating centre.

1.5. Coordinating centres are responsible for informing the entering centre of the marks awarded for the NEA. This must be done early enough to enable the entering centre to input and submit marks on IAMIS by the official deadline date and to generate the sample for sharing with the consortium coordinator.

1.6. The coordinating centre is responsible for ensuring that authentication forms / marksheets are completed and signed by both the teacher and the candidate. They must also comply with the NEA submission deadlines and enable the entering centre to access and make the documents available to the moderator at the prescribed time for moderation. The samples must match those as indicated by IAMIS across all centres within the consortium.

1.7. Where there are fifteen or fewer candidates in any one centre taught as part of the consortium, the coordinating centre must provide all candidates' work to the entering centre for uploading to IAMIS for moderation. The coordinating centres must liaise with centres in the consortium if the number of candidates at the centre is greater than 15 candidates, to provide the entering centre with the specific sample required for moderation, as detailed on IAMIS.

1.8. The coordinating centre is responsible for making additional samples available in a timely fashion, should WJEC request them. This may involve some liaison with entering centres to facilitate the uploading of the samples, where appropriate.

1.9. After moderation, the coordinating centre is responsible for the safe and secure retention of the work until the window for reviews of moderation is closed.

1.10. When submitting a review of moderation request, the coordinating centre must ensure that all centres within the consortium have agreed to the review of moderation request. On receipt of a review of moderation request, a declaration form will be sent to the coordinating centre for completion. This should be emailed to the WJEC PRS team, prior to the commencement of the review of moderation.

1.11. Outcomes of the review of moderation will be sent to every centre within the consortium.

Entering Centres;

1.12. Entering centres are responsible for submitting entries for their consortia candidates to the WJEC at the appropriate time.

1.13. Entering centres are responsible for entering marks onto IAMIS and should liaise with the coordinating centre to ascertain final marks.

1.14. Entering centres must gain access to the work from the coordinating centre to upload the work to IAMIS. It is strongly advised that plans are put in place well in advance of the submission deadline between both centres to agree the methodology for the secure transfer of the work between the two centres to avoid

delays in the upload.

1.15. Entering centres **with more than fifteen candidates entered in a cohort for a unit being taught entirely within a consortium,** are responsible for liaising with the coordinating centre to inform them of the sample required as identified by IAMIS. The coordinating centre must then share the work with the entering centre in a timely fashion for them to upload the work to the WJEC Portal (for those subjects where uploading is the moderation method).

1.16. Entering centres are responsible for informing WJEC of any special or private arrangements with other centres, such as a **partial consortium**. This could be for reasons such as issues with internal choices/timetabling. In such cases, the entering centres must provide WJEC with a completed *'Partial Consortium Arrangements form*' (emailed to consortia@wjec.co.uk) with the details of those candidates whose work will be marked **at a different centre to the main cohort**.

1.17. **Partial Consortium** candidates should **always** be included in the sample work and uploaded/made available for the moderator with a note explaining that the candidate has been taught elsewhere. Entering centres are responsible for liaising with the coordinator to ensure that the partial consortium candidate(s) work is uploaded.

1.18. A review of moderation must be agreed by all centres in the consortium prior to submitting a request. **Each entering centre must submit the request for the review of moderation for their own centre**.