

Preparing for moderation



Some general points

- All Entry Level Pathways units are internally assessed (by the school) and externally moderated through sampling of candidate work (by WJEC moderating team)
- Assessment is criteria based and not mark based
- For credit to be awarded for the unit ALL the Assessment Criteria must be met in full at each level
- Candidates have to demonstrate that they have achieved the ACs through a range of activities completed in school
- Successful completion of tasks demonstrate achievement of Learning Outcomes at Entry Level 2/3

Purpose of Moderation

- To **validate** teachers' judgement of assessment
- To ensure standards are aligned ***within*** and ***across*** centres i.e. consistency and application of standards
- To provide ***guidance*** for schools in improving assessment processes, procedures and practices (individual Centre Reports & Principal Moderator Reports)

All these should develop professional confidence

Internal standardisation

- Process by which centres (schools) ensure all candidates are judged to the same standard across different teachers, teaching groups and from year to year
- All centres are encouraged to internally standardise candidate work
- Internal standardisation assists moderating team

Role of Internal verifier

- Ensure that all units entered are completed in full
- Ensure that all ACs for each LO in each unit are met in full
- Ensure that ACs are correctly and consistently applied across all teaching groups
- Ensure that all necessary documentation is completed for individual candidates
 - Candidate Authentication Sheet
 - WJEC Assessment Record
 - WJEC Witness Statement (where applicable)

Sample for moderation

- Following WJEC guidance, select the number of candidates required based on the size of the cohort
 - 1 – 10 candidates: **3**
 - 11 – 20 candidates: **5**
 - 21+ candidates: **10**
- Provide candidate work for all **units** entered
- Ensure it is sent to WJEC on time –deadlines are set out on WJEC website: Humanities Entry Pathways
- **Submit work by unit** and not by candidate

Preparing folders of candidate work

- Ensure that all candidate work submitted for moderation is **fully marked**, indicating whether or not it has been accepted as being correct and/or appropriate.
- Ensure that completed candidate work is **annotated with the relevant assessment criteria**, e.g. AC 1.3 or AC 3.2, showing where and how the work presented has met the required assessment criteria.
- Ensure that all **supporting documentation** has been completed and are included with sample
 - Authentication form
 - Assessment Record sheet
 - Witness Statement (where appropriate)

Annotations

- ‘ In the majority of centers, candidate work was clearly labeled to show where and how the candidates successfully met specific Assessment Criteria across individual units. In cases of best practice, candidate work was annotated with supportive comments from the teacher and some centers used these comments to justify their judgments. This approach facilitates the moderation process and is to be commended and encouraged.’ (Principal Moderator Report, Summer 2017).

Presentation of candidate work for moderation

- Take note of comments from previous PM Reports
 - Polly pockets
 - Treasury tags
 - Present by unit in folders – easy access for moderator
 - Ensure CD / DVD is included if French units have been entered
 - Check that candidate work can be accessed by moderator
 - Present candidate work for each unit in order of ACs

Authentication form



The image shows a form titled "ENTRY PATHWAYS (QCF) CANDIDATE AUTHENTICATION SHEET". The form includes fields for Candidate Name, Centre Number, Candidate's Name, and Candidate's Address. It also contains sections for "NOTICE TO CANDIDATE", "Declaration by Candidate", and "Declaration by Moderator".

WJEC CBAC
ENTRY PATHWAYS (QCF)
CANDIDATE AUTHENTICATION SHEET
 THIS FORM MUST BE COMPLETED BY THE CANDIDATE AND SIGNED BY THE MODERATOR

Candidate Name: _____ Centre Number: _____
 Candidate's Name: _____ Candidate's Address: _____

NOTICE TO CANDIDATE
 The form is provided for the candidate to complete and sign. It is a declaration of the candidate's work. It must be completed and signed by the candidate and the moderator. It is a declaration of the candidate's work. It must be completed and signed by the candidate and the moderator.

Declaration by Candidate
 I, the undersigned, declare that the work submitted for moderation is my own work and that I have not used any unauthorized materials or resources. I have not used any unauthorized materials or resources. I have not used any unauthorized materials or resources.

Declaration by Moderator
 I, the undersigned, declare that I have moderated the work submitted for moderation and that I have not used any unauthorized materials or resources. I have not used any unauthorized materials or resources. I have not used any unauthorized materials or resources.



Assessment Record Sheet

Responding to a major local event (volcano, earthquake or tsunami) – ENTRY 2
 Y11/C ASSESSMENT RECORD

Candidate Name _____ Candidate No. _____
 Centre Name _____ Centre No. _____

LO	Assessment Criteria	Met	Evidence
LO1	AC1.1 Identify a range of tectonic events.		
	AC1.2 Recognise areas of the world vulnerable to tectonic events.		
	AC1.3 Identify some effects of a tectonic event on people's health and wellbeing.		
LO2	AC2.1 Identify some effects of a tectonic event on the infrastructure of an affected area.		
	AC2.2 Identify some effects of a tectonic event on the environment of an area affected by a tectonic event.		
	AC2.3 Identify how an individual in the UK can help people and countries affected by tectonic events.		
LO3	AC3.1 Explain some types of aid that can be given by the British government.		
	AC3.2 Identify British agencies (NGO) that can provide aid to people and areas affected by tectonic events.		
	AC3.3 Identify ways in which the home equipped with a fire alarm can help the individual.		
	AC3.4		

General Comments

Teacher: _____ Date: _____
 Moderator: _____ Date: _____

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Assessment Record Sheet

- Complete in full the **appropriate** Assessment Record Sheet for each unit for individual candidates, ensuring it is signed the teacher (found at the end of unit specifications).
- Include as much detail as possible on the Assessment Record Sheet on where (e.g. page nos. or sub titles) and how assessment criteria have been met by the candidate.
- Use the 'General Comments' section of the Assessment Record Sheet to give useful background information about individual candidates (Such comments are for the moderator and not the candidate).

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Witness Statement

APPENDIX 2 ENTRY PATHWAYS/ACCREDITED MEMBER SINCE 2012/13

**WJEC
CBAC**

**ENTRY PATHWAYS
WITNESS STATEMENT**

Qualification: _____

Candidate's Name: _____ Candidate's Number: _____

Assessor of Centre to be used: _____

I can certify that the candidate has demonstrated evidence of achievement of entry to the programme and is eligible for a place

... I certify that the candidate has demonstrated evidence of achievement of entry to the programme and is eligible for a place

Name of Assessor: _____ Position: _____

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Witness Statement sheets

- Read the 2 exemplar witness statements

1. Why is one witness statement more useful than the other?

Witness Statement

'There was some inconsistency in the use of Witness Statements by centres. It is not sufficient to say that an individual candidate took part in a class discussion or activity. A Witness Statement should be used to outline the specific response of a candidate or describe precisely what the candidate contributed to a group or class activity. One Witness Statement for the whole class is not sufficient. Witness statements need to be specific to individual candidates.' (Principal Moderator Report, Summer 2018)

Moderating

1. Read through the sample of candidate work provided.
2. Moderate this piece of work using the Assessment Record Sheet for the unit
 - have all the Assessment Criteria for the unit been met
 - complete Assessment Record Sheet
3. How easy / difficult was the task?