

## 16 Internally Assessed Components of GCSE, GCSE in Vocational Subjects, GCE, GCE in Applied Subjects, DiDA, Principal Learning, Projects and Extended Projects

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For details of how to contact Edexcel please see the Contact Information section of this Information Manual.

### I Principles

The procedures established by Edexcel conform to the following principles:

- 1.1 Edexcel will provide centres with detailed assessment criteria for internally assessed components. These components may, as is appropriate to the subject specification, be termed coursework, portfolio units, fieldwork, projects, special studies, etc.
- 1.2 Centres should mark the work of every candidate and arrange candidates in an order of merit, using the detailed assessment criteria or marking schemes published by Edexcel.
- 1.3 Edexcel will use trained moderators to re-assess the work of a sample of candidates using the same assessment criteria.
- 1.4 On the basis of the moderator's reassessment of the sample of work, professional judgements are made whether to accept the centre's marks<sup>1</sup> or to adjust the centre's marks and, where an adjustment is required, determine what it should be.
- 1.5 If there is significant disagreement between the centre and moderator about the order of merit of candidates, scrutiny may be needed of the work of more or of all candidates, either across the whole mark range or part of the mark range. This may result in a complete reassessment of the centre's work.
- 1.6 Mark adjustments, when made, will take into account the pattern of differences between the centre's and moderator's marks, with a view to bringing the centre's marks into line with the standard being applied nationally. Unless the centre has been demonstrably inconsistent, mark adjustments will maintain the centre's order of merit.
- 1.7 Mark adjustments may involve any of the following:
  - 1.7.1 the addition or subtraction of a constant number of marks for all candidates
  - 1.7.2 the addition or subtraction of progressively more or fewer marks across the mark scale
  - 1.7.3 the addition or subtraction of marks at different points in the mark range as appropriate.
- 1.8 Edexcel reserves the right to adjust the mark of any candidate.
- 1.9 The work of moderators will be monitored by Edexcel.
- 1.10 As the work involved in internal assessment and moderation will not normally be sent to Edexcel (other than the sample sent to the moderator) it must be retained by the centre for inspection by Edexcel at any time prior to the publication of results.
- 1.11 An exception will be made where the work is ephemeral or very bulky and cannot, by its nature, be retained or stored by the centre. If the nature of the work is such as to make retention a problem, centres should keep evidence (documentary, photographic, audio taped or videotaped as appropriate) sufficient to support the assessment.

<sup>1</sup> In some qualifications, the term 'points score' is used instead of 'marks'.

- 1.12 Where material is submitted electronically on CD or DVD, as in the case of qualifications based around an eportfolio, the CD or DVD submitted to the moderator is regarded as a copy. The master copy of the CD or DVD is retained securely by the centre and is not sent to the moderator.
- 1.13 Centres are advised to retain the assessed work of all their candidates until after the closing date for Enquiries About Results. If the nature of the work is such as to make retention a problem centres should keep evidence of the type listed in 1.11, sufficient to support the assessment.
- 1.14 Enquiries About Results will be dealt with in accordance with the procedures of Edexcel. The replication of moderation can only be carried out if the head of centre is able to confirm in writing that the work has been held under secure conditions by the centre, following the submission of the centre's marks.

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## 2 Supervision of Work Submitted for Assessment

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- 2.1 Edexcel will require centres to confirm that they have taken steps to satisfy themselves that work produced is solely that of the candidate concerned. This does not preclude normal assistance within the parameters of paragraph 2.3.
- 2.2 Edexcel will require a declaration of authentication of work and of internal standardisation of assessment to be signed on the optical teacher-examiner mark sheets (OPTEMS) or, if marks are submitted by EDI, on the EDI printout. If marks are submitted via Edexcel Online the declaration is part of the submission procedure.
- 2.3 In order to confirm that all work they are submitting is their own, candidates are required to sign a declaration of authentication before submitting their work for final assessment. This declaration must be included with work submitted for moderation otherwise the work will receive a mark of zero, in line with the Code of Practice. There is a form that may be used for this purpose included in the Joint Council for Qualifications' Instructions for conducting coursework available on the JCQ website <http://www.jcq.org.uk>.
- 2.4 The centre must record full details of the nature of any assistance given to particular candidates which is beyond that given to the group as a whole, but within parameters laid down by the specification. The centre must take this assistance into account when making its assessments.
- 2.5 Where the nature of the subject requires candidates to undertake some assessed activities outside the centre, sufficient work must take place under direct supervision to allow the teaching staff concerned to authenticate each candidate's work with confidence.
- 2.6 Centres must ensure that each candidate is issued with the Joint Council for Qualifications' Notice to Candidates: Coursework.
- 2.7 Centres must present a written declaration that the candidates' work was conducted under the required conditions as laid down by the specification.
- 2.8 For any Controlled Assessment tasks it is the centre's responsibility to ensure that the level of control prescribed by the relevant subject specification has been observed.

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## 3 Jointly Produced Work

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Within any limits prescribed by the specification, joint work of two or more candidates is acceptable so long as it is specifically authorised by the centre and the contribution of each candidate is clearly identified. Candidates may only be assessed on work which they have produced themselves. A candidate cannot receive credit for work produced by another candidate in his/her group.

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## 4 Malpractice

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- 4.1 Candidates may not:
- 4.1.1 submit work which is not their own
  - 4.1.2 lend work to other candidates
  - 4.1.3 allow other candidates access to, or the use of, their source material, unless it is part of an authorised joint project
  - 4.1.4 include work copied directly from books, the internet or other sources without acknowledgement or attribution
  - 4.1.5 submit work typed or word-processed by a third person without acknowledgement.
- 4.2 Irregularities in internally assessed components of examinations discovered prior to the signing of declarations of authentication need not be reported to Edexcel. Centres must not give credit for any work which is not the candidate's own.
- 4.3 If an irregularity is discovered by the centre after the signing of declarations of authentication, full details of the case must be submitted to Edexcel at the earliest opportunity. More information can be found in the document 'Suspected Malpractice in Examinations and Assessments – Policies and Procedures', which can be found on the Joint Council website ([www.jcq.org.uk](http://www.jcq.org.uk)). A JCQ/M/01 form should be sent to Edexcel.
- 4.4 Irregularities discovered by Edexcel will be reported to the centre.
- 4.5 Under the terms of Edexcel's Regulations, candidates who breach the Regulations may be disqualified from subjects for which they have been entered with Edexcel in the current examination series.

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## 5 Internal Assessment of Work

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### 5.1 Presentation of internally assessed work

- 5.1.1 The work of a candidate relating to each internally assessed component of a subject should be fastened together using string, tags or similar fasteners so that the work can be read without the need to remove the fastening. The work may be secured in a thin card or paper cover supplied by the centre. Stiff-backed files, lever arch files and box files should not be used. Only the work to be moderated, as prescribed by the specification, should be included.
- 5.1.2 Work should be done on loose-leaf paper. It is helpful if the sheets are numbered when they are fastened together for submission to the moderator. Each candidate's submission of work for an internally assessed component should include an identification of the centre, the subject and the name and number of the candidate. Word processors / computers are permitted in the preparation of work in all subjects, unless forbidden by a statement in the specification for the subject concerned.
- 5.1.3 There are subjects in which it is common practice for work, some of which may eventually be selected for assessment, to be done in notebooks. This is often the case in science subjects for which laboratory notebooks are used. There is a problem where the scheme of assessment requires a final choice of a specified number of pieces of work to match particular criteria and one or two pieces are chosen within a notebook containing other work which the moderator is not intended to scrutinise or moderate. Whereas Edexcel would prefer to have such work removed from the notebooks, the submission of clear photocopies will be permitted, providing that the use of colour on the original work is not sacrificed by the copying.

- 5.1.4 There are subjects in which, due to the nature of the work, an Edexcel moderator will visit the centre in order to moderate the internal assessment. In such subjects, the work to be moderated must be presented in the manner prescribed by the specification.
- 5.1.5 In the instance of work being created for an electronic submission (where permitted by the specification), such as DiDA, the electronic submission-portfolio should conform in the manner of folder structure, file type, file size and naming convention etc, to the requirements outlined for that specification.

## 5.2 Marking of internally assessed work

- 5.2.1 Centres will be required to assess all internally assessed work in accordance with the assessment criteria specified in the specification and in any guidance contained in the subject-specific instructions for the conduct of examinations. Internal assessors must show how the marks have been awarded in relation to the marking criteria defined in the specification. Guidance on the marking of work is given in the specification.
- 5.2.2 Subject to guidance provided in the specification, annotation should support the award of marks for each candidate. Annotation should be provided in the form of either a summary on a cover sheet; or with the flagging of evidence by annotation in either the margin or the text; or a combination of these two methods.
- 5.2.3 Indications as to how marks have been awarded should be clear and unambiguous; be appropriate to the nature and form of the coursework; facilitate the standardisation of marking within the centre; and enable the moderator to check the application of the assessment criteria to the marking.

## 5.3 Centre consortium arrangements

- 5.3.1 Edexcel **must** be informed of centres with joint teaching arrangements so that the candidates for each specification can be treated as a single group for the purposes of the moderation of internally assessed work. Centres should use the Joint Council for Qualifications form JCQ/CCA for this purpose. This form should be sent to GQ Deployment, Edexcel, One90 High Holborn, London, WC1V 7BH. Further guidance on centre consortium arrangements is available on the Edexcel website.
- 5.3.2 **Principal Learning consortia arrangements for moderation purposes.** Diploma consortia with Principal Learning cohorts across the consortium centres are not automatically moderated as a single cohort. Where all centres within a consortium have standardised their assessment for a particular line of learning the consortium may apply for consortia level moderation. A form is available for this purpose and may be downloaded from the Edexcel website. For consortia level moderation in the January exam series applications must be received by 1 October beforehand. For consortia level moderation in the June exam series applications must be received by 1 March beforehand.

## 5.4 Minimum requirements

- 5.4.1 In subjects where a candidate is required to submit a specified number of pieces of work, a candidate who fails to submit all pieces must be credited only with the marks earned for the work submitted. However, in subjects where an absolute minimum requirement is specified a candidate who submits less than this minimum requirement must be given a mark of 0 (zero).
- 5.4.2 Where a candidate submits no work for an internally assessed component this must be recorded as X, absent.
- 5.4.3 Centres are advised that, other than in the conditions described in 5.4.1 above, a mark of 0 (zero) must only be given in cases where a candidate has submitted work which is considered to be worthless. Such work may be requested by Edexcel's moderators.

## 5.5 Requests for special consideration

If a candidate is unable, for good reason, to fulfil the requirements of the subject specification with regard to the submission of work for assessment, Edexcel may accept a reduced amount of work without penalty. In all such cases, a request for special consideration should be made using form JCQ/SC and sent to the Special Requirements section at Edexcel.

## 5.6 Lost work

In cases where candidates' work has been lost or destroyed the centre must inform the Special Requirements section at Edexcel in writing, without delay, giving details of the circumstances. Edexcel will inform the centre of the action to be taken.

## 5.7 Standardisation of assessment within centres or within consortia

- 5.7.1 Where two or more internal assessors in a centre or a consortium (refer to part 5.3 of this section of the Information Manual) are involved in the assessment of work in the same subject, it is the responsibility of the centre / consortium to standardise the marking of all its internal assessors to ensure that all candidates in the centre / consortium have been judged against the same standards.
- 5.7.2 One internal assessor should be given overall responsibility for each subject, including responsibility for the supervision of other internal assessors involved in the marking of work for that subject. This person is referred to by Edexcel as the 'Lead Assessor' for the subject. The statement on the OPTEMS or EDI printout must be annotated and signed by the Lead Assessor, to confirm that internal standardisation has taken place. The declaration submitted via Edexcel Online, if submitting by this service, also confirms this.
- 5.7.3 Internal assessors should study and give a preliminary assessment to as many pieces of work as possible before the internal standardisation meeting. The work of about six candidates, covering a range of ability, should be brought to the meeting.
- 5.7.4 A number of photocopied sets of moderated archive material from a previous examination may be provided by the centre, or trial marking materials provided by Edexcel, so that all internal assessors may make an assessment of the same material and compare their findings.
- 5.7.5 Immediately following the internal standardisation meeting, the internal assessors must each assess the work of at least ten candidates which covers a range of ability.
- 5.7.6 The work of each internal assessor, together with the completed mark sheet, should be handed to the Lead Assessor for the subject in question. The observations of the Lead Assessor on the marking of the work will be conveyed to each internal assessor.
- 5.7.7 Internal assessors must not finalise the marking of candidates' work until clearance from the Lead Assessor has been received.
- 5.7.8 The Lead Assessor may request a further sample of work from any internal assessor. If such a request is received, the internal assessor concerned must not finalise marking until the Lead Assessor indicates that it is appropriate to do so.
- 5.7.9 The order of merit as arrived at by the centre / consortium will normally be accepted by the moderator. If it is felt, however, that there is a glaring and obvious discrepancy, particularly where internal standardisation has not been carried out, the moderator will refer that matter to a senior moderator who will decide what action, if any, is to be taken.

## 5.8 Moderation of internally assessed components

- 5.8.1 The marks submitted by each centre / consortium will be moderated by Edexcel against the assessment criteria contained in the specification in order to ensure that standards are aligned within and across centres / consortia.
- 5.8.2 The size of the moderation sample to be requested from each centre / consortium will cover the full range of internally assessed work and will represent the range of attainment in the centre / consortium. Sampling instructions can be found on the back of the OPTEMS (Optically Read Teacher Examiner Mark Sheet used for Internally Assessed Components). For subjects where no OPTEMs are produced please refer to the Moderation Guidance documents available on [www.edexcel.com](http://www.edexcel.com) for full sampling instructions.
- 5.8.3 Centres / consortia must post the work requested to the moderator without delay and must also include the work of a candidate awarded the highest mark and a candidate awarded the lowest mark, if not already included in the sample. In addition to this sample the work of any private candidates must also be sent to the moderator.
- 5.8.4 Most moderation is postal, however some will require a centre visit or some other arrangement. Where different the subject ICE document will contain the details.
- 5.8.5 Edexcel's moderator will, if necessary, request additional samples of work.
- 5.8.6 Edexcel will sample assessments made by all internal assessors, in a subject where there is evidence that this is necessary, in order to guarantee confidence in the internal standardisation process.
- 5.8.7 Where work has not been assessed, or there is strong evidence of a lack of internal standardisation, or some other assessment irregularity Edexcel may return the sample of work to the centre / consortium un-moderated and request remedial action. This may result in a delay to the issue of candidates' results or, depending on the nature or extent of the remedial work, the necessity to enter candidates for a future examination series.
- 5.8.8 Edexcel will establish whether a centre's marks require adjustment. If any adjustment is necessary Edexcel will determine the nature of the required adjustment and will make the necessary changes.

## 5.9 Feedback to centres

- 5.9.1 Moderators will not report their mark adjustments direct to centres but the final marks awarded will be made available with the issue of results. A report on the centre's assessment of work will also be made available to the centre.
- 5.9.2 Edexcel will provide further guidance to the head of centre where individual internal assessors, or the centre, fail to meet the requirements of Edexcel.
- 5.9.3 Where a significant problem has not been rectified:
- the tasks and mark schemes proposed by the centre must be approved by Edexcel
- and/or
- the centre's arrangements for internal assessment and standardisation must be approved and monitored by Edexcel.

## 5.10 Dealing with unsatisfactory practice

Should a centre fail to comply with Edexcel's requirements Edexcel reserves the right to withdraw recognition from the centre at any time, or to limit the range of subjects to be examined. The centre will be reported to the regulatory authorities and, where it is in the public interest to do so, Edexcel will advise other awarding bodies of the action it has deemed necessary.

## 5.11 Transfer of moderated marks

- 5.11.1 A candidate resitting a subject may request that the moderated marks awarded for certain internally assessed components be brought forward from the original entry and credited to the result in the current examination.
- 5.11.2 At the time that their entries are submitted centres will be required to indicate, through an option code, which candidates will be bringing forward moderated marks.

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# 6 Procedures for Recording and Submitting Marks for Internally Assessed Components

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## 6.1 Submitting marks

Centres must submit marks for internally assessed components to Edexcel in good time to meet the published deadline. The late submission of marks, or of candidates' work, is likely to impede the timely delivery of results to that centre.

## 6.2 Recording and submitting marks

Procedures for recording and submitting marks for internally assessed components to Edexcel will be issued separately. Please refer to the 'Instructions for Internally Assessed Units' or 'Guidance for Moderation' documents for each specification. Depending on the specification, centre marks may be submitted to Edexcel using OPTEMs, via EDI, or via Edexcel Online. In some cases OPTEMs submission is not available so EDI or Edexcel Online must be used to submit marks.

## 6.3 Amendments to centre marks already submitted, including missing marks

- 6.3.1 If an error is discovered after a candidate's coursework mark has been submitted it may be amended by contacting Edexcel before the issue of results. Amendments may also be submitted to Edexcel after the issue of results but before the deadline for Enquiries About Results Service 3. Amendments may only be made after this deadline by contacting Edexcel's Business Assurance Group with a detailed explanation.
- 6.3.2 To update an incorrect mark the examinations officer at the centre should email Edexcel at the appropriate email address (see 6.3.4-6 below) stating the centre number, unit and candidate details, and details of the mark(s) to be amended. Note that email mark amendments are only accepted from a recognised centre email address. Emails from web-based accounts (hotmail, yahoo etc) or other email servers are not accepted for mark amendments.
- 6.3.3 An explanation for the change must be included with the request, and further evidence may be requested, for example, when amendments are unduly large or being made for several candidates on the same unit, or if the mark alteration results in a grade change to a candidate after the issue of results. Note that in some circumstances mark amendments will not be accepted by Edexcel.
- 6.3.4 Centre mark amendments **before the issue of results** that follow the guidance in 6.3.2-3 may be emailed to [cswkmarks@edexcel.com](mailto:cswkmarks@edexcel.com) .
- 6.3.5 Centre mark amendments **after the issue of results** that follow the guidance in 6.3.2-3 may be emailed to [closure&completion@edexcel.com](mailto:closure&completion@edexcel.com) .
- 6.3.6 Centre mark amendments **after the EAR Service 3 deadline** that follow the guidance in 6.3.2-3 may be emailed to [appeals@edexcel.com](mailto:appeals@edexcel.com) .

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## 7 Internal Appeals Procedures

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The GCSE, GCE, Principal Learning and Project Code of Practice places a responsibility upon the awarding bodies to require centres to have in place published appeals procedures, relating to internal assessment decisions, which are made widely available and accessible to candidates. The Joint Council for Qualifications published a document in January 2006 which represents the minimum requirements for appeals against internal assessment decisions which centres are expected to have in place. (Please see <http://www.jcq.org.uk/attachments/published/670/Internal%20appeals%20document%20Jan%202006.pdf>.) These requirements relate to internal assessments conducted by a centre and submitted to Edexcel to contribute to a GCSE, GCE, Principal Learning, Project or DiDA award.

