

CENTRE MARK SUBMISSION EDEXCEL ONLINE

Learners' marks must be submitted via Edexcel Online or via EDI by the published deadline.

To submit marks and view moderator details on Edexcel Online:

Select Centre mark submission

Select the session from the drop down menu then click Next.

Select the Papers link next to the unit you wish to submit marks for

Select the Coursework Marks link to navigate to the mark entry screen.

As well as submitting marks, you will also be able to view your moderator details and see which of your learners have been requested as part of the moderation sample.

To view your allocated moderator details please click on Moderator Details link.

After each examination series, your centre will receive a comprehensive moderator feedback report this can also be viewed via Edexcel Online.

For further information on how to navigate Edexcel Online, please visit the Help section at www.edexcelonline.com.

Electronic Mark Submission Sheet

When you have successfully inputted all learner marks via Edexcel Online, you must also print a copy of the 'Mark Submission Screen'.

To do so, simply select the print function at the bottom of the screen. This print-out should then be included with your sample when you send it to your moderator.

ELECTRONIC EVIDENCE

Learners may produce electronic evidence or 'e-coursework'. This may be presented in a navigable html structure accessible via web-browser or in a series of clearly indexed and referenced folders with learner work contained within. Each learner must have a separate parent folder using the following naming convention:

[centre #]_[candidate number #]_[surname]_[first letter of first name]

For example, John Smith with candidate number 9876 at centre 12345 would have work in a folder titled '12345_9876_Smith_'

Electronic evidence must be submitted on CD, with one CD per sample per unit. An electronic version of the CRS should be completed and enclosed in the relevant parent file. Prior to the CD being despatched to the moderator it should be thoroughly tested to ensure that the files have burnt to the CD correctly, and that all files within each folder can be accessed. Evidence which cannot be accessed by the External Moderator will not be accepted.

File Formats

Only the following file formats are acceptable for work submitted to Edexcel for External Moderation:

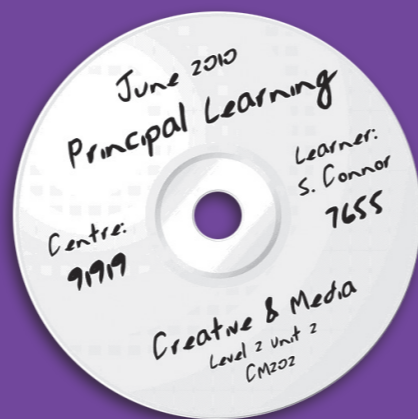
DOC / RTF / PDF for text files (including those which contain pictures)

JPEG for image files (such as digital photographs)

MP3 for sound or music files

FLV (preferred) or MPEG for video, multimedia and animation files (including those which contain sound).

Please refer to the appropriate specification for further guidance.



If you require further guidance on building a portfolio for Principal Learning please contact our principal Learning team who will be happy to assist.
email: principal.learning@edexcel.com

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BUILDING A PORTFOLIO

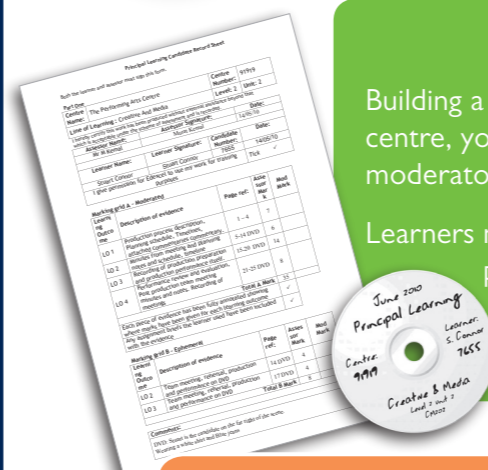
ESSENTIAL WORKING DOCUMENTS

edexcel

Building a Portfolio

Building a portfolio is a vital part of ensuring learner achievement. As an assessment centre, you will be required to submit a sample of learners' portfolios to an external moderator each time you enter a cohort for one of the internally assessed units.

Learners may present their portfolios in different ways, however the following guidance provides you with a summary of the key elements to ensuring the successful submission of learner evidence.



TASK SETTING & TUTOR SUPPORT MATERIALS

"ensure tasks enable the creation of appropriate evidence for moderation"

Each specification contains detailed guidance on how to write assignments which are 'fit for purpose'.

Practitioners should ensure that the task they set will enable learners to meet the requirements of each Learning Outcome (assessment focus) to produce appropriate evidence. This refers to what the learner will 'know', 'understand' or 'be able to do' upon completion of each unit.

The Tutor Support Material provides an extensive supplement to the unit information in the specifications on how to plan, deliver and assess evidence. These are available on the Diploma website for each line of learning.



TASK SETTING & TUTOR SUPPORT MATERIALS

"understanding the relevant controls to ensure tasks are suitably delivered"

To ensure the assessment of all learners is reliable and fair, a series of controls are in place at each stage of the internal assessment process. These controls focus upon 'Task setting', 'Supervision of Learners' and the 'Completion of Assessments'.

It is crucial that all assessors understand the relevant controls and ensure that each task is suitably delivered.

Instructions for conducting controlled assessments can be found on the JCQ and Edexcel websites.

The level of control may vary from unit to unit and from one line of learning to another. Detailed guidance on controlled assessment is provided within each unit specification.



ALWAYS LEARNING

PEARSON

CANDIDATE RECORD SHEET (CRS)

“allowing others to understand how the evidence has been assessed”

Candidate Record Sheets are designed to record the details of the learner evidence provided. They support the internal assessment process by ensuring visibility over the decisions which have been reached by the assessor.

This form must be completed for each learner and each unit.

Both the assessor and learner must sign and date the CRS to confirm the evidence is authentic.

All parts must be completed fully, including the description of evidence.

Grid A and B marks must be recorded separately, where appropriate.

If the CRS is supplied as part of an e-coursework CD then it should be printed, signed and then scanned.

THE STRUCTURE OF EVIDENCE SUBMITTED FOR MODERATION

The evidence for each unit should be contained in a folder which must include:

- > a completed Candidate Record Sheet
- > a title page with:
- > the relevant specification name and unit number
- > candidate name and number
- > centre name and number
- > date
- > clear page numbering
- > securely bound

ANNOTATION

Annotation helps to identify where you have awarded marks but also to detail why you feel these marks are appropriate.

The moderator will use these annotations to understand clearly how you have assessed each learner. The more detailed the annotations the easier this process will be.

If the moderator cannot understand why you have awarded the marks they may adjust them.

They will also be unable to provide appropriate feedback to the centre.

Principal Learning Candidate Record Sheet

Both the learner and assessor must sign this form.

Part One

Centre Name:	The Performing Arts Centre	Centre Number:	91919
Line of Learning : Creative And Media		Level: 2	Unit: 2

I hereby certify this work has been produced without external assistance beyond that which is acceptable under the scheme of assessment and is recorded.

Assessor Name:	Assessor Signature:	Date:
Mr M Kemal	Murat Kemal	14/05/10

Learner Name:	Learner Signature:	Candidate Number:	Date:
Stuart Connor	Stuart Connor	7655	14/05/10

I give permission for Edexcel to use my work for training purposes	Tick	✓
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Marking grid A - Moderated

Learning Outcome	Description of evidence	Page ref:	Assess or Mark	Mod Mark
LO 1	Production process description, Planning schedule, Timelines, attached commentaries commentary.	1 - 4	7	
LO 2	Minutes from meeting and planning notes and schedule, timeline	5-14 DVD	6	
LO 3	Recording of production preparation and production performance itself.	15-20 DVD	14	
LO 4	Performance review and evaluation, Post production team meeting minutes and notes. Recording of meetings	21-25 DVD	8	
Total A Mark			35	

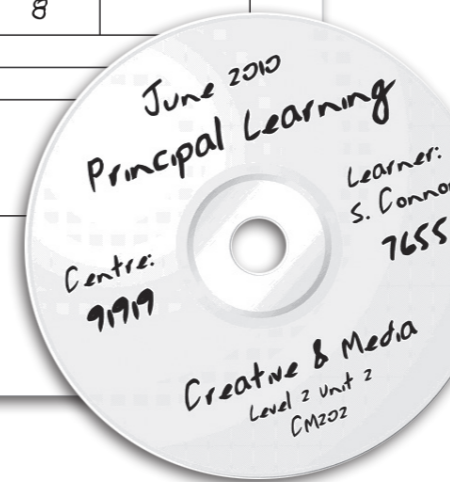
Each piece of evidence has been fully annotated showing where marks have been given for each learning outcome	✓
Any assignment briefs the learner used have been included with the evidence	✓

Marking grid B - Ephemeral

Learning Outcome	Description of evidence	Page ref:	Assessor Mark	Mod Mark
LO 2	Team meeting, rehearsal, production and performance on DVD	14 DVD	4	
LO 3	Team meeting, rehearsal, production and performance on DVD	17 DVD	4	
Total B Mark			8	

Comments:

DVD: Stuart is the candidate on the far right of the scene. Wearing a white shirt and Blue jeans



ASSIGNMENT BRIEF

Detailed guidance on setting appropriate assignments can be found in each specification. When submitting your learner evidence it is vital that a clear assignment brief is provided.

The brief will inform the moderator what the learner is looking to achieve through their project and also how they will manage each step.

LEARNER OBSERVATION RECORD (LOR)

Some units require learners to be assessed in the way they carry out practical activities or in the way they work within groups.

These ‘ephemeral marks’ are awarded under Grid B and are outlined in the relevant unit specification.

The LORS provides confirmation as to how the learner has met the requirements of the unit and supports the marks given by the assessor.

MARK GRID A AND MARK GRID B

Some units are divided between two Mark Grids, A and B. Mark Grid A refers to evidence produced by the learner that is included in their portfolio.

Mark Grid B refers to ‘ephemeral evidence’ and marks awarded by the assessor are supported by a Learner Observation Record.

It is vital that these marks are recorded separately, both when entering your marks on Edexcel Online and when completing the relevant sections of the Candidate Record Sheet.

ADMINISTRATION OF SAMPLES

Please submit the learners’ work only

- > The work should be clearly annotated by the assessor, with learning outcomes highlighted.
- > Group work must be evidenced for individual learners
- > Any electronic evidence sent must be in an acceptable file format, see overleaf.
- > The work for each learner should be headed with a Candidate Record Sheet.
- > If more than one unit is being sent, package should be organised by unit.
- > 3D work should be photographed or videoed – do not include actual objects