

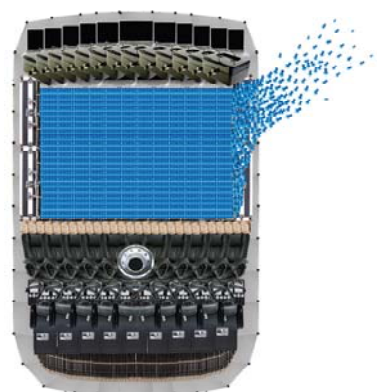
# Diploma Principal Learning Units

## Internal Assessment and Moderation



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# Diploma availability

Lines of learning refer to the broad subject areas covered by the Diplomas. There will be 17 available lines of learning by 2011. AQA-City & Guilds Diplomas available:

## September 2008

- [Construction and the Built Environment](#)
- [Creative and Media](#)
- [Engineering](#)
- [IT](#)

## September 2009:

- [Business, Administration and Finance](#)
- [Environmental and Land-based Studies](#)
- [Hair and Beauty Studies](#)
- [Hospitality](#)

## September 2010:

- Public Services
- Retail Business
- Sport and Active Leisure
- Travel and Tourism
- [Society, Health and Development](#)

## By September 2011 the following Diplomas will be available:

- Humanities
- Languages
- Science
- [Manufacturing and Product Design](#)

# Support – Our team

## Diploma Support Team

Contact our Diploma Support Team to get advice and assistance about the Diploma. Available for personal visits and contactable by phone or e-mail, our team are an invaluable resource, ensuring you receive the best advice and service. To [book a visit](#) from the Diploma Support Team, fill out the form on the website and one of our team of dedicated Diploma Advisors will be in touch to arrange a face-to-face meeting.

## Teacher Support Officers

For further information or assistance with upcoming Teacher Support events and training, contact our [Teacher Support Officers](#).

## Subject Managers

Our Subject Managers are available to provide ongoing line of learning support. They can assist you with assessment, moderation, delivery and any other technical line of learning queries.

| Diploma                                | E-mail   | Telephone     |
|--|--|---------------|
| Business, Administration and Finance   | <a href="mailto:Business@aqa.org.uk">Business@aqa.org.uk</a>                       | 01483 477862  |
| Construction and the Built Environment | <a href="mailto:DiplomaConstruction@aqa.org.uk">DiplomaConstruction@aqa.org.uk</a> | 0161 957 3921 |
| Creative and Media                     | <a href="mailto:MediaStudies@aqa.org.uk">MediaStudies@aqa.org.uk</a>               | 01483 477792  |
| Engineering                            | <a href="mailto:Engineering@aqa.org.uk">Engineering@aqa.org.uk</a>                 | 0161 957 3674 |
| Environmental and Land-Based Studies   | <a href="mailto:DiplomaEnvironment@aqa.org.uk">DiplomaEnvironment@aqa.org.uk</a>   | 01483 556123  |
| Hair and Beauty Studies                | <a href="mailto:DiplomaHairBeauty@aqa.org.uk">DiplomaHairBeauty@aqa.org.uk</a>     | 0161 958 3858 |
| Hospitality                            | <a href="mailto:DiplomaHospitality@aqa.org.uk">DiplomaHospitality@aqa.org.uk</a>   | 0161 958 3858 |
| IT                                     | <a href="mailto:ict-subjects@aqa.org.uk">ict-subjects@aqa.org.uk</a>               | 0161 957 3665 |
| Projects                               | <a href="mailto:Projects@aqa.org.uk">Projects@aqa.org.uk</a>                       | 01483 556433  |

## Ask AQA

[Ask AQA](#) is our on-line query service. You have 24-hour access to useful information and answers to the most commonly-asked questions at <http://www.aqa.org.uk/rn/askaqa.php>. If the answer to your question is not available, you can submit a query for our team. Our target response time is one day.

# Introduction

This guidance, for teaching staff, gives details of the arrangements for moderation visits for internally assessed Principal Learning Units.

The guidance is split into four sections:

**Section A - Before Stage 1**

**Section B - Stage 1**

**Section C - Before Stage 2**

**Section D - Stage 2**

The guidance is aimed primarily at the domain assessor within the consortium. Further details regarding the role and responsibilities of the domain assessor are given in the QCDA publication *“Delivering the Diploma: A guide to managing internal assessment”* (<http://testsandexams.qcda.gov.uk/21263.aspx>)

An appendix showing examples of the relevant forms is included.

## Section A – Before Stage 1

The Stage 1 visit is an advisory visit from a moderator representing AQA-City & Guilds which takes place at an early stage during the delivery of Principal Learning. This visit will also cover the information and guidance from QCDA (<http://testsandexams.qcda.gov.uk/21263.aspx>)

The moderator will contact the domain assessor to make arrangements for the visit. The domain assessor should liaise with other staff as necessary before finalising the date.

The moderator will normally visit only one centre in the consortium (which is likely to be the centre at which the domain assessor is based). Exceptionally, the domain assessor may arrange with the moderator to visit more than one centre. If, for example, specialist teaching of one of the units takes place in a different centre, the moderator may find that this centre also needs to be visited in order to meet the objectives of Stage 1 moderation.

Any work already completed should be available for the moderator to inspect so that he/she can give guidance on the suitability of this work to meet the requirements of the unit. The consortium's plans for the internally assessed units should also be available for discussion.

## Section B – Stage 1

At the Stage 1 visit the moderator will inspect some work, if available, and discuss matters, offer advice, feedback and guidance on each of the following:

- plans for controlled assessments for internally assessed units
- understanding of controlled conditions for task taking (see AQA-City & Guilds document entitled *Diploma Principal Learning Controlled Assessment Guidance October 2009*) ([www.diplomainfo.org.uk/diploma-assessment.asp](http://www.diplomainfo.org.uk/diploma-assessment.asp))
- marking of internal assessments
- arrangements for internal standardisation
- coverage of PLTS
- how delivery of each unit will support applied learning.

Following the Stage 1 visit, the moderator will be available to give advice to the domain assessor by telephone and/or e-mail. In certain circumstances it may be appropriate to arrange a subsequent visit in order to discuss or clarify further issues. This will be arranged as necessary between the moderator and the domain assessor.

The outcome of the Stage 1 visit should be communicated by the domain assessor to other staff responsible for delivering and/or standardising any internally assessed units. The moderator will also discuss with the Domain Assessor arrangements for the Stage 2 visit. In some instances it may not be necessary for a Stage 2 visit to take place and this will be discussed between the moderator and the Domain Assessor.

## Section C - Before Stage 2

The Stage 2 visit will take place during April or May, on a date to be agreed between the moderator and the domain assessor, to check that work is being marked to the correct national standard. The moderator will contact the domain assessor to arrange the date of the visit. Depending upon the nature of the work produced for particular units it may be possible for the Domain Assessor to make sample work available to the moderator via the post prior to a visit taking place. In such cases, dependant upon the outcome of the moderator's scrutiny of this sample work, it may not be necessary for the moderator to visit the consortium. A discussion to this effect will be held between the moderator and the Domain Assessor.

Prior to Stage 2 the Domain Assessor needs to address the following.

- Agree with the moderator which units will be sampled.
- Ensure that tasks have been completed under the appropriate controlled conditions (reference should be made to the "*Diploma Principal Learning Controlled Assessment Guidance*" [www.diplomainfo.org.uk/diploma-assessment.asp](http://www.diplomainfo.org.uk/diploma-assessment.asp) )
- Mark all candidates' work which has been completed before the visit, at least for units which the moderator is to inspect (further information regarding the application of the assessment grid is given in the specification)
- Ensure that, where candidates have worked in teams, the contribution of individual candidates can be identified. Where working in teams is required, the specification contains further guidance and instructions for the unit concerned. Annotation by the teacher/tutor of written/photographic evidence can indicate an individual's contribution
- Internal standardisation of the marking of units required for the visit must be carried out before the visit takes place. The consortium is required to standardise assessment across teachers/tutors and teaching groups, within and across units, to ensure that all work at the consortium has been judged against the same standards. If two or more teachers/tutors are involved in marking units, the domain assessor must be responsible for internal standardisation. Common pieces of work should be marked on a trial basis and differences between assessments discussed at a training session in which all teachers/tutors involved in marking units must participate. The teacher/tutor responsible for standardising the marking must ensure that the training includes the use of reference and archive materials such as work from a previous year or examples provided by AQA-City & Guilds.
- All candidates' work required for the visit must have been properly authenticated. The Head of the Centre making entries for the unit is responsible to AQA-City & Guilds for ensuring that internally assessed work is conducted in accordance with AQA-City & Guilds instructions and JCQ instructions. To meet the regulators' Operating Rules for Component and Diploma Awarding Bodies, AQA-City & Guilds requires:
  - **candidates** to sign the Candidate Record Form (CRF) confirming the work submitted is their own. For forms completed electronically a typed name is sufficient.
  - **teachers/tutors** to confirm on the CRF that the work assessed is solely that of the candidate concerned and was conducted under the conditions laid down by the specification.

- **the teacher/tutor responsible for internal standardisation** (Domain Assessor) also signs the Centre Declaration Sheet for Principal Learning (CDS/PL) to confirm that internal standardisation has taken place and that the work presented is that of the candidates named. If only one teacher/tutor has undertaken the marking, that person must sign this form. For each unit a CRF must be completed for each candidate and these, together with the Centre Declaration Sheet for Principal Learning, must be sent to the moderator by 31 May with the final marks. Failure to sign either or both the CRF and the CDS/PL may delay the processing of results.

The teacher/tutor should refer to guidance that has been issued by AQA-City & Guilds in relation to Controlled Assessment (*Diploma Principal Learning Controlled Assessment Guidance October 2009*) and which is available on the website ([www.diplomainfo.org.uk/diploma-assessment.asp](http://www.diplomainfo.org.uk/diploma-assessment.asp)). Further guidance is also given in the specification.

The teacher/tutor should ensure that each candidate has completed and signed a Candidate Record Form and that these readily identify the candidate's work. Electronic copies of the forms can be accessed via the AQA website at [http://web.aqa.org.uk/admin/crf\\_diploma\\_2010.php](http://web.aqa.org.uk/admin/crf_diploma_2010.php)

An example of a Candidate Record Form and the Centre Declaration Sheet appears at the appendix.

## Section D – Stage 2

At Stage 2 the moderator will inspect work to check that it is being marked to the correct national standard. The nature of the work which candidates produce will vary depending on the line of learning and the unit, but three different types can be distinguished:

- (i) written work, including reports, photographic evidence, source material – anything which fits into a folder and can potentially be posted and/or transmitted electronically
- (ii) products or artefacts – anything which is permanent but which is not suitable for posting and does not exist electronically
- (iii) ephemeral work, including oral presentations, performances and the use of equipment.

Some units involve a mixture of two or all three types.

As at Stage 1, the moderator will normally expect to visit the domain assessor's home centre. However, in some cases the moderator may need to visit one or more other centres in the consortium to inspect work of type (ii) and type (iii). Any such arrangements must be agreed between the moderator and the domain assessor when the visit is being organised. Where work can be posted to the moderator for inspection it may not be necessary for a Stage 2 visit to take place. This should be a matter discussed between the moderator and the domain assessor.

To ensure that moderation can be carried out fairly and consistently, there must be an adequate selection of completed work, from a representative set of units, available for the moderator to inspect. The moderator will discuss the requirements with the domain assessor at the time of the Stage 1 visit and will make further arrangements by telephone and/or e-mail contact in the first part of the spring term. Broadly, the procedure and expectations will be as follows:

- In negotiation with the domain assessor in the spring term, the moderator will specify the units from which work will be required for moderation. To satisfy Ofqual requirements, these units must cover all of the different types of work required by the specification (some or all of (i), (ii) and (iii) above) and a wide range of content and skills.
- The moderator will need to see the completed work of at least 10 candidates in each unit specified for moderation (or all candidates, if fewer than 10). For each unit, the sample must include a candidate expected to gain a mark close to the top of the range in the consortium and a candidate expected to obtain a mark close to the bottom.
- For work of type (i), the moderator may inspect the samples on the day of the visit, may take the work away or may ask the domain assessor to send the work by post or electronically prior to the visit taking place.
- For work of type (ii), the moderator will inspect samples on the day of the visit.
- For work of type (iii), the moderator will expect to see work in progress on the day of the visit. For example, where oral presentations are required, the moderator will need to see the sample candidates and will assess their presentations alongside the teacher/tutor.
- The consortium may assess the work of candidates not required as part of the sample either before or after the Stage 2 visit. However, **all** marks must be submitted (using the pre-printed Centre Mark Forms<sup>1</sup>) to AQA and to the moderator by **31 May**, according to the instructions (CAW/INST and CAW/EO/INST) issued to centres in March of each year.

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<sup>1</sup> Centre Mark Forms will be despatched to the centre(s) making the entries.

- The moderator will require a record of the consortium's marks for candidates/units where work is completed before or at the time of the Stage 2 visit. Forms for this purpose may be sent to the domain assessor in advance of the visit.
- Where a candidate has completed work on a unit at or before the Stage 2 visit, and the mark has been submitted to the moderator, he/she must *not* carry out further work on this unit in an attempt to improve the mark.
- In the majority of cases, it is anticipated that the guidance provided during the year will enable the consortium to assess the work accurately and that the moderator will therefore be able to confirm the marks. It is important for the domain assessor to seek advice from the moderator by telephone/e-mail in cases of uncertainty. He/she must not wait until the Stage 2 visit to discuss any difficulties. Where the moderator does not agree with the consortium's marks, there are several possible courses of action depending on the circumstances.
  - (a) Where the marking is consistent (for example, all candidates marked too severely), the moderator will recommend adjustments to the marks of work already assessed (which the consortium should implement before formally submitting the marks by the 31 May deadline) and will provide advice to the domain assessor on the marking of the remaining candidates and units.
  - (b) Where there is inconsistency in the marking across units (for example, some units marked too generously and others marked too severely), the moderator may need to inspect work from some or all further units.
  - (c) Where there is inconsistency in the marking within units, the moderator may need to inspect work from some or all further candidates in each unit.

Exceptionally, in cases (b) and (c), it may be necessary for the moderator to visit the consortium again at a later date. Otherwise, the moderator may ask for evidence to be recorded photographically (for work of type (ii)) or on DVD (for work of type (iii)) so that it is suitable for electronic or postal submission.

- Where any marking changes have not been agreed between the domain assessor and the moderator by the 31 May deadline for the submission of marks, adjustments may be imposed by AQA-City & Guilds or the consortium's marks may be replaced by the moderator's marks. In all cases the consortium will be informed of the final marks for the internally assessed units when the results are issued.
- The moderator will inspect the mark forms submitted by the 31 May deadline and check that:
  - (a) the marks and adjustments agreed at the Stage 2 visit are correct
  - (b) for the moderated units, the marks of candidates whose work was not inspected are within the expected range
  - (c) for the unmoderated units, the marks are reasonably consistent with the marks for the moderated units.

If the moderator has concerns that the marks may not be in line with national standards, he/she may request further work at this stage. This work would normally need to be submitted electronically or by post.

## Creative and Media foundation diploma (level 1) principal learning Unit 1 Discovering creativity (CAM1U1)

Centre number

Centre name

\_\_\_\_\_

Candidate's full name

Candidate number

\_\_\_\_\_

**Notice to candidate** The work you submit for assessment must be your own. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified.

*To be completed by the candidate*

1. Have you received any help or information from anyone other than your subject teacher(s) in the production of this work?

Yes  No

2. If you have answered yes, give details below and on a separate sheet if necessary.

\_\_\_\_\_

3. Any books, leaflets or other materials (eg DVDs, software packages, Internet information) used to help you complete this work and not clearly acknowledged in the work itself must be listed below. Presenting materials copied from books or other sources without acknowledgement will be regarded as deliberate deception.

\_\_\_\_\_

**Candidate declaration** I have read and understood the above and can confirm that I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

*As part of AQA's commitment to assist students, AQA may make your coursework available on a strictly anonymous basis to teachers, examining staff and students in paper form or electronically, through the Internet or other means, for the purpose of indicating a typical mark or for other educational purposes. In the unlikely event that your coursework is made available for the purposes stated above, you may object to this at any time and we will remove the work on reasonable notice. If you have any concerns, please contact AQA.*

Candidate signature

Date \_\_\_\_\_

**Teacher/tutor declaration** I confirm that the candidate's work was conducted under the conditions laid out by the specification. I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

Teacher/tutor signature

Date \_\_\_\_\_

*This form should be attached to the candidate's work and retained at the centre or sent to the moderator as required*

Candidate's full name

Candidate number

\_\_\_\_\_

\_\_\_\_\_

*To be completed by the teacher/tutor*

Marks must be awarded in accordance with the instructions and criteria in the specification.

| <b>Assessment criteria</b>   | <b>Maximum mark</b> | <b>Mark awarded</b> |
|--|---------------------|---------------------|
| 1. Research Creative and Media products and facilities in a specific sector of the local Creative and Media industry | 12                  |                     |
| 2. Record research findings  | 12                  |                     |
| 3. Present and review research findings  | 24                  |                     |
|  | <b>Total</b>        | <b>48</b>           |

**Details of additional assistance given (if any)** Record here details of any assistance given to this candidate which is beyond that given to the class as a whole and beyond that described in the specification. Continue on a separate sheet if necessary.

\_\_\_\_\_

**Concluding comments**

\_\_\_\_\_

To see how AQA complies with the Data Protection Act 1988 please see our Privacy Statement at [aqa.org.uk](http://aqa.org.uk)

## Diploma principal learning

Diploma level (1, 2 or 3)

Line of Learning



Domain assessor's  
centre number

Domain assessor's  
centre name



Other centres in the consortium for the level & line of learning specified

Centre number

Centre name















### Authentication of candidates' work

This is to certify that marks/assessments have been given in accordance with the requirements of the specification and that every reasonable step has been taken to ensure that the work presented is that of the candidates named.

Any assistance given to candidates beyond that given to the class as a whole and beyond that described in the specification has been recorded on the *Candidate Record Form(s)* and has been taken into account. The marks/assessments given reflect accurately the unaided achievement of the candidates.

*Signature(s) of teacher(s) responsible for assessment (please print name below signature)*

Teacher/tutor 1

Teacher/tutor 1 signature

name

Teacher/tutor 2

Teacher/tutor 2 signature

name

Teacher/tutor 3

Teacher/tutor 3 signature

name

Teacher/tutor 4

Teacher/tutor 4 signature

name

Teacher/tutor 5

Teacher/tutor 5 signature

name

Teacher/tutor 6

Teacher/tutor 6 signature

name

Diploma level (1, 2 or 3)

Line of Learning

\_\_\_\_\_

\_\_\_\_\_

*To be completed by the domain assessor*

**Internal standardisation of marking**

Within each unit, the consortium must standardise assessment across different teachers/assessors and teaching groups to ensure that all candidates have been judged against the same standards. In addition, all units within a line of learning and level must be marked to the same general standard.

If two or more teachers/assessors are involved in marking/assessing, the domain assessor is responsible for standardising the assessments of all teachers/assessors across the consortium.

I confirm that *[select either (a) or (b)]*

(a) *the procedure described in the specification has been followed to ensure that the assessments are of the same standard for all candidates*

OR

(b) *I have marked/assessed the work of all candidates.*

Domain assessor's full name

\_\_\_\_\_

Domain assessor signature

Date

\_\_\_\_\_

*This form should be completed and retained at the centre or sent to the moderator as required*

To see how AQA complies with the Data Protection Act 1988 please see our Privacy Statement at [aqa.org.uk](http://aqa.org.uk)

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**Version 1**