

Diploma Principal Learning Units

Internal Assessment and Moderation

October 2011

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Diploma availability

Lines of learning refer to the broad subject areas covered by the Diplomas.

Business, Administration and Finance
Construction and the Built Environment
Creative and Media
Engineering
Environmental and Land-based Studies
Hair and Beauty Studies
Hospitality
IT
Public Services
Retail Business
Society, Health and Development
Sport and Active Leisure
Travel and Tourism

Support – Our team

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	Business@aqa.org.uk	01483 477862
Construction and the Built Environment	DiplomaConstruction@aqa.org.uk	0161 957 3921
Creative and Media	MediaStudies@aqa.org.uk	01483 477792
Engineering	Engineering@aqa.org.uk	0161 957 3674
Environmental and Land-Based Studies	DiplomaEnvironment@aqa.org.uk	01483 556123
Hair and Beauty Studies	DiplomaHairBeauty@aqa.org.uk	0161 958 3858
Hospitality	DiplomaHospitality@aqa.org.uk	0161 958 3858
IT	ict-subjects@aqa.org.uk	0161 957 3665
Projects	Projects@aqa.org.uk	01483 556433

Ask AQA

[Ask AQA](http://www.aqa.org.uk/rn/askaqa.php) 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 the moderation of 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 were given in the QCDA publication: *“Delivering the Diploma: A guide to managing internal assessment”*

Section A – Before Stage 1

In the first year of Principal Learning delivery for a particular line of learning, you may receive an advisory visit from a moderator representing AQA-City & Guilds. The moderator will contact the domain assessor to make arrangements via phone or email.

If a visit is made, 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.

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 units. The consortium's plans for the internally assessed units should also be available for discussion.

In subsequent years of delivery, your allocated moderator will be available by phone or email for advice and feedback on the suitability of internal assignments.

Section B – Stage 1

Where a Stage 1 visit is appropriate, 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)
- marking of internal assessments
- arrangements for internal standardisation
- coverage of PLTS
- how delivery of each unit will support applied learning.

Following Stage 1 moderation, the moderator will be available to give advice to the domain assessor by telephone and/or e-mail.

The outcome of the Stage 1 moderation 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 Stage 2 moderation in the following summer series.

Section C - Before Stage 2

In the first year of Principal Learning entries, Stage 2 moderation will take place during April or May, at a time to be agreed between the moderator and the domain assessor, to check that work is being marked to the agreed standard.

The moderator will contact the domain assessor to arrange for moderation. 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. 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.

In subsequent years, moderation will be carried out postally.

For both postal and visiting moderation, 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)
- Mark all candidates' work which has been completed before moderation, 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 moderation must be carried out before moderation 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 moderation 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). 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/>

Section D – Stage 2

During Stage 2 moderation, 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

- ephemeral work, including oral presentations, performances and the use of equipment.
- (iii)

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

Where suitable information and sample work can be posted to the moderator for inspection it will not be necessary for a Stage 2 visit to take place. This will be discussed by 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 well in advance of moderation, and will make arrangements by telephone and/or e-mail contact. 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.
- The consortium may assess the work of candidates not required as part of the sample either before or after Stage 2 moderation. However, all marks must be submitted (using the pre-printed Centre Mark Forms¹) 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.
- The moderator will require a record of the consortium's marks for candidates/units where work is completed before or at the time of Stage 2 moderation. Forms for this purpose may be sent to the domain assessor in advance of moderation.
- Where a candidate has completed work on a unit at or before Stage 2 moderation, 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 final Stage 2 moderation 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.

- 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 by the moderator and domain assessor 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.