



IT Diploma

Instructions on the use of Marking Grids for internally assessed work

In the assessment grids provided in the specification each assessment criteria topic is split into up to four bands with a number of marks in each band. Within each band are a number of statements. The number of statements does not necessarily correspond to the number of marks available. The assessor is expected to use their professional judgement to determine which mark band provides the best fit for the piece of work being assessed and where the work lies in that mark band.

In order to assist assessors place a piece of work at the correct mark, the senior team for each diploma specification has devised a Marking Grid. This provides an interpretation of the statements in the Specification.

Consortia are strongly advised to use the Marking Grids provided by AQA-City & Guilds.

Each row of the Marking Grid corresponds to a statement or part statement in the assessment criteria. (Please note that the row numbers in the left hand side cells are provided for ease of reference when discussing the grid with colleagues, e.g. for internal standardisation).

Overall, the Marking Grids reflect the increase in practical skills, breadth and depth of understanding that are shown in the mark bands of the specification as the reader moves from left to right on the grid.

A piece of work should be assessed by using the rows in the Marking Grid from left to right. Starting at the first cell in the left of a row, the assessor should be satisfied that the work meets completely the requirements of that cell. The assessor should then work across the Marking Grid until the work fails to meet the requirements of the next cell. A mark for that row is then given. Each row is addressed in the same manner and an overall mark is then arrived at for that unit.

The relevant information should be added to complete the top of the Marking Grid.

File names, page references or comments should be added in the spaces provided on the Marking Grid in order that the moderator may go directly to the piece of work that satisfies a particular cell on the Marking Grid, or may understand why a particular mark was given.

Where more than one item of work is being used for assessment against the criteria for a unit, all these pieces should be referenced on the Marking Grid.

Where a piece of work is being assessed against more than one unit, this piece of work should be referenced on the Marking Grids for each unit.

The completed marking grid should be retained and made available to the Moderator at the time of the Stage 2 visit.