



It is the responsibility of all centres to present GCSE Technology and Design coursework samples to enable CCEA to carry out the moderation process efficiently and effectively.

- Please refer to the sampling instructions issued to your centre identifying candidates whose work has been requested by CCEA. Further guidance on sampling can be found in CCEA's GCSE E-Moderation Product-Type Subjects: Instructions to Teachers that is issued to all centres.
- Ensure the work of the **top** and **bottom** candidate is included in the sample. Please note

Postal submission (Written folder only)

- Instruct the candidates to insert the following details on each page as a header or footer:
 - ✓ Centre number;
 - ✓ Candidate number;
 - ✓ Section Headings (as per marking criteria); and
 - ✓ Page Numbers.
- Print eCRS and completed Candidate Permission Form
 - ✓ Make a copy of each sample, eCRS and Candidate Permission Form for your own records
- Preparing sample of postage:
 - ✓ Sample group must be separated into individual candidates with eCRS and Candidate Permission Forms attached to each portfolio
 - ✓ Each individual piece must be securely bound (slip binds should NOT be used) – it is advised to staple or place in presentation folder
- Place sample in order into examination postal bag or suitably sized box
- Follow the instructions from CCEA regarding collection/postage of sample

Electronic Copy (Pen drive)

- Each portfolio must be in PDF format.
 - ✓ Each portfolio should be a single PDF per candidate.
- Instruct the candidates to insert the following details on each page as a header or footer:
 - ✓ Centre number;
 - ✓ Candidate number;
 - ✓ Section Headings (as per marking criteria); and
 - ✓ Page Numbers.
- Ensure the completed and signed **Candidate Permission Sheet** is included as the last page of your PDF.
- Each candidate should have their PDF file saved in the file format below:
 - ✓ Candidate Total Mark_Centre Number_Candidate Number
 - ✓ eg: 75_71XXX_1234

Name	Date modified	Type	Size
45_71321_5511	12/01/2022 09:24	Adobe Acrobat Docu...	703 KB
57_71321_5522	12/01/2022 09:23	Adobe Acrobat Docu...	704 KB
63_71321_5533	12/01/2022 09:23	Adobe Acrobat Docu...	702 KB
69_71321_5544	12/01/2022 09:23	Adobe Acrobat Docu...	701 KB
77_71321_5555	12/01/2022 09:24	Adobe Acrobat Docu...	701 KB
84_71321_5566	12/01/2022 09:24	Adobe Acrobat Docu...	703 KB
93_71321_5577	12/01/2022 09:23	Adobe Acrobat Docu...	704 KB

- Organise the work of each candidate in the sample in the following way:
 - ✓ Create a folder called **GTY31**.
 - ✓ Place the PDF files for the sample GTY31 in this folder.

Name	Date modified	Type	Size
GTY31	31/01/2022 16:22	File folder	

- Insert the memory stick/pen drive into your workstation to prepare for copying.
- Rename the memory stick/pen drive in the following format:
 - ✓ Centre Number
 - ✓ eg: 71XXX
- Copy the relevant folder to the memory stick/pen drive.

This PC > 71321 (D:)			
Name	Date modified	Type	Size
GTY31	31/01/2022 16:22	File folder	

- Centres must ensure memory stick/ pen drives are virus free.
- Centres must check that all documentation opens on the memory stick/ pen drive once documents have been transferred from the local drive.

- Follow the instructions from CCEA regarding collection/postage of the memory stick/pen drive.