Rewarding Learning

Entry Level
2020

Physical Education

Instructions to Teachers

Submission of Assessment Outcomes

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1 Introduction

The outcomes of internal assessment for Entry Level Qualifications are subject to external moderation by CCEA. Each Unit will be moderated separately.

The purpose of the moderation process is to ensure the consistency of assessment standards across centres and across years so that the levels awarded for all candidates across all units can be considered reliable, and the award of overall level outcomes as fair as possible to all candidates.

Teachers using the eCandidate Record Sheet (eCRS) application should refer to specific instructions on the e-moderation and Entry Level microsites.

2 Assessing work and recording levels

2.1 Assessing Work

Teachers must assess their candidates' work against the assessment criteria set out in the specification making use of any additional exemplar material or guidance issued by CCEA.

When assessing work, teachers must show clearly, how levels have been awarded in relation to these criteria.

In centres where there are two or more teaching groups, steps must be taken to ensure that uniform standards are applied (see section 2.3).

2.2 Annotation

Any guidance on the annotation of portfolio work given in the specification must be followed.

Annotation should be clear, unambiguous and appropriate to the nature of the work.

Annotation on a candidate's work provides a means of communication between teacher and candidate, showing where achievement has been recognised. Comments should also assist the moderator in checking the application of the marking criteria to the work.

Annotation can be used to convey positive achievement of the candidate which may not be evident to a moderator from the written product.

2.3 Internal Standardisation

Centres must have arrangements in place for quality assurance of their assessment outcomes. Centres with more than one teacher assessing the outcomes for the

specification must carry out internal standardisation before external moderation takes place. This is to ensure that, as far as possible, each teacher has applied the assessment criteria accurately.

If candidates are using units from EL Physical Education for credits in EL Life Skills, teachers delivering the same units must internally standardise all work before the external moderation takes place. The Internal Standardisation should take the form of a 'mini' agreement trial.

The internal standardisation process may include meetings to discuss assessment decisions and feedback from previous submissions to CCEA. As a result of internal standardisation, it may be necessary to adjust an individual teacher's marking. Where this happens, centres should make sure that they update their assessment documentation, if necessary.

The lead teacher must confirm on the eCRS application that internal standardisation has been carried out. Confirmation is also required if only one teacher has been involved in assessing work.

2.4   Completion of eCandidate Record Sheets (eCRS)

Evidence of achievement must be recorded on the *eCRS* for each unit. Comments should only be included in circumstances where additional information is required to justify the level awarded. The overall level should be entered in the appropriate box.

2.5   Authentication of candidate's work

Candidates must not copy published material and claim it as their own work.

Where material is used from printed books, journals or taken from the internet, candidates must provide detailed references.

Teachers must use the Portfolio Progress Tracking Record to show evidence of how pupils have met the assessment criteria for each Unit and level.

Teachers must take steps to ensure the work submitted is the candidate's own work and that the candidate signs the authentication statement to confirm this.

Teachers are also required to sign the *Candidate Record Sheet* to confirm that the work was conducted under the conditions laid down in the specification and to authenticate the candidate's work. If a teacher is unwilling to sign the authentication statement then the candidate's work cannot be accepted for moderation and a level of zero (0) must be recorded for that candidate.

Authentication statements signed by candidates and teachers must be retained in the centre for CCEA use and/or inspection purposes.

3   Preparation for the visit by the Moderator

3.1   Receipt of instructions from the Council

Centres will receive instructions regarding the moderation of the teachers' assessments. These instructions will include:

- Form B: Confirmation of Visiting Moderation which will be issued following telephone conversation between the centre staff and the Visiting Moderator (see Appendix 1);
- Pre-moderation checklist which will be emailed to the designated centre staff and must be returned promptly to the visiting moderator (see Appendix 2);

- information about selection of samples for moderation and submission of candidate's work following the moderation visit;

- centre should prepare a list of candidates for each unit being moderated, in rank order of merit, starting with the candidate with the highest level and in alphabetical order by surname.

3.2   Instructions regarding eCandidate Record Sheets

3.2.1   Completed eCRSs **must** be attached to the work submitted for all units. A copy of the completed eCRSs of all remaining candidates **in candidate number order**, must be submitted to CCEA with the samples of controlled assessment (See paragraph 3.3.2 below).

3.3   Selecting Samples for Moderation and Submission of Candidates' Work

3.3.1   Instructions for drawing samples

The required sample sizes for each unit are as follows:

Number of Candidates Entered	Sample Available for Moderation
Up to 10 candidates	All candidates
11 or more candidates	10 candidates

All samples must be collected by the teacher immediately upon receipt of instructions to ensure that they are available for moderation. **The samples should be placed in order of merit, starting with the candidate with the highest mark.**

3.3.2   Submission of samples

Following the moderation visit, the full specified sample should be sent to CCEA.

Centres are provided with a grey sealable poly bag for the submission of candidates' work and eCRSs.

When selecting candidates and portfolios for the sample, the teacher and the moderator should ensure that the selection:

• Represents all the levels achieved;

• Is proportionate to the number of candidates achieving each level.

For Example;

Candidate	Units Entered and Levels Achieved									Overall Level Achieved
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	
A	**L3**	L3			**L3**	**L3**	**L3**	L2		**L3**
B	**L1**	L2		**L3**	L2	L2	L2			**L2**
C	**L1**	L2			**L2**	L2	L2	**L2**		**L2**
D	L3			**L2**	L2	L2	L2	L2		**L2**
E	**L2**	L2		**L1**	L2	**L1**	L2			**L2**
F	L3			L2	**L1**	L2	L2	**L2**		**L2**
G	L3			L2	L1	L1	**L2**	L1		**L1**
H	L1	L2		L2	L2		L1	**L1**		**L1**
I	**L1**	L2			L1	**L1**	L1	L1		**L1**
J	L1	L2		L2	L2		**L1**	Fail		**Fail**

Example of candidates whose performance and portfolios could be selected for moderation by the Visiting Moderator. The selection should cover the fullest range in each Unit and be presented in rank order of merit starting with the highest level. [See p32 in specification]

Each unit of work in each candidates portfolio should be clearly identified with the candidate's examination number and centre number. The work should be submitted in handwritten or printed form in a flat, securely bound A4 folder. Ring binders, because of their bulk, are not an acceptable form of binding. The eCRS for each candidate in the sample should be attached to the portfolio.

3.4 eCandidate Record Sheets

For each unit the eCRSs for all candidates whose work has not been included in the sample for moderation must be included with the sample portfolios.

3.5 Recording of Assessment Outcomes

Centres submit their assessment outcomes on the eCRS application. See separate instructions on the e-moderation microsite.

3.6 Date for Submission of Levels

Levels for the practical activities are to be retained in the centre pending the visit of the Visiting Moderator.

3.7 Collection of samples

Centres are provided with:

- an envelope for the portfolio samples for each unit;

- a sack and a label.

In preparation for the collection please:

- label the portfolio envelope correctly for each unit;

- ensure that the portfolio envelope contains the required samples of work and the eCRSs for **all candidates**;

- place the portfolio envelopes for each unit in the sack provided. This should be securely tied and labelled indicating the centre number;

CCEA will arrange to have the sacks collected from centres.

4 Moderation of Internally Assessed Work

4.1 Purpose of Moderation

The purpose of moderation is to ensure that the assessments in all centres are in line with the CCEA standard.

4.2 Scrutiny of Samples

A moderator will scrutinise the sample of work submitted and will assess it against the assessment criteria contained in the specification and the standards established by the Principal Moderator. The sample is taken to be representative of the marking standard at the centre. Scrutiny of the sample will indicate if the centre assessments are acceptable.

If the levels awarded by the centre are not acceptable appropriate adjustments may be made to the assessment outcomes.

4.3 Re-moderation

At the end of the moderation, the Moderator will report the outcomes of the moderation to the Head of Department. If a centre is unhappy and requires a second opinion they should inform the Moderator. A centre has five days to lodge a formal request in writing for re-moderation from the date of the moderation. Following a formal request for re-moderation, a second moderation visit conducted by the Principal Moderator or Assistant Principal Moderator will be arranged. All candidates must be available for the re-moderation which must be based on the same samples of work and practical activities. The outcome of this second visit will be final.

4.4 Retention of Internally Assessed Work in Centre

In accordance with the JCQ guidance available at www.jcq.org.uk, all internally assessed work whether or not it was part of the sample must be retained in the centre until all possibility of an enquiry about results has been exhausted.

4.5 Report on Internal Assessments

Centres will receive a *TAC6* report on the work they submitted and some centres may wish to seek further advice and clarification from the moderator. Initial contact must be made through the designated CCEA officer for that subject. (See Appendix 1).

The *Principal Moderator's Report* will be available on the CCEA website *www.ccea.org.uk* in the Autumn term.

5 Return of Internally Assessed Work to Centres

Internally assessed work samples will be returned to centres during the Autumn term.

6 Enquiry about Results

Following the issue of results, centres who have had their internally assessed levels adjusted during the moderation process can apply for a re-moderation. Details of this service are provided in CCEA's Post Results Services Handbook and summary document.

PROTECT – PERSONAL

Form B: Confirmation of Visiting Moderation	
Subject: _____ Level: _____	**cea** *Rewarding Learning*

Please note that this arrangement cannot be changed. Should exceptional circumstances arise please contact CCEA's Moderation Section:

moderationteam@ccea.org.uk or Tel: (028) 9026 1200

*Please ensure that you have read the **Instructions to Teachers** document on the appropriate CCEA subject microsite, and are prepared for the moderation.*

http://www.ccea.org.uk

Centre Name:		Centre Number:	
Moderator Name:			
Moderator Contact Details:	Telephone Number:		
	email Address:		
Date of Moderation Visit:			
Time of Arrival:			
Name of Subject Representative:			
Tel. No. of Subject Representative:			

The Moderator will report to reception on arrival.

Note to Moderator: *Please email this form to the centre Examinations Officer, the centre Subject Representative, and the Moderation Team at CCEA. moderationteam@ccea.org.uk*

CCEA, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG

Print Form

iCCEA/FO/2667/02

Appendix 2 The Pre-Moderation Checklist

GCSE Physical Education Pre-Moderation Checklist	
Centres must complete, check and return this form as an attachment to the visiting moderator	*cea* Rewarding Learning

Centre Name: _____ Centre Number: | 7 | 1 | | | |

Teachers Involved: _____

Contact Teacher's Number – School: _____ Mobile: _____

Contact Teacher's Email: _____

Arrangements for the Moderation Visit

Moderation Date:		Time to Arrive:		
Units to be Moderated	3(b):			
	3(a):			
		Order for the Day with Guidance Times	From	To
Timetable for Moderating Component 3(a) and 3(b) with Activities Identified	1	Checking of e-CRS for Components 3(a) and 3(b)		
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
Location(s) Facilities				

Preparation for the Moderation Visit

Please ✓ to confirm that you will have:	✓
One set of Candidate Record Sheets (e-CRS) for the 'sample' candidates. Comments made on each CRS should be referenced to the evidence and justify the marks given. All evidence (written, audio and visual) for all candidates available on the day.	☐
Breakdown of marks for components 3(a) and 3(b) for all candidates.	☐
Candidate/Teacher authentication sheet signed by all candidates.	☐
List for the 3(a) activities with candidates' marks in rank order.	☐
List for the 3(b) activities with candidates' marks in rank order.	☐
Evidence that will account for the marks given for any non-centre controlled activities.	☐
All candidates available on the day or be able to account for any absent, ill or injured.	☐
The centre teacher(s) free to stay with the moderator throughout the day.	☐
Clear identification of candidates being moderated.	☐
Please ✓ to confirm that you understand:	✓
The purpose of moderation.	☐
The process for the selection of candidates for the moderation of components 3(a) and 3(b).	☐
The process that will be followed for moderating component 3(a).	☐
The process that will be followed for moderating component 3(b).	☐
The process for appealing if you are unhappy with the outcome of the moderation.	☐

Any queries about any of the above, please contact Visiting Moderator

Spellcheck Form	Email Completed Form	Print Form	CCEA/FO/2751/02

Physical Education	Peter Davidson (028) 9026 1200 ext 2993 pdavidson@ccea.org.uk	Arlene Ashfield (028) 9026 1200 ext. 2291 aashfield@ccea.org.uk

This booklet has been drawn up to comply with the relevant regulatory requirements.