

Entry Level Art & Design

Visiting Moderation

Instructions to Teachers
Summer 2024

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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.

2. Assessing Work and Recording Marks

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. We recommend using the *Teacher Learner Tracking Record* on the 'Support' tab of the Entry Level Art and Design area of the CCEA website (see [Support | 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.

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 declaration of internal standardisation is now completed through the *eCRS* system.

2.4. 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 take steps to ensure the work submitted is the candidate's own work and that the candidate signs the authentication statement for each unit. These are downloaded from the *eCRS* system.

Teachers are also required to sign the authentication statement for each unit 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.

Centres should retain copies of the authentication statements, as they may be asked for by CCEA.

2.5. Candidate permission sheets

Centres should encourage candidates to grant CCEA permission to use their work by asking each candidate in the sample to sign and date the Candidate Permission sheet (Appendix 2)

The signed Permission sheets should then be given to the moderator on their visit, who will send them on to CCEA. You can find this document in the Art and Design, Entry Level area of the website under **Support**.

3. Preparation for the visit by the Moderator

3.1. Sampling Instructions

Samples for Entry Level Art & Design will be generated and displayed in the *eCRS* application. If there are 10 or less candidates entered, all will be included in the sample.

As Units 1, 2 and 3 connect, use the sample generated for Unit 1 for Units 1, 2 and 3.
As Units 4, 5 and 6 connect, use the sample generated for Unit 4 for Units 4, 5 and 6.

Each piece of work for each sampled candidate should be clearly identified with the candidate's examination number and centre number. The work should be displayed as an exhibition or presented in the form of a portfolio or folder for each candidate. The printed *eCandidate Record Sheet* for each unit should be provided with the work which provides evidence that the learning outcomes have been met. Where possible teachers should indicate which parts of the candidate's work meets the requirements for each unit, for example, by labelling or grouping together "Conception", "Development" and "Outcome".

3.2. Teacher Learner Tracking Records

Use the tracking records to record candidate achievement for each unit. These must be presented for each candidate alongside their work for the Moderator.

3.3. Recording of Assessment Outcomes

Centres record their assessment outcomes on the *eCRS* system. The outcomes are recorded by unit. The centre must then print a rank order of candidates for each unit to present to the Moderator on the moderation date.

3.4. Preparation for the Moderation Visit

The following should be made available for the Visiting Moderator on their arrival:

- a quiet classroom or space for the moderation to take place;
- the sample of candidate work, correctly labelled and displayed or presented in folders;
- the rank order for each unit showing candidate outcomes (*see point 3.5*); and
- the completed *Teacher Learner Tracking Record* for each candidate and each unit.

3.5. How to Print the Candidate Rank Order from the eCandidate Record Sheet System:

- Login;
- select unit;
- open record sheet summary sheet;
- at bottom left from "Candidates per page", select "all";
- at top right use "Total Mark" click to sort highest to lowest; and
- print screen.

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. 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 a Review of Results has been exhausted.

4.4. Report on Internal Assessments

Centres will receive an *eTAC6* report on the work they submitted for each unit and some centres may wish to seek further advice and clarification from the Moderator. Initial contact must be made through the designated CCEA Subject Officer. (See Appendix 1).

The *Principal Moderator's Report* will be available on the CCEA website in the Autumn term (see [Reports | CCEA](#)).

5. Review of Results

Following the issue of results, centres who have had their internally assessed levels adjusted during the moderation process can apply for a Review of Moderation. Details of this service are provided in CCEA's Post Results Services Handbook and summary document (see [Post-Results Support | CCEA](#)).

6. True Colours: Identification of Work for Possible Exhibition

At the end of the Moderation visit the Moderator may encourage the centre representative to recommend one or more candidates' work for the True Colours annual exhibition. Many candidates are nominated each year, and the final selection of work is made by the Senior Moderating team towards the end of June. To avoid disappointment do not inform candidates that they may have been selected until the school is formally notified in the Autumn term. Hard copy photographs and candidate number, centre number, qualification level, and unit should be posted directly to the CCEA Subject Officer no later than **20th June** in the year of examination.

Appendix 1(a) – Contact Details

CONTACT	REASON
<p>CCEA Subject Officer <i>Anne McGinn</i> amcginn@ccea.org.uk</p>	
<p>Specification Support Officer <i>Louise Millar</i> lmillar@ccea.org.uk</p>	<ul style="list-style-type: none">• Queries regarding the moderation procedures• Specification/assessment criteria queries and support

Appendix 1(b) – Useful Links

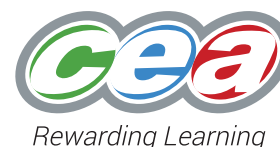
WEBPAGE	REASON
<p>Entry Level Art & Design Webpage https://ccea.org.uk/key-stage-4/entry-level/subjects/entry-level-art-and-design-2015</p>	<ul style="list-style-type: none"> • Specification/assessment criteria support • Principal Moderator’s Report
<p>CCEA E-Moderation Forms, User Guides, Login https://ccea.org.uk/examiner-centre-support/assessment-and-grading/e-moderation/forms-user-guides-login</p>	<ul style="list-style-type: none"> • Guidance on the use of eCRS Application.
<p>CCEA Examiner/Centre Support Examinations Administration Instructions for Conducting Examinations https://ccea.org.uk/examiner-centre-support/examinations-support/examinations-administration/instructions-conducting</p>	<ul style="list-style-type: none"> • CCEA instructions for conducting controlled assessments
<p>CCEA Examiner/Centre Support Examinations Support Pre-Examination Information Key Dates/Calendar of Events https://ccea.org.uk/examiner-centre-support/examinations-support/pre-examination-information/key-datescalendar-events</p>	<ul style="list-style-type: none"> • Deadline for submission of marks on eCRS Application • Sampling Instructions available on the eCRS Application
<p>CCEA Examiner/Centre Support Post-Results Support https://ccea.org.uk/examiner-centre-support/post-results-support</p>	<ul style="list-style-type: none"> • Post Results Service guidance and support

Appendix 2 – Candidate Permission sheets

Candidate Permission Sheet

Art and Design and Contemporary Crafts

Summer 20__



This form should be completed by each candidate and submitted to CCEA through the visiting moderator.

Level: GCSE GCE ELQ (tick as appropriate)

Subject: Art and Design Contemporary Crafts (tick as appropriate)

Unit: _____

Centre Number	
Candidate Number	
Total Mark	

CCEA is currently developing Agreement Trial resources for this subject. The material will contain actual candidate response to coursework/Controlled Assessment. Teachers find these resources extremely valuable, as they assist them in marking their candidates accurately.

We may use some of your coursework/Controlled Assessment to contribute to the documents which will appear online in photographic format on our website: www.ccea.org.uk

To assist us in this, we need your permission to photograph and share your coursework/Controlled Assessment. The work will be anonymised. (Your name, school, or candidate number will not be shared).

I hereby grant CCEA non-exclusive permission to copy, distribute in material form, make available to the public electronically and deal with my work, named above, as part of the CCEA resources specified above.

Authorised by (print name)

(if under 16, name of owner's parent/guardian)

Signature

(if under 16, name of owner's parent/guardian)

Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG Tel: (028) 9026 1200

CCEA/FO/2801/02

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

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/internally assessed material on an anonymous basis in educational presentations, materials and products.

