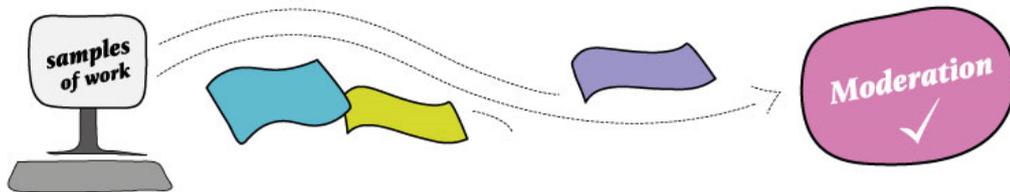# Using ICT Moderation 2019-20

Information for Schools

This guidance is for ICT coordinators from schools that have been selected/ have opted to take part in external moderation of Using ICT in March 2020.

Using ICT moderation folders are collected remotely and electronically by C2k on behalf of CCEA. This year, your moderation folder will be collected at the end of the school day on **MONDAY 9th MARCH, 2020**

In order to enable this process, the following guidance has been produced to assist you in putting together your School Submission for external moderation. It will tell you **how to create the required folder on your school's C2k system**.

Key Dates/Schedule

Date	Process
By Mon 9 March 2020	ICT Coordinators create folder in Staff area of C2k network; and Schools gather samples to create school submission for moderation.
Mon 9 March 2020	Remote electronic collection of school folders.
18 -20 March 2020	Moderation
By 5 May 2020	Schools receive outcomes of moderation.
By 22 May 2020	Schools submit an Electronic Data Interchange file (EDI) to CCEA through C2k including: • the names of the Year 4 and Year 7 pupils; and • the levels that teachers have awarded to each pupil in Using ICT.
June to Sept 2020	CCEA will provide Step 2 support to schools as appropriate.

The Purpose of External Moderation

The purpose of external moderation is to provide confirmation to you that the standards which your school is applying in assessing your pupils' work are appropriate. In 2019/20, a two-step process of moderation will apply, although it is hoped that for most schools, participation in Step 1 only will be necessary.

Step 1 will involve you providing a single school-selected submission of samples of your pupils' work representing the range of levels that your school intends to report, for end of key stage assessment, in Using ICT. CCEA moderators will review the submission and provide written feedback to you. If your school judgements are not verified in this process, Step 2 will take place. This involves a moderator for Using ICT visiting your school to provide additional support.

Internal Standardisation

Internal standardisation is essential in ensuring that teacher assessment within schools is consistent. It is also an important part of the overall moderation process.

It involves teachers in a school working together to review examples of their pupils' work. They use set criteria, in this case, the Levels of Progression for Using ICT, the Desirable Features guidance, and standardised CCEA pupil exemplification. As far as possible:

- internal standardisation ensures there is agreement that work which an individual teacher judges to be Level 3 (for example) would be deemed to be Level 3 by all teachers in that school; and

- external moderation ensures that work which an individual school judges to be Level 3 (for example) would be awarded a Level 3 by all schools in Northern Ireland.

Together, internal standardisation and external moderation exist so that the assessment system is more effective and reliable. This increases the value of the Levels of Progression for assessing an individual pupil's progress.

The standards agreed at internal standardisation meetings should be used by teachers and applied consistently to all their assessment judgements, and the evidence they submit for external moderation should reflect this.

As part of the requirements within Step 1, for quality assurance, a completed Declaration of Internal Standardisation form (EMA1iP), signed by the Principal should be included. We also encourage schools to carry out internal standardisation during school years even when they are not taking part in external moderation for a particular Cross-Curricular Skill. There is great value in professional discussion and developing a shared understanding of standards and progress within the levels framework.

What your School Submission should contain

Each **School Submission** for Using ICT should include:

- a completed Declaration of Internal Standardisation form (EMA1iP);

- a completed School Submission Cover Sheet (EMA6iP) or (EMA6iP/IM for Irish Medium Schools if preferred);

- evidence at each level (which the school intends to report this year for Year 4 and Year 7 pupils). *Please Note: Schools are **not** required to send evidence for Level 1.*

What the evidence at each level should show

The evidence for **each level** should include a total of five samples of work **at** that level.

- For example, the submission for a school intending to report Levels 1, 2, 3 and 4 should include a total of 15 samples of work: five samples at each of the levels to be reported (No samples required for Level 1);

- The selected samples **do not** have to come from Year 4 and/or 7 but may come from any class in the school, for example: the five Level 3 samples could come from pupils in this year's Y5, Y6 and Y7 classes; and

- The samples should be representative of the standard which the school feels is **at** the level, **not** above or below.

Level	No. of samples required	*Please Note:*
Level 1	*evidence not required*	Although schools *report levels* only for end of key stage pupils (Year 4 and Year 7), the *evidence* for the school submission can come from *any* year group in the school.
Level 2	5	
Level 3	5	
Level 4	5	
Total no. of **samples** in the school submission:	15	

At each level, the samples provided should show evidence of:
- Explore (both bullet points of Explore);
- Express; and
- at least **two** different types of ICT.

- The five samples of work at each level can be made up solely from CCEA UICT assessment tasks or you may include ICT work from other classroom activities if you wish.

# Step-by-Step Instructions to Create your School Submission

1. In December 2019, CCEA will contact your school to ask you to confirm participation in moderation. We would greatly appreciate you informing us via this confirmation, whether or not you will be participating. As submission for Using ICT moderation is electronic, this will allow us to inform C2k as to which schools to collect a moderation submission from.

2. You must create a folder within the Staff network area on the C2k system. This folder will become your School Submission as you will place your samples for moderation into it.
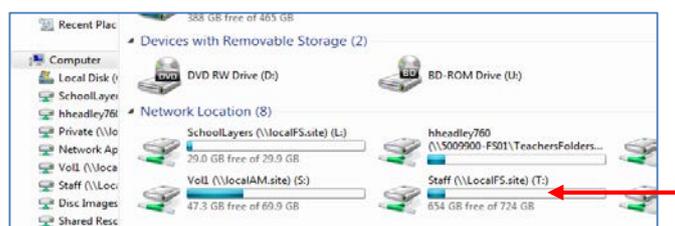
   You must name this folder: 1234567 STATUICT 1920 *(NB: The 1234567 should be replaced with your own school DE Number).*

   It is very important that you do **not move or rename** this folder as collection is dependent on the naming convention used on the folder and for identification of your school.

3. Decide which levels to submit to CCEA for moderation. These should be the levels that you wish to report for the pupils in your Year 4 and Year 7 classes.

4. Open the 1234567 STATUICT 1920 folder and create a folder structure as illustrated in Diagram 1 below, however, remember that:
   - you do **not** need to submit evidence for Level 1.
   - you should name each level folder according to the Levels you are submitting, *Level 2, Level 3 etc*.

Diagram 1

1234567 STATUICT 1920

No requirement to submit samples for Level 1

Level 2   Level 3   Level 4
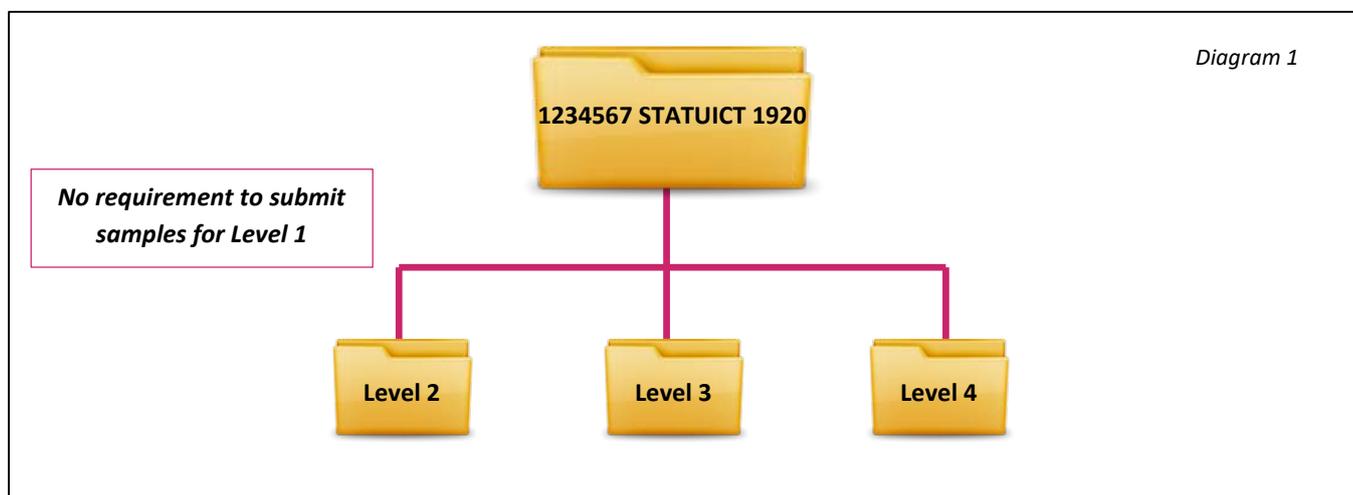
5. Decide which samples to send for moderation. Record the brief details of each sample on the School Submission form (EMA6iP). Open each sample folder and save the pupil's work. Please name each sample folder with S1, S2, S3, S4, S5 in the title. See the Diagram 2 below.

Remember that the purpose of moderation is to show that your school can identify the standard as set out in the Levels of Progression. Therefore the samples which you choose to include should be that which you deem to be __at__ the level – __not above or below.__

Diagram 2
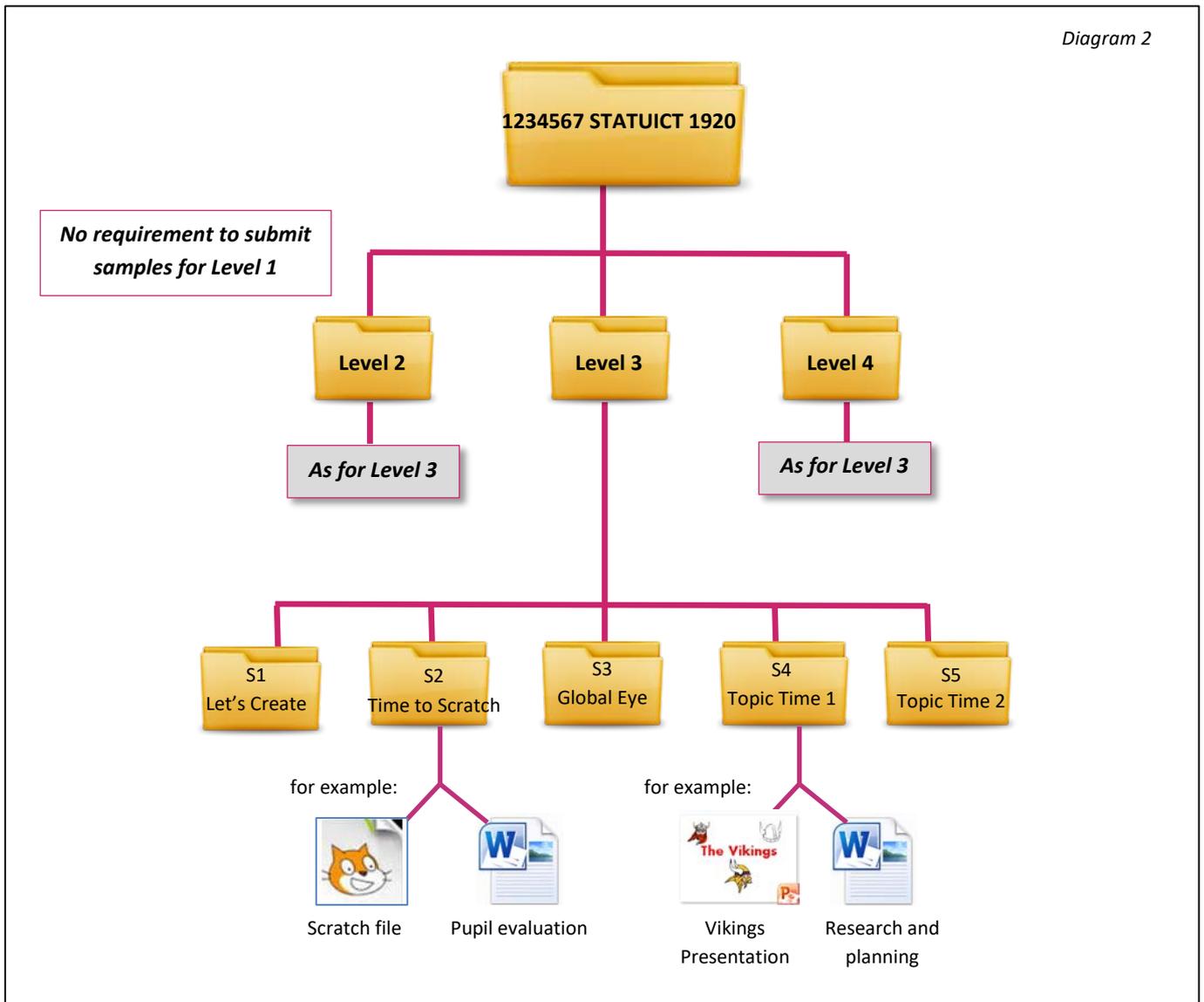
You may wish to include associated files such as one or more of the following: evaluation,

- photographs,
- screen dumps,
- scanned work; or

- drafts of work as necessary.

Please note that the purpose of including supplementary files is to provide evidence that may not be obvious to the moderator just from looking at the finished piece of work.

Supplementary information at the lower levels may come from the teacher by providing the information on the EMA6iP form (see the sample form at the end of this document). Beyond Level 3 we would expect the pupils to provide this evidence in a short written evaluation, which would be submitted in the sample folder along with the completed task/activity. You do not need to include a copy of the CCEA task. The moderators do not need this and it will make the overall file size bigger.

6. When you have finished, check that all of your files are present in the correct folders. Now save a completed copy of your School Submission Form (EMA6iP) and a completed copy of the Declaration of Internal Standardisation form (EMA1iP) into the 1234567 STATUICT 1920 folder as shown in Diagram 3 below:

Diagram 3

1234567 STATUICT 1920

Completed EMA6iP form | **Level 2** | **Level 3** | **Level 4** | **Completed EMA1iP form**
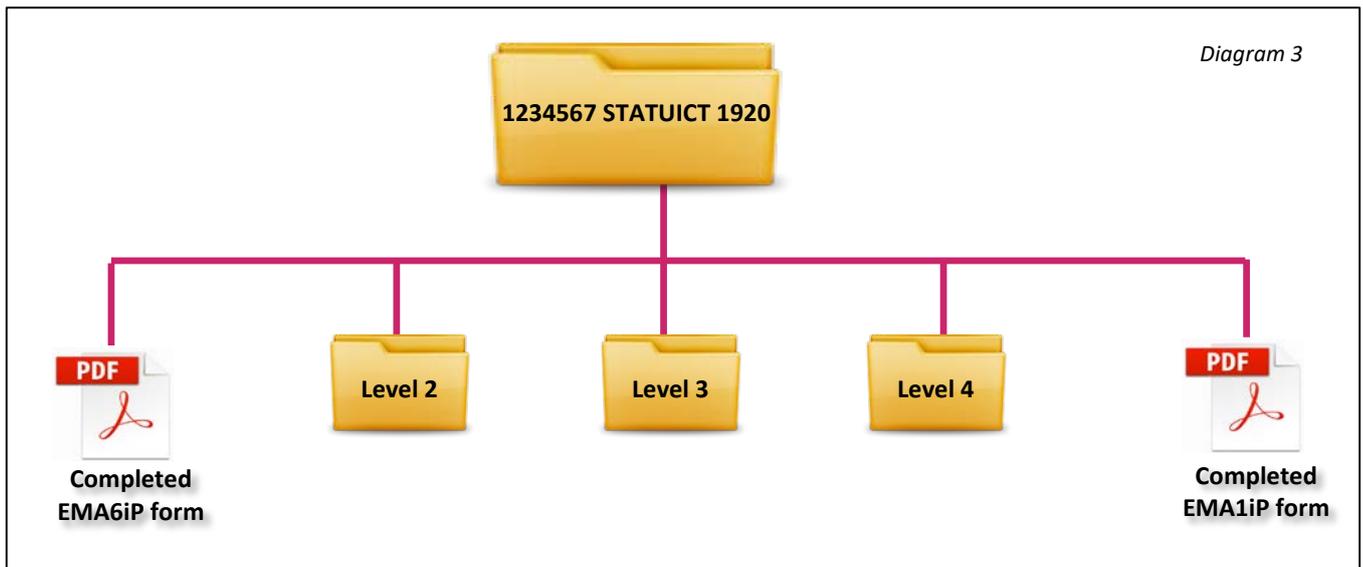
7. C2k will remotely collect a copy of this folder at the end of the school day on **Monday 9 March 2020** and deliver it to CCEA for moderation. You should not add any files to your School Submission after this date, as the collection will already have been made.

8. You will receive your outcomes and feedback from CCEA after Moderation is complete.

SCHOOL SUBMISSION COVER SHEET

19/20

EMA6 (iP)

Using ICT

cea
Rewarding Learning

SCHOOL DETAILS SUMMARY

SCHOOL DETAILS		DETAILS OF CONTACT PERSON	
School:	Clarendon PS	**Name:**	M White
DE No.:	1234567	**Role:**	ICT Coordinator
Town:	Belfast	**Email:**	mwhite123@c2kni.net
		Phone:	02890123456

This School Submission contains Using ICT samples which represent the following levels:

(Please ✓ all that are relevant. When a level is ticked a table for that level will be added to the form. Complete each table with details of the samples for that level.)

Level 1 *(not required)*	☐	**Level 2**	☐	**Level 3**	✓	**Level 4**	☐	**Level 5**	☐

WHAT TO INCLUDE IN YOUR SCHOOL SUBMISSION FOR KEY STAGES 1 AND 2 USING ICT MODERATION

Evidence in Overall School Submission

You should submit work to illustrate the standard <u>at</u> each level that your school intends to report in Using ICT this year for your Year 4 and Year 7 pupils. Evidence of Level 1 is not required.

NB: *Although schools report levels only for end of key stage pupils (Year 4 and Year 7), the evidence for the school submission can come from **any year group** in the school and the selection of work at each level can come from **one or more pupils**.*

Evidence at each level

The samples within each level folder should be samples that you and your colleagues consider to be <u>typical of that level</u>. The samples should show the standard **at that level, not below or above**.

The samples **at each level** should show evidence of the following:

- **a total of five samples** of work;

- ***evidence at** the level of:

  - **Explore 1** *(first bullet point of explore)*

  - **Explore 2** *(second bullet point of explore)*

  - **Express**

  *NB: *These 'E's should be evident somewhere in the <u>level</u> folder. Each <u>sample does not</u> have to show all of these 'E's.*

- **at least two** different types of ICT, for example *Presenting* and *Managing Data*; and

- Your submission can be comprised entirely of *CCEA Using ICT* tasks or you can submit any other ICT work that your pupils have completed.

Level 3	

Sample

Task Titles (or activity descriptions if not from a CCEA task)

NB: Please include **brief** information about the context. For example: help given, level of independence and/or any other relevant information. A few concise sentences is enough. Please also include the name of the software used if it is not from one of the standard C2k packages.

	Task/Activity Title	Context
1	Exploring a Maze	This P5 pupil was able to program the cat to get through the maze in one sequence.
2	Holiday Extras	The P7 pupil was able to answer all the questions and carry out the work independently. He saved his own work.
3	Topic Time Polar Bears	This P6 pupil competently carried out the task. She as able to extract appropriate information and images which she was able to place on the slides. She arranged a suitable order of slides. She presented it to the class with confidence and was able to answer questions about her work.
4	Rotating Patterns	Pupils were shown how to use the app then they also had time to experiment with the app themselves. This P6 Pupil selected a character, chose how to start the program and used repeat loops to create their shapes leaving a trail of different colours and thicknesses. They saved their work. The pupil evaluated their work after showing it to the class.
5	Poster Magic Viking Poster	We were doing a display following a Viking project. This P6 pupil was able to make the poster without any help. We had previously made posters adding borders and he was confident in this.

Check: have you included?

Please check that you have included the following within the samples for this level by recording 'Yes' or 'No' in the grey boxes:

Evidence which you deem to be **at** the level of:

Explore 1	Yes		Two or more types of ICT?	Yes
Explore 2	Yes			
Express	Yes			

Getting Samples of Pupil Work Ready for External Moderation

Many of the programs used to create items of pupil work are easy to use and when a pupil 'saves' their work it saves within the software or on the school network. When you attempt to open the file again, it will work on the network it was created on.

However sometimes if a file is moved; the work is shared with another school; or submitted for moderation, a series of steps needs to be followed to make sure that the file can be opened and viewed successfully.

This 'saving' of a file so that it can be viewed properly outside of the computer/ network where it was created is sometimes called 'exporting', 'publishing' or 'packaging' depending on the program being used.

Helpful Hints:

- PowerPoint users may want to put movies and sound into their presentation. The files used may work on the machine that was used to create it, but a couple of simple steps allow the file to be sent for moderation with the sound and video files attached.

- Software that creates movies such as Windows Movie Maker, Textease Studio or Photostory3 requires the file to be saved in a particular way to be seen on other computers. Ideally, the file should be saved so that it is a Windows Media Video.

- Sound files are often edited in Audacity. When submitting a file created in Audacity, it is necessary to save it as an .mp3 or .wav file. Saving it as an mp3 will allow other users to download the file onto their phone or mp3 player as a 'podcast'.

- The size of files a user creates may be an issue. However, in PowerPoint and Word, if a number of photos or images are being used, it may be possible to reduce the file size by compressing the size of images. Photostory3 allows the user to reduce the size of the movie file created.

Screen Dumps are a useful way of including evidence of pupils' work.

Creating a Screen Dump - Guidance

A screen dump is an image of the screen. You may decide to submit screen dumps as evidence of pupils' work. Here are step-by-step instructions, which some teachers have found useful.

To create a screen dump of the desktop:
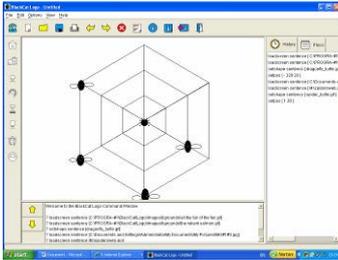
Ensure that you have the required screen visible on the desktop.

On the keyboard press the Print Screen button.

Open Microsoft Word.

On the menu bar click on Edit. Click on Paste to paste the image into the Word document. Once pasted it can be cropped and resized if necessary. Give it an appropriate file name and save it.

Work produced on iPads or Tablets

If you are using samples of work created on iPads you may have difficulty sending the work for Moderation. Before selecting iPad work, you should consider if you will be able to save it in a format so that it can be viewed at Moderation. Some files can be exported as PDF, Word, PowerPoint etc. files.   The teacher can email the files from the iPad and then pick them up on a school PC and transfer them into the Level Folder. Some Apps do not facilitate exporting them. In this case we will accept photographs of the iPad screen if it clearly shows what the pupil did.

App	File type	Share by	Notes
Pages	Pdf, Word	Teacher can email to self then place in Sample Folder	
Keynote	Pdf, Powerpoint	Teacher can email to self then place in Sample Folder	
Explain Everything	Pdf, image, .mov	Teacher can email to self then place in Sample Folder	If it contains voiceover /video Save to photos and export as .Mov
Prezi		Share link	
iMovie	.mp4	See notes column	Teacher can email short videos to self and then place in folder. Longer ones can be uploaded to google drive and then accessed by teacher and placed in folder.
Puppet Pals	.mov	Teacher can email to self then place in Sample Folder	
Pic Collage	.jpeg	Save to camera roll and email to self then place in Sample Folder	
Book Creator	Pdf,	Export as pdf or .mov, email and save to folder	
Comic Life	Pdf	Teacher can email to self then place in Sample Folder	
Garage Band	.M4a	Teacher can email to self then place in Sample Folder	
Numbers	Numbers, Pdf, Excel	Teacher can email to self then place in Sample Folder	