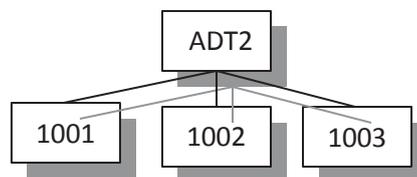


It is the **responsibility of all centres** to present GCE Digital Technology samples in an appropriate manner to enable CCEA to carry out the moderation process efficiently and effectively. Please follow the instructions below to assist you.

1. Please refer to the sampling instructions issued to your centre identifying candidates whose work has been requested by CCEA. This information is provided on the green broadsheet printouts. Further guidance on sampling can be found in CCEA's *GCSE and GCE A/AS Product-Type Subjects: Instructions to Teachers* that is issued to all centres.
2. Ensure that all candidates in the sample have removed all unnecessary files from their folders in preparation for moderation. **Only the solution and documentation should be included in each candidate's folder.**
3. Ensure the work of the top and bottom candidate is included in the sample. Please note that the bottom candidate is the candidate who has the lowest mark with a completed portfolio.
4. Organise the work of each candidate in the sample in the following way:

Create a folder called **ADT2** (component code for A2 Unit 2) on your desktop. In this, create one folder for each candidate in the sample and label each by **candidate number**. Place the evidence the candidate has produced for the unit in this folder.



5. Insert a suitable storage device into your workstation to prepare for copying.
6. Copy the relevant folder from your desktop over to the storage device.
7. Test the device to ensure that the solution and documentation can be opened successfully.
8. If using a CD/DVD, clearly label with your centre number and the component code for the relevant unit e.g. **71000** and **ADT2**.
9. In the event that CCEA may request additional work from your centre, (section 19.9 of the JCQ Instructions for Conducting Coursework), please ensure that this is held securely in your centre.