

WELSH JOINT EDUCATION COMMITTEE

WELSH BACCALAUREATE QUALIFICATION

AUGUST 2007

**GUIDANCE TO CENTRES ON THE MODERATION OF
INDIVIDUAL INVESTIGATIONS, DIARIES/RECORDS
AND VERIFICATION STATEMENTS**

**THE FINAL DATE FOR SUBMISSION OF INDIVIDUAL INVESTIGATIONS TO
THE MODERATOR IS FRIDAY 8 JUNE 2007**

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1. Introduction

This Guidance outlines the procedures centres must follow for the:

- internal assessment and moderation of Individual Investigations;
- External moderation of Individual Investigations;
- External moderation of diaries/records/verification statements.

The Individual Investigation, diary/records/verification statements together form a candidate's portfolio of work.

2. Internal assessment and moderation of Individual Investigations

- 2.1 It is essential that **internal moderation takes place** to assess candidates' work across different teachers and teaching groups to ensure that all candidates in the centre have been judged against the same standards. The basis for such moderation is a common understanding of the assessment criteria.

This process is also known as *internal standardisation* or *internal verification*.

The regulators describe *internal moderation* as the process:

carried out by centres to ensure that all candidates are judged to the same standards, across assessors and teaching groups.

Internal moderation is a REQUIREMENT where two or more Teacher Assessors are assessing the Individual Investigations. Where this occurs, one must also act as the *Internal Moderator* for the Individual Investigation.

The role of the Internal Moderator - also known as an *internal verifier* is to:

- ensure all Assessors have copies of the Individual Investigation criteria, for Level 1, Level 2 and Level 3, given in the WBQ specification;
- sample Assessors' judgements to ensure the criteria, for Level 1, Level 2 and Level 3, are correctly and consistently applied across teaching groups;
- co-ordinate meetings with Assessors, including arrangements to standardise their judgements.

Standardising Assessor judgements is critical in ensuring that all Assessors are correctly and consistently applying the Level 1, Level 2 or Level 3 criteria. Standardisation can be achieved by holding a standardisation review meeting where Assessors:

- collectively assess the Individual Investigations, discussing any issues until agreement is reached on the relevant criterion.
 - consider whether candidates have fully covered all the assessment criteria at Level 1, Level 2 or Level 3, as appropriate.
 - share examples of evidence and good practice.
- 2.2 This can be enhanced by agreement on an approach to the annotation of candidates' work and by cross-reference to the examples of work provided by the WJEC.
- 2.3 It is suggested that teachers 'annotate' each candidate's Individual Investigation. This annotation need not be detailed or complex, for example, K for knowledge, E for evaluation, R for reflection but should merely highlight, with a simple comment, where the candidate has shown positive achievement.
- 2.4 If centres encounter any difficulties in the process of internal moderation, advice should be sought from the WJEC.

3. External Moderation of Individual Investigations

- 3.1 A sample of Individual Investigations at Level 1, Level 2 and Level 3, as appropriate, must be sent to the moderator **by Friday 8th June**.
- 3.2 The criteria for selecting candidates whose work is to be sent for moderation are as follows:

Total Number of Candidates	Work to be submitted
1-20	All candidates
21-100	20 candidates
101-200	25 candidates
201-300	30 candidates
301+	35 candidates

If the centre has candidates for Foundation, Intermediate and Advanced then the relevant criteria must be applied separately.

- 3.3 The **Form WB1 (see appendix 4)** must be completed for **every** candidate entered for the WBQ at the appropriate level in August 2007.
- 3.4 All candidates included on this form must be given an outcome for their Individual Investigation i.e. good pass, middle pass or bare pass by ticking the relevant column. **Candidates who also, in the opinion of the centre, have failed the Investigation must also be indicated by a cross (x).**

The centre must indicate, with a tick against the candidate's name, a sample of Investigations relating to the criteria above. This sample must represent work across different teachers and teaching groups/vocational programmes entered for the WBQ and not as a separate sample from individual teaching groups. Each level i.e. Foundation, Intermediate and Advanced must be sent separately. The sample and the WB1 form must be sent to the moderator **by Friday 8th June**.

- 3.4 For each sample provided you should indicate on **Form WB1 (see Appendix 4)**:
- about a quarter of the candidates who, in the opinion of the Internal Assessor, have achieved a good pass;
 - about a half of the candidates who, in the opinion of the Internal Assessor, have achieved a middle pass;
 - about a quarter of the candidates who, in the opinion of the Internal Assessor, have just achieved a bare pass.
- 3.5 If the centre has less than twenty candidates entered for the appropriate diploma then **all investigations** must be sent to the moderator.
- 3.6 If the centre have more than 20 candidates, the moderator will request a further **five candidates**, picked at random from the WB1, **during the visit to centres**. All Individual Investigations must be available to the moderator during the centre visit.
- 3.7 Centres must also indicate if the candidate, pre printed on the sheet, is still entered for the WBQ or has been withdrawn from the WBQ.
- 3.8 Candidates may present the outcome of their Individual Investigations in either a written or oral form.
- 3.9 For all oral presentations, **an oral presentation coversheet, provided by the WJEC must be completed** along with a copy of the Assessor's comments and any supporting materials used during the presentation e.g. slides/transparencies, copies of any handouts, and, when used a written text of points made.
- 3.10 **Centres must attach, for those candidates selected for the sample, a completed Candidate/Teacher Declaration.** It is a mandatory requirement that a candidate signature must be given to show authenticity of the work. Failure to do this will result in the Investigation being deemed a fail. (**Appendix 1, Appendix 2 and Appendix 3**).
- 3.11 WJEC may request further samples of Investigations to be sent to the moderator if this is considered necessary. WJEC also reserves the right to call in all Investigations for re-assessing where moderation identifies significant problems in the initial assessment.

4. External Moderation of diaries/records/verification statements

4.1 If the centre has more than 10 candidates the moderation of the diaries/records/verification statements will be carried out by an External Moderator during a visit to the centre.

If the centre has less than 10 candidates then the diaries/records/verification statements **must be sent by post** to the External Moderator by **Monday 18th June**.

4.2 Prior to the visit the centre must complete the **Form WB2 - Scheme of Work (Appendix 5)** and send it to the Moderator by **Friday 8th June**. The Moderator will spend 15 minutes, prior to the moderation, with the WBQ Co-ordinator and appropriate teachers, if necessary, to discuss its contents.

4.3 Centres must also complete the **Form WB1 (Appendix 4)** and indicate whether a candidate, listed on the form, has **not** achieved any part of the WEW, WRE or PSE.

4.4 The centre should have available for inspection the diaries/records/verification statements of **the candidates whose Individual Investigations were selected in the sample**.

4.5 Centres are reminded that the following evidence **only** is required for **each** candidate:

- a diary for WEW key issues
- a diary for WEW Language Module
- the European Language portfolio or an alternative approved method of self-assessment.

- a 'Working with an Employer' diary or record
- a student self-assessment sheet for 'Working with an Employer'
- a 'Working with an Employer' supervisor assessment sheet.
- a 'Team Enterprise Activity' diary/record
- a student self-assessment sheet for the 'Team Enterprise Activity'
- a 'Team Enterprise Activity' teacher assessment sheet.

- a diary for PSE key issues
- a 'Community Participation' attendance sheet
- an external supervisor assessment sheet for 'Community Participation'
- a student self-assessment for 'Community Participation'.

The only exception to these will occur where the centre has produced teacher-generated diaries/records for all candidates. In such cases, the Moderator will need to see supporting evidence of the activities in order to assess that the candidates have met the curriculum requirements.

- 4.6 If the Moderator has any queries about the information in the diaries/records/verification statements they will seek clarification involving one or more of the following:
- a request for further information from the WBQ Co-ordinator or teacher(s) responsible for specific components;
 - additional witness statements and/or an oral confirmation from the teacher(s) or external supervisor(s) in support of information in the candidates' diaries/records/verification statements;
 - information on the context for particular activities or teacher support given;
 - a request to see additional audio or photographic evidence;
 - a request to see a further sample of diaries/records/verification statements.
- 4.7 If the Moderator still has outstanding matters of concern the Principal Moderator, accompanied by a member of the WBQ Project Team, will visit the centre to assess whether all or some of the candidates in the centre have satisfied the curriculum requirements of the WBQ core.

5. Reporting of Credit within the WBQ

- 5.1 Due to the introduction of the reporting of Credit within the WBQ it is important that the WJEC provides the correct outcomes for every candidate entered for the WBQ for August 2007.
- 5.2 Therefore it is essential that the **Form WB1 (Appendix 4)** is completed correctly for all candidates by indicating:
1. the outcomes of all candidates Individual Investigation including those that the centres has failed during the Internal moderation;
 2. any candidates who have not fulfilled any part of the diary in WEW, WRE or PSE. If any part of the requirements, within WEW, WRE, PSE have not been fulfilled a cross must be inserted under the relevant heading.

6. Return of work to centres

- 6.1 The Individual Investigations will be returned to centres by the WJEC. Materials submitted by centres will be handled carefully, but the WJEC cannot accept any responsibility for loss or damage. Samples may be retained by the WJEC for uses as exemplars or for archive material.

Centres are required to retain candidates' coursework under secure condition, so far is practicable, until all possibility of queries on results has been exhausted.

N.B. Candidates should be advised not to include any items of sentimental value e.g. photographs, certificates etc.

7. Authentication

7.1 Candidates are required to sign a declaration that the work submitted is their own. Teachers must countersign that, to the best of their knowledge, this is the case. Malpractice (e.g. plagiarism) discovered and resolved prior to the signing of declarations of authentication need not be reported to the WJEC (**Appendix 1, Appendix 2 and Appendix 3**).

7.2 In cases where a centre suspects unfair practice on the part of candidates, which they are unable to resolve, a full report should be made to the WJEC before any action is taken. The WJEC will then consider all the relevant facts and let the centre know of its decision as soon as possible.

8. Unsatisfactory practice by centres

8.1 The Head of Centre will be informed where individual teachers or the centre fail to meet the requirements laid down by the WJEC. The procedures to be followed in such cases follow those laid down in Section 8 of the *GCSE, GCSE in vocational subjects, GCE, VCE, GNVQ and AEA Code of Practice 2006*.

9. Feedback to centres

9.1 Centres will receive a written report from the Moderator based on issues relating to the moderation.

**WELSH BACCALAUREATE QUALIFICATION
Candidate/Teacher Declaration Sheet - Advanced Diploma**

APPENDIX 1

Centre No Centre Name Candidate No Candidate Name

This form must be attached to the front of each Individual Investigation, used in the sample.

The centre must place a tick, **in box 1 only**, against either Good, Middle, Bare or Fail to indicate the level at which the criteria has been assessed. A tick must also be placed to indicate the final outcome of the investigation.

Box 1 To be completed by the School/College				
<i>Criteria</i>	<i>Good</i>	<i>Middle</i>	<i>Bare</i>	<i>Fail</i>
Select and use appropriate skills and techniques				
Select and use relevant knowledge				
Show clear understanding				
Give an evaluation and conclusion				

Final Outcome				
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Box 2 To be completed by the Moderator					
<i>Criteria</i>	<i>Good</i>	<i>Middle</i>	<i>Bare</i>	<i>Fail</i>	Comment
Select and use appropriate skills and techniques					
Select and use relevant knowledge					
Show clear understanding					
Give an evaluation and conclusion					

Final Outcome				
Bordeline	YES		NO	

Moderator's Signature: Date:

Declaration by candidate: *I confirm that the contents of this Individual Investigation are my own unaided work. I am aware of the penalties for unfair practice.*

Signature: Date:

Declaration by Teacher/Lecturer: *I confirm, as far as I am, able that the work of this candidate is his/her own work and that no unfair practices have occurred.*

Signature: Date:

**WELSH BACCALAUREATE QUALIFICATION
Candidate/Teacher Declaration Sheet - Intermediate Diploma**

APPENDIX 2

Centre No Centre Name Candidate No Candidate Name

This form must be attached to the front of each Individual Investigation, used in the sample.

The centre must place a tick, **in box 1 only**, against either Good, Middle, Bare or Fail to indicate the level at which the criteria has been assessed. A tick must also be placed to indicate the final outcome of the investigation.

Box 1 To be completed by the School/College				
<i>Criteria</i>	Good	Middle	Bare	Fail
Plan how they will approach, carry out and complete				
Identify sources, decide the relevance of and use a range of appropriate information				
Present the findings in a relevant format				
Evaluate and draw conclusions based on the findings				

Final Outcome				
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Box 2 To be completed by the External Moderator					
<i>Criteria</i>	Good	Middle	Bare	Fail	Comment
Plan how they will approach, carry out and complete					
Identify sources, decide the relevance of and use a range of appropriate information					
Present the findings in a relevant format					
Evaluate and draw conclusions based on the findings					

Final Outcome				
Bordeline	YES	NO		

Moderator's Signature: Date:

Declaration by candidate: *I confirm that the contents of this Individual Investigation are my own unaided work. I am aware of the penalties for unfair practice.*

Signature: Date:

Declaration by Teacher/Lecturer: *I confirm, as far as I am, able that the work of this candidate is his/her own work and that no unfair practices have occurred.*

Signature: Date:

**WELSH BACCALAUREATE QUALIFICATION
Candidate/Teacher Declaration Sheet - Foundation Diploma**

APPENDIX 3

Centre No Centre Name Candidate No Candidate Name

This form must be attached to the front of each Individual Investigation, used in the sample, and sent to the moderator by.

The centre must place a tick, **in box 1 only**, against either Good, Middle, Bare or Fail to indicate the level at which the criteria has been assessed. A tick must also be placed to indicate the final outcome of the investigation.

Box 1 To be completed by the School/College				
<i>Criteria</i>	Good	Middle	Bare	Fail
Draw up a Plan for the Investigation				
Identify and use a range of information for use in their Investigation				
Present the findings of the Investigation				
Reflect upon the outcomes of the Investigation and the plan produced				

Final Outcome				
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Box 2 To be completed by the External Moderator					
<i>Criteria</i>	Good	Middle	Bare	Fail	Comment
Draw up a Plan for the Investigation					
Identify and use a range of information for use in their Investigation					
Present the findings of the Investigation					
Reflect upon the outcomes of the Investigation and the plan produced					

Final Outcome					
Bordeline	YES	NO			

Moderator's Signature: Date:

Declaration by candidate: *I confirm that the contents of this Individual Investigation are my own unaided work. I am aware of the penalties for unfair practice.*

Signature: Date:

Declaration by Teacher/Lecturer: *I confirm, as far as I am, able that the work of this candidate is his/her own work and that no unfair practices have occurred.*

Signature: Date:

