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Or , all the teachers responsible for marking a component/unit exchange some marked work (preferably at a meeting led by the teacher in charge of internal standardisation) and compare their marking standards.

Where standards are found to be inconsistent, the discrepant teacher(s) should reconsider and, if appropriate make adjustments to the marks of candidates for whom they were responsible. The new marks should be checked by the teacher in charge of internal standardisation.

If centres encounter any difficulties either in the application of mark schemes or in the process of internal standardisation, advice may be sought from the relevant subject specialist at the WJEC.

1.3 QUALITY OF WRITTEN COMMUNICATION

In most subjects the marking of 'Quality of Written Communication' is incorporated within the overall assessment of components/units.

It is vitally important that instructions are adhered to and mark sheets are completed correctly so that candidates' marks are awarded out of the correct total for all components/units.

1.4 ANNOTATION OF WORK

The following general principles for the annotation of work should be related to any subject-specific requirements.

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1.5 AUTHENTICATION

Teachers must be sufficiently familiar with the candidate's general standard to judge whether the piece of work submitted is within his/her capabilities.

Candidates must be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The documents JCQ Instructions for conducting coursework 2023 - 2024 and *JCQ Information for Candidates – Non-Examination Assessment 2023 – 2024,* available on the JCQ website (

WJEC will handle with care material submitted for moderation but cannot accept responsibility for loss or damage. Samples may be retained by WJEC for use as exemplar or archive material (centres will receive notification if this is the case).

N.B. Candidates should be advised not to include valuables or irreplaceable items in their work, e.g. photographs, certificates, etc.

Centres are advised that candidates' work must be kept securely until the deadline for a review of moderation has passed or until a review of moderation or appeal or malpractice investigation has been completed, whichever is the later. Where retention is a problem, because of the nature of the work, some form of evidence (e.g. photographic, audio-taped or video-taped) must be available. Centres are requested to keep a record of the examination numbers and names of those candidates whose work is included in the sample sent to or seen by moderators. This information may be required if there are enquiries upon results at a later date.

1.9 RE-SITTING MARKS FOR UNITS/SUBJECTS

Provided the rules for re-sitting units are adhered to (e.g. GCSE terminal requirements) as outlined in the Guide to resit requirements, then centres should enter candidates for any controlled assessment/NEA units that candidates wish to re-

GCE Applied Certificates and Diplomas Extended Project FAD HSCCC: HSC Principles and Contexts	1 April (June Series)
National/Foundation Welsh Baccalaureate	25 April (June Series)
Advanced Welsh Baccalaureate	10 May (June Series)
Advanced Skills Baccalaureate Wales	
HSCCC: CCPLD Practice and Theory	6 May (June window)
HSCCC: CCPLD Practice and Theory	8 July (August window)

2.3 ENTERING AND SUBMITTING INTERNAL ASSESSMENT MARKS (WJEC SECURE WEBSITE)

Once entries have been submitted and processed by WJEC, you will need to log on to the WJEC secure website and hover over the 'Internal Assessment' tab, before clicking the 'Internal Assessment Marks/Outcomes' tab. A web page will be available for each

For centres who have not entered for an “e-

2.14 LATE ENTRY CANDIDATES

Marks for late entry candidates can be input on IAMIS, provided the candidate entry has already been submitted to and processed by WJEC.

To input a mark for any candidate who is not listed on IAMIS, the exams officer should submit the required entry as soon as possible.

Once this information has been sent to WJEC by the exams officer, allow 72 hours before trying to input and submit the mark.

WJEC monitors

SECTION 3: GUIDANCE FOR CONSORTIA ARRANGEMENTS

(Only required if two or more member centres will be entering candidates for work that is centre-assessed)

Some centres may be involved in consortium arrangements for one or more specifications. This usually arises where a group of centres establish joint teaching arrangements in a subject, and the candidates attend a single centre for tuition.

In many consortium arrangements, however, the centre at which the candidates are enrolled ("the entering centre") will make all the required entries. In this case, the additional procedures outlined below must be followed so that the candidates can be treated as a single group for the purposes of internal assessment moderation.

3.1 Responsibilities – Consortium co-ordinating centres

The consortia must appoint a co-ordinator to liaise with the WJEC on behalf of all centres within the consortium. This is normally the Examinations Officer based at the teaching centre. Coordinating centres must complete the online consortia arrangements application form on our secure website by selecting 'JCQ Centre Admin Portal'. This must be submitted by 31st January for each summer series.

The coordinating centre for each consortium must identify the centres which are part of its consortium and the units / components this applies to. Coordinating centres must contact WJEC if any information changes between submitting the application form and the submission of final entries.

The coordinating centres must ensure that all work submitted from all centres in the consortium is internally standardised prior to the sample being submitted to WJEC.

Coordinating centres are responsible for marking the work and sharing the marks with candidates being taught in that consortium in line with the JCQ *'Notice to Centres – Informing candidates of their centre assessed marks'*

Coordinating centres are responsible for informing the entering centre of the marks awarded for the NEA. This must be done early enough to enable the entering centre to input and submit marks on IAMIS by the official deadline date and to generate the sample for sharing with the consortium coordinator. Any candidate appeal against the mark awarded must be processed by the coordinating centre.

The coordinating centre is responsible for ensuring that authentication forms / marksheets are completed and signed by both the teacher and the candidate. They must also comply with the NEA submission deadlines and despatch / make available the samples at the prescribed time for moderation. The samples must match with those as indicated by IAMIS across all centres within the consortium.

Where there are ten or fewer candidates in any one centre taught as part of the consortium the coordinating centre must provide all candidates' work for moderation for that / those centres. The coordinating centres must liaise with centres in the consortium if the number of candidates at the centre is greater than 10 candidates, in order to provide the specific sample required for moderation, as detailed on IAMIS.

The coordinating centre is responsible for making additional samples available in a timely fashion, should WJEC request them. This may involve some liaison with entering centres, where appropriate.

After moderation the coordinating centre is responsible for the safe and secure retention of the work until the window for reviews of moderation is closed.

When submitting a review of moderation request, the coordinating centre must ensure that all centres within the consortium have agreed to the review of moderation request. On receipt of a review of moderation request, a declaration form will be sent to the coordinating centre for completion. This should be emailed to the WJEC PRS team, prior to the commencement of the review of moderation.

Outcomes of the review of moderation will be sent to every centre within the consortium.

3.2 Roles and Responsibilities – Entering Centres

Entering centres are responsible for liaising with the coordinating centre to provide details of the candidates who will be entered as part of the consortium.

Entering centres are responsible for submitting entries to WJEC at the appropriate time.

Entering centres are responsible for informing WJEC of any special arrangements, such as situations in which they teach their own cohort apart from one or more of their candidates, who are taught at the consortium coordinating centre. This could be for reasons such as issues with internal choices / timetabling. In such cases the entering centres must provide WJEC, via the 'Partial Consortium Arrangements' form (emailed to consortia@wjec.co.uk) with the details of those candidates whose work will be marked at a different centre to the main cohort, which is taught in their own centre.

Entering centres are responsible for liaising with the co-ordinating centre to ascertain the final marks to be input on IAMIS. Marks must be input to IAMIS by the WJEC deadlines.

Entering centres, with more than one candidate entered in a cohort for a [illegible] being put in their own consortium, are responsible for liaising with the co-ordinating centre to inform them of the sample required as identified by IAMIS. This must be done early enough to enable co-ordinating centres to provide the samples to WJEC for moderation, and by the prescribed deadline date.

A review of moderation must be agreed by all centres in the consortium prior to submitting a request. Each entering centre must submit the request for the review of moderation for their own centre.

For subjects using E-Submission, keycodes will be provided to entering centres. It is the responsibility of the centres within the consortium to liaise and ensure work is uploaded for all relevant candidates.

SECTION 4: OTHER ORDINARY PUBLIC SUBJECTS

Health and Social Care (Double Award)	Unit 4: Promoting and supporting health and well being to achieve positive outcomes	30 April	5 May	3570U40	C00/1237/9	X	✓
History	Unit 4: Working as an Historian	30 April	5 May	3100UN0	C00/1152/0	X	✓
Media Studies*	Unit 3: Creating Media	30 April	5 May	3680U30	C00/1165/3	X	✓
Music*	Unit 1: Performing	30 April	5 May	3660U10	601/8290/8 C00/0780/5	X	✓
Music*	Unit 2: Composing	30 April	5 May	3660U20	601/8290/8 C00/0780/5	X	✓
Physical Education (Full)*†	Unit 2: The Active Participant In Physical Education	5 May (actual submission date)	N/A (Visiting Moderator)	3550U20	601/8148/5 C00/0779/7	X	✓
Physical Education (Short)*†	Unit 2: The Active Participant In Physical Education	5 May (actual submission date)	N/A (Visiting Moderator)	3555U20	C00/1158/0	X	✓
Welsh Language*†	Unit 1: Oral	November Series – 29 October June Series – 17 March	November				

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†GCSE WJEC Specific

ART AND DESIGN (UNITS 1 & 2) – Key Moderator

Centres must submit marks on IAMIS by 31st May. The moderation window extends from 5th – 30th June. The moderator allocated to your centre will contact to arrange the moderation visit date before the end of April.

COMPUTER SCIENCE (UNIT 3)

All work for this Unit should be submitted via the Surpass system.

Candidate marks are to be entered into the IAMIS system which will generate a sample. Each candidate selected will need all their work zipped into one file (including the candidate declaration and mark sheet) and uploaded using the keycode for that candidate (which is available to Examination Officers on Surpass).

There is an upload limit of 150Mb per candidate.

Although there is no requirement for centres with more than 10 candidates to upload all candidate work this is to be encouraged.

DESIGN AND TECHNOLOGY (UNIT 2) – Key Moderator

Centres must submit marks on IAMIS by the 5th May. Moderation will take place 9th-12th and 15th May. Times and dates of the visit will be emailed to the Exams Officer.

ENGLISH LANGUAGE – ORAL (UNIT 1)

Moderation of Orals k s

Both tasks - presentation and discussion - completed by the candidates chosen by IAMIS should be sent in the sample.

Record k eeping r

The sample marks should be noted on the relevant record keeping mark sheet for the Individual Researched Presentation and Responding and Interacting group discussion.

If a candidate wishes to carry forward English Language Unit 1, Oracy, both Task 1 and Task 2 must be carried forward. i.e. If a new Task 1 (Individual Presentation) is submitted, a new Task 2 (group discussion) assessment must be undertaken as well.

ENGLISH LITERATURE (UNIT 3)

Scripts Work to the Moderator

Drama & Theatre*	Unit 1: Theatre Workshop	8 May	15 May	2690U10	603/0290/2 C00/0791/4	✓
Health & Social Care, and Childcare‡	Unit 2: Supporting Health, Well-Being and Resilience in Wales	8 May	15 May	2570U20	C00/3716/2	✓
ICT*	IT2: Presenting Information Task	8 May	15 May	2530U20	603/2153/2 C00/1189/4	✓
Media Studies*	Unit 2: C /P /MCID 27 BDC 2530U20 Td( )TjE3Ta7BDC /C2_0 1 Tf10.445 0.02 Td[Tf10.445 0.TjCID 33 3Tj.44BDC -0.00				603/00/1189/4 C	

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Subject	Component/ Unit	Recorded Inside for Ur	Worst depicted/ Provided by	Unit Code	QN Number / QN Number	Series Availability Jan	s
Applied ICT	AICT 3: eProject – Project planning for ICT	8 May	15 May	1535U30	603/2150/7 C00/1177/8	✓	
Applied ICT	AICT 4: eStudio – ICT Marketing communications	8 May	15 May	1535U40	603/2150/7 C00/1177/8	✓	
Applied ICT	AICT 5: eCode – Producing Software Solutions	8 May	15 May	1535U50	603/2150/7 C00/1177/8	✓	
Applied ICT	AICT 6: eTransact – Selling and ICT	8 May	15 May	1535U60	603/2150/7 C00/1177/8	✓	
Art & Design†	Unit 2: Personal Investigation	31 May (actual submission date)	N/A (Visiting Moderator)	1650U20-1656U20	601/5290/4 C00/0722/0	✓	
Art & Design†	Unit 3: Externally Set Assignment	31 May (actual submission date)	N/A (Visiting Moderator)	1650U20-1656U20	601/5290/4 C00/0722/0	✓	
Built Environment‡	Unit 4 Option A: Construction Practices (Building Surveying)	8 May	15 May	1509UA0	C00/3982/6	✓	

Built Environment‡	Unit 4 Option B: Construction Practices (Surveying Land)	8 May	15 May	1509UB0	C00/3982/6	✓
Computer Science*	Unit 5: Business in a Changing World	8 May	15 May	1500U50	601/5345/3 C00/0722/5	✓
Digital Technology*	Unit 4: Digital Solutions	8 May	15 May	1540U40	610/1535/0 C00/4322/1	✓
Design & Technology†	Unit 4: Design & Make Project	15 May (actual submission date)	N/A (Visiting Moderator)	1601U40-1603U40	603/1981/1 C00/1166/8	✓
English Language	Unit 5: Language and Identity	8 May	15 May	1700U50	601/5346/5 C00/0722/6	✓
English Language & Literature	Unit 5: Critical and Creative Genre Study	8 May	15 May	1710U50	601/5388/X C00/0722/8	✓
English Literature	Unit 5: Prose Study	8 May	15 May	1720U50	601/5389/1 C00/0722/7	✓
Geography†	Unit 5: Independent Investigation	17 March	24 March	1110U50	601/8455/3 C00/0780/7	✓
Health & Social Care, and Childcare‡	Unit 4: Supporting the Development, Health, Well-Being and Resilience of Children and Young People	8 May	15 May	1570U40	C00/1253/3	✓

APPLIED ICT (UNIT 3 – A2)

The controlled assignment ‘initial requirements’ is available from the first week of September 2023. The ‘revised requirements’ will be accessible to candidates from 1 March to the 1 May 2024. During this window candidates will have a 15-hour time limit to complete all tasks. The 15-hour time limit may be organised as deemed appropriate by the centre. The completion date is to be determined by the centre, taking into account a requirement for despatch to the

4.3 VOCATIONAL AWARDS AND CERTIFICATES

Controlled Assessment

Subject	Component/ Unit	Recorded basis date for Jan	Work provided by	Unit Code	Series Availability Jan
Creative and Media: Creating an Outcome in response to a Brief‡	Controlled Assessment	29 April	5 May	9752/01	✓
Creative and Media: Skills development in Stage Acting‡	Controlled Assessment	29 April	5 May	9753/01	✓
Creative and Media: Skills development in TV/Film Acting‡	Controlled Assessment	29 April	5 May	9754/01	✓
Creative and Media: Skills development in Physical Theatre Performance‡	Controlled Assessment	29 April	5 May	9755/01	✓
Creative and Media: Skills development in Set/Costume Design‡	Controlled Assessment	29 April	5 May	9756/01	✓
Creative and Media: Skills development in Lighting/Sound Design‡	Controlled Assessment	29 April	5 May	9757/01	✓
Creative and Media: Skills Development in Solo Dance Performance‡	Controlled Assessment	29 April	5 May	9758/01	✓
Creative and Media: Skills development in Group Dance Performance‡	Controlled Assessment	29 April	5 May	9759/01	✓

led ment	29 April	5 May	9760/01	✓
led ment	29 April	5 May	9761/01	✓
led ment	29 April	5 May	9762/01	✓
led ment	29 April	5 May	9763/01	✓

Global Communication: German – Unit 3*†	Controlled Assessment	29 April	5 May	5889U3	✓
Global Communication: Spanish – Unit 1*†	Controlled Assessment	29 April	5 May	5899U1	✓
Global Communication: Spanish – Unit 2*†	Controlled Assessment	29 April	5 May	5899U2	✓
Global Communication: Spanish – Unit 3*†	Controlled Assessment	29 April	5 May	5899U3	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.
‡Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here
†Denotes components/units with further individual notes below.

† LEVEL 1 / LEVEL 2 AWARD IN GLOBAL BUSINESS COMMUNICATION (French, German or Spanish)

4.4 Level 1/Level 2 TECHNICAL AWARDS (first teaching Sept 2022)

Controlled Assessment

Subject	Component/ Unit	Recorded basis date for Jan (Jan / June)	Work provided by (Jan / June)	Unit Code	Series Availability	
					Jan	June
Engineering: Manufacturing Engineering Products‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5799U1	✓	✓
Engineering: Designing Engineering Products‡	Controlled Assessment	4 December / 29 April	10 December / 5 May	5799U2	✓	✓

Diploma in Medical Science: Medicines and Treatment of Disease ‡	Controlled Assessment	8 May	15 May	4463U40-1	601/7644/1 C00/0779/1	✓
Certificate in Business: Active Marketing‡	Internal Assessment	8 May	15 May	4513U2	603/0820/5 C00/1177/3	✓
Diploma in Business: Markets and Customers‡	Internal Assessment	8 May	15 May	4513U5	603/0821/7 C00/1177/4	✓
Certificate in Tourism: Unit 2 Worldwide Tourism Destinations‡	Controlled Assessment	8 May	15 May	4583U2	603/0825/4 C00/1177/1	✓
Diploma in Tourism: Unit 4 Event and Itinerary Planning‡	Controlled Assessment	8 May	15 May	4583U4	603/0826/6 C00/1177/2	✓
Certificate in Business: Unit 2 Business Creation (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4783U2		✓
Certificate in Tourism: Unit 3 Managing the Customer Experience (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U3		✓
Certificate in Tourism: Unit 4 Global Destinations (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U4		✓
Certificate in Tourism: Unit 5 Planning Coordinating and Running an Event (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U5		✓
Certificate in Tourism: Unit 6 Digital Marketing for Tourism and Events (Wales only) NEW‡	Controlled Assessment	8 May	15 May	4803U6		✓

Certificate in Sport: Unit 9 Social Influences on participation in Sport and Physical Activity (Wales only)*	Controlled Assessment	8 May	15 May	4923U9	✓

4.6 Certificate Lit

Controlled Assessment

Subject	Component/Unit	Recorded basis date for Year	Worked/Uploaded by	Unit Code	QN Number	Series Availability Jan
Roman Civilisation Study: Level 1‡	Controlled Assessment	30 April	5 May	9513/01	500/6831/3	✓

‡ Denotes components/units for which candidates' work must be submitted electronically via the IAMIS Upload facility on our secure website. Further details are available in the 'E-Submission (IAMIS upload) – Subject Guide' available here.

4.7 ENTRY LEVEL

Course work

Subject	Component/Unit	Recorded bids date for	Work uploaded by	Unit Code	QN Number / QN Number	Series Availability Jun
English*	Component 2: Topic Tests	30 April	5 May	6700QCL-2	603/1342/0 C00/1186/9	✓
English*	Component 3: Practical Assessments	30 April	5 May	6430QCL-3	603/1342/0 C00/1186/9	✓
Mathematics – Numeracy‡	Component 2: Topic Tests	30 April	5 May			

Welsh*	Unit 3: Oral Tasks	30 April	5 May	6020QU-3	C00/3728/8	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Prus

4.8 ENTRY PATHWAYS

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by 12 December (June Series) / 15 May (June Series).

For Healthy Living and Fitness practical units centres must select their own samples.

LANGUAGE PATHWAYS
(French, German, Spanish, Italian, Mandarin, Japanese)

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by 12 December (June Series) / 15 May (June Series).

VOCATIONAL PATHWAYS

Centres should follow the procedures for the submission of marks as described within sections 1 and 2 of this document and as outlined in the 'E-Submission (IAMIS upload) – Subject Guide' available here to ensure that the required sample is electronically uploaded by 12 December (June Series) / 15 May (June Series).

complete the Referral Form - including a timescale for re-submission. Complete and

4.10 Extended Project

Course work

Subject	Recorded basis date for Year	Work uploaded by	Item Code	QN Number / QW Number	Series Availability
					June
Extended Project*	7 May	15 May	9500 03	601/4698/9 C00/0675/6	✓

*Denotes components/units for which candidates' work must be submitted electronically via Surpass. Further details are available in the 'E-Submission Process – Subject Guide' available here.

4.11 WELSH BACCALAUREATE

Controlled Assessment

Subject	Recommended latest date for receipt (Jan / June)	Will be provided by (Jan / June)	Unit code	Series Available	
				Jan	June
National/Foundation: Individual Project*	15 December / 3 May	22 December / 10 May	90S9U10	✓	✓
National/Foundation: Enterprise and Employability Challenge*	15 December / 3 May	22 December / 10 May	90S9U20	✓	✓
National/Foundation: Global Citizenship Challenge*	15 December / 3 May	22 December / 10 May	90S9U30	✓	✓
National/Foundation: Community Challenge*	15 December / 3 May	22 December / 10 May	90S9U40	✓	✓

Advanced: Ind787.08wr0.48 37.32 ref560.28 2522 257.58 0.7.321 Tc 10.98 -0 0 10.98 39.96 202.92 Tm[(A)1.0f787.08 257.58 0.481 37.32 refEMC BT/P5p557 0 Td6

Advanced: Community Challenge*	5 January / 17 May	12 January / 24 May	90S3U40	✓	✓
Advanced Skills Baccalaureate Wales: Global Community Project*	31 May	7 June			

Level 3 HSC: Principles and Contexts unit 9 Investigating contemporary issues in health and social care in Wales*	10 December / 11 June

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EAD CEN E DEG A A N

(NEA)

A Level / AS			
Qualification	Purpose of Centre Declaration Form	Date required	Send to