Centre-assessed components – quality assurance guidance for moderators

This guidance is supplemental to the Moderator Handbook and offers further clarification on the principles and process for the quality assurance of centre-assessed components in the Technical Qualifications.

What are centre-assessed components?

Centre-assessed components are internally assessed by centres and in some instances are subject to external quality assurance, which is undertaken by City & Guilds Moderators. Centre-assessed components include:

- Assignments (internally assessed and sometimes subject to external verification
- Portfolios (internally assessed and not subject to external verification)
- Knowledge tests (either marked or graded as 'pass/fail' and not subject to external verification)

Centre-assessed components are often **optional** units (where the centres/candidates can select from a number of units to meet a required number of guided learning hours (GLH). For some qualifications they can also be **mandatory** units, which must be completed by all candidates.

Centre-assessed components do not contribute to the overall qualification grade, however they are a requirement that must be completed in order for the qualification to be achieved.

External quality assurance of centre-assessed components

Centres are required to upload their marks for all centre-assessed components to the Moderation Portal. Moderators will undertake quality assurance sampling of these components in order to verify that centre assessment is accurate.

Please note: this is <u>not</u> a remark of centre marking (as with moderation). Unlike with moderation centres have the option to address any issues in their marking that are identified.

Submission process

The Principal Moderator for each qualification will provide their moderators with a list of which centre-assessed components are acceptable for verification.

We have asked centres to upload candidate evidence for **one** centre-assessed component for initial sampling by our moderators. Centres were asked to submit the first centre-assessed components they complete, however it may be that the unit they upload is unsuitable for verification (see above).

If centres upload evidence for one of these units you will need to contact them via email to request that they upload evidence for a different unit. If the centre fails to do so, please contact the Technicals and Moderation Support (TMS) team who will chase on your behalf.

While the submission deadline for the candidate marks <u>all</u> centre-assessed components is 15th June, we have asked centres to submit a sample of candidate evidence for one centre-assessed component early, on 30th March. This gives more time for you to provide corrective feedback (where required) and for the centre to address it before the final submission deadline.

Moderators should check the Moderation Portal from 30th March onwards to see whether their allocated centres have submitted anything.

Verification process

The quality assurance process for these centre-assessed components is a 'lighter touch' than for the synoptic assignments. Essentially the moderator's responsibility is to review the professional judgements of the centre marking and ensure that the evidence submitted supports these.

Please note that while the Portal does have the functionality to allow moderators to submit marks for centre-assessed components, you are not required to do so.

The quality assurance process involves moderators looking at a sample of candidate evidence for a specific unit. The sample sizes will be the same as for the synoptic assignments.

Moderators should, where possible, trust that centre staff are qualified to make consistent decisions on the industry they have been employed to assess and should only query centre assessment decisions for the following reasons:

1. If the evidence is **contradictory** e.g. if the tutor testifies that something was at a certain standard and the photographic evidence opposed this; or a learner's written account differed from the tutor's justification of marks awarded.

2. If the required evidence is **missing** e.g. if the candidate was asked to submit a photo and didn't or if the tutor had not written a testimony of the performance (when it was asked for).

Please note - Moderators must ensure that they are familiar with the specific evidence that is required in the assignment brief before querying centres. If evidence is not specified in the brief it cannot be requested from a centre.

3. If there is a **clerical error** which has affected the grades i.e. the numbers have been incorrectly calculated which results in a change in grade.

In these instances Moderators must contact to the centre with relevant corrective actions. Centres must then respond to these actions and re-submit the evidence to demonstrate they have been addressed.

In addition to this moderators will undertake a review of the administration of the centre-assessed components. This involves checking that the relevant paperwork was completed accurately and that evidence was submitted on time.

Feedback to centres

Moderators will provide feedback to centres using the 'Centre-assessed components feedback to centres' email template provided. The TMS should also be copied in to this email.

This will involve providing feedback on the centre's assessment decisions and administration along with any corrective actions (where required).

Following up actions

Where you have given a centre corrective actions, you must ensure that the centre responds to this and resubmits the evidence for further review. It is up to you how long you give a centre to respond to the actions, but the closer to the final submission deadline (15th June) they submit their initial component for sampling the less time they have to do so. Remember that they will need to do so for you to complete all of your moderation and verification activities.

Realistically a centre should be able to respond to any corrective action in a week, although depending on the extent of the issue, a larger window may be required.

In some situations, following your feedback, you may feel it is appropriate for the centre to upload an additional centre-assessed component to evidence that they have responded to your actions accordingly.

In your feedback to the centre, please indicate the deadline for them responding. They will then upload any revised / additional evidence or marks as required, via the Moderation Portal for your further review.

If you are having trouble contacting a centre or they are not responding to you, please inform the Technicals and Moderation Support (TMS) team who will further chase on your behalf.