­­**Moderation Visit Feedback - EXEMPLAR**

**Technical Qualifications – synoptic assignment**

*Please note – this visit may cover a number of qualification pathways, or both Levels 2 and 3, depending on the qualification structure / industry requirements.*

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| **Centre name:** | **Centre number:** |
| The College | 006655 |
| **Qualification title:** | **Qualification number:** |
| Technical Diploma in Barbering Level 3 | 6003 |
| **Date of visit:** | **Moderator name** |
| 12.4.18 | Alison Atkinson |
| **Assessments / Tasks observed** | **Visit reference number:** |
| Synoptic Task 2 | \*\*\*\* |

| **Candidate details** | | | **Expected level of performance (High / Mid / Low)** | **Marker name** |
| --- | --- | --- | --- | --- |
| **First name** | **Last name** | **Enrolment number** |
| Alice | Anderson | AAR0159 | High | Janet Crow |
| Roberta | McRoberts | AAR0160 | High | Janet Crow |
| Shakira | Veets | AAR0161 | Mid | Janet Crow |
| Danny | Blue | AAR0162 | High | Janet Crow |
| Steph | Cuckoo | AAR0163 | Low | Jessica Lang |
| Havana | Kanucco | AAR0164 | Low | Jessica Lang |

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| **Assessment site visited:** | Lincoln City Campus |

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| **Date:** | 16.4.18 |

**Moderator feedback**

| 1. Did observation notes provide clear descriptions and sufficiently differentiate between levels of performance? If more than one observer was present, was assessment practice consistent?  NB observation notes should enable any third party to accurately allocate marks in each assessment objective once all tasks have been submitted. |
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| Practical observation forms (PO) gave a detailed account of what was carried out on the day. However there were some areas of exemplary skill that were missed and one small mistake made by a candidate was not documented. See **recommendation 1** below.  Staff were confident when observing and used the examples in the marking grid when describing the quality of each service observed.  One staff member missed the opportunity to assign marks in AO2 and was less confident in turning notes into phrases that clearly indicated how well candidates had performed – see **recommendation 2** below.  Grades were referred to in some PO forms. See **recommendation 3** below. |

| 2. Did photographic / other evidence required in the synoptic assessment pack provide a clear picture of candidate performance? |
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| Staff were fully aware of the requirements of the synoptic assessment regarding photographic evidence. There was a designated area for photos to be taken with good lighting and plain backgrounds in line with the City & Guilds guidance document Requirements for Uploading Evidence for Technical Qualifications found here: <https://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support> . See further **recommendation 4** below. |

| 3. Summary of feedback and/or recommendations for centre |
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| The day was clearly well organised and learners felt comfortable with the evidence they were asked to produce. An industry expert was present during the session and gave helpful input to the official observers.  Staff provided a rank order of the learners’ predicted level of performance at the beginning of the observation. This was revisited at the end of the day where it was noted that some judgments had changed. This is perfectly acceptable and shows that candidates may perform differently to expectations. It must also be noted that these judgments may also change once all tasks (practical and written) have been completed.  Staff had taken part in internal standardisation and training exercises. This good practice should be maintained as it will help align judgements between observers and markers. Staff should be fully familiar with the guidance provided in the synoptic assessment pack and the marking and moderation guide for centres. These guidance documents are subject to change and downloading the latest version is recommended: Technical Qualifications: Marking and moderation guide: <https://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support>  **Recommendations**  1. Notes should be taken on each element of skill and technical ability to clearly show the marker where to award marks when all tasks are submitted. The descriptions on PO forms should be clearly linked to the band descriptors on the Marking Grid and show how well, why and where the candidate met the examples of evidence. All assessment objectives should be considered during the practical synoptic session and detailed descriptions of all strengths and weaknesses in the performance should be documented.  2. Verbal questioning could be used more regularly in this centre, specifically to evidence candidates’ understanding (AO2). When this is done, it is necessary to document the responses on the PO form. A candidate can show their understanding by the observer asking ‘why’ they are doing a particular action or what the consequences are of not doing an action. Knowledge, on the other hand, can be inferred if they are completing something in the correct sequence, for example. It is very important that verbal questions do not lead candidates in any way, through verbal or non-verbal communication techniques, and care should be taken to avoid disadvantaging or advantaging candidates by giving unfair focus to one individual or asking the same set of questions in ear-shot of other candidates.  3. Observers should be mindful not to refer to tasks being completed to a grade (pass, merit, distinction) and that marks are only allocated once all tasks have been submitted. Although marks and performance can be discussed with candidates it should be with caution as these are unmoderated marks and may be subject to change. Candidates are not allowed to use any feedback to adjust or improve their evidence as this is a summative assessment which can not be resubmitted in the same year.  4. Photographic evidence could be further enhanced by the candidate annotating each one to show their understanding of the techniques / tasks. In addition, each photo should be checked as soon as it is taken and again once uploading to the portal is complete as clarity can be lost after scanning. Please remember that the moderator must zoom in to check the finer details. Photos must be suitably named if they are saved as separate files. Ideally, photos should be placed in the same document as the rest of the candidate’s work and flow in a logical order to accurately show before and after services. |