

Recording and Authenticating Centre Assessments: 2007/8

1. Introduction

These notes should be read in conjunction with the relevant AQA regulations and any subject-specific instruction document relevant to 2007/8 – including any relevant information given in *Examination Update* documents.

In addition to the *Centre Declaration Sheet*, which must accompany every submission of coursework to a moderator, the following documents are available for teachers to record the marks awarded to candidates for centre-assessed work.

ELC, GCSE, GCE, FSMQ, VRQ: a *Candidate Record Form* for each centre-assessed component.
[Some ELC specifications also have *Summary Sheets*]

GNVQ: a *Candidate Record Form* for each specification;
a *Unit Record Sheet* for each portfolio unit.
[Each externally-assessed unit requires a *Candidate Record Form* and they use a different *Centre Declaration Sheet* to other units]

Key Skills: a *Candidate Record Form* covering the internal assessments for Key Skills/ Wider Key Skills.
[This does not replace the *Log Book* which is a required part of the portfolio]

2. Distribution

The forms required for November 2007, January 2008 and June 2008 (and some ELC and GCSE forms for 2009) will be sent to centres on the basis of submitted estimated entries in five packs scheduled for despatch between September 2007 and June 2008. The despatches are planned as follows.

Pack	Contents	Receipt
1	Forms for November 2007 GCSE Maths B and June 2008 GCE ICT6/PAF	Late September 2007
2a	Forms for January 2008 Applied GCE/ GCE/ FSMQ/ VRQ units	Late October 2007
2b	Forms for January 2008 Applied GCE/GNVQ units with externally-assessed assignments	Late October 2007
3a	Forms for March 2008 GCSE Maths B and June 2008 GCE Drama Units	Early December 2007
3b	Forms for June 2008 Applied GCSE units	Early December 2007
3c	Forms for June 2008 ELC/GCSE units	Early December 2007
3d	Forms for March 2008 Key Skills	Early December 2007
4a	Forms for June 2008 GCE/ FSMQ/ VRQ/ Key Skills units	Early February 2008
4b	Forms for June 2008 Applied GCE units (including externally-assessed assignments)	Early February 2008
4c	Forms for June 2008 GNVQ units (including externally-assessed assignments)	Early February 2008
5	Forms for January 2009 MFL and Applied GCSE Units and some June 2009 ELC/ GCSE units (those required early in a course)	Late June 2008

On receipt of a pack, please check the contents against its *Enclosure Note*. Should an entry have been underestimated, or you are entering candidates for a qualification for the first time, you may order top-up supplies (minimum of 10 per item) from **AQA Logistics Centre, Unit 2, Wheel Forge Way, Ashburton Park, Trafford Park, Manchester, M17 1EH**. Please use the *Order Form* enclosed with the pack quoting the form code printed at the bottom right corner of each form – a list of these codes is available from AQA's website in the Administration/Procedures/Coursework Administration section (http://www.aqa.org.uk/admin/p_course.html). All AQA *Candidate Record Forms* and *Unit Record Sheets* can be read and downloaded from here too.

The AQA website now provides the master versions of the forms for 2007 and 2008 specifications. [Note that these are the most up-to-date versions of the documents and, where there are differences, supersede those in specification booklets.]

Centres can print and photocopy from the website forms if they wish – it is recommended that printing is done back-to-back where relevant.

3. Centre Declaration Sheet

A *Centre Declaration Sheet* must accompany every submission of coursework to a moderator. There is one document common to all specifications at all levels in all years.

Each centre is required to:

- authenticate the candidates' work
- standardise the assessments across different teachers and teaching groups to ensure that all candidates at the centre have been judged against the same standards.

In GNVQ and FSMQ qualifications, the centre should also ensure that the assessments of all portfolio units (for a given specification at a given level) have been internally standardised together (i.e. all marked to the same general standard).

4. Guidance given by teachers

If a candidate has been given additional guidance or assistance beyond that given to the class as a whole and as specified in the syllabus, this must be recorded in the space provided on the *Candidate Record Form*.

5. Evidence to support the award of marks

The *GCSE, GCSE in vocational subjects, GCE and GNVQ Code of Practice* requires teachers/assessors to 'show clearly how credit has been assigned in relation to the criteria defined in the specification' (para. 84). All *Candidate Record Forms* and *Unit Record Sheets* include a section for teachers/assessors to record explanatory notes on the assessments.

6. Authentication of candidates' work

Candidates' work must be authenticated by teacher/assessors on the *Centre Declaration Sheet*.

If the teacher/assessor believes that a candidate has received additional assistance but is satisfied that the mark awarded represents the candidate's unaided achievement, then he/she should sign the authentication statement and give information in the space provided on the *Candidate Record Form*. If a teacher/assessor feels unable to sign the authentication statement, then the work cannot be accepted for assessment by AQA. If a teacher/assessor suspects malpractice (e.g. copying, plagiarism or obtaining undue help) then the examinations officer should be asked to follow the procedure outlined in the JCGQ guidelines in the booklet *Guidance for Dealing with Instances of Malpractice in Examinations*.

Private candidates submitting coursework (each specification states if it is available to private candidates) must arrange for authentication of their coursework and must sign the declaration on the *Private Candidate Record Form*. Private candidates must complete form *CW/AUTH* (available on request from AQA) which should be sent to appropriate AQA office at the time of entry.

7. Recording and submitting marks

Centres should submit marks to AQA either on pre-printed multi-part mark forms (which are issued to centres 2–3 weeks prior to the deadline date), or via electronic data interchange (EDI). Detailed instructions will be despatched along with the pre-printed mark forms.