

MODERN FOREIGN LANGUAGES - ENTRY LEVEL

Checklist for Good Practice

Portfolio	Administration
<ul style="list-style-type: none"> • Ensure candidates submit a complete portfolio so that they can achieve an award appropriate to their ability. • Present one piece of relevant evidence for each outcome in the portfolio. • Attach all sheets of paper together with a treasury tag in the top left hand corner. Please do not use plastic wallets. • Include a recording of the candidate's performance for two units. • Attach a fully completed Candidate Record Form, signed and dated by the candidate and the teacher, to the portfolio. • Ensure candidates write in blue/black pen and do not use correcting fluid. • Teachers must mark ALL work (see sample material). 	<ul style="list-style-type: none"> • The Centre Mark Form is on 3-part stationery. Complete it, following the instructions on the reverse of sheet 3 and in line with the Candidate Record Form. • For centres with 21 or more candidates: send the top copy to AQA and the other two copies to the moderator at the start of the moderation process. • For centres with 20 or fewer candidates: send the top copy to AQA and the second copy to the moderator with all your candidates' portfolios at the start of the moderation process. • When more than one teacher is involved in assessment, the centre must carry out internal standardisation. • Complete the Centre Declaration Sheet and send it to the moderator, even if only one teacher is involved. • For centres with more than 20 candidates the moderator will request a sample by putting an "S" on the Centre Mark Form, beside the names of the candidates whose work he/she requires.
Externally-set assignments	
<ul style="list-style-type: none"> • Candidates complete work in controlled conditions, under the supervision of the teacher. • Indicate the level achieved in the correct box. 	
Teacher-controlled assignments (Listening)	
<ul style="list-style-type: none"> • Use the recommended listening assignments from the AQA Website (www.aqa.org.uk). • Each piece of evidence should be on a separate sheet, clearly labelled with the candidate's name, title of unit and level awarded. • A transcript of all listening assignments must be sent to the moderator if materials provided by AQA are not used. 	
Teacher-controlled assignments (Speaking)	
<ul style="list-style-type: none"> • Announce centre name, candidate's name and title of unit at the start of each candidate's recording. • Check candidates' utterances to ensure that the outcome has been achieved and that the recording is clear. • If recording on cassette please use an individual cassette for each candidate. • Label cassettes clearly with candidate's details OR • If recording on CD/DVD please ensure: <ul style="list-style-type: none"> - all candidates are on individual tracks - the order of candidates is clear to the moderator. 	