

# Notes and guidance: Externally set and internally set assignments

This guide provides instructions and guidance on the externally set assignments and internally assessed class work components for Entry Level Certificate Mathematics (5930).

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## Overview

This is a component-based specification made up of eight components of work. Three levels of award are available: Entry 1, Entry 2 and Entry 3.

Candidates should build up a portfolio of work for assessment and moderation as specified in the eight components as follows:

- Evidence for a **minimum** of four components out of the eight **must** be in response to an externally set assignment; these assignments are on Centre Services and are available for you to download at any time during the course.
- Evidence for a **maximum** of four units out of the eight should be from internally assessed class work, either set and assessed by the teacher in response to the outcomes detailed in the specification or by completion of worksheets provided by AQA.
- In a change to the old specification, you may now choose to do between four and eight external assignments with any remaining components being covered by class work.

## Externally set assignments

Short tests produced by AQA covering the outcomes in each of the eight components. There are three sets of externally set assignments, Set 1, Set 2 and Set 3, which are valid for the lifetime of the specification.

The externally set assignments **must** be downloaded from **Centre Services**. The sample externally set assignments on the main website **cannot** be submitted as they are not secure.

Centres may use assignments from any of the three sets. The assignments are marked by the teacher to an external mark scheme provided by AQA. You must use the published mark scheme and please check for new versions on Centre Services each year as these are working documents which can be improved over time.

Each assignment from each of the three sets covers all three levels and is worth 30 marks. The first 10 marks are entry 1, the second 10 are entry 2 and the final 10 are entry 3. Students should complete as many questions as possible as their total mark will contribute to the final level of award achieved. However, it is not necessary to give entry 1 and entry 2 students the entry 3 questions if they are not considered to be accessible.

The time allowed to complete each assignment is shown as 45 minutes. This is only an approximate time and students can take the assignments in more than one sitting if required, doing a few questions or pages each time.

An overall mark for externally set assignments should be obtained by adding the total marks for the externally set assignments chosen. If you have completed all eight external assignments this will be the total mark gained for the portfolio.

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Students **cannot** make more than one attempt at the **same** externally set assignment, although they may make an attempt at the equivalent assignment from a different set. Only the **best** externally set assignment should be included in the portfolio if candidates have attempted two or three for the same component.

Students are not allowed to correct their answers once the assignment has been handed in. These completed assignments must be kept securely until they are required for moderation.

### Internally assessed class work

If you are using externally set assignments for all eight components then you **do not** need to complete any internally assessed class work.

Internally assessed class work should be used as evidence that outcomes in each component have been achieved. The work can take various forms including worksheets provided by AQA or written in school, poster displays and work from textbooks. If working from a textbook, please ensure a copy of the question is provided as evidence, along with the students' response. 1 mark should be awarded for every outcome achieved. No half marks can be given. The marks for each of the class work components are totalled and then doubled to give an overall mark for internally assessed class work.

Students expecting to gain an entry 3 should complete **as many outcomes as possible at entry 1, entry 2 and entry 3**, it is not sufficient just to submit work for the entry 3 outcomes, unless the entry 3 work subsumes the outcomes at entry 1 and entry 2. The record sheet indicates which components have outcomes at entry 3 which subsume outcomes at entry 1 and entry 2. They are available on [All About Maths](#) and [our website](#).

Marks for the externally set assignments and internally assessed class work are added together to get an overall mark for the portfolio out of 240.

At the end of the course each student will have built up a portfolio of evidence containing the externally set assignments and internally assessed classwork for each component. The portfolio must contain a maximum of four classwork components the remaining four to eight components must be covered by an externally set assignment. Missing components will be awarded zero. Portfolios should be available to send for moderation in either May or January. Moderators must see evidence from all components that have been attempted.

### Annotation

Annotation is a requirement of the specification – it should:

- indicate where candidates have received help beyond the normal learning support which has influenced the outcomes
- indicate on each piece of class work which component and outcome has been achieved
- include any notes that will help the moderator to agree with the marks awarded.

## Recording of marks

For each student, centres will be asked to submit a mark for each component on the back of the Candidate record form (CRF) and an overall mark for the portfolio as a whole.

Marks are sent to AQA and to the moderator, please check Centre Services for the most up to date procedures for sending in marks.

## Moderation

The following material should be sent to the moderator:

- Centre declaration sheet (one per centre).
- Candidate record form (for every student).
- Record sheet (one for each student if they have completed class work components)
- Student portfolios.
- Copy of Centre mark form or list of marks submitted electronically.

Candidate record forms and Centre declaration sheets are available on the [Non-exam assessment](#) page of our website.

The portfolio should consist of the student's externally set assignments followed by any class work components held together with a treasury tag or equivalent. Please **do not** put work in plastic wallets or files.

If you have entered 20 students or fewer, all of the portfolios go to the moderator. If you have entered more than 20 students, the moderator will request a sample.

The moderator will review the assessments made by teachers to ensure that a consistent standard has been applied. Assessments may be accepted without adjustment, or adjustments may be required. If there is evidence of standards being applied inconsistently, the moderator may request to inspect an additional sample of work, if this is available. Normally, a centre's judgement about the rank order of attainment of their own candidates will be accepted.

## Record/summary sheets

Record sheets are used to show the moderator which outcomes have been achieved by each student for the internal (class work) components. For each outcome achieved please put a tick in the appropriate box. If an outcome has been achieved but is a subsumed outcome and has no separate evidence, please tick the box and put a circle around the tick. Record sheets replace summary sheets used for the Unit Award Scheme and the old specification. They are available on the [All About Maths](#) and [our website](#).

## Results

Students will be awarded a level for the portfolio as a whole. Students who do not achieve enough marks for entry 1 will be recorded as unclassified. Results will be published on the same day as the GCSE Results.

## After moderation

Samples of portfolios will be returned to centres no later than the autumn term following the award.

Feedback about the outcome of moderation will be provided on report forms at the time results are published.

Portfolios of all students should be retained in secure conditions at the centre until 31 October in the year of the award. Externally set assignments remain confidential after this time and must not be returned to candidates. Centres are asked to shred these assignments if they no longer wish to keep them in secure storage after 31 October. Centres may, at their discretion, return internally assessed class work to students after 31 October.

## Teacher standardisation

Online teacher standardisation (TOLS) is available to all centres via Centre Services. All new centres and centres whose marks were adjusted in the previous series must complete TOLS prior to submitting their portfolios. The material is updated every autumn and it is recommended that all centres complete TOLS every year to help ensure marking is accurate and to avoid adjustments during the moderation process.

## Further information

### Unit award scheme: Achievement of individual Entry Level Certificate components

Many teachers would like their students to receive credit for each individual component which they complete as they progress through the course. The AQA Unit Award Scheme provides such a facility. Students at centres that are registered to participate in the Unit award scheme, can obtain a Unit Award Statement for each component that they complete. The Statement reproduces the title and outcomes of the component.

Further information on the [AQA Unit Award Scheme](#) is available on our website, or you can call us on 01423 534 235 or email [unitawardscheme@aqa.org.uk](mailto:unitawardscheme@aqa.org.uk).

## Resources

All resources for this course are on the [All About Maths](#), with the exception of the externally set assignments which are available on Centre Services.

Resources include:

- 120 worksheets to cover all outcomes in the specification.
- A route map to help plan your teaching.
- Reports on the exam.

## Key dates

Please check the [Dates and timetables area of the website](#) for key dates information.

## NEA advisers

We send Non-exam assessment (NEA) adviser contact details to exams officers from mid-September at the start of each academic year. Please check with them for details for your subject.

If you don't have an assigned adviser, please contact [maths@aqa.org.uk](mailto:maths@aqa.org.uk).

## Contacts

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