EDUQAS GCE English Literature: Checklist for sample NEA folders

Before sending the folders to the moderator, please check:

Annotation of work

One of the following three approaches should be adopted:

i. summative comments either on the work, usually at the end, or on a 'coversheet'
ii. key pieces of evidence flagged throughout the work by annotation where the Assessment Objectives have been met either in the margin or in the text
iii. a combination of (i) and (ii).

Indications as to how marks have been awarded should:

- be clear and unambiguous
- be appropriate to the nature and form of the work
- facilitate the standardisation of marking within a centre
- enable the moderator to check easily the application of the assessment criteria to the marking.

Folders

- The work in the folders is presented in coversheet order.
- The learners and teachers have signed the coversheets (please see the WJEC/Eduqas website for template). This is a mandatory requirement and coversheets will have to be returned to centres if they are not signed. Work that is not authenticated by learner and teacher may not be accepted.
- Each coversheet has the learner's candidate number on it.
- Each coversheet contains clear details of all assignments (e.g. title, background information).
- Incomplete work should not be sent to the moderator.

Please check that:

- the details of the texts/data used are recorded on the coversheet
- where a draft of the NEA is helpful for the moderator to ascertain the learner's work, it is included and noted on the coversheet
- the separate marks that are awarded for each of the Assessment Objectives is recorded on their learners' work and on the coversheet
- marks have been arrived at after considering the assessment criteria for each Assessment Objective. The assessment criteria can be found in the specification. The total mark out should be recorded on the learner's work and entered onto the Internal Assessment Mark Input System. There is no requirement to break down the separate marks on the system
- internal standardising has taken place before the submission of marks on IAMIS. Marks can be entered from 11 April onwards.

Presentation

- Each candidate's work should be submitted online via IAMIS. More information can be found on the Eduqas e-submission page.
- The use of word processors in the production of the work is permitted.

Folder choice

Your sample of folders must match those candidates identified on the Internal Assessment Mark Input System (see the Internal Assessment Manual for information about the electronic input of marks). The sample should only vary from this if:

- an alternative to an incomplete folder is included
- the number of teaching groups (with three folders per teacher) causes the sample to exceed 30 folders, in which case you should ensure that at least two folders per teacher are included.

Consortium Arrangements

*(**Only** required if two or more member centres will be entering candidates for work that is centre assessed)*

The centres concerned must nominate a consortium co-ordinator who will liaise with the relevant awarding body on behalf of all centres in the consortium. If there are different co-ordinators for different specifications, a form must be completed for each specification.

In circumstances where a specification is taught at your centre, but some candidates are taught and assessed at another centre, the partial consortium form must be completed.

Our Consortia policy is available here.

All marks should be submitted by the entering centres and then each centre will have their own sample generated, which should each be despatched to the moderator.

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Please send the folders to the moderator before or by the deadline of **15 May**. An address label for your moderator can be printed via the IAMIS once marks have been submitted.

NON-EXAM ASSESSMENT CHECKLIST

Before sending the sample to the moderator, please complete this form to ensure that all administrative details have been completed. The teacher should have:

- nominated a pre-2000 and a post-2000 text ☐
- reminded candidates that the texts are equally weighted ☐
- ensured that the tasks set have a literary focus ☐
- reminded candidates to include a bibliography ☐
- annotated the essay, using AOs and words/phrases from the assessment grid in the margin ☐
- written a summative comment at the end of the essay ☐
- internally moderated the work at the centre, if possible ☐
- awarded marks under each AO which have been added correctly to give a total out of 80 ☐
- completed the **whole** coversheet for **all** candidates, including comments on each AO ☐
- given a clear and unambiguous indication of how marks have been awarded ☐
- ensured that all coversheets have been signed and dated ☐
- included only the required sample in the work uploaded for the moderator ☐
- checked that the coversheet has been fully completed by the candidate ☐
- checked that all coversheets have been signed and dated by the candidates ☐
- checked the accuracy of the candidate details on each coversheet ☐

☐

Centre Name:……..... Centre Number: ……

Please include this form with your sample.