

## **5 GUIDANCE FOR TEACHERS ON INTERNAL ASSESSMENT AND EXTERNAL MODERATION OF ASSIGNMENTS**

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### **5.1 ASSESSMENT CRITERIA**

The internally assessed component(s) will be marked by the candidate's teacher according to the criteria accompanying each assignment. In addition a supplementary guidance booklet an internal assessment will be available in September 2001. Candidates are required to submit a portfolio of work which demonstrates their best achievement in the six assignments.

### **5.2 ROLE OF THE TEACHER**

Guidance may be given by the teacher as follows:

- initial briefing;
- advice on source materials;
- ongoing advice.

Candidates may be given guidance on any problems encountered to ensure that the work is kept within reasonable bounds of relevancy.

When making assessments during a group activity the teacher must clearly identify the contribution made by each individual candidate. However, each individual candidate must present a unique piece of work to minimise the difficulty inherent in validation and moderation.

Where excessive guidance beyond that outlined above has to be given by the teacher to enable the candidate to complete the coursework, the marks awarded to the candidate should be reduced accordingly. A note to this effect should be included in the teacher's annotations and on the Candidate Record Sheet.

Teachers will be required to sign a declaration to certify that, to the best of their knowledge, all the work submitted for assessment is the candidate's own.

### **5.3 ANNOTATION OF COURSEWORK**

Internally assessed assignments must be annotated in detail in order to ensure fairness for candidates and to assist with the moderation process. Annotation should take the form of:

- summative comments on the work, usually at the end, and on a Candidate Record Sheet; and
- key pieces of evidence identified throughout the work by annotation either in the margin or in the text.

#### **5.4 AGREEMENT TRIALS**

Agreement Trials will be conducted annually, prior to the date of the examination, where teachers will be briefed on the application of the assessment criteria and will engage in trial marking.

#### **5.5 SUPPORT SERVICE AND ADVICE**

At any stage during the course teachers may contact CCEA if they require advice, assistance or support regarding any aspect of internal assessment. CCEA has made provision for a Moderator to support groups of centres. Arrangements can be made for a Moderator to contact individual centres to discuss issues arising from the internally assessed component(s) with the teachers concerned by means of a visit if necessary.

#### **5.6 INTERNAL CENTRE STANDARDISATION**

Where there is more than one teaching group in the subject, the centre must carry out internal standardisation of assessments before submitting them to CCEA. The purpose of this exercise is to ensure, as far as possible, that each of the teachers has applied the assessment criteria consistently when making assessments. As a result of this internal standardisation it may be necessary to adjust the marking of individual teachers to bring their assessments into line with those of the other teachers in the centre and to match the standards promulgated at the Agreement Trial. Where such an adjustment is necessary the total/final mark recorded on the Candidate's Record Sheets should be amended.

Full instructions about the details of the moderation procedures and the nature of sampling will be issued by CCEA at the appropriate time.