

## **Key Skills Qualifications**

# **CCEA Key Skills Accredited Centres**

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**INSTRUCTIONS TO CO-ORDINATORS,  
INTERNAL MODERATORS  
AND ASSESSORS**

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**ICT e-Portfolio of Evidence  
(internal assessment component)  
(Levels 1–2)**

**November 2008 - August 2009**

## 1 Introduction

- 1.1 From the November 2007 Key Skills series, candidates entering for the Key Skills ICT levels 1 and 2, will have the option of completing the portfolio component as an e-portfolio. External moderation of the e-portfolio will occur prior to the issue of results. On-line external moderation of e-portfolios from accredited centres will not be linked to the results of individual candidates. The results will be in accordance with the candidates' submissions, which will have been internally standardised, prior to submission to CCEA.

All e-portfolio submissions will reside within CCEA. CCEA will sample portfolios according to the following criteria:

- a) a centre has a live Action Plan for the ICT level being submitted;
- b) a centre is selected as part of a 5% quality assurance sample;
- c) a centre is taking CCEA Key Skills for the first time;
- d) a centre is using the e-portfolio application for the first time.

### Contacts

Area	Name	Direct line	E-mail
Entries	Barbara Clarke	(028) 9026 1232	bclarke_e@ccea.org.uk
Moderation	Janet O'Reilly	(028) 9026 1200 ext 2377	joreilly@ccea.org.uk
Enquiry About Results	William Bridges	(028) 9026 1451	wbridges@ccea.org.uk
Access Arrangements/ Special Consideration	Bronagh Murray	(028) 9026 1293	bmurray@ccea.org.uk
Issue of Results	Eimear Dolan	(028) 9026 1200 ext 2316	edolan@ccea.org.uk

### Entries

Centres should enter their candidates via Electronic Data Interchange (EDI) (C2k system Northern Ireland Schools and NICIS system for Further Education colleges) using the following options:

### Entry Information

Entry Code	Option	Title	First Assessment
K KSI1	D	e-portfolio only	November 2008
K KSI2	F	e-portfolio and Test	November 2008
	G	e-portfolio and Test by proxy	November 2008

The table below shows the entry and submission dates for e-portfolios for the coming academic year.

### Important Dates

Series	Entry Period	Final Date for Submission of e-portfolio	Moderation	Results
November 2008	17 Sept — 4 Oct 2008	Fri 21 November 2008	23 September 2009	12 December 2008
January 2009	7 Oct — 21 Oct 2008	Fri 23 January 2009	23 September 2009	20 February 2009
May 2009	7 Feb — 21 Feb 2009	Fri 22 May 2009	23 September 2009	26 June 2009
August 2009	31 May — 4 Jun 2008	Fri 24 July 2009	23 September 2009	25 September 2009

## 2 Recording e-portfolio Assessments

### 2.1 *Assessing e-portfolio Evidence*

Assessors must assess their candidates' portfolio evidence against the criteria set out in Part B of the standards of the targeted Key Skill, using any guidance and/or exemplar materials issued by CCEA or the Regulatory Authorities.

### 2.2 *Completion of Candidate's e-portfolio Assignment Brief (Appendix A/B)*

Each candidate's assessed work should show how candidates propose to fulfil the criteria, ie all the requirements of Part B of the targeted Key Skill at the appropriate level.

The relevant section of the candidate's brief should be completed by the teacher prior to submission to CCEA. The e-portfolio assignment brief form must be completed before work commences on portfolio development. The Record of Assessment form should be submitted with the completed portfolio.

Both the candidate and assessor(s) are required to state that the work submitted for assessment is the candidate's own. Sufficient work must take place under direct supervision to allow the centre to authenticate the candidate's portfolio.

### 2.3 *Internal Moderation*

The purpose of internal moderation is to ensure, as far as possible, that there is uniformity in a centre's marking of the e-portfolio.

Where more than one teacher is teaching Key Skills in a centre, internal moderation of assessment should be carried out. This should take the form of a mini-standardisation meeting based on marked e-portfolios. The teacher should discuss the marked work with the aim of achieving a consensus on the level to be awarded. Any disagreement should be clarified by reference to the assessment criteria and any guidance materials provided by CCEA.

## 2.4 *Key Skills Assessment Events for e-portfolios of Evidence*

Key Skills Assessment Events are conducted annually, usually early in the Autumn term. Teachers are briefed on the application of the assessment criteria and engage in trial marking of exemplar portfolio evidence produced by CCEA and on samples of work provided by centres. A declaration of Internal Standardisation Form (*TAC2*) must be completed and submitted with candidates work (appendix E).

## 2.5 *Submission of e-portfolio Levels Achieved by Candidates*

The e-portfolio level achieved by candidates will be the level submitted electronically by the co-ordinator.

*TAC1*'s **WILL NOT** be issued for candidates entered for the e-portfolio options. These levels will not be adjusted by CCEA. If a candidate has been absent and the e-portfolio has not been submitted the centre needs to inform CCEA so that amendments can be made.

If a centre wishes to amend the level of entry for a candidate, the entry should be amended and an EDI amendment file submitted.

If a centre wishes to withdraw a candidate from the e-portfolio and re-enter the candidate for the paper-based portfolio, the entry should be amended and an EDI file submitted.

**CENTRES MAY NOT SWITCH CANDIDATES FROM THE PAPER-BASED SUBMISSION TO E-PORTFOLIO.**

## 2.6 *Support Service and Advice*

At any stage during the course, centres may contact CCEA if they require advice, assistance or support regarding any aspect of internal assessment. The Council has made provision for Key Skills Moderators to support groups of centres and an arrangement can be made for the Moderator to discuss issues arising from the portfolio of evidence with the coordinator/assessor(s) by means of a visit if necessary.

## 2.7 *External Moderation*

External moderation for e-portfolios will take place as scheduled in the table on page two.

Should moderation identify a specific moderation issue, within a centre, CCEA will draw up an Action Plan in order to further support the centre. Centres will be contacted in this case in order to arrange a support meeting with the centre co-ordinator, the Principal Moderator and a CCEA Officer. At this meeting the relevant portfolios will be discussed and a supporting Action Plan drawn up to support centres for their next submission.

## 2.8 *Scrutiny of e-portfolio Samples*

The Moderator will scrutinise the sample in relation to the criteria contained in Part B of the targeted Key Skill standards. The evidence must therefore be:

- sufficient – appropriately meeting the amount and range of evidence specified;
- appropriate – relevant to the skill demonstrated and provides evidence to substantiate the skill;
- adequate – meets the required standard for the skill set out in the specification.

## 2.9 *Report on e-portfolio Assessments*

The Moderating Team will, working under the direction of the Principal Moderator, complete a centre report based on the portfolio samples. The report will take the form of advice on matters such as task setting, the nature of evidence, application of the assessment criteria and internal moderation. This report will be e-mailed to centres on the dates indicated in the table on page two.

Should moderators disagree with a centre's assessed e-portfolio levels, CCEA will:

- provide centres with feedback and an action plan which will detail the areas requiring further development and identify the steps to be taken. (For example, these may include further training for staff or further strengthening of the internal moderation procedures and practices.)
- provide advice and guidance including follow-up visits by its professional staff and moderators if required.

In such instances, your centre must submit further samples for the appropriate Key Skill at the next moderation series in which you are entering candidates.

## 3 *Retention of e-portfolios in Centres*

CCEA will hold candidates' e-portfolios for a period of one year. CCEA recommends that centres back up any work undertaken by a candidate for future reference.

To comply with CCEA quality assurance and monitoring, centres must retain completed e-portfolios, in a secure location, for a period of one year after the submission of the centre assessed levels to CCEA.

## 4 **Other Matters**

Information on Requests for Special Consideration and CCEA's Enquiry About Results Service is available. Contact Centre Support Telephone (028) 9026 1293.

**KEY SKILLS ICT E – PORTFOLIO  
ASSIGNMENT BRIEF LEVEL 1**



Candidate number: \_\_\_\_\_ Centre Number: \_\_\_\_\_

Information Communication Technology Level 1	
Standard:	How I aim to achieve this standard
1.1 Use ICT Systems.	
1.2 Find and exchange information.	
1.3 Develop and present information.	
<p><b>Teacher Comment:</b></p>   	
<p>Has the candidate adequately met the standards?      1.1   <input type="checkbox"/>    1.2   <input type="checkbox"/>    1.3   <input type="checkbox"/></p> <p>Teacher Name: _____ Date: _____</p>	

**SAMPLE**

**KEY SKILLS ICT E – PORTFOLIO  
ASSIGNMENT BRIEF LEVEL 2**



Candidate number: \_\_\_\_\_ Centre Number: \_\_\_\_\_

**Information Communication Technology Level 2**

Standard:	How I aim to achieve this standard
2.1 Use ICT Systems.	
2.2 Find and exchange information.	<div style="transform: rotate(-45deg); font-size: 48px; font-weight: bold; opacity: 0.5;">SAMPLE</div>
2.3 Develop and present information.	

**Teacher Comment:**

Has the candidate adequately met the standards?      2.1       2.2       2.3  

Teacher Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Key Skills Qualification 200\_**  
**KEY SKILLS RECORD OF ASSESSMENT**



Centre Name: \_\_\_\_\_ Centre Number: 

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 Candidate Name: \_\_\_\_\_ Candidate Number: 

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 Key Skills Unit: **Information and Communication Technology** Key Skills Level: **1**

**IT1.1.** Find and select relevant information

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Choose information that is relevant to your tasks		

**IT1.2.** Enter and develop at least two different types of information to suit the task

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Enter information using formats that help development		
Save information so it can be easily found		

**IT1.3.** Develop the presentation so that the final output is accurate and fit for purpose

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Use appropriate layouts for presenting information in a consistent way		

**Overall, through two or more activities you must:**

Include at least one ICT based information source

Include at least one non ICT based information source

Use at least one example of each of text, image and number

Location of Evidence

Text	Image	Number

Present evidence of purposeful use of email:

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<b>Has this portfolio been part of the Internal Moderation Process?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Print Name: <input style="width: 80%;" type="text"/>
Teachers/Assessors centres and candidates should note that CCEA may use extracts from portfolios on an anonymous basis in educational presentations, material and products.			
<b>ASSESSOR'S DECLARATION:</b> I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all requirements for certification for this Key Skill.			
Assessor's Name: _____		Candidate's name: _____	
Please tick here to indicate authenticity <input type="checkbox"/>		Please tick here to indicate authenticity <input type="checkbox"/>	
Date: _____		Date: _____	



**Key Skills Qualification 200\_**  
**KEY SKILLS RECORD OF ASSESSMENT**

Centre Name: \_\_\_\_\_ Centre Number: 

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Candidate Name: \_\_\_\_\_ Candidate Number: 

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Key Skills Unit: \_\_\_\_\_ Key Skills Level: \_\_\_\_\_

**IT2.1.** Search and select information to meet your needs. Use different information sources for each activity and multiple search criteria in at least one case.

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Select information relevant to the Task		

**IT2.2.** Enter and develop the information and derive new information

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Enter and combine information using formats that help development		
Develop information and derive new information as appropriate		

**IT2.3.** Present combined information such as text with image, text with number, image with number

Evidence Requirements	Location of Evidence e.g. page numbers	
	Task 1	Task 2
Develop the presentation so that the final output is accurate and shows consistent use of formats		
Use layout appropriate to the types of information		

**Overall, through two or more activities you must:**

Include at least one ICT based information source

Include at least one non ICT based information source

Use at least one example of each of text, image and number

Location of Evidence

Text	Image	Number

Present evidence of purposeful use of email:

--

<b>Has this portfolio been part of the Internal Moderation Process?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Signed:</b> _____
<p>Teachers/Assessors centres and candidates should note that CCEA may use extracts from portfolios on an anonymous basis in educational presentations, material and products.</p> <p><b>ASSESSOR'S DECLARATION:</b> I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all requirements for certification for this Key Skill.</p> <p>Assessor's Name: _____ Candidate's name: _____</p> <p>Assessor's Signature: _____ Candidate's signature: _____</p> <p>Date: _____ Date: _____</p>			

<p><b>Essential/Key Skills Examinations 200_</b>  <b>Teacher-Assessed Component</b>  <b>DECLARATION OF INTERNAL STANDARDISATION</b></p>	<p><b>TAC2</b></p>
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Specification: _____	Level: _____					
Centre name: _____	Centre number: <table border="1" style="display: inline-table;"><tr><td style="width: 20px; text-align: center;">7</td><td style="width: 20px; text-align: center;">1</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	7	1			
7	1					

Teachers involved in Internal Standardisation:

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____

SAMPLE

I affirm that internal standardisation was carried out and that all of the above teachers took part.

Signed: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Designation: \_\_\_\_\_

CCEA, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG Tel: (028) 9026 1200, Fax: (028) 9026 1234

• White copy retained by moderator for return to CCEA      • Pink copy retained in centre









**COUNCIL FOR THE CURRICULUM EXAMINATIONS AND ASSESSMENT**

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