

CENTRE-ASSESSED WORK FOR VRQ COUNSELLING

INSTRUCTIONS TO LECTURES/TUTORS FOR SUBMITTING GRADES

1. INTRODUCTION

This document contains instructions to tutors/assessors for recording the grades for the centre-assessed coursework units.

It covers AQA VRQ Counselling specifications.

If in doubt about the requirements, you should consult your Examinations Officer.

Date for submitting grades

The deadline for the submission of coursework grades for January is **by 21 January**.

The deadline for the submission of coursework grades for Summer is **by 21 June**.

Methods of submitting grades

Grades given for centre-assessed work should be recorded on the pre-printed *Centre Mark Forms (CMF)* and *Supplementary Centre Mark Forms (SCMF)* supplied.

Please note the grades must be **with** the verifier **by** the given deadline.

2. COMPLETING THE CENTRE MARK FORMS (CMF)

- (i) The *CMF* are pre-printed with the unit code, centre name and number, candidate names and numbers in ascending numerical order.
- (ii) The set of 3-part forms is self-carbonised so that any writing or mark made on the top copy will carry through to the lower two.
- (iii) The forms must be treated with great care.
 - (a) **Never fold or crease the forms.**
 - (b) Before recording grades, ensure that the correct form is being used for the component you are submitting grades for.
 - (c) Enter the grade (either 'P' or 'R') or ABS in the mark spaces beside each candidate. There is no need to encode any of the small boxes to the right of the mark spaces.
 - (d) Deal with one 3-part set of *CMF* at a time, working on a firm, flat surface so that grades made on the top form go through to the second and third copies.
- (iv) Only the candidates which are entered for the component are pre-printed on the *CMF*.

3. TUTORS WITH PERSONAL INTEREST IN CANDIDATES

Where a candidate's work has been assessed by a teacher/assessor who has a personal interest in the candidate, write **'PAR'** to the left of the 'Total Mark' spaces and record the grade as normal. The work must be made available and sent to the verifier, together with a signed *Candidate Record Form (CRF)* **in addition** to the required sample.

4. LOST OR DESTROYED WORK

If some or all of a candidate's work has been lost, prior to the work being posted as part of a sample, and despite every effort it cannot be found, or if it has been accidentally destroyed, the circumstances should be reported **immediately** to AQA on the inter-board Form JCQ/LCW (Form 15). A copy of this form should also be sent to the moderator, and 'LCW' written to the left of the 'Total Mark' space on the CMF or EDI printout.

Copies of the form are available from your Examinations Officer.

5. CHECKING THE *CENTRE MARK FORM*

The grades recorded on the CMF must be identical with the results on the *Candidate Record Form*. Check that the correct grade has been entered in the total mark field for each candidate. This is the responsibility of the member of staff completing the *CMF*.

6. CHECKING THE *CANDIDATE RECORD FORMS (CRFs)*

For each candidate a *CRF* must be completed for each unit. You must check **all** the *CRFs* to ensure that:

- the *CRF* has been completed and signed. Failure to provide a signed *CRF* may result in the candidate being referred for the unit;
- **the grades are recorded accurately and clearly with 'P' or 'R' on both forms;**
- any other required details (e.g. page references, summative comments or explanatory notes, details of additional assistance) have been given in the spaces provided on the *CRF*.

If the tutor/assessor's grades for a coursework unit are revealed to candidates, it is important to emphasise that the grades are provisional and are subject to adjustment by AQA.

7. AUTHENTICATION OF CANDIDATES' WORK AND INTERNAL STANDARDISATION OF MARKING

The *Centre Declaration Sheet* is provided for the centre to:

- authenticate the candidates' centre-assessed work;
- confirm the internal standardisation of marking.

A completed *Centre Declaration Sheet* **must** be sent or given to the verifier with the coursework grades.

(a) Authentication of candidates' work

AQA regulations require tutors/assessors to confirm that the work assessed is solely that of the candidates concerned and was conducted under the required conditions. All the tutors who have assessed the work of any candidate must sign the declaration on the *Centre Declaration Sheet*. Failure to sign the authentication statement may delay the processing of the candidates' results.

If you have reservations about signing the teacher's authentication statement, you should consider the following points of guidance and seek advice from your Examinations Officer if necessary.

- If you believe that a candidate has received additional assistance but are satisfied that the result represents the candidate's unaided achievement, then you should sign the authentication statement and give information in the spaces provided on the *Candidate Record Form*.

- If you feel unable to sign the authentication statement in respect of a particular candidate, then that candidate's work for the unit(s) concerned cannot be accepted, and the candidate should be marked as "Referred".
- If you suspect malpractice, consult your Examinations Officer about the procedure to be followed.

(b) Internal standardisation of marking

The verification procedure used by AQA assumes that the centre has carried out internal standardisation according to the procedure described in the specification. Failure on the part of the centre to ensure this could well disadvantage some, if not all, candidates at the centre.

Two alternative statements are provided on the *Centre Declaration Sheet*:

- (i) where there are two or more tutors/assessors, to be signed by the person designated as responsible for internal standardisation;
- (ii) to be signed by a tutor/assessor who has marked the work of all candidates for the specification.

This form must be sent to the verifier with the coursework grades.

8. ACCREDITATION OF PRIOR LEARNING (APL) FOR ADVANCED VRQ COUNSELLING UNITS

AQA allows APL for most of its internally assessed counselling units and components, with the exception of unit components V21W, V22C and V22W.

Centres seeking to claim APL for candidates are required to show AQA sufficient evidence to substantiate their claim that the candidate(s) concerned have already achieved the learning outcomes specified for each of the AQA assessment components concerned, e.g. a syllabus or subject content of an equivalent qualification or unit that the candidate has previously achieved could be sufficient.

Please contact AQA's Subject Office for further information or help on APL.

9. DESPATCH OF MATERIALS

By **the given deadline**, your External Verifier should have received:

- Top two copies of Centre Mark Form (retain the third copy at the centre for your own records).
- Two copies of any Supplementary Centre Mark Form recording grades for candidates not listed on the pre-printed *CMF* (e.g. for late entries).
- for each unit, one signed *CRF* per candidate.
- for each unit, one signed Candidate Assessment Sheet *CAS* per candidate
- Centre Declaration Sheet.

For further information please contact the subject team on 01483 477 836

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