

ELC Science (5960) checklist

Submitting summer 2018 marks and portfolios – guidance for teachers

Information in this document is also available in the specification and on our website.

1. Deadline for mark submission

The deadline for submitting the total mark for each student is 15 May 2018. You can submit marks online using e-AQA e-Subs: Centre Marks Submission or Electronic Data Interchange (EDI).

If you're new to e-Subs: Centre Marks Submission, we've [e-learning modules](#) on our website and help documents for [getting started](#), [navigating the dashboard](#) and [FAQs](#).

Copies of all forms and details regarding submission can be found at aqa.org.uk/coursework

2. Centre Declaration Sheet (CDS)

If more than one teacher has been involved in marking your students' work, one person must be responsible for ensuring that the work has been assessed to the same standard. If there has been a change in staffing and the other person(s) is no longer in the school or college, please go over any work that contributes to the portfolio to ensure consistency in application of the criteria.

The [CDS](#), available from our website, should be signed to confirm that internal standardisation has taken place. We advise teachers to use our Teacher Online Standardisation ([TOLS](#)), available on e-AQA, to complete internal standardisation.

3. Candidate Record Forms (CRFs)

- Please ensure that you are using the correct Candidate Record Form ([CRF](#)), available from our website. Use it to record the components completed, the marks for these components and the total marks for the assessments as a whole. The CRF is available as a Word document so you can put in the school/college details for the group before you print copies for your students.
- Attach the CRF to each student's portfolio/folder of assignments.
- You must record any assistance given to a particular student which is beyond that given to the group as a whole on the CRF. This includes use of a scribe/reader where the usual JCQ procedures and paperwork apply. See the specification for details.
- Students must sign the CRF to confirm that the work they have handed in is their own. Please make sure that you download the forms in plenty of time for students to sign the form; if their attendance is erratic, it can be difficult to achieve this.
- Please note that the student name and number needs to be entered on **both sides** of the CRF.
- Teachers and assessors must confirm on the CRF that the work marked is only that done by the student and was conducted in line with the conditions in the specification.
- You must keep students' work under secure conditions from the time that it is marked, along with the completed CRF. Please note that after the moderation period and the deadline for enquiries about results has passed, you may return the Teacher Devise

Assignments (TDAs) to students; however, because the externally set assignments (ESAs) are valid for several years, you must destroy or keep them secure.

4. Moderation

- The moderator will check a sample of the students' work. For schools/colleges entering **fewer** students than the minimum sample size (**20**), this will be the work of all your students.
- For schools/colleges with larger numbers of students (more than 20), a percentage of the students' work will be requested.

Some points to bear in mind in presenting the portfolios:

- the ESAs should have been marked in red in accordance with instructions attached to the mark schemes using both ticks and crosses to ensure that the moderator knows that all student work has been seen
- for the TDAs annotation is essential for some of the ephemeral skills here and also to support marks where it may not be obvious whether work has been done by the student unaided
- each student's portfolio should have the CRF at the front and the relevant pieces of work should be held together using **a treasury tag** or in a card folder. Please **do not** use paperclips which can become dislodged or plastic wallets.