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# **EXAMINERS' REPORTS**

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**ENTRY PATHWAYS  
PERSONAL PROGRESS**

**JANUARY 2016**

## ENTRY PATHWAYS

### PERSONAL PROGRESS

January 2016

*Principal Moderator:* Neil Nortcliffe

My thanks to all centres who participated in the January submission for the Personal Progress award. The majority of centres, both established and new, submitted high quality transcripts supported by relevant, lively, well annotated and cross-referenced evidence. It is quite permissible to insert photographic evidence into the transcript itself. This does away with having to collate, cross-refer, annotate and submit additional documents. Assessments were, in the main, accurate.

It is most encouraging that award is, in the main, being delivered well and is enabling the progress of young people who face many challenges to be validated, acknowledged and celebrated.

All centres are required to download and read their individual submission unit reports and to take action as indicated. These reports, along with this, must be circulated to the relevant members of centre staff.

To maintain best practice all centres should ensure that the staff members responsible for delivering the award are fully conversant with the specification which is available both on line from the WJEC website and in paper form on application to WJEC.

All centres are reminded that evidence of an internal verification/moderation process should be included in submissions. The internal verifier should check the following:

1. The transcripts are personal to each candidate and give a clear description of achievement and progress against the unit assessment criteria and learning outcomes; indicate the type of learning and assessment activities undertaken along with the level and type of support given;
2. An Achievement Continuum Stage (ACS) is ascribed at the end of each transcript paragraph;
3. The correct transcript format is used (available on the WJEC website) – teachers and others responsible for writing the transcripts should consult the exemplar transcripts also available on the website;
4. Any supporting evidence is annotated and cross-referenced to the relevant unit assessment criteria and learning outcomes.

Supporting evidence is best practice and most centres do this well but some need to improve their practice. These centres still need to avoid submitting excessive amounts of un-referenced and non-annotated worksheets, photographs and other types of evidence (DVDs, memory sticks etc.). Pieces of evidence which are not clearly marked as being cross-referenced to the relevant unit assessment criteria and learning outcomes or are not annotated appropriately will be disregarded in the external moderation process.

Any centre examinations officer or staff member responsible for delivering the award is encouraged to contact the subject officer or principal moderator should they require further guidance and advice on the delivery and administration of the award.

Entry Pathways – Personal Progress Examiners Report January 2016/HT



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