



PRINCIPAL MODERATOR'S REPORT

**ENTRY PATHWAYS
IT USERS (QCF)**

JANUARY 2018

ENTRY PATHWAYS

PREPARING FOR WORK

January 2018

This was the seventh January award for the Entry Pathways Information Technology qualification. Some centres entered for unit accreditation only, others entered for a full award.

The number of centres entered in January is small and therefore a comparison of the standard of entry compared with previous submissions, cannot be made. Generally centres have taken note of moderators' comments in previous submissions, however, there were a few centres who failed to take notice of such comments and this was pointed out to the centre. Some centres either ignored or failed to appreciate the coverage which is required as outlined in the 'Amplification' section of the syllabus. Centres who did not pass clearly failed to take the amplification section into account.

Administration

The administration of the pupils' work was generally good. Some teachers evidenced where the work could be found within the candidates' portfolios and this was much appreciated by the moderator.

Most centres submitted their samples on time. A small number of centres failed to meet the deadline for submission of portfolios. Generally work was carefully packaged and work was organised into individual candidate folders. Folders were clearly labelled with centre name and candidate number. Generally centres correctly completed and enclosed all the relevant documentation, including the Candidate Authentication Sheets and the Assessment Record Sheet. Some centres had numbered all the pages with an index, which proved most helpful in the moderation process and showed good organisation.

Some centres submitted work in electronic form which helped the moderation process. If work is submitted electronically it is then unnecessary to include hard copy of the same information. If work is submitted electronically centres still need to ensure that there is evidence of reasonable coverage of the assessment criteria.

It would be appreciated if centres could submit work per unit rather than per candidate. It would be beneficial to the moderation process if the units could be separated and clearly labelled with both the unit name and number. It is easier for the moderator to go through the work of a unit for a number of candidates, rather than continually trying to find a unit within other units submitted by that candidate. None of the centres used evidence in one unit to meet the evidence in another. For example candidates could produce a single print out of their files area which can then be used for a number of units. Cross referencing is quite acceptable thus saving candidates' time. Plastic wallets should not be used.

Range of units submitted

Compared with January 2016 the number of candidates taking the units has decreased from 279 to 179, and the number of units taken has decreased from 28 to 21. The majority of work submitted covered the traditional units of word processing, desktop publishing, database manipulation and modelling.

Evidence submitted

There was an encouraging range of supporting evidence, including printouts, screen dumps, worksheets, witness statements, diagrams and photographs. Some centres annotated the work with helpful and informative comments. Annotation is much appreciated by the moderator and is a sign of good practice within the centre.

The majority of centres appreciate that they have to take into account the 'Amplification of Content' section and provide appropriate evidence. The 'Assessment Criteria' provide a broad statement of what a learner needs to achieve. The 'Amplification of Content' provides the range. This range needs to be evidenced by the candidate. WJEC have produced check lists for each unit, these can be downloaded from the WJEC website. Check lists can help the learner, teacher and the moderator in ensuring that a suitable range has been covered.

Comments/advice

Most centres have worked hard in developing interesting, valid and relevant teaching resources and learning activities that provide both stimulation and enjoyment for their pupils. The majority of centres, their staff and candidates should be commended for their hard work and commitment. All centres are asked to bear in mind for future cohorts to:

1. Check that the candidates have been entered for the appropriate units and levels.
2. Carefully label each piece of evidence to show exactly which assessment criteria it fulfils. Page numbers would be most helpful. This information should then be transferred to the Assessment Record Sheet.
3. Annotate all of the work. Whilst it is appreciated that this can be quite time consuming, it is not only encouraging for the candidate but also extremely valuable for moderation purposes.
4. Check that there is evidence of adequate coverage of the assessment criteria.



WJEC
245 Western Avenue
Cardiff CF5 2YX
Tel No 029 2026 5000
Fax 029 2057 5994
E-mail: exams@wjec.co.uk
website: www.wjec.co.uk