



PRINCIPAL MODERATORS REPORT

**ENTRY PATHWAYS
PERSONAL PROGRESS**

SUMMER 2016

ENTRY PATHWAYS
PERSONAL PROGRESS

Summer 2016

Principal Moderator: Neil Nortcliffe

THE RESPONSIBLE PERSON AT ALL CENTRES SHOULD ENSURE THAT ALL STAFF MEMBERS INVOLVED IN THE DELIVERY AND ADMINISTRATION OF THE PERSONAL PROGRESS AWARD HAVE ACCESS TO THIS AND THE INDIVIDUAL CENTRE REPORT.

The standard quality of moderation samples continues to improve overall with the vast majority of centres submitting transcripts and supporting evidence of at least good and, in a lot of cases, outstanding quality. It is most encouraging to see that the spirit of the award, the acknowledgement, accreditation and celebration of progress and achievement, no matter how small, is now embedded in all but a very small number of participating centres.

The quality of transcripts and supporting evidence was, in general very good with some outstanding samples sent in for moderation. Many centres are now opting to incorporate photographic evidence and scanned samples of work into the transcript document. This is excellent practice and can help to reduce the administrative burden. Where centres had submitted samples of supporting evidence there was a marked improvement in annotation and correct reference to specific unit assessment criteria (AC) transcript paragraphs. Assessments made against the Achievement Continuum were, apart two centres, accurate.

It was noticeable that all the centres that have a robust internal verification process in place were among those who had submitted outstanding moderation samples.

All centres are required to note the following issues for action and implement remedial action as appropriate.

Issues For Action

1. Transcripts must be an accurate reflection of **individual** achievement and progress.
 - **Action:** All centres should ensure that transcripts are:
 - Individual to the candidate
 - A succinct but clear description of achievement, progress, examples of learning activities together with type and level of support given
 - Concluded with and Achievement Continuum Stage (at the end of **every** Assessment Criteria (AC) paragraph)
 - Signed and dated by the teacher/facilitator who has delivered the unit(s) - Unsigned and undated transcripts will be returned for rectification

2. **Evidence** to be well annotated and referenced to specific unit Assessment criteria.

3. All centres **should** include evidence of an **internal verification** (IV) having taken place prior to submission.
- **Action**
 - Make use of existing IV/quality assurance systems already operating in the centre (this may be team conformity/standardisation activities)
 - Ensure the Internal Verifier is familiar with the awards specification and exemplar materials available on the WJEC website
 - Conduct the IV about half a term prior to submission to allow time for rectification
 - Ensure all signatures and dates are in place – vital as these validate the transcript
 - IV to countersign and date all transcripts and supporting evidence checked prior to submission
 - Devise or use existing IV report sheet and include with submission.
 - Where only one teacher/facilitator delivers the award or in small establishments a line manager or other colleague should act as IV
 - Don't hesitate to contact me via WJEC if further guidance or clarification on this or any other matter regarding the Personal Progress award is required

Thank you to all centres for working hard in delivering the award successfully.



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