



PRINCIPAL MODERATOR'S REPORT

**ENTRY PATHWAYS
PERSONAL PROGRESS**

SUMMER 2017

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Principal Moderator: NEIL NORTCLIFFE

First of all, my thanks to all centres who have participated in this session's external moderation. Each year it becomes more apparent that the progress made and achievements gained by our young people are being accredited, acknowledged and celebrated through the Entry Pathways: Personal Progress award and that it is being delivered well by hardworking teams of teachers and others in centres.

Please share with all members of staff involved in the delivery and administration of the award.

Transcripts & Supporting Evidence

The greater majority of centres presented well written transcripts and good quality, annotated and referenced supporting evidence with much of what was submitted being at least good and, in many cases, outstanding.

Only a very few centres still did not use the correct format for transcripts or had omitted signatures or assessments using the Achievement Continuum and work had to be returned to them for rectification. There were still some instances of identical transcripts and centres concerned have been notified that in future these will no longer be accepted.

The transcript should be succinct but should contain sufficient detail to describe:

what the candidate did to achieve and make progress (activity);

where the candidate achieved and made progress (context);

how the candidate achieved and made progress (independently or with [type and level] support) and her/his responses to activities and experiences;

and conclude with

which Stage on the Achievement Continuum the candidate is achieving at against **every** assessment criterion.

Above all the transcript should be personal to the candidate – 'one size fits all' is not good practice. The comments and annotations in some of this year's submission could have been used to create excellent transcript paragraphs. A well written transcript paragraph with inserted photographic evidence can save hours on evidence collation, referencing, annotations etc. but this is entirely the centre's choice.

I would remind all centres that supporting evidence must be referenced clearly to unit assessment criteria (ACs) and Learning Outcomes (LOs).

More centres are incorporating relevant photographs of candidates undertaking learning and assessment activities and scans of pieces of work directly into the transcript Assessment Criteria paragraphs. This practice does away with the need for submitting separate compilations of evidence.

Video clip evidence is very good practice as it shows the candidate working in situ and is excellent evidence of progress and achievement. Unfortunately fewer and fewer devices now have DVD playback capability and all centres are asked, in future, to submit video clips on USB sticks and to ensure the format on which they have been recorded can be accessed using a range of compatible software.

Internal Verification

Nearly all centres now show evidence of this **mandatory process** having taken place but it is, in some case, not robust enough. All centres are directed to the following link on the WJEC website from where the Internal Verification Checklist can be downloaded:

<http://www.wjec.co.uk/qualifications/qualification-resources.html?subject=PersonalProgress&level=EntryPathways>

This should be completed, signed and dated and included in the External Moderation sample. Centres which do not include evidence of IV will have their submissions returned.

Centres should follow this pattern of IV:

Ensure that all staff members are familiar with the Personal Progress award specification before they start delivering it (noted that entre has already identified this issue);

Hold a mid-point conformity, standardisation and consistency meeting to check that all is progressing as it should;

4-6 weeks prior to submission conduct the IV exercise sampling from across the whole range of candidates, groups and units being delivered (not every piece of work for every candidate in every unit but definitely sample from all units and groups); this then allows time for things to be put right in good time if necessary.

Other exemplars and resources are also available at the above link.

Candidate Authentication Sheets

Centres are reminded that only **one** Candidate Authentication Sheet per candidate is necessary as long as all units for which (s)he has been entered are listed (some centres attached the WJEC individual candidate entry printout). If necessary the list of unit should be written on the back of the sheet.

Centres are asked to ensure that in the moderation sample there is:

Evidence of Internal Verification. A completed, signed and dated copy of the WJEC IV Checklist included and the centre Internal Verifier to countersign and date transcripts submitted as part of the external moderation sample to validate that all is in order.

Candidate Authentication Sheets – signed and dated (is a candidate cannot sign then a mark or amanuensis may be used) include these as a batch – **only one per candidate**, listing all units entered (write on the back if necessary).

In all Transcript Folders submitted in the Moderation Sample:

1. **Title cover page** on each candidate's transcript and supporting evidence. (optional but it's useful as a candidate and unit identifier).
2. **The Transcript** (make sure it's on the correct format, includes all assessments, is signed and dated by both the teacher and centre IV).
3. **Supporting Evidence** (make sure it's annotated and cross referenced to the relevant unit Assessment Criteria/Learning outcome) – if evidence has been inserted into the transcript itself then additional evidence is not necessary although some centres insert evidence into the transcript and then include a USB stick of video evidence. (this is at the centre's discretion but all files on a USB stick must be named to Candidate, Unit and Assessment Criteria).

There is no need for an Assessment Record for Entry Pathways: Personal Progress as the Transcript is the mandatory assessment record. Some centres use the Assessment Record sheet as an index of supporting evidence but it isn't really necessary.



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