

LEVEL 3 - Tick Sheet for Tutors Preparing Folder for Postal Moderation

ABC selects 6 candidates per Course ID for postal moderation. The candidates selected are indicated on the MS1 Mark Sheet sent to centres around a month before the course end date. This table can be used to help ensure all documents required are submitted. This page can then be inserted in the front of the folder.

All assessments completed must be submitted for the 6 candidates selected. If a selected candidate has withdrawn, then the work for the next candidate above or below should be sent instead. Samples must not be changed for any other reason.

The Declaration of Authenticity, Tutor Tracking Document, MS1 and evidence of internal moderation must be completed per Course ID.

Item to be Included	Evidence	Evidence Required Included (✓/X)
Speaking	<ul style="list-style-type: none"> • Minimum of one completed Tutor Observation Checklist per sampled candidate 	
Listening	<ul style="list-style-type: none"> • Listening material • questions • Candidate written responses • Breakdown of marks 	
Exchanging Opinions	<ul style="list-style-type: none"> • Tape/video recording • Candidate list showing order of tape/video recording • Assessment brief • English prompts • Breakdown of marks 	
Reading	<ul style="list-style-type: none"> • The Reading text (and questions if appropriate) • Candidate responses • Break down of marks 	
Writing	<ul style="list-style-type: none"> • The Writing brief • Candidate responses • List of sources • Break down of marks 	
Reading & Written Response	<ul style="list-style-type: none"> • The Reading text • Candidate target language response • Break down of marks 	
Declaration of Authenticity	<ul style="list-style-type: none"> • Fully completed per candidate and signed by both tutor and internal verifier 	
Tutor Tracking Document	<ul style="list-style-type: none"> • Fully completed with marks achieved • Signed by centre representative 	
MS1 Mark Sheet	<ul style="list-style-type: none"> • Fully completed with no units or candidate boxes left blank (<u>P</u>ass, <u>F</u>ail, <u>W</u>ithdrawn) • Signed and dated by tutor and internal verifier 	
Evidence of Internal Moderation	<ul style="list-style-type: none"> • Evidence of Internal Moderation in line with centre policy 	