

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 If a selected candidate has withdrawn, then the work for the next candidate above or below should be sent instead.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"> • Marks awarded detailed on Tutor Tracking Document and document has been signed 	
Listening	<ul style="list-style-type: none"> • Transcript or tape of Listening Task • Candidate written responses • Mark scheme and allocation of marks 	
Dialogue (Role play) Excluding levels 1 and 2	<ul style="list-style-type: none"> • Tape recording of role play which is tutor led • Candidate list showing order of tape recording • Tutor brief • Candidate brief • Mark scheme and allocation of marks 	
Reading	<ul style="list-style-type: none"> • The Reading text (and questions if appropriate) • Candidate responses • Mark scheme and allocation of marks 	
Writing Excluding levels 1 and 2	<ul style="list-style-type: none"> • The Writing brief • Candidate responses • Mark scheme and allocation of marks 	
Reading & Written Response	<ul style="list-style-type: none"> • The Reading text • Candidate target language response • Mark scheme and allocation of marks 	
Declaration of Authenticity	<ul style="list-style-type: none"> • Fully completed and signed by both tutor and internal verifier 	
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 	