Despatch of Assessment Evidence for Marking or External Moderation

1   General

1.1   This Skills and Education Group Awards[1] policy is concerned with the despatch of physical evidence to our examiners or external moderators. Whilst we encourage all centres[2]/learners to store and submit assessment evidence electronically we understand that in some circumstances this is not always possible or required.

1.2   It is the centre's responsibility, therefore, to ensure the safe and timely despatch of assessments to Examiners or External Moderators, and it should take whatever steps necessary to achieve this.

2   Assessments subject to External Marking / Assessment

2.1   Examination scripts or other assessments subject to external marking and which are to be sent by post must be:

- packed securely, postage or carriage prepaid;
- include a return address;
- sent to the address specified.

2.2   Where local postal arrangements prevent the immediate despatch of these assessments, the sealed packages must be locked up in secure conditions overnight and despatched the next working day. [3] Records of posting should be kept.

3   Sample Assessment Evidence for External Moderation

3.1   Sample evidence subject to remote external moderation must be:

- securely packed, postage or carriage prepaid;
- include a return address;
- sent to the address specified.

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[1] ABC Awards is a brand of Skills and Education Group Awards, a recognised awarding organisation and part of the Skills and Education Group. Any reference to ABC Awards, its registered address, company or charity number should be deemed to mean the Skills and Education Group Awards.

[2] A 'centre' in the context of this document applies to organisations, whether a training organisation, educational institution or employer, that deliver qualifications and / or assessments to individuals and as such have a duty of care with respect to the individual as a learner.

[3] Cf. Guidance to centres 'Instructions relating to the Conduct and Invigilation of Examinations and Other Assessments' (EX6)

3.2   All assessments for remote external moderation should be kept in secure conditions until the requested samples are despatched to the specified External Moderator. Dates for receipt of such evidence will be determined by the External Moderator and agreed with the Centre.

3.3   Where work is emailed or submitted on CD or DVD centres should refer to the published eModeration Guide. This guide describes the centre's responsibilities and the processes to be followed when planning, preparing, and submitting electronic evidence samples for remote external moderation. It also provides some technical guidance to assist in managing some of the associated risks, and identifies where to get further help.

4   Lost work

4.1   In the event of work lost in the post between the Centre and the Examiner or the Centre and the External Moderator, we will request the Centre to make the appropriate investigations with the Carrier.

4.2   In the event of work lost in the post between the Examiner and our office we will make enquiries with the Carrier.

4.3   Where examination scripts cannot be retrieved we will either:

- require the candidate to re-take the examination at another time; or
- where this is not possible request other evidence upon which an assessment decision could be made.

4.4   Where samples for external moderation cannot be retrieved we will:

- request copies of the assessment evidence.

It is incumbent upon the learner/centre to make copies of such evidence prior to despatch if not stored in any other than a written format.

5   Quality Assurance

5.1   This policy and guidance is reviewed annually to ensure it continues to our needs and those of our centres and the Regulators. [4]

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[4] Which may include Ofqual in England; Qualifications Wales; CCEA Regulation in NI; ESFA; IfA