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General Overview

The purpose of this document is to provide instructions on the marking and moderation processes for all NCC Education qualifications. The centralised marking and moderation activity for NCC Education centres provides outcomes that meet the standards and conditions laid down by the Office of Qualifications and Examinations Regulation (Ofqual) in England. The marking and moderation activity undertaken by NCC Education ensures assessment is valid, reliable and fit for purpose. NCC Education will apply moderation practices and procedures in compliance with Ofqual's General Conditions of Recognition.

NCC Education Digi and Level 2 Award in Computing (VRQ)

1 Instructions for Marking Digi Explorers / Digi Navigators / Digi Trailblazers

NCC Education carries out marking for all components of the above qualification. The only exception to this is the practical component present in occasional papers. This practical component will require centre staff verification.

NCC Education will provide a marksheet for recording marks as well as a sheet of marking guidance should this component be present in an examination paper.

1.2 Global Examinations

NCC Education will send out the following items for all global examinations on Level 2:

- 1 guidance sheet per exam venue for all invigilators to use
- 1 global examination paper per candidate enrolled
- 1 marksheet and verification sheet – only if an exam paper has a teacher verification section included

All global examination papers will be printed in colour, where required.

Separate answers sheets are not provided for this qualification

All global examination papers will be sent out to centres by NCC Education

All global examination papers will be collected by a courier arranged by NCC Education.

2 Instructions for Marking Level 2 Award in Computing (VRQ)

For this level only there is also a global assignment in addition to a global examination. This assignment is marked by centre staff.

NCC Education will provide a marksheet for recording marks as well as a sheet of marking guidance for this assignment component.

For the assignment only: NCC Education will advise you which samples must be sent in for moderation

2.2 Plagiarism / Collusion / Poor Academic Practice

Please see NCC Education's *Academic Misconduct Policy* and *AQ_29 – What is Academic Misconduct - Tutors*, available on Connect, for further information on what can be classed as academic misconduct and the penalties that should be applied in each instance.

2.3 What happens if you discover plagiarism, collusion or academic malpractice?

- Centres should use Turnitin to check all assignments.
- If a marker uncovers plagiarism or other academic malpractice in an assignment, marks must be deducted as appropriate. Centres must complete the *Candidate Misconduct – Centre Declaration Form* explaining what has been discovered, candidate name and ID for all candidates involved and the mark deductions that have taken place. The completed form must be submitted with every moderation

sample i.e. a completed form for each unit that a centre is submitting a moderation sample for.

- Cheating during an examination needs to be recorded by the Invigilator in the Invigilator's report. This report and the examination script must always be submitted with the work for marking for global examinations or submitted with the sample for moderation if noted in a local examination.

2.4 What happens if NCC Education discovers plagiarism, collusion or academic malpractice?

If plagiarism is discovered by NCC Education during marking or moderation NCC Education will conduct an investigation into the matter. Should it be found that misconduct has occurred appropriate penalties will be applied to the marks by NCC Education.

2.5 How to complete and submit your Marksheet

When completing the marksheet, please note the following.

- All candidates who are absent should be marked as 'A' on the marksheet. Please **do not** add a mark if a candidate is absent.
- If a candidate's name is missing from the marksheet please contact NCC Education Centre Support immediately.

Centres **must** keep copies of the work that has been submitted to NCC Education for moderation.

All work must be submitted electronically to digiassessments@nccedu.com

Level 3 Qualifications (ELF / IFY / L3IFDHES / L3DC / L3DB)

3 Instructions for Marking

The following sections provide instructions to centre markers, including specific information and requirements on marking NCC Education local examination papers and assignments.

The markers at NCC Education centres are requested to follow the instructions specified below.

3.1 On the Local Examination Scripts (LX)

- Always use a different coloured pen to the candidate (normally red)
- Provide a breakdown of marks for every sub-section of a question
- Provide a total mark for each question
- Provide brief comments where appropriate to justify marks awarded
- Tick every page of the script (to indicate every page has been checked and marked)
- On the front of the Local Examination Scripts:
 - record a total mark for each section
 - record a total mark for each examination script
 - ensure the marks recorded on the fronts are the same as those recorded inside the scripts

3.2 On the Global Assignments (GA)

- Always use a different coloured pen to the candidate (normally red)
- All assignment samples must have a copy of the marking scheme, with the marking breakdown for every sub-section of a question included and attached to the assignment
- Provide a total mark for each question
- Provide brief comments where appropriate to justify marks awarded
- Tick every page of the script (to indicate every page has been checked and marked)
- A signed copy of the 'Statement and Confirmation of Own Work' must be attached to every assignment.
- On the front of the Assignment:
 - record a total mark for the assignment
 - ensure the marks recorded on the front are the same as those recorded on each assignment.

Note: Centres must complete the *Candidate Misconduct – Centre Declaration Form* for every unit they submit work for. The form must state whether any misconduct was noted or whether all work was fine (see Appendix C for the form).

3.3 Second Marking

Centres should always carry out a second mark on a sample of assignments or local examination papers. Where second marking uncovers a problem, this should be discussed with the first marker and a solution agreed. This can be done by either re-marking or scaling the marks. Everyone learns from receiving constructive feedback and it provides confidence that your marking is consistent and accurate.

3.4 'Half Marks' - Notice to Markers

Where markers award half marks in any part of a task they must ensure that the **total** mark recorded for a task is rounded up to a whole mark.

3.5 Plagiarism / Collusion / Poor Academic Practice

Please see NCC Education's *Academic Misconduct Policy* and *AQ_29 – What is Academic Misconduct - Tutors*, available on Connect, for further information on what can be classed as academic misconduct and the penalties that should be applied in each instance.

3.6 What happens if you discover plagiarism, collusion or academic malpractice?

- Centres should use Turnitin to check all assignments.
- If a marker uncovers plagiarism or other academic malpractice in an assignment, marks must be deducted as appropriate. Centres must complete the *Candidate Misconduct – Centre Declaration Form* explaining what has been discovered, candidate name and ID for all candidates involved and the mark deductions that have taken place. The completed form must be submitted with every moderation sample i.e. a completed form for each unit that a centre is submitting a moderation sample for.
- Cheating during an examination needs to be recorded by the Invigilator in the Invigilator's report. This report and the examination script must always be submitted with the work for marking for global examinations or submitted with the sample for moderation if noted in a local examination.

3.7 What happens if NCC Education discovers plagiarism, collusion or academic malpractice?

If plagiarism is discovered by NCC Education during marking or moderation NCC Education will conduct an investigation into the matter. Should it be found that misconduct has occurred appropriate penalties will be applied to the marks by NCC Education.

3.8 How to complete and submit your Mark Submission Form (MSF)

When completing the MSF, please note the following.

- All candidates who are absent should be marked as 'A' on the MSF. Please **do not** add a marker's name or a mark if a candidate is absent.
- The primary marker's name must be included for all components. This should be done for both global assignments and local examinations.

- The original marks must be input correctly in the original marks section.
- If a candidate's name is missing from any part of the MSF please contact NCC Education Centre Support immediately; for example, if a candidate is showing on the MSF for the local examination but not the assignment.
- If a candidate chooses to re-sit only one component, comments should be added to the 'Marker's name' cell and the candidate should be marked as 'A' for this component on the MSF.

For Level 3 qualifications only, centres are required to email all completed MSFs to Level3moderation@nccedu.com by the NCC Education advertised deadline.

If a centre has six candidates or less for any assessment, all candidates' work must be submitted to NCC Education for moderation. **In this instance only you must not wait for NCC Education to request the sample.**

3.9 Moderation: The Purpose of Moderation

- We need to moderate work through a process which is external to the centre, to ensure the standard of achievement of candidates is comparable to those standards with other centres in that unit, and other units at that level.
- Moderation also ensures consistency in the grading of the award to ensure that candidates are receiving fair treatment.
- We also use moderation to monitor and report on assessment arrangements of our qualifications.
- Moderation can be used as an ongoing source of critical advice or positive feedback for centres in order to support the continuous improvement of teaching and personal development.
- It also ensures, where necessary, that assessment is valid by providing relevant feedback.
- External moderators need to confirm how and whether consistent standards are achieved. This is particularly important and not always easy when there are a number of different tutors involved in teaching and marking in one centre.

3.10 How to submit a sample of Assessments

The submission process for global assignment and local examination moderation samples for all Level 3 assessments is by eSubmission only.

Upon receipt of a completed MSF, NCC Education will select the samples which are required for moderation. NCC Education will highlight the samples required in yellow on each tab of the MSF and return it to the centre. The centre is required to submit the selected sample by the NCC Education advertised deadlines.

To aid the moderation process, the sample for each unit should be submitted as follows:

- If candidates submit printed 'hard copy' work this must be scanned as a separate PDF for each candidate, for each unit.

For example: **John Smith_00123456_SCS Assignment A**

Please note that it is the responsibility of the centre to ensure that all scans submitted for moderation are complete and readable. Incomplete, unreadable or single page files will not be accepted for moderation.

- Each unit should be in a separate email, with the subject line [Centre name]_[Centre branch, if applicable]_[unit abbreviation]_component.

For example: **Test Centre_Test Branch_SCS_Assignments**

- Samples may be compressed/zipped to make the files easier to email and store. You must not use time-bounded file-hosting services to submit the samples.
- A scanned copy of the Invigilator's Report and a copy of the seating plan must also be included with the local examination scripts.
- For IT Skills and Introduction to Programming only: as this work is carried out on a PC for this assessment, a compressed file of the saved documents for each candidate in the sample should be submitted.

Centres **must** keep copies of the work that has been submitted to NCC Education for moderation.

All global assignments and local examination samples must be submitted electronically to level3moderation@nccedu.com.

3.11 Using Multiple Markers for one Assignment or Examination

When there is more than one member of staff involved in the marking of a particular unit, **a sample from each marker** must be provided. The sample from **each** marker will be requested by NCC Education.

3.12 Audio Samples: ELF4 / ELF5 / DELS and AELS Speaking Tests

All English Language Speaking Tests must be recorded by the centre and the selected sample sent to NCC Education as part of the moderation sample.

The required format for submission of audio recordings is as follows.

1. All recordings should be submitted in MP3 format.
2. Each individual candidate's Speaking Test should be recorded as a separate file.
3. The full duration of each Speaking Test must be recorded.
4. A sound check should be carried out at the beginning of each session to ensure adequate sound quality.
5. The examiner should begin each test by speaking the candidate's NCC Education reference number and name (as registered with NCC Education).
6. The filename for each MP3 file should include the NCC Education candidate ID number and the candidate's name (as registered with NCC Education).

Please note that you **must** submit recordings for this assessment. English Language examinations will not be moderated unless recordings are submitted. It is the responsibility of the centre to ensure that all recordings submitted for moderation meet the specifications

outlined above. To ensure higher sound quality, we strongly recommend that both the candidate and the examiner are provided with a separate microphone for the examination. Incomplete or inaudible recordings will not be accepted for moderation.

3.13 Global Examinations (GX)

The global examinations are marked by NCC Education. NCC Education will arrange the collection of completed global examination scripts by an approved courier. The completed scripts must be ready for collection on the day immediately after your last global examination. Centres must address the parcel as follows:

FAO Operations Department

IFY/L3IFDHES/Level 3 Global Examinations

NCC Education
The Towers, Towers Business Park
Wilmslow Road
Manchester
M20 2EZ
United Kingdom

Telephone Number: +44 (0)161 438 6200

Contact Person: Natalie Jewitt / Ben Cunliffe

3.14 Scaling and Remarking

The NCC Education moderator will review the marked work with reference to the question and marking scheme. They will make judgements about the standard of the marking. The NCC Education moderator will review samples from centres worldwide. The NCC Education moderator is empowered to make decisions to adjust the marks of the full cohort based on the marking observed in the sample. Marks may be lowered (where marking is observed to be lenient) or raised (where marking is observed to be strict). The changes to the marks may be additive (a fixed value is added to or subtracted from the mark awarded) or multiplicative (the mark is multiplied by a factor, less than one to reduce the marks, greater than one to increase the marks). All decisions made by the NCC Education moderator are subject to approval or revision by NCC Education.

If the sample does not show a consistent marking pattern, scaling cannot be applied. In this case, a centre will be asked by NCC Education to provide a larger sample of work. If this happens candidates results may be delayed. NCC Education will tell you which candidates' work is required. If a centre cannot provide the additional sample or there is a significant delay in providing the additional items, candidates' results may be delayed until the next assessment cycle release date.

If the NCC Education moderator proposes a scaling of 25% or more (regardless of whether this is +25% or -25%), the centre will be asked to provide additional samples. NCC Education will tell you which candidates' work is required.

Level 4 and Level 5 Qualifications (L4DC / L4DBIT / L4DB / L5DC / L5DBIT / L5DB)

4 Instructions for Marking

The following sections provide instructions to centre markers, including specific information and requirements on marking NCC Education local examination papers and assignments.

The markers at NCC Education centres are requested to follow the instructions specified below.

4.1 On the Local Examination Scripts (LX)

- Always use a different coloured pen to the candidate (normally red)
- Provide a breakdown of marks for every sub-section of a question
- Provide a total mark for each question
- Provide brief comments where appropriate to justify marks awarded
- Tick every page of the script (to indicate every page has been checked and marked)
- On the front of the Local Examination Scripts:
 - record a total mark for each section
 - record a total mark for each examination script
 - ensure the marks recorded on the fronts are the same as those recorded inside the scripts

4.2 On the Global Assignments (GA)

- Always use a different coloured pen to the candidate (normally red)
- All assignment samples must have a copy of the marking scheme, with the marking breakdown for every sub-section of a question included and attached to the assignment.
- Provide a total mark for each question
- Provide brief comments where appropriate to justify marks awarded
- Tick every page of the script (to indicate every page has been checked and marked)
- A signed copy of the 'Statement and Confirmation of Own Work' must be attached to every assignment.
- On the front of the Assignment:
 - record a total mark for the assignment
 - ensure the marks recorded on the fronts are the same as those recorded on each assignment

Note: Centres must complete the *Candidate Misconduct – Centre Declaration Form* for every unit they submit work for. The form must state whether any misconduct was noted or whether all work was fine (see Appendix C for the form).

4.3 Second Marking

Centres should always carry out a second mark on a sample of assignments or local examination papers. Where second marking uncovers a problem, this should be discussed with the first marker and a solution agreed. This can be done by either re-marking or scaling the marks. Everyone learns from receiving constructive feedback and it provides confidence that your marking is consistent and accurate.

4.4 Grading Structure

Marks should be awarded in accordance with the marking scheme supplied by NCC Education. The Grade Descriptors (available for all QCF units) provided in the Qualification Specification should be used to make academic judgments at borderlines between grades.

4.5 'Half Marks' - Notice to Markers

Where markers award half marks in any part of a task they must ensure that the **total** mark recorded for a task is rounded up to a whole mark.

4.6 Plagiarism / Collusion / Poor Academic Practice

Please see NCC Education's *Academic Misconduct Policy* and *AQ_29 – What is Academic Misconduct - Tutors*, available on Connect, for further information on what can be classed as academic misconduct and the penalties that should be applied in each instance.

4.7 What happens if you discover plagiarism, collusion or academic malpractice?

- Centres should use Turnitin to check all assignments.
- If a marker uncovers plagiarism or other academic malpractice in an assignment, marks must be deducted as appropriate. Centres must complete the *Candidate Misconduct – Centre Declaration Form* explaining what has been discovered, candidate name and ID for all candidates involved and the mark deductions that have taken place. The completed form must be submitted with every moderation sample i.e. a completed form for each unit that a centre is submitting a moderation sample for.
- Cheating during an examination needs to be recorded by the Invigilator in the Invigilator's report. This report and the examination script must always be submitted with the work for marking for global examinations or submitted with the sample for moderation if noted in a local examination.

4.8 What happens if NCC Education discovers plagiarism, collusion or academic malpractice?

If plagiarism is discovered by NCC Education during marking or moderation NCC Education will conduct an investigation into the matter. Should it be found that misconduct has occurred appropriate penalties will be applied to the marks by NCC Education.

4.9 How to complete and submit your Mark Submission Form (MSF)

When completing the MSF, please note the following.

- All candidates who are absent should be marked as 'A' on the MSF. Please **do not** add a marker's name or a mark if a candidate is absent.
- The primary marker's name must be included for all components. This should be done for both global assignments and local examinations.
- The original marks must be input correctly in the original marks section.
- If a candidate's name is missing from any part of the MSF please contact NCC Education Centre Support immediately, for example, if a candidate is showing on the MSF for the local examination but not the assignment.
- If a candidate chooses to re-sit only one component, comments should be added to the 'Marker's name' cell and the candidate should be marked as 'A' for this component on the MSF.
- Centres must email all completed MSFs to their Centre Support Executive by the NCC Education advertised deadline.

If a centre has six candidates or less for any assessment, all candidates work must be submitted to NCC Education for moderation.

4.10 Moderation: The Purpose of Moderation

- We need to moderate work through a process which is external to the centre, to ensure the standard of achievement of candidates is comparable to those standards with other awards at the same level.
- Moderation also ensures consistency in the grading of the award to ensure that candidates are receiving fair treatment.
- We also use moderation to monitor and report on assessment arrangements of our qualifications.
- Moderation can be used as an ongoing source of critical advice or positive feedback for centres in order to support the continuous improvement of teaching and personal development.
- It also ensures, where necessary, that assessment is valid by providing relevant feedback.
- External moderators need to confirm how and whether consistent standards are achieved. This is particularly important and not always easy when there are a number of different tutors involved in teaching and marking in one centre.

4.11 How to choose a sample for moderation

The number of samples submitted for moderation is based on the size of the cohort and is listed below for reference. There must always be a minimum of 6 samples per unit, unless there were fewer than 6 candidates who took assessment.

| Number of scripts per unit per centre | Sample size for moderation (per individual marker) |
|---------------------------------------|--|
| 1 – 6 | All |
| 7 – 41 | 6 |
| 42 – 55 | 7 |
| 56 – 71 | 8 |
| 72 – 89 | 9 |
| 90 – 109 | 10 |
| 110 – 131 | 11 |
| 132 – 155* | 12 |

**Any centre whose candidate enrolments are higher than 155 candidates per unit must ensure the correct square root sample is submitted.*

The centre should inspect their candidates' marks and identify which assignments and local examinations are to be sent for moderation. The sample must be chosen based on the criteria below:

- The sample with the highest mark
- The sample with the lowest mark
- Samples close to each grade boundary where possible, i.e. a candidate with a clear referral grade; a candidate with 39 and a candidate with 41; a candidate with 59 and a candidate with 61 etc.
- Any candidates awarded genuine '0's for their submission
- If there are no candidates with marks near the grade boundaries then a good spread of marks should be presented across all grades

Centres **must** keep copies of the work that has been submitted to NCC Education for moderation.

4.12 Using Multiple Markers for one Assignment or Examination

When there is more than one member of staff involved in the marking of a particular unit, **a sample from each marker** must be provided. The number in the sample from **each** marker must follow the same rules as stated in the table above. The criterion for selecting the sample is also the same as in section 4.11 (above).

4.13 How to submit a sample of Assessments

Centres can choose to submit by hard copy or eSubmission. Details for how to submit by either method are noted below.

When submitting the hard copy sample for moderation, please note the following:

- The hard copy of the coursework must be labelled as follows: **[Centre name]_[Centre branch, if applicable]_[unit abbreviation]_component**.

For example: **Test Centre_Test Branch_CN_Assignment**

- The originality/plagiarism reports from Turnitin must be submitted in an electronic format.
- Work that has been plagiarised needs to have the marks adjusted as per the instructions in sections 4.6 and 4.7.
- The number of samples must match the guidelines in section 4.11 and 4.12 if you have multiple markers.
- Centres **must** keep copies of the work that has been submitted to NCC Education for moderation.

4.14 eSubmission of samples

Electronic samples of work can be submitted and must follow the guidelines below:

- Candidates work must be scanned as a separate PDF for each candidate, for each unit and labelled as follows:

For example: **John Smith_00123456_SCS Assignment A**

Please note that it is the responsibility of the centre to ensure that all scans submitted for moderation are complete and readable. Incomplete, unreadable or single page scans will not be accepted for moderation.

- Each unit should be in a separate email, with the subject line [Centre name]_[Centre branch, if applicable]_[unit abbreviation]_component.

For example: **Test Centre_Test Branch_SCS_Assignments**

- Samples may be compressed/zipped to make the files easier to email and store. You must not use time-bounded file-hosting services to submit the samples.
- A scanned copy of the Invigilator's Report and a copy of the seating plan must also be included with the local examination scripts.

Centres **must** keep copies of the work that has been submitted to NCC Education for moderation.

All global assignments and local examination samples must be submitted electronically to assessments@nccedu.com.

4.15 Address for submission of samples

Hard copy samples of assignments and local examinations must be sent to the following address by courier service.

NCC Education,
18th Floor, Menara BGI,
Plaza Berjaya,
12 Jalan Imbi,
55100 Kuala Lumpur,
Malaysia

Telephone Number: +603 2113 0988

Contact: NCC Education Operations department

Please note it is the responsibility of the centre to track the progress of the assignment and local examination courier parcel.

4.16 Global Examinations (GX)

The global examinations are marked by NCC Education. NCC Education will arrange the collection of completed global examination scripts by an approved courier. The completed scripts must be ready for collection on the day immediately after your last global examination. The parcel must be addressed as follows:

FAO Operations Department

NCC Education
The Towers, Towers Business Park
Wilmslow Road
Manchester
M20 2EZ
United Kingdom

Telephone Number: +44 (0)161 438 6200

Contact Person: Natalie Jewitt / Ben Cunliffe

For detailed information relating to the global examination process, from preparation to courier collection please refer to the *Instructions for Conducting Examinations_ OPS008* manual.

4.17 Moderation Reports

The moderators will produce unit feedback for each centre that will form the basis of a Centre Moderation Report (CMR). This will comment on:

- the standard of marking in the centre
- reasons for scaling, by how much and which candidates are affected
- any follow-up action for the centre.

4.18 Scaling and remarking

The NCC Education moderator will review the marked work with reference to the question and marking scheme. They will make judgements about the standard of the marking. The NCC Education moderator will review samples from centres worldwide. The NCC Education moderator is empowered to make decisions to adjust the marks of the full cohort based on the marking observed in the sample. Marks may be lowered (where marking is observed to be lenient) or raised (where marking is observed to be strict). The changes to the marks may be additive (a fixed value is added to or subtracted from the mark awarded) or multiplicative (the mark is multiplied by a factor, less than one to reduce the marks, greater than one to increase the marks). All decisions made by the NCC Education moderator are subject to approval or revision by NCC Education.

If the sample does not show a consistent marking pattern, scaling cannot be applied. In this case, a centre will be asked by NCC Education to provide a larger sample of work. If this happens candidates results may be delayed. NCC Education will tell you which candidates' work is required. If a centre cannot provide the additional sample or there is a significant delay in providing the additional items, candidates' results may be delayed until the next assessment cycle release date.

If the NCC Education moderator proposes a scaling of 25% or more (regardless of whether this is +25% or -25%), the centre will be asked to provide additional samples. NCC Education will tell you which candidates' work is required.

Level 7 Qualifications (L7DSBIT and L7DBM)

5 Instructions for Marking

For these qualifications, which are at QCF Level 7, candidates must display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision-making.

The following sections provide instructions to centre markers, including specific information and requirements on marking NCC Education local examination papers. For Level 7 qualifications NCC Education is responsible for marking all assignment submissions.

For L7DSBIT qualification centres are responsible for the marking the following items:

| Unit | Component marked by centre |
|---|--|
| Enterprise Software and Business Infrastructure | Examination paper |
| Project Management | Examination paper |
| Research in IT | Group Presentation component of Group Assignment Individual Presentation component of Individual Assignment |
| Strategic Information Systems Analysis | Examination paper |

The markers at NCC Education centres are requested to follow the instructions specified below.

5.1 On the Local Examination Scripts (LX)

- Always use a different coloured pen to the candidate (normally red).
- Provide a breakdown of marks for every sub-section of a question.
- Provide a total mark for each question.
- Provide brief comments where appropriate to justify marks awarded.
- Tick every page of the script (to indicate every page has been checked and marked).
- On the front of the Local Examination Scripts:
 - record a total mark for each section
 - record a total mark for each examination script
 - ensure the marks recorded on the fronts are the same as those recorded inside the scripts.

5.2 How to mark NCC Education Level 7 Presentations

Presentations for the Level 7 assignments must be marked by centres using the presentation marking sheet available from *Connect*. The presentation mark sheet gives approximate weightings for different aspects of the assessment, but it is assumed that markers will use their judgement and discretion in awarding marks as appropriate.

Completed presentation mark sheets must be submitted electronically to level7assessments@nccedu.com with the appropriate unit. Failure to submit the presentation mark sheets for every candidate will result in 0 marks being awarded for this component.

5.3 Document Types accepted

The following document types are acceptable for submission:

- **Microsoft Word document (.doc or .docx)**
- **Adobe PDF (.pdf)**
- **ZIP files (.zip) or RAR files if more than one document is being submitted.**

Documents submitted in any other format may not be accepted for marking.

All images, graphs, code or other non-text portions of assignments should be embedded in the document. Appendices should **not** be submitted as separate documents.

5.4 'Half Marks' - Notice to Markers

Where markers award half marks in any part of a task they must ensure that the **total** mark recorded for a task is rounded up to a whole mark.

5.5 Second Marking

Centres should always carry out a second mark on a sample of local examination papers. Where second marking uncovers a problem, this should be discussed with the first marker and a solution agreed. This could be done by either re-marking or scaling the marks. Everyone learns from receiving constructive feedback and it provides confidence that your marking is consistent and accurate

5.6 Grading Structure

Marks should be awarded in accordance with the marking scheme supplied by NCC Education. The Grade Descriptors (available for all QCF units) provided in the Qualification Specification should be used to make academic judgments at borderlines between grades.

5.7 How to complete and submit your Mark Submission Form (MSF)

When completing the MSF, please note the following:

- All candidates who are absent should be marked as 'A' on the MSF. Please **do not** add a marker's name or a mark if a candidate is absent.
- The primary marker's name must be included for all components.

- The original marks must be input correctly in the original marks section.
- If a candidate's name is missing from any part of the MSF please contact NCC Education Centre Support immediately.
- Centres must email all completed MSFs to their Centre Support Executive by the NCC Education advertised deadline.

5.8 Instructions for Submission of Assignments

Written assignments are marked by NCC Education in the UK, and should be submitted electronically to NCC Education by the centre.

All completed assignments must be emailed to level7assessments@nccedu.com

Centres must ensure they follow the guidelines below when submitting assignments for marking.

- Each unit should be in a separate email, with the subject line **[Centre name]_[Centre branch, if applicable]_[unit abbreviation]_component**

For example: **Test Centre_Test Branch_ESBI_Assignments**

- Samples may be compressed/zipped to make the files easier to email and store. Please do not use time-bounded file-hosting services to submit the samples.
- The individual assignments must be labelled as follows: **[Centre name]_[Centre branch, if applicable]_[candidate name]_[candidate ID]_[unit abbreviation]**.

For example: **Test Centre_Test Branch_John Smith_00123456_ESBI**

Please note: Candidates who do not adhere to file-name standards may experience a delay in receiving their results. If the candidate number and unit cannot be clearly identified, the assignment may not be marked and a mark of '0' will be entered.

Please also note that large volumes of pictures of text are not acceptable in assignment submissions at Level 7 as this prevents the work from being run through anti-plagiarism software. Any assignment containing large volumes of pictures of text may either be awarded '0' for this submission or may be sent back to the centre for the candidate to amend and re-submit.

Centres **must** keep copies of the work that has been submitted to NCC Education for marking.

5.9 Important note on plagiarism, collusion or academic malpractice

It is important that candidates are reminded that they must cite all sources used within their assignments as this is an essential academic skill.

For Level 7 only, NCC Education will submit all assignments to Turnitin before marking commences and any academic judgements or penalties will be applied at the Examination Board. Centres must not submit their Level 7 assignments through Turnitin prior to sending completed work to NCC Education as this will affect the judgements we are able to make regarding any plagiarism, collusion or academic misconduct. If penalties are applied,

candidates will receive a letter on the result release date confirming any action taken by NCC Education.

5.10 Moderation: The Purpose of Moderation

- We need to moderate work through a process which is external to the centre, to ensure the standard of achievement of candidates is comparable to those standards with other awards at the same level.
- Moderation also ensures consistency in the grading of the award to ensure that candidates are receiving fair treatment.
- We also use moderation to monitor and report on assessment arrangements of our qualifications.
- Moderation can be used as an ongoing source of critical advice or positive feedback for centres in order to support the continuous improvement of teaching and personal development.
- It also ensures, where necessary, that assessment is valid by providing relevant feedback.
- External moderators need to confirm how and whether consistent standards are achieved. This is particularly important and not always easy when there are a number of different tutors involved in teaching and marking in one centre.

5.11 The Sampling of Assessments for Level 7

For Level 7 qualifications, **all** completed examination scripts must be submitted to NCC Education for moderation.

Centres **must** keep copies of the work that has been submitted to NCC Education for moderation.

5.12 Submission of moderation sample

When submitting the sample for moderation, please note the following:

- The hard copy of the examination papers must be labelled as follows: **[Centre name]_[Centre branch, if applicable]_[unit abbreviation]_component**.
For example: **Test Centre_Test Branch_ESBI_Examination**
- If submitting samples electronically, centres must ensure they also include their candidates' names and ID numbers in the filenames.

5.13 Address for submission of samples

Local examination hard copy samples must be sent to the following address by courier service.

FAO Operations Department

Level 7 Examinations

NCC Education
The Towers, The Towers Business Park
Wilmslow Rd
Manchester
M20 2EZ
United Kingdom

Telephone Number: (+44)161 438 6200

Contact: NCC Education Assessments department

Please note it is the responsibility of the centre to track the progress of the local examination courier parcel.

Electronic samples must be emailed to: level7assessments@nccedu.com

5.14 Moderation Reports

NCC Education will produce assignment feedback for each candidate where a result has been published.

5.15 Scaling and remarking

The NCC Education moderator will review the marked work with reference to the question and marking scheme. They will make judgements about the standard of the marking. The NCC Education moderator will review samples from centres worldwide. The NCC Education moderator is empowered to make decisions to adjust the marks of the full cohort based on the marking observed in the sample. Marks may be lowered (where marking is observed to be lenient) or raised (where marking is observed to be strict). The changes to the marks may be additive (a fixed value is added to or subtracted from the mark awarded) or multiplicative (the mark is multiplied by a factor, less than one to reduce the marks, greater than one to increase the marks). All decisions made by the NCC Education moderator are subject to approval or revision by NCC Education.

If the sample does not show a consistent marking pattern, scaling cannot be applied. In this case, a centre will be asked by NCC Education to provide a larger sample of work. If this happens candidates results may be delayed. NCC Education will tell you which candidates' work is required. If a centre cannot provide the additional sample or there is a significant delay in providing the additional items, candidates' results may be delayed until the next assessment cycle release date.

If the NCC Education moderator proposes a scaling of 25% or more (regardless of whether this is +25% or -25%), the centre will be asked to provide additional samples. NCC Education will tell you which candidates' work is required.

General Instructions for Centre Co-ordinators

6 Checklist for e-Submission of Samples by Centres for Level 3 Qualifications (ELF / IFY / L3IFDHES / L3DC / L3DB)

6.1 Level 3 assignments and local examination papers

| Task: | ✓ |
|---|---|
| All NCC Education assessments must be marked using the official NCC Education marking scheme by your lecturers/markers. Marking should be done in either a red or green pen. <i>*AELS written examination is marked by NCC Education.</i> | |
| Each candidate's mark should be entered on the Mark Submission Form (MSF) and emailed to level3moderation@nccedu.com by the published deadline in the activity schedule. NCC Education will then request the samples required for moderation based on the contents of the completed MSF. | |
| Global Assignments (GA) | |
| All assignments must have a copy of the marking scheme, with the marking breakdown included and attached to the assignment. | |
| A signed copy of the 'Statement and Confirmation of Own Work' must be attached to every assignment. | |
| All assignments must be submitted to Turnitin for plagiarism checking (markers must have considered the plagiarism reports when carrying out the marking of each assignment and ensured that appropriate penalties have been applied). The electronic version of the Originality Report must be included with the 'Candidate Misconduct Declaration' form and moderation sample submitted to NCC Education. | |
| Local Examination (LX) Scripts | |
| The total for each section must be given on the cover of the answer booklet. | |
| The overall total must be clearly given on the cover of the answer booklet. | |
| All half marks must be rounded up to full marks. Tick every page of the script (to indicate every page has been checked and marked). | |
| Scan the signed candidate examination attendance register and Chief Invigilator's Report and label them with your centre name (and branch where applicable), unit name and document type in the filename. E.g.: Test Centre_Test Branch_IT Skills_Attendance Register and Invigilator's Report | |
| For the English Language speaking examinations (DELS / AELS) – the MP3 files containing the audio recordings of the speaking tests should be sent with the examination scripts, attendance register, chief invigilator's report and irregularities report, if used. | |
| All AELS GX written examination scripts (sections 2-4 on MSF) must be scanned and emailed to level3moderation@nccedu.com for NCC Education to mark. | |
| Global Assignments (GA) and Local Examination (LX) Scripts | |

| | |
|---|--|
| Carry out internal moderation (second marking) – samples from each marker must be re-marked internally to verify the consistency of marks. This should be done using a different colour of pen from the original marker (either red or green). | |
| The total mark for each candidate's assessment must be entered onto the Mark Submission Form (MSFs) emailed to you by NCC Education Centre Support. | |
| Email completed MSF to NCC Education Centre Support by deadline stated in Activity Schedule. | |
| Scan all the selected samples (with the marks awarded clearly visible on the cover page). Each selected candidate's sample must be scanned as a single document in PDF or GIF format. It must be saved and named as the candidate's full name, candidate ID number and Component name, for example: John Smith_00123456_SCS Assignment A | |
| Ensure a completed <i>Candidate Misconduct – Centre Declaration Form</i> (Appendix C) is included for all units | |
| Email all of the selected samples to NCC Education at level3moderation@nccedu.com . Each unit must be submitted in a separate email (clearly stating the centre and centre branch where applicable), complete with the scanned examination scripts, examination register and invigilator's report. These files may be compressed to make them smaller for emailing purposes. NCC Education will confirm receipt of the sample email. | |

Please note the following.

1. If any of the above has not been followed correctly, NCC Education will either return the candidates' work to the centre or the moderation will be delayed until the next cycle of assessment. **Please read this guidance carefully to avoid any unnecessary delays to results.**
2. For the ELF 5 / Advanced English Language Skills unit assessment, centres only mark the Speaking and Listening sections.

6.2 Keeping Candidates work

Centres must retain **all** candidate assessments for one year. Thereafter it is recommended, but not a requirement, that samples are retained by the centre to enable the monitoring of candidates' work over time.

NCC Education will keep all assessed work submitted for moderation for a period of one year.

6.3 Late Submissions from Centres

All assessments that reach the specified moderation location after the published deadline date will be classed as a non-submission. Candidates will be awarded 'Absent' and will be required to complete new assessments, unless there are exceptional circumstances which NCC Education has received prior notice of. If this situation arises, all centres will be required to follow the exceptional circumstances procedure and await approval by NCC Education.

7 Checklist for Submission of Samples by Centres for Level 4 and 5 Qualifications (L4DC / L4DBIT / L4DB / L5DC / L5DBIT / L5DB)

7.1 Level 4 and Level 5 assignments and local examination papers:

| Task | ✓ |
|---|---|
| All NCC Education assessments must be marked using the official NCC Education marking scheme by your lecturers/markers. Marking should be done in either a red or green pen. | |
| Global Assignments (GA) | |
| All assignments must have a copy of the marking scheme, with the marking breakdown included and attached to the assignment. | |
| A signed copy of the 'Statement and Confirmation of Own Work' must be attached to every assignment. | |
| All assignments must be submitted to Turnitin for plagiarism checking (markers must have considered the plagiarism reports when carrying out the marking of each assignment and ensured that appropriate penalties have been applied). The 'Candidate Misconduct Declaration' form must be submitted with the moderation sample. Turnitin Originality Reports for all assignments (not just for the sample) must also be submitted – these can be saved on one CD and sent with the sample. | |
| Local Examination (LX) Scripts | |
| The total for each section must be given on the cover of the answer booklet. | |
| The overall total must be clearly given on the cover of the answer booklet. | |
| All half marks must be round up to full marks. Tick every page of the script (to indicate every page has been checked and marked). | |
| Global Assignments (GA) and Local Examination (LX) Scripts | |
| Carry out internal moderation (second marking) – samples from each marker must be re-marked internally to verify the consistency of marks. This should be done using a different colour of pen from the original marker (either red or green). | |
| The total mark for each candidate's assessment must be entered onto the Mark Submission Form (MSFs) emailed to you by NCC Education Centre Support. | |
| Email completed MSF to NCC Education Centre Support by deadline stated in Activity Schedule. | |
| Select the appropriate sample for moderation as per the instructions in section 4.11. | |
| Make copies of all work that is to be sent for moderation to be kept at the centre. | |
| Samples from the same unit must be grouped together with a rubber band, providing clear separation between units and qualifications. Use front provided in APPENDIX A . | |
| Make sure that all assessments clearly state the candidate's name, ID number and centre name (including branch name, where applicable) on the front page. | |
| The Chief Invigilators report, attendance register and seating plan must be submitted, including the irregularities report, if used. Ensure a completed <i>Candidate Misconduct – Centre Declaration Form</i> (Appendix C) is included for all units | |
| Courier the sample to the relevant address to ensure it arrives by the deadline given in the Activity Schedule. (Note the tracking number for all parcels sent to NCC Education.) | |
| Email NCC Education Centre Support to confirm that the sample has been dispatched. | |

| | |
|--|--|
| Global Examination (GX) Scripts | |
| Completed examination scripts packaged up ready for collection by approved courier on day immediately after last global examination. | |

Please note the following.

1. If any of the above has not been followed correctly, NCC Education will either return the candidates' work to the centre or the moderation will be delayed until the next cycle of assessment. **Please read this guidance carefully to avoid any unnecessary delays to results.**

7.2 Keeping Candidates work

Centres must retain **all** candidate assessments for one year. Thereafter it is recommended, but not a requirement, that samples are retained by the centre to enable the monitoring of candidates' work over time.

NCC Education will keep all assessed work submitted for moderation for a period of one year.

7.3 Late Submissions from Centres

All assessments that reach the specified moderation location after the published deadline date will be classed as a non-submission. Candidates will be awarded 'Absent' and will be required to complete new assessments, unless there are exceptional circumstances which NCC Education has received prior notice of. If this situation arises, all centres will be required to follow the exceptional circumstances procedure and await approval by NCC Education.

8 Checklist for Submission of Samples by Centres for Level 7 Qualifications (L7DSBIT and L7DBM)

8.1 Level 7 Assignments:

| Task | ✓ |
|--|---|
| All Level 7 assignments are marked by NCC Education. All assignments must have a signed copy of the 'Statement and Confirmation of Own Work' and a completed NCC Education cover sheet attached to each assignment. | |
| Make copies of all work that is to be sent for marking to be kept at the centre. | |
| Samples from the same unit must be grouped together and labelled correctly: [Centre name]_[Centre branch, if applicable]_[unit abbreviation]_component | |
| Make sure that all the individual assignments clearly state the candidate's name, ID number and centre name (including branch name, where applicable) on the front page: [Centre name]_[Centre branch, if applicable]_[Candidate name]_[Candidate ID]_[unit abbreviation] | |
| Email all assignments to level7assessments@nccedu.com by the date stated on the activity schedule. | |

8.2 Level 7 Local examination papers:

| Task | ✓ |
|---|---|
| All NCC Education local examination scripts must be marked using the official NCC Education marking scheme by your markers. Marking should be done in either a red or green pen. | |
| The total for each section must be given on the cover of the answer booklet. | |
| The overall total must be clearly given on the cover of the answer booklet. | |
| All half marks must be round up to full marks. Tick every page of the script (to indicate every page has been checked and marked). | |
| Carry out internal moderation (second marking) – samples from each marker must be re-marked internally to verify the consistency of marks. This should be done using a different colour of pen from the original marker (either red or green). | |
| The total mark for the assessment must be entered onto the mark sheets (MSFs) emailed to you by NCC Education Centre Support. | |
| Email completed MSF to NCC Education Centre Support by deadline stated on the activity schedule. | |
| Make copies of all work that is to be sent for moderation to be kept at the centre. | |
| All marked examination scripts must bear the candidate's name, ID number, centre name and branch name (if applicable) on the front page. | |
| The Chief Invigilators report, attendance register and seating plan must be submitted, including the irregularities report, if used. | |
| Completed examination scripts from each unit must be grouped together and labelled correctly: [Centre name]_[Centre branch, if applicable]_[unit abbreviation] | |
| Send all examination papers by approved courier to NCC Education UK office for moderation: <i>Operations Department – Level 7 Examinations, NCC Education, The Towers, Towers Business Park, Wilmslow Road, Manchester, M20 2EZ, United Kingdom</i> | |

| | |
|--|--|
| All examination papers must arrive by the date stated on the activity schedule. | |
| Email any electronic copies of completed examination papers to level7assessments@nccedu.com by the date stated on the activity schedule. | |
| Email NCC Education Centre Support to confirm that the sample has been dispatched. | |

Please note the following.

1. If any of the above has not been followed correctly, NCC Education will either return the candidates' work to the centre or the moderation will be delayed until the next cycle of assessment. **Please read this guidance carefully to avoid any unnecessary delays to results.**

8.3 Keeping Candidates work

Centres must retain **all** candidate assessments for one year. Thereafter it is recommended, but not a requirement, that samples are retained by the centre to enable the monitoring of candidates' work over time.

NCC Education will keep all assessed work submitted for moderation for a period of one year.

8.4 Late Submissions from Centres

All assessments that reach the specified moderation location after the published deadline date will be classed as a non-submission. Candidates will be awarded 'Absent' and will be required to complete new assessments, unless there are exceptional circumstances which NCC Education has received prior notice of. If this situation arises, all centres will be required to follow the exceptional circumstances procedure and await approval by NCC Education.

APPENDIX A

| | |
|---|--|
| Centre Name (Please put the full name of your centre, including the name of your country): | |
| Unit Name: | |
| Assignment: Quantity of samples/Number of candidates | Insert Number of samples/Insert total number of candidates |
| Local Examination: Quantity of samples/Number of candidates | Insert Number of samples/Insert total number of candidates |
| Have the plagiarism/originality reports (either in softcopy or printed in colour) been included? Select Yes/No by clicking on the dropdown box provided. | Click here |
| If No, please give the reason: | |

Please see the completed example on the following page.

Example

| | | |
|---|--------------------------|--|
| Centre Name (Please put the full name of your Centre, inclusive of the name of your country): | Test Centre, Test Branch | |
| Unit Name: | Computer Networks | |
| Assignment: Quantity of samples/Number of candidates | 6/50 | |
| Local Examination: Quantity of samples/Number of candidates | 6/50 | |
| Have the plagiarism/originality reports (either in softcopy or printed in colour) been included? Select Yes/No by clicking on the dropdown box provided. | Yes | |
| If No, please give the reason: | | |

APPENDIX B: Summary Table

| Qualification | Global/ Local | Moderation /Marking | Number of samples | Address | Courier NCC Ed / Centre |
|--|---|------------------------|---|--|-------------------------------|
| L4DB L5DB L4DC L5DC L4DBIT L5DBIT | Global Examinations | Marking | <i>All Work</i> | FAO Operations Manager NCC Education The Towers Towers Business Park Wilmslow Road Manchester M20 2EZ Telephone No: 0161-438-6200 Contact Person: Natalie Jewitt / Ben Cunliffe | NCC Ed |
| L4DB L5DB L4DC L5DC L4DBIT L5DBIT | Local Examinations and Assignments | Moderation | <i>As per 4.11</i> | NCC Education, 18th Floor, Menara BGI, Plaza Berjaya, 12 Jalan Imbi, 55100 Kuala Lumpur Malaysia Telephone Number: +603 2113 0988 Contact email: assessments@nccedu.com | Centre |
| L3DB L3DC IFY / L3IFDHES | Global Examinations | Marking | <i>All Work</i> | FAO Operations Manager NCC Education The Towers Towers Business Park Wilmslow Road Manchester M20 2EZ Telephone No: 0161-438-6200 Contact Person: Natalie Jewitt / Ben Cunliffe | Centre |
| L3DB L3DC | Local Examinations and Assignments | Moderation | <i>Samples selected by NCC Education after marks are sent by centre</i> | Submitted by email to: level3moderation@nccedu.com | Centre |
| ELF IFY / L3IFDHES | Local Examinations and Assignments | Moderation | <i>Samples selected by NCC Education after marks are sent by centre</i> | Submitted by email to: level3moderation@nccedu.com | Centre |

| | | | | | |
|------------------|------------------------|------------|--|--|--------|
| L7DSBIT L7DBM | Examinations | Moderation | <i>All are sent to NCC Education after marking by centre</i> | FAO Operations Manager NCC Education The Towers Towers Business Park Wilmslow Road Manchester M20 2EZ Telephone No: 0161-438-6200 Contact Person: Natalie Jewitt / Ben Cunliffe | Centre |
| L7DSBIT L7DBM | Assignments | Marking | <i>All</i> | Submitted by email to: level7assessments@nccedu.com | Centre |
| L7DSBIT L7DBM | Assessed Presentations | Moderation | <i>All</i> | An electronic copy of presentation should be submitted to presentation assessor at the time of the presentation. Presentation mark sheets must be uploaded with assignments. Submitted by email to: level7assessments@nccedu.com Be scanned or typed, and sent electronically along with the assignments for that unit. Marks for the presentation component should also be entered onto the mark sheet provided on <i>Campus</i> | Centre |



Candidate Misconduct – Centre Declaration Form



| | |
|--|--|
| Centre name: | |
| Assessment cycle: | |
| Unit: | |
| Component: (e.g. Assignment/Local Exam) | |

This declaration must be completed for all assessments marked locally by Centres. This includes global assignments and local examinations at Levels 3-5.

By signing and submitting this report, you confirm that all work submitted to NCC Education has been checked for academic misconduct during marking, as defined in NCC Education's Academic Misconduct Policy, found here: <http://www.nccedu.com/policies--advice/policies-and-procedures>.

You should only complete either Section A or Section B as appropriate.

Section A

By signing below, you are confirming that no misconduct has been identified in the work of candidates in this unit.

| | |
|---|--|
| Name of marker completing declaration: | |
| Date: | |
| Counter signature of Head of Centre: | |

Section B overleaf

Section B

Please use the space below to report any academic misconduct found in the work submitted by candidates, providing details of the nature of the misconduct and any action taken, including mark deductions.

| Candidate Name | Candidate ID | Nature of Misconduct identified | Action taken by Centre |
|----------------|--------------|---------------------------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Please continue on further pages if necessary.

| | |
|---|--|
| Name of marker completing declaration: | |
| Date: | |
| Counter signature of Head of Centre: | |