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Contents

General Overview	4
NCC Education Digi and Level 2 Award in Computing (VRQ)	5
1 Instructions for Marking Digi Explorers / Digi Navigators / Digi Trailblazers	5
1.2 Examinations.....	5
2 Instructions for Marking Level 2 Award in Computing (VRQ)	5
2.2 Plagiarism / Collusion / Poor Academic Practice	5
2.3 What happens if you discover plagiarism, collusion or academic malpractice?	5
2.4 What happens if NCC Education discovers plagiarism, collusion or academic malpractice?	6
2.5 How to complete and submit your Marksheet	6
Level 3 Qualifications (L3IFDHES / L3DC / L3DB)	7
3 Instructions for Marking	7
3.1 On the Local Examination Scripts (LX – DELS and AELS modules only)	7
3.2 On the Global Assignments (GA)	7
3.3 Second Marking.....	8
3.4 ‘Half Marks’ - Notice to Markers.....	8
3.5 Plagiarism / Collusion / Poor Academic Practice	8
3.6 What happens if you discover plagiarism, collusion or academic malpractice?	8
3.7 What happens if NCC Education discovers plagiarism, collusion or academic malpractice?	8
3.8 How to complete and submit your Mark Submission Form (MSF)	8
3.9 Moderation: The purpose of moderation.....	9
3.10 How to choose a moderation sample	9
3.11 Using multiple markers for one piece of assessment.....	10
3.12 How to submit a sample of assessments for moderation.....	10
3.13 Audio Samples: DELS and AELS Speaking Tests.....	11
3.14 Global Examinations (GX).....	11
3.15 Scaling and Remarking	11
Level 4 and Level 5 Qualifications (L4DC / L4DBIT / L4DB / L5DC / L5DBIT / L5DB) ...	12
4 Instructions for Marking	12
4.1 On the Global Assignments (GA)	12
4.2 Second Marking.....	12
4.3 Grading Structure.....	12

4.4	'Half Marks' - Notice to Markers.....	12
4.5	Plagiarism / Collusion / Poor Academic Practice	13
4.6	What happens if you discover plagiarism, collusion or academic malpractice?	13
4.7	What happens if NCC Education discovers plagiarism, collusion or academic malpractice?	13
4.8	How to complete and submit your Mark Submission Form (MSF)	13
4.9	Moderation: The Purpose of Moderation.....	14
4.10	How to choose a sample for moderation	14
4.11	Using Multiple Markers for one Assignment or Examination	15
4.12	How to submit a sample of Assessments	15
4.13	Global Examinations (GX).....	15
4.14	Moderation Reports	15
4.15	Scaling and remarking.....	16
	Level 7 Qualifications (L7DBM).....	17
5	Instructions for Marking	17
5.1	Instructions for Submission of Assignments and Examination Papers.....	17
5.2	Important note on plagiarism, collusion or academic malpractice.....	17
5.3	Candidate Feedback.....	18
	General Instructions for Centre Co-ordinators.....	19
6	Checklist for e-Submission of Samples by Centres for Level 3 Qualifications (L3IFDHES / L3DC / L3DB).....	19
6.1	Level 3 assignments and local examination papers	19
6.2	Keeping Candidates work	20
6.3	Late Submissions from Centres	20
7	Checklist for Submission of Samples by Centres for Level 4 and 5 Qualifications (L4DC / L4DBIT / L4DB / L5DC / L5DBIT / L5DB)	21
7.1	Level 4 and Level 5 assessments:.....	21
7.2	Keeping Candidates work	21
7.3	Late Submissions from Centres	21
8	Checklist for Submission of Samples by Centres for Level 7 Qualifications (L7DBM)	23
8.1	Level 7 Assessments:.....	23
8.2	Keeping Candidates work	23
8.3	Late Submissions from Centres	23
	Appendix A.....	24

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 partner centres carry out marking for all components of the above qualification. NCC Education carries out moderation of a sample of the centre marked assessments.

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 Examinations

NCC Education will make available the following items for all examinations on Level 2:

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

Where paper copies of examination papers are required all examination papers will be printed in colour, if necessary.

Separate answers sheets are not provided for this qualification.

All examination papers will be made available to centres 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 an 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.

2.2 Plagiarism / Collusion / Poor Academic Practice

Please see NCC Education's *Academic Misconduct Policy* and *AQ_29 – What is Academic Misconduct - Tutors*, 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 questionnaire on the *VLE* explaining what has been discovered, candidate name and ID for all candidates involved and the mark deductions that have taken place. This must be completed for 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 through NCC Education VLE.

Level 3 Qualifications (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 – DELS and AELS modules only)

- 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 misconduct questionnaire on the VLE for every unit they submit work for. The form must state whether any misconduct was noted or whether all work was fine.

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*, 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 questionnaire on the *VLE* explaining what has been discovered, candidate name and ID for all candidates involved and the mark deductions that have taken place. This must be completed for 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 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.

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

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 choose a moderation sample

The number of samples a centre must submit for moderation for **each unit** is based on the total number of markers used **and** the total cohort size. The following table indicates the number of samples that must be submitted for moderation for each marker within each unit.

Total number of candidates in cohort (per individual marker)	Number of samples to be submitted (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
156+	Square root of total candidates*

**Any centre whose candidate enrolments are higher than 156 candidates per unit must ensure the correct square root sample is submitted.*

Criterion for Sample

The centre should review their candidates' marks and identify which pieces of assessment are to be sent for moderation. The sample must be chosen based on the following criteria:

- The sample to include the highest mark awarded
- The sample to include the lowest mark awarded
- A sample from each grade boundary awarded (fail, pass, merit, distinction) must be submitted
- The sample to include at least one genuine mark of zero (if applicable)

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

3.11 Using multiple markers for one piece of assessment

When there is more than one marker involved in the marking of a particular unit, **a sample from each marker** must be provided. The number in the sample for each marker must follow the same submission guidelines as indicated in section 3.10 (above).

3.12 How to submit a sample of assessments for moderation

All samples are by **electronic submission only**. All moderation samples must be submitted to the NCC Education VLE.

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

For example: ***John Smith_00123456_SCS Assignment A***
John Smith_00123456_SCS Assignment B
John Smith_00123456_SCS Assignment C

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 must be sent in separate unit folders titled as per the following:
Centre Name_Unit Abbreviation_Cycle Samples
Test Centre_EAP_September 2016 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 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 moderation samples must be submitted electronically to the NCC Education VLE.

3.13 Audio Samples: DELS and AELS Speaking Tests

All English Language Speaking Tests must be recorded by the centre and a 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).
7. Marking breakdowns must be submitted along with the audio file samples

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.

3.14 Global Examinations (GX)

For full details on the administration of NCC Examinations please refer to the *Instructions for Conducting Examinations* document on Connect.

3.15 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 may 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 assignments.

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

4.1 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 misconduct questionnaire on the VLE for every unit they submit work for. The form must state whether any misconduct was noted or whether all work was fine.

4.2 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.

4.3 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.

4.4 '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.

4.5 Plagiarism / Collusion / Poor Academic Practice

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

4.6 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 questionnaire on the *VLE* explaining what has been discovered, candidate name and ID for all candidates involved and the mark deductions that have taken place. This must be completed for 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.

4.7 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.

4.8 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.
- 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.

4.9 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 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.

4.10 How to choose a sample for moderation

The number of samples a centre must submit for moderation for **each unit** is based on the total number of markers used **and** the total cohort size. The table on the following page indicates the number of samples that must be submitted for moderation for each marker within each unit.

Total number of candidates in cohort (per individual marker)	Number of samples to be submitted (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
156+	Square root of total candidates*

**Any centre whose candidate enrolments are higher than 156 candidates per unit must ensure the correct square root sample is submitted.*

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

- The sample to include the highest mark awarded
- The sample to include the lowest mark awarded
- 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.

- If there are no candidates with marks near the grade boundaries then a sample from each grade boundary awarded (fail, pass, merit, distinction) must be submitted
- The sample to include at least one genuine mark of zero (if applicable)

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

4.11 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 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 4.10 (above).

4.12 How to submit a sample of Assessments

All samples are by **electronic submission only**. All moderation samples must be submitted to the NCC Education VLE.

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

For example: **John Smith_00123456_AD Assignment**

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 must be sent in separate unit folders titled as per the following:
Centre Name_Unit Abbreviation_Cycle Samples
Test Centre_EAP_September 2016 Samples

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

All moderation samples must be submitted electronically to the NCC Education VLE.

Please note it is the responsibility of the centre to ensure all samples have been uploaded by the deadline stipulated on the Activity Schedule. Late samples will not be accepted.

4.13 Global Examinations (GX)

For full details on the administration of NCC Examinations please refer to the *Instructions for Conducting Examinations* document on Connect.

4.14 Moderation Reports

The moderators will produce unit feedback for each centre. 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.

4.15 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 may be asked to provide additional samples. NCC Education will tell you which candidates' work is required.

Level 7 Qualifications (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.

For Level 7 qualifications NCC Education is responsible for marking all component submissions.

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

5.1 Instructions for Submission of Assignments and Examination Papers

All assignments and examination papers are marked by NCC Education in the UK.

All samples are by **electronic submission only**.

All samples must be submitted to the NCC Education VLE.

Centres must ensure they follow the guidelines below when submitting assessments 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**

- 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 '0 / Absent' 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.

5.2 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.

5.3 Candidate Feedback

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

General Instructions for Centre Co-ordinators

6 Checklist for e-Submission of Samples by Centres for Level 3 Qualifications (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.	
Each candidate's mark should be entered on the Mark Submission Form (MSF) and emailed to your Centre Support Executive by the published deadline in the activity schedule.	
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 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.	

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 samples for moderation as per the instructions in section 3.11	
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 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	

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.**

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 assessments:

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 Turnitin Originality Reports for all assignments must also be submitted.	
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 4.10 .	
Make copies of all work that is to be sent for moderation to be kept at the centre.	
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.	

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 (L7DBM)

8.1 Level 7 Assessments:

Task	✓
All Level 7 assessments 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 assessments 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]	
Make copies of all work that is to be sent for moderation to be kept at the centre.	

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.**

8.2 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.

8.3 Late Submissions from Centres

All assessments that reach the specified 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: Summary Table

Qualification	Global/ Local	Moderation / Marking	Number of samples	Submission Method
L4DB L5DB L4DC L5DC L4DBIT L5DBIT	Examinations / TCAs	Marking	<i>All Work</i>	NCC Education VLE
L4DB L5DB L4DC L5DC L4DBIT L5DBIT	Assignments	Moderation	<i>As per 4.11</i>	NCC Education VLE
L3DB L3DC L3IFDHES	Examinations / TCAs	Marking	<i>All Work</i>	NCC Education VLE
L3DB L3DC L3IFDHES	Local Examinations and Assignments	Moderation	<i>As per section 3.10</i>	NCC Education VLE
L7DBM	Assignments and Examinations	Marking	<i>All work</i>	NCC Education VLE