Entry Pathways (QCF)

ADMINISTRATION GUIDELINES

Entry Procedures

- Entry for individual units **must** be made by submitting the relevant unit and option code to inform WJEC which units candidates have completed i.e. *Maintaining Healthy Hair* unit at Entry 2 is 6159/E2
- Entry for qualification (cash-in) can be made by submitting the relevant qualification and option code i.e. *Entry 2 Award in Personal & Social Development* is 6001/A2.

Aggregation does not take place automatically: centres must enter the cash-in code for aggregation to take place. This entry can be made at the same time unit entries are made or in the late-aggregation window post results or in a subsequent examination series.

Entry Windows

- January Series from 21 October – **11 November** – final date for all entries **13 December**
- June Series from 21 February – **18 March** – final date for all entries **5 May**

The final date for receipt of entries and amendments without incurring late fees is highlighted in **bold**. Any further entries made after this point will be charged double the entry fee. The final date for all entries is in **bold italics** no further entries can be made after this point as samples must be sent for moderation. Centres are advised to ensure submission of entries precede the above dates to guarantee entry processing in sufficient time. This will also ensure enough time is given to identify any issues/entry rejections should they occur.

Internal Moderation

- All Entry Pathways units are internally assessed and externally moderated
- Assessment must be carried out by the Assessor/Teacher before sending for moderation
- Copies of assessment records and candidate cover/authentication sheets will need to be downloaded by subject teachers/assessors from the relevant qualification pages on WJEC website
- Where more than one Assessor/Teacher is involved, the centre must appoint an **Internal Verifier** to ensure that all candidates are judged to the same standard across different assessors, teaching groups and from year to year.
- Once units are completed and internally assessed entries can be made
  - P (pass) - Candidates **must** be able to provide evidence that they have met all the assessment criteria for every unit they are entered for.
  - A (absent) - Candidates **must not** be entered for a unit if they have not met all the assessment criteria for that unit. If candidates are entered for a unit
and are then unable to provide evidence that they have met all the criteria for that unit, you must withdraw the candidate or mark them as Absent on IAMIS.

External Moderation

Submission Dates

- January Series by 12 December
- June Series by 4 May

Submission of Outcomes/Grades

- All centre outcomes (Pass or Absent) must be submitted for each candidate on the Internal Assessment Mark Input System (IAMIS) which can be accessed from the below dates:
  - January Series from 7 November
  - June Series from 13 March
- Once all outcomes have been submitted to WJEC the system will generate a sample to send for moderation
- Centres can also 'view moderator details' to identify who the work should be sent to at WJEC

For further guidelines for the online system please refer to the Entry Pathways IAMIS step-by-step Guide

Submission of Samples

- A sample for each unit and level (generated by the online system) must be submitted for moderation
- All samples sent for external moderation must include an Assessment Record Sheet (per candidate and unit) and a Candidate Authentication Sheet (signed by candidate and teacher)
- In extreme circumstances i.e. lost work or illness a Witness Statement must be sent in instances where accreditation has been awarded but where no physical evidence can be found. The candidate’s Assessor/Teacher is responsible for judging the validity and authenticity of the witness statement; this should be signed and dated.
- Specific instructions for presentation of work may be given in guidelines for individual qualifications/units on WJEC relevant pages. Unless otherwise stated:
  - Each candidate’s work should be presented in an A4 folder/file which is itself clearly marked with the centre name and number, candidate name and number, unit title(s).
  - Each candidate’s folder must include a signed authentication sheet (see Appendix 2 of specification). Ring binders (bulky to post) and plastic wallets (difficult to gain access to work) should not be used.
  - Where work consists of a number of assignments these should be referenced to match learning outcomes/assessment criteria.
  - Where evidence is presented to cover the assessment criteria for more than one unit it should be referenced on the cover sheets.
For centres submitting a number of units across different qualification/subject areas:

- To ease the moderation process, please ensure that units going to the same moderator are packaged individually in an envelope/sack clearly marked with the moderator name and address, centre name and number (Printable Labels available to download from IAMIS).

_To save on cost these individual packages addressed to each moderator may be enclosed in a larger envelope/sack to despatch to WJEC._

_N.B. In the interest of economy and where items made by candidates are large or heavy photographic evidence is recommended._

**Visiting Moderation**

- For the Healthy Living and Fitness qualification practical PE units moderation visits will take place:
  - January series between 29 November – 11 December
  - June series between 6 March – 5 May
- Once centres have entered any of these units a moderator will be in touch to arrange the visit.

_Further information on visiting moderation procedures can be found in the Entry Pathways Administration Booklet 2016-17._

**Reports**

- Feedback will be provided through a moderator's report per unit entered by the centre.
- From Summer 2016 all moderator reports can be downloaded from the 'Print Results' area of the secure website from results day.
- The outcome of moderation will be to accept centres assessments or to provide guidance on actions needed before centres can re-submit specified units at a subsequent examination series.
- Overall Principal Moderator reports for each certification area will be provided at each examination series and may be accessed on the WJEC secure website.

**Results**

- January series on 2 March
- June series on 6 July

**Certificates**

- January series issued in late May
- June series issued in late September

_Candidates will receive Statement of Credit certificates and Qualification certificates (providing the qualification 'cash-in' code has been entered and achieved)._