

Advice for sending in Assessments to WJEC for marking and moderation.

Internal Assessments to be with the Moderator by May 15th (same as GCE coursework) marks to be submitted electronically and this will generate samples.

External assessments to be with WJEC by June 1st

It is best practice to:

- Hole punch and treasury tag all pages in one document per unit.
- Number pages and include candidates' full name and centre number on each page.
- Signposts on the work of the candidates where ACs have been met.
- Collate work per unit not per candidate, as different moderators will moderate specific units.

UNIT 1 Meeting Nutritional Needs of Specific Groups – Internal assessment

- A cover page for each candidate with the UNIT number and title, name, candidate number, centre number. (these will need to be removed by the moderator)
- The completed work for each candidate with clear colour photographs showing the three dishes, which could be a starter, main, accompaniments and dessert together with one of the completed table showing the meal as a whole.
- A completed **Mark Record sheet** showing your assessment decisions and comments to support each Assessment Criteria. Student and assessor to sign the front cover.
- An **Observation Record sheet** completed for each candidate to include a photograph of the finished table.
- A witness statement for the interview to further evidence coverage of criteria
- Timelog sheet to include dates and timing for the 9 ½ hours. Candidate and supervisor to sign.

Unit 2 Ensuring Food is Safe to Eat – External assessment

- The examination cover page with the UNIT number and title, name, candidate number, centre number completed.
- The completed evidence for each candidate
- The **Timelog sheet** to include dates and timing for the 8 hours. Candidate and supervisor to sign.

UNIT 3 Experimenting to Solve Food Production Problems or

Unit 4 Current Issues in Food Science and Nutrition

- A cover page with the UNIT number and title, name, candidate number, centre number. (these will need to be removed by the moderator)
- The completed evidence for each candidate.
- A completed **Mark Record sheet** showing your assessment decisions and comments to support each Assessment Criteria. Student and assessor to sign the front cover.
- A completed **Observation Record sheet** if practical work has been carried out.
- Timelog sheet to include dates and timing for the 12 hours (unit 3) and 14 hours (unit 4). Candidate and supervisor to sign.