

National Qualifications 2006

Senior Moderator Report

Subject: Administration

Assessment Panel: Business Education

The purpose of this report is to provide feedback to centres on moderation which has taken place within National Qualifications in this subject.

NATIONAL UNITS

TITLES/LEVELS OF NATIONAL UNITS MODERATED

ADMINISTRATION SERVICES- INT 1/2/HIGHER

INFORMATION TECHNOLOGY FOR MANAGEMENT - HIGHER

FEEDBACK TO CENTRES

General comments:

This was the first central moderation relating to these new courses.

Candidate work submitted was of a high standard.

Material submitted was well presented.

Candidates performed well scoring high marks.

In most cases work was clearly marked.

All necessary documentation was made available along with Instruments of Assessment and Marking Information.

Many centres showed evidence of a comprehensive Internal Moderation system.

Internal Moderation can enhance a centre's overall performance

Advice on good practice and areas for further development:

As stated above there were many examples of thorough Internal Moderation systems – this can enhance a centre's overall performance.

Most centres showed clearly when and where marks were awarded. Some centres made good use of Formative assessment techniques by adding comments to some answers to indicate why marks were not awarded. Therefore constructive feedback given to candidates.

One or two centres did not indicate on the tasks where marks had been awarded and this made Moderation very difficult.

In one centre there were a few candidates who required a second attempt due to their first attempt being well below the cut-off score but did not complete a substantially different assessment or series of questions.

For candidates who have missed the cut off by some margin it is good practice to reassess using Outcomes/Questions from a different NAB.

On several occasions marks were given for one word answers when asked to 'describe'. A fuller response would be more appropriate here.

Centres should consider Internal Moderation as an extension to existing good practice. Implementation of Internal Moderation could result in a more consistent application of marking standards.

Although I am pushing strongly for Centres to adopt Internal Moderation – as a team we were very pleased with the overall standard of responses.