

**SOUTH PACIFIC BOARD
FOR
EDUCATIONAL ASSESSMENT**



PSSC/SPFSC

**Internal Assessment
and
Moderation Procedures
2010**

Internal Assessment and Moderation Procedures

1. Internal Assessment

The Internal Assessment components are an essential part of the overall PSSC/SPFSC qualifications and this can be seen by the weighting the Internal Assessment carries in the reporting of student achievement.

Teachers must make sure that marking is completed as soon after the assessment event as possible. This not only allows for marks to be sent to SPBEA on time but more importantly to give students feedback on their results and allow them to improve in those areas where further learning is to take place.

The use of a coversheet for each assessment, for each student, is strongly recommended. This coversheet lists the outcomes covered in the assessment with feedback for the student. This is already been done in a number of subjects.

1.1 PSSC

The internal assessment components for PSSC are assessed in three different ways:

(i). **Common Assessment Tasks (CAT)**

Chemistry, Computer Studies, English and Mathematics.

SPBEA sends the prepared task to the school and it is sat on the same day across the region. The teacher marks the students work and the marks are sent to SPBEA by the due date.

For English and Computer Studies, CATs samples of marked students work are required to be sent to SPBEA for moderation.

(ii). **Major Projects**

Accounting (*Major Task*), Agriculture (*Major Task*), Biology (*Investigative Study*), Chemistry (*Extended Investigative Project*), Design Technology (*Independent Project*), Development Studies (*Research Project*), Economics (*Major Task*), Geography (*Fieldwork Report*), History (*Major Task*), Mathematics (*Minor Research Project*), Physics (*Skills Task*), Tala 'O Tonga (*Research Project*) and Gagana Samoa (*Research Project*).

The teacher designs and marks their own tasks and the marks are sent to SPBEA by the due date. The mark schedules include in the subject prescriptions indicate the marking criteria teachers are to use. Samples of marked students work in all subjects except Physics are to be sent to SPBEA by the due date for moderation.

(iii). **Teacher Designed Tasks (TDT)**

Accounting, Agriculture, Biology, Chemistry, Computer Studies, Development Studies, Economics, English, French, Geography, History, Mathematics, Physics, Tala 'O Tonga and Gagana Samoa.

These are generally the minor tasks and practical activities, set and marked by the teacher and the marks are sent to SPBEA by the due date for all IA marks, which is **8 October 2010**; except for Economics, Geography, History and Mathematics where the marks are sent in when tasks are completed. (See Due Dates for IA document for details.)

1.2 SPFSC

The internal assessment components for SPFSC subjects are designed, assessed and marked by teachers, except for Information Technology where there is a Common Assessment Task (CAT) set by SPBEA.

- The tasks are set and marked by the teachers and the marks sent to reach SPBEA by the due dates as specified in the ***Due Dates for Internal Assessment Tasks 2010*** sheet.
- **Information Technology Common Assessment Tasks (CAT)**
SPBEA sends the prepared task to the school and it is sat on the same day across the region. This year, this task will be carried out on **Thursday 30 September** The teacher marks the students work and the marks are sent to reach SPBEA by the due date which is **Friday, 8 October**.

2. Quality Assurance and Moderation

The quality assurance and moderation of PSSC/SPFSC have a number of different stages.

2.1 Accreditation

Before a school is allowed to enter students in specific subjects for the SPBEA qualifications, the school must be accredited by the Board to do so.

If a subject is not accredited, students will receive zero marks for their work.

If a school has any queries about its accreditation status, please contact SPBEA as soon as possible.

2.2 Internal Assessment Programme Approvals – February/March

The IA programme for each subject is to be completed on the appropriate form supplied and sent to reach SPBEA by **31 March 2010**. The last day for approving IA programmes is **21 May 2010**.

Please note the following important points about submitting IA Programmes for approval:

(i) Use of approved programmes

Some of the IA Programmes were granted full approval in 2008 and 2009. Schools wishing to use the same programme in 2010 need only to submit the IA Approval Summary Form, but should indicate clearly on the form that they are using the approved programme from 2009 (or 2008). This does not apply to PSSC Accounting, Economics and Physics.

(ii) Modifications/changes to approved programmes

Schools who wish to modify/change certain components of the approved programme may do so, but submit the details of the proposed modifications/changes together with the IA Approval Summary Form.

(iii) Full IA programme

Schools must submit a full IA Programme for those that were not granted full approval in 2009 (or 2008). This must include outlines and marking schedules for all tasks. All schools must submit **full IA Programmes for PSSC Accounting, Economics and Physics**. The prescriptions for these three subjects were revised in 2009 and the revised prescriptions come into effect as of January 2010.

In the case of subjects where IA Programmes are not granted full approval including those not received, students may not be awarded credits to some or all components of the IA programme.

2.3 IA Verification Visit – July/August

Nominated schools will be visited in July/August for IA Programmes to be verified. The visit reviews the IA work to ensure the IA Programme is being followed and is up-to-date. The visit is also an opportunity for SPBEA officers to assist teachers with their IA work and to assist schools in developing and maintaining procedures to manage assessment effectively and efficiently.

SPBEA is visiting schools on a two-year cycle. New schools and those who had difficulties in 2009 will also be visited in 2010. Generally SPFSC schools will be visited every year. Schools will be notified of the date and details of the visit.

In the case of subjects that are not verified students will receive reduced or zero credits for their work.

2.4 Moderation – see due dates

Moderation is carried out to ensure assessment is fair, valid, reliable, consistent and comparable across all schools and countries.

PSSC Internal Assessment moderation is carried out in three modes:

- (i). **Direct moderation** where a sample of marked student's work is moderated by subject experts.
- (ii). **Statistical moderation** where the IA results are moderated against the examination results and/or other major task results.
- (iii). **Moderation Visit** used in the case of Design Technology to review the process of assessment as well as the finished product where appropriate.

2.4.1 Direct Moderation PSSC – see due dates.

This is carried out for the:

1. PSSC Major Projects for: Accounting, Agriculture, Biology, Chemistry, Design Technology Independent Projects (apply only to countries where moderation visits by Moderators do not take place), Development Studies, Economics, Gagana Samoa, Geography, History, Mathematics, and Tala 'O Tonga.
2. PSSC CATs for: Computer Studies and English

In the past the schools selected the student scripts that made up the sample. **In 2009, SPBEA made the selection of the scripts that are to be sent to SPBEA as part of the sample for moderation except for English and Computer Studies CATs. This will continue in 2010**

Process that will be followed is:

1. Subject teachers are required to make available the marks (on the provided mark capture forms) of the major project that will undergo direct moderation. These marks are due at SPBEA by the dates shown in the table below. If the mark capture forms have not been received please contact Lavenie Josefa (qualifications@spbea.org.fj). **DON'T USE OTHER MARK CAPTURE FORMS, or make changes to ENROLMENTS ON MARK CAPTURE FORMS.** If new students have enrolled or been transferred to the school, please inform us of these changes by using the appropriate forms from the ENROLMENT section of THIS Information Pack.
2. Based on these marks SPBEA will select the students whose work is to be submitted for moderation.
3. Schools will be informed by email or fax or phone of the students whose work must be submitted for moderation. If you have not been informed within a week of submission of students' marks please contact qualifications@spbea.org.fj.
4. These students' work must be sent to the country's Examination/ Assessment Unit by the date shown on the table below.

Subject	Completion of relevant IA component	Mark Sheet must reach SPBEA	Schools informed of students whose work must be sent to SPBEA for moderation	Samples of work must reach country agent by
	- Due Date	- Due Date	- Due Date	- Due Date
Accounting	9 th July	16 th July	23 rd July	30 th July
Agriculture	9 th July	23 rd July	30 th July	13 th August
Biology	13 th Aug	20 th August	24 th August	27 th August
Chemistry	13 th Aug	20 th August	24 th August	27 th August
Computer Studies (CAT)	20 th Aug	2 nd Sept	School selects and send 3 samples	8 th September
Design Technology (Independent Projects)	27 th Aug	3 rd Sept	Sample not needed, project moderated by visit	Moderation Visits will be conducted in Sept/Oct and other schools must submit folios by 15 th Sept
Development Studies	30 th July	13 th Aug	20 th August	27 th August
Economics	30 th July	6 th August	13 th August	20 th August
English (CAT)	23 Apr	7 th May	School selects and send 3 samples	14 th May
Fine Arts				Moderation Visits will be conducted in October/September
Gagana Samoa	29 Jun	12 th July	16 th July	30 th July
Geography	30 th July	11 th Aug	16 th August	27 th August
History	12 th July	19 th July	23 rd July	30 th July
Mathematics	25 th Jun	2 July	9 th July	16 th July
Tala 'O Tonga	9 th July	16 th July	23 rd July	30 th July

Note: Failure to get these mark sheets and samples in on time will result in students being awarded **zero marks** for this component. It is important that all samples are in by the due dates as the moderators cannot be expected to moderate to the appropriate high standard if they don't have all the samples with them.

2.4.2 Moderation Visit for Design Technology and Fine Arts

A moderation visit for all schools offering Design Technology will take place in August/September and for schools offering Fine Arts in October/November. Schools will be notified of the date.

2.5 Moderation of SPFSC Internal Assessment

All internal assessment tasks for SPFSC are Statistically Moderated.

Internal Assessment materials (including all marked students work) are required to be kept until the end of the year for a sample evaluation to be carried out by SPBEA. Schools will be notified if they are to be involved in the evaluation.

3. Sending in Marks

Marks are to be sent to reach SPBEA by the due date and on the Mark Capture Sheet that SPBEA will provide. In the events that Mark Capture Sheets are not ready on time, teachers must contact SPBEA for the sheets. Teacher must NOT devise their own mark sheets and use them to submit marks to SPBEA. Please check that the correct SPINS and student names appear in the mark sheets. Failure to do this could mean delays in processing marks and worse students being given zero marks for that component.

Please note that recent developments have resulted in modifications to the IA Mark Capture sheets which make them different from the sample mark capture sheets in some subject prescriptions. In these cases, the latest versions are to be used and ignore the ones in the prescription.

- For CATs and major projects refer to Due Dates Sheet
- For other teacher assessments including SPFSC, all marks are to reach SPBEA by **8 October 2010**.

In the case of IA marks not received by SPBEA, students MAY receive zero marks for their work.

4. Summary

The process for 2010 will be:

- **circulars will be sent to schools reminding teachers of due dates**
- **if results/samples are not received by SPBEA by due dates a reminder will be sent to the schools concerned.**
- **If the results/samples are not subsequently received at all, the student(s) concerned may receive “zero” except in very special circumstances.**

It is essential that assessment and moderation procedures and processes are followed so students are not penalized unnecessarily, resulting in the true worth of their work not being recognized.

5. Queries

If you have any problems or queries please do not hesitate to contact SPBEA at qualifications@spbea.org.fj