Life and Living Skills – Top Tips when submitting work for Moderation

1) Make sure you have assessed the work to show how it meets the **assessment criteria**. Use the unit OCR Records of Assessment & Evidence for that unit. Remember the Moderator doesn't know you or your centre and can only make a judgement on what they are sent – if they can't see how the learner has met the assessment criteria from the evidence that is sent they will have to withdraw the unit. The key is 'what and how' the individual learner has completed for each of the assessment criteria.

2) Think **quality** rather than quantity of material submitted. If a document adds nothing to the evidence please don't send it. It is also not necessary to use all three methods of assessment (observation, questioning/discussion, examination of candidate work) in every case. For example, evidence for some assessment criteria may be observation only.

3) Fully **complete the Records of Assessment and Evidence** with learner and centre details. Is the evidence provided on them linked to the assessment criteria? Have they been signed/dated by the assessor responsible for the unit assessment? For Entry 1 units, have you stated the Achievement Continuum Stage the learner has been assessed at?

4) Ensure that the **assessor** who has signed the Record of Assessment and Evidence is the same assessor whose initials are identified on Interchange

5) Rather than submit multiple individual claims, group them by **qualification scheme code** (e.g. 10170 or 10171). Each claim can be made up of units for many different candidates, but all relating to the same qualification scheme code.

6) Units can be claimed towards the qualification **as and when** candidates have been assessed – you don't need to wait until every unit for a qualification is completed. By doing this, you receive feedback as and when the units are submitted, rather than as learners complete the qualification, so any issues can be identified and rectified early on.

7) Only complete your claim on **Interchange** once you are ready to dispatch work to the Moderator (i.e. it is complete and has been assessed and internally moderated). Work must be dispatched within 24 hours of making the claim.

8) None of the evidence that you send will be returned to you. Take a **copy** of anything that you wish to retain.

9) **Package** work appropriately. Please don't put work in plastic pockets or fancy files as it takes longer to moderate and adds bulk. Also avoid using paper clips as work gets muddled. Please staple the individual candidate units and then secure these with the candidate unit Submission Cover Sheet on the top. Each claim should be packaged separately with a hard copy of the 'View claim - make claim' Interchange printout on the top of each claim. Ensure your envelope is tough enough to make the journey in one piece (plastic envelopes or heavy duty paper are excellent).

10) Please ensure that all assessors in your team have access to the **Centre Feedback Report** from your external moderator, which is viewed on Interchange. It gives feedback on the quality of evidence and assessment and so it is vital for all assessors involved in the qualification to view.