



## Guidance notes concerning centre consortium arrangements

Where candidates from different centres are taught and assessed together, **but will be entered through the centre at which they are on roll**, the relevant awarding body **must** be informed, using the online form, that the centres wish to be treated as a consortium.

**Centre consortium arrangements must apply to all the candidates entered for the relevant centre assessed component/unit across all centres in the consortium.**

1. For each centre assessed component/unit centres **must** carry out internal standardisation of marking across the consortium.
2. The awarding body will allocate the same moderator to each centre in the consortium and the candidates will be treated as a single group for the moderation of centre-assessed work.
3. Before commencing the moderation process, the awarding body will inform moderators of any consortia in their allocation. A single sample will be selected which includes representative coverage of the range of marks across the whole consortium, normally including the highest and lowest mark within the consortium.
4. Each centre in the consortium will receive a report from the moderator, in addition to a report detailing the allocation of marks.
5. If a consortium submits a request for a review of moderation, the work **must** be available from all the centres in the consortium, as it is the original sample that is reviewed.
6. **Consortium co-ordinators must submit a form for each series on-line by:**

**1<sup>st</sup> October 2018 for the November 2018 GCSE examination series**

**31<sup>st</sup> January 2019 for the June 2019 ELC/GCE/GCSE examination series†**

**For other qualification types and other examination series during the course of the academic year 2018/2019 the relevant awarding body should be contacted.**

**†Where a centre assessed component/unit is subject to visiting moderation, the relevant awarding body must be contacted. The awarding body will advise the centre of the date by which the form must be submitted to them.**

**This form does not need to be completed for the Practical Skills Endorsement, A-level Biology, Chemistry, Geology and Physics.**