



Joint Council for
Qualifications^{CIC}

Guidance notes concerning centre consortium arrangements for the academic year 2024/25

Effective from 1 September 2024

Produced on behalf of:



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Where candidates from different centres are taught and assessed together, but will be entered through the centre at which they are enrolled, the relevant awarding body **must** be informed that the centres wish to be treated as a consortium. The online Centre Consortium Arrangements form, accessed via the Centre Admin Portal (CAP), **must** be completed and submitted to the awarding body. CAP can be accessed via any of the awarding bodies' secure extranet sites.

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 centres in the consortium **must** nominate a consortium co-ordinator who will liaise with the awarding body/bodies on behalf of all the centres. Centres will need to provide the contact details of the lead centre and co-ordinator and list all the centres within the consortium and the component/unit details.
- 3** 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.
- 4** Before commencing the moderation process, the awarding body will inform moderators of any consortia in their allocation. A single sample will be selected which will include representative coverage of the range of marks across the whole consortium, normally including the highest and lowest mark within the consortium.
- 5** Each centre in the consortium will receive the report from the moderator, in addition to a report detailing the allocation of marks.
- 6** 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.
- 7** Candidates' work from **all** the centres in the consortium **must** be retained until after the closing date for review of results for the series concerned or until after any appeal, malpractice or other results enquiry has been completed, whichever is later.
- 8** Consortium co-ordinators **must** submit an online form for each series using CAP, which can be accessed via any of the awarding bodies' secure extranet sites, no later than:

1st October 2024 for the GCSE November 2024 examination series

31st January 2025 for the June 2025 examination series*

For other qualification types and other examination series during the academic year 2024/2025, please see the relevant awarding body's website.

This form does **not** need to be completed for the Practical Skills Endorsement, A-level Biology, Chemistry, Geology and Physics, except for centres in Wales offering WJEC specifications.

*Where a centre-assessed component/unit is subject to visiting moderation, please see the relevant awarding body's website. The awarding body will advise the centre of the date by which the form must be submitted to them.