

## OSCA Applied GCE Regulations and Guidance

### Introduction

OSCA (Online Support for Centre Assessors) is an Edexcel system which allows centres to develop understanding, receive feedback and demonstrate an ability to assess accurately. Successful participation in OSCA activities enables Programme Leaders/Department Heads to become *accredited*.

Accredited Programme Leaders/Department Heads are able to award marks for a qualification without coursework/portfolios being subject to external moderation by Edexcel.\*

There are two routes to accreditation, depending upon the qualification and subject area for which you are responsible:

### Route 1: Exemplar Material Exercise Registration (available for Applied GCE units in Business, ICT, Health & Social Care, Leisure Studies and Travel & Tourism)

Accreditation is granted to any Programme Leader whose team have accurately assessed the required number of 'exemplar' portfolios. This online exercise is only available to Programme leaders who have registered on the OSCA system.

*Window 1 (29 October 2007 - 16 December 2007)*

The Exemplar Material Exercise (EME) presents a set of portfolios (per unit) for you to assess and mark online. The portfolios will be made available from 29 October until 16 December, after which commentaries completed by a senior moderator will be made available for viewing and comparison with your own assessment. Additional reference material will be provided for training purposes.

Accreditation is granted for:

- AS level where all exemplar items for two units have been assessed accurately.
- A2 level where all exemplar for AS level and one A2 unit have been assessed accurately.

*Window 2 (14 January 2008 - 9 March 2008)*

If you are unsuccessful in achieving accreditation during Window 1 (because one or more of the items have not been assessed accurately), you may apply the knowledge gained through your participation in this exercise and attempt to assess a second set of online portfolios which will be made available from 14 January. Senior moderator commentaries will be made available on 10 March.

The following *Terms and Conditions* apply to the Exemplar Material Exercise:

- Participation in this exercise is restricted to your sole use of exemplar material in connection with your delivery of an Edexcel Limited qualification and programme.
- The opinions expressed within the work are those of the candidate only. Edexcel does not endorse or support the views of the individuals.
- You may not sell, copy or distribute exemplar material without express consent from Edexcel.
- Edexcel disclaims all liability in connection with any claims which may be brought against you for unauthorised use of the work.
- Registering for the Exemplar Material Exercise binds you to the terms and conditions stated above.

\*a random selection of accredited programme teams will be required to submit a control sample during formal moderation windows to support Edexcel's quality assurance procedures.

## Route 2: Formal Moderation (available in all Applied GCE subject areas at both AS and A2 Level)

Units assessed accurately during 'formal' moderation windows will also count as evidence in support of accreditation, provided that the Programme Leader has registered for OSCA Accreditation.

AS Level: Accreditation through this route will be awarded at AS level where the external moderation process has confirmed the accuracy of a programme team's assessment decisions across all AS units\*. If your applied GCE team have already fulfilled this requirement during the summer 2007 series, you can apply for immediate accreditation from 17 September to 31 March 2008 by registering on the OSCA system.

A2 Level: Accreditation through this route will be awarded at A2 level where the external moderation process has confirmed the accuracy of a programme team's assessment decisions across one or more A2 units, provided that (i) the same Programme Leader has already been accredited for the subject at AS level, and (ii) no adjustments are made to marks submitted for any A2 unit during the same session.

The following *Terms and Conditions* apply to Formal Moderation Accreditation:

- All units submitted for the specification during the moderation window must represent the whole ability range of the centre.
- Accreditation cannot be granted where less than 5 candidates work was assessed, even if the centre's unit entries during the formal moderation window was less than 5.
- Only if the same Programme Leader is responsible for the assessment for both the winter and preceding summer exam series, can accreditation be sought before the winter exam series, using the assessment of the summer's units as evidence in support of accreditation.

\*Consideration can only be applied where entries are made for two or more units with the minimum number of five candidates

## Registration Process

To register a centre first has to nominate a Programme Leader for the Qualification/Subject Area. The 'Programme Leader' is defined as the individual with overall responsibility for the delivery of the portfolio assessment.

Once nominated, the Programme Leader requires to be registered on Edexcel Online. If you are already a registered centre, contact the Edexcel Online administrator at your centre to set you up with an account. If your centre is not yet registered, please nominate an Edexcel Online administrator and ask them to call our Edexcel Online customer support team on 0870 240 9819 or contact our customer enquiry service 'Ask Edexcel' at [www.edexcel.org.uk/help](http://www.edexcel.org.uk/help)

Once registered on Edexcel Online, the Programme Leader needs to register for OSCA. To access the OSCA Registration Homepage, click on the 'Registrations' tab on the Edexcel Online OSCA menu. To register, click on the 'Add New Subject' link and follow the onscreen instructions.

The following *Terms and Conditions* apply to the Registration process

- Only one Programme Leader may be registered for each Applied GCE subject\*.

- Similarly, if accreditation is sought across both the AS and A2 levels within a subject area, the same individual must be registered as the Programme Leader at both levels.

### Notification of Accredited Status

Provisional Notification of Accreditation status will be provided to participating Programme Teams after each published closing date.

These individual decisions on accreditation status are 'provisional' in that subsequent evidence of inaccurate assessment will lead to a withdrawal of accreditation in advance of the summer 2008 series.

Final confirmation of status will be communicated to Programme Teams on the OPTEMS form.

\*Where more than one assessor is responsible for marking within the qualification/subject area specified, internal standardisation must be carried out to ensure consistency across teaching groups prior to the submission of marks.

### Period of Accreditation

Accreditation is awarded within each academic year and will last for the remainder of that academic year and the following two academic years.

Once the accreditation period has expired the Programme Leader will need to become re-accredited for the specification.

### *Programme Leader Registration Renewal*

It should be noted that accredited status does not automatically 'roll over' from one academic year to the next. Programme Leaders must renew their registration at the commencement of each academic year, confirming that they are still in place and holding the same responsibilities within the centre.

Failure to renew will result in the suspension of accreditation.

### Transferring Accredited Status Between Centres

Accredited Programme Leaders who transfer to another centre may retain their accredited status provided that (i) they are actively responsible for the assessment and internal standardisation of all centre-assessed work made available for external moderation at their new centre, (ii) the period of accreditation has not yet expired, and (iii) the new centre does not already have a registered Programme Leader for the relevant qualification and subject combination.

Programme Leaders should contact their new centre's Edexcel Online administrator to register them on Edexcel Online. Once registered on Edexcel Online, they can proceed to register for OSCA

### Control Sampling

Accredited Programme Teams may be required to submit a control sample during formal moderation windows as part of Edexcel's quality assurance checks.

Failure to submit a sample when requested may result in the withdrawal of accredited status and the withholding of results for the applicable moderation window.

### Withdrawal of Accreditation

Accreditation may be withdrawn by Edexcel under the following circumstances:

- Expiry of the period of accreditation (see Period of Accreditation, above)*
- Inaccurate assessment demonstrated through random sampling*

Accredited Programme Teams will not be required to submit portfolio samples during formal moderation windows unless called for as part of a 'control' sample.

Work submitted as part of the 'control' sample which is found to be inaccurately assessed will cause accreditation to be withdrawn for that programme. Centre marks for candidates entered for the relevant qualification may be adjusted by the moderator.

The 'control' sample will be selected at random in advance of each formal moderation window, and selected centres will be contacted.

*(iii) Changes in staff*

Accreditation will automatically be withdrawn for a specification at a centre if the relevant Programme Leader ceases to be responsible for internal assessment. However, the centre may attempt to become re-accredited at the first available opportunity.

*(iv) Registration under False Pretences*

Failure by the centre's Edexcel Online administrator to withdraw a departed Programme Leader's account may lead to accreditation being awarded under false pretences. Under such circumstances, candidate results will be withheld until a sample is submitted for moderation, and the case will be reported to the Head of Centre and Edexcel's Compliance team.

This procedure would also apply where:

- The Programme Leader fails to notify Edexcel of their departure in advance of the formal moderation window;
- An individual other than the Programme Leader has registered in this capacity