

# EXTERNAL ASSESSMENT ACHIEVEMENT RECORD FAD 4 SPREADSHEET

## Background

Centres have found that the existing FAD4 form has some drawbacks because as it is a Microsoft Word table, it is difficult to type in large numbers of students (eg if you go over more than 2 or 3 pages). Examiners have suggested some other improvements (eg if the FAD4 was a spreadsheet it could add up grades and work out percentages, to help analyse patterns and changes).

The new FAD4 spreadsheet will be piloted this year 2005-06 (but you can still use the old FAD4 sheet).

You can download it from the Edexcel website on the following URL \*\*\*\*\*

## What the new FAD4 spreadsheet will do

For centres, it will:

- enable you to enter records for up to 400 students
- sort students by student first name, surname, registration number, pathway or tutor
- automatically show where projected and proposed grades have changed
- automatically work out the statistics for refer, pass, merit and distinction by pathway
- automatically produce a list of students that have withdrawn or require a certificate of achievement
- allow you to record which students to sample for IS purposes
- let you record the grades awarded for the IS sample for up to 4 different assessors
- help you record the agreed IS grades
- control how the FAD4 prints out (eg one page for each group or for say every 50 students)
- enable you to send your FAD4 electronically to your examiner.

For examiners, it will:

- help them plan which students to sample, and print a list out for the centre by pathway
- allow them to record the grades they give to the sample students
- automatically show whether the examiner agrees with the centre's proposed grades
- help them record the agreed final grades
- automatically show whether the agreed final grade has been moderated.

## Getting started

The FAD4 is a Microsoft Excel spreadsheet.

Open the file and save it under another name – eg FAD4for2006.xls

# CENTRES

## How to use the FAD4 spreadsheet

Step 1 Fill in your centre details at the top of the FAD4 worksheet

Step 2 Fill in the names of the pathways you offer into the pathway key

Tip

There is space for up to 8 different pathways  
(eg fine art, graphics, textiles or ceramics)

Step 3 Fill in the names and student registration details for your students (columns A, B and C)

Step 4 Fill in the number for the pathway of each student (column D)

Tip

Either type the number directly into the cell

Or use the menu that appears when you click the arrows by the cell (offers R P M D)

Step 5 If appropriate, fill in the group (if you have more than one group for a pathway) and tutor's name (columns E and F)

## CENTRES

### At the end of the Pathway stage

Step 1 Fill in which of units 1 to 7 have been passed (columns H to N)

Tip

Either type the number directly into the cell

Or use the menu that appears when you click on the arrows by the cell (offers P or R)

Projected Grade	UNITS									Withdraw Cert. Ach.	Proposed Grade
	1	2	3	4	5	6	7	8	9		
P	P	P	P	P	P	P	P	P	P	P	M

Step 2 Fill in the projected grade for each student (column G yellow)

Tip

This is the grade you expect them to achieve for their FMP

Either type the number directly into the cell

Or use the menu (offers R P M D)

Step 3 If appropriate, fill any students that have withdrawn or require a certificate of achievement (column Q)

Tip

Either type the number directly into the cell

Or use the menu (offers C Ach or WD)

Step 4 Send the FAD4 to your examiner with the SOIs

Step 5 If you are interested, you can look up the statistics for your projected grades

The top table on the “stats table” worksheet automatically works out the numbers and percentages of students projected as refer, pass, merit and distinction for each pathway

Tip

At the bottom of the spreadsheet, click on the tab for “stats table”

This opens the worksheet “FAD Examiner’s percentage calculator”

Projected Grade	UNITS									Withdraw Cert. Ach.	Proposed Grade
	1	2	3	4	5	6	7	8	9		
P	P	P	P	P	P	P	P	P	P	P	M

## CENTRES

### At the end of the FMP

Step 1 Fill in whether each student has passed units 8 and 9 (columns O and P)

Tip

Either type the number directly into the cell

Or use the menu that appears when you click on the arrows by the cell (offers P or R)

UNITS											
Projected Grade	1	2	3	4	5	6	7	8	9	Withdraw Cert. Ach.	Proposed Grade
P	P	P	P	P	P	P	P	P	P	M	

Step 2 Fill any remaining withdrawals or certificates of achievement (column Q)

Tip

Either type the number directly into the cell

Or use the menu (offers C Ach or WD)

Step 3 Fill in the proposed grade for each student (column R yellow)

Tip

This is the grade you have assessed for their FMP

Either type the number directly into the cell

Or use the menu (offers R P M D)

## CENTRES

### Internal standardisation

Step 1 Look up whether the projected and proposed grades have changed (column W yellow FMP grade change)

**Tip**

Any grade changes that are surprising are one place to start for sampling

The changes will be worked out automatically (will show as change or same)

Step 2 Select your sample (column Z)

**Tip**

The sample should be at least 15% of the total cohort, balanced across each pathway, assessor and grade

Either type the number directly into the cell Or use the menu (offers sample or extended)

Internal Standardisation					
IS Sample	IS grade 1	IS grade 2	IS grade 3	IS grade 4	IS Agreed
▼▲	▼▲	▼▲	▼▲	▼▲	▼▲

Step 3 Record the grades awarded by each assessor using as many columns as you need (columns AA, AB, AC and AD)

**Tip**

At least two assessors should look at each sample, working independently

Either type the number directly into the cell or use the menu (offers R P M or D)

Step 4 Following the IS meeting, record the agreed IS grade (columns AE)

**Tip**

Either type the number directly into the cell or use the menu (offers R P M or D)

Step 6 If possible, send the FAD4 to the examiner to arrive at least 2 days before their visit

Step 5 If you are interested, you can look up the statistics for your proposed grades

The middle table on the “stats table” worksheet automatically works out the numbers and percentages of students proposed grades for each pathway

**Tip**

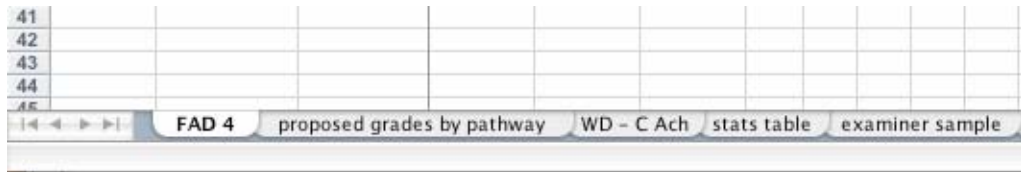
At the bottom of the spreadsheet, click on the tab for “stats table”

This opens the worksheet “FAD Examiner’s percentage calculator”

## EXAMINERS FAD3

### Reporting on the SOI and projected grades

To look up the statistics for the projected grades click on the tab for “stats table” at the bottom of the spreadsheet, to open the worksheet “FAD Examiner’s percentage calculator”.



The top table on the “stats table” worksheet automatically works out the numbers and percentages of students proposed grades for each pathway

This table allows you to look up the numbers of students projected as referral, pass, merit and distinction in each of the pathways identified by the centre. It also works out the percentages.

When writing your FAD3 use the stats to identify any trends or noticeable features, for example a pathway with an unusual pattern of projected merits or distinctions compared to the others. Also to report the overall numbers and percentages of students achieving each grade.

#### Example

In this example, in the graphic design pathway 1 student is projected as refer, 7 pass, 0 merit and distinction.

*Projected percentages*

No of students		50								
pathway		Graphic Design	3D design	Fine Art Print	Fine Art Painting	Textiles	Fashion	balloon making	balloet weaving	OVERALL
referral		1	0	0	2	0	1	0	0	4
	%	13%	0%	0%	17%	0%	17%	0%	0%	7%
pass		7	7	4	2	3	4	2	1	30
	%	33%	70%	40%	17%	60%	67%	50%	100%	54%
merit		0	3	3	6	2	1	0	0	15
	%	0%	30%	30%	50%	40%	17%	0%	0%	27%
distinction		0	0	3	2	0	0	2	0	7
	%	0%	0%	30%	17%	0%	0%	50%	0%	13%
TOTAL		8	10	10	12	5	6	4	1	56
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%

## EXAMINERS Before the examination visit

### Selecting the sample to examine

Look up the statistics for the proposed grades by clicking on the tab for “stats table” at the bottom of the spreadsheet, as before.

The middle table shows the numbers and percentages of proposed grades for each pathway. Use this information to work out the numbers of grades in pathway that you need to sample to get your 15% or a minimum of 10 students.

### Example proposed percentages

In this example, there are 56 students in all – so your sample would be 10 students. To get a fair spread you would probably pick 5 passes, 3 merits and 2 distinctions. You will also need to see all 4 referrals.

Proposed percentages

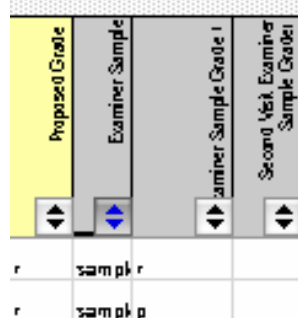
No of students		56								
pathway		Graphic Design	3D design	Fine Art Print	Fine Art Painting	Textiles	Fashion	balloon making	baliset weaving	OVERALL
referral		1	0	1	1	0	0	1	0	4
	%	13%	0%	10%	8%	0%	0%	25%	0%	7%
pass		5	5	3	7	2	4	2	0	28
	%	63%	50%	30%	58%	40%	67%	50%	0%	50%
merit		1	4	4	3	2	2	0	0	16
	%	13%	40%	40%	25%	40%	33%	0%	0%	29%
distinction		1	1	2	1	1	0	1	1	8
	%	13%	10%	20%	8%	20%	0%	25%	0%	14%
TOTAL		8	10	10	12	5	6	4	1	56
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Once you know how many to sample, use your SOI review notes to work out which students to select.

On the FAD4 worksheet identify the students to sample (column S)

### Tip

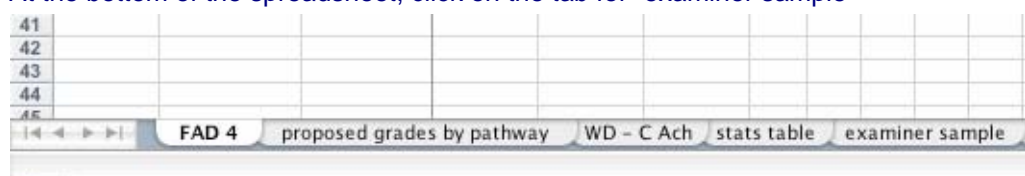
Use the menu that appears when you click on the arrows next to the cell (offers ‘sample’ and ‘extended’)



When you have identified the sample, the spreadsheet will automatically list the students you plan to sample on the examiner sample worksheet.

### Tip

At the bottom of the spreadsheet, click on the tab for “examiner sample”



## EXAMINERS Examination visit

### Notifying the centre of your sample

At the start of the visit you give a copy of your sample list to the centre, so that staff can help you to identify the students' work.

### Example examination sample list

Count of Examiner Sample						
Pathway	Examiner Sample	Forename	Surname	Proposed Grade	Agreed Final Grade:	Total
3	sample	Rosanne	Hawes	r	p	1
		Selina	Kainth	p	p	1
1	sample	Dipti	Asawala	p	p	1
		Emily	Cheung	m	p	1
		Beth	Fisher	p	p	1
		Camilla	Hudson	r	p	1
2	sample	Mandeep	Gill	m	m	1
4	sample	Amy	Bonsor	p	r	1
		Charlotte	Bacon	r	r	1
7	sample	Neda	ElJaber	r	m	1
		Jasmine	Hulme	d	r	1
		<b>Grand Total</b>				

### Recording assessments during the examination visit

Record the assessments you make during the examination visit under 'examiner sample grade 1' (column T).

As you enter your grades the spreadsheet 'examiner sample difference' (column X) will automatically show up whether your grade is different from the centre's proposed grades.

Proposed Grade	Examiner Sample	Examiner Sample Grade 1	Second Visit Examiner Sample Grade
r	sample	r	
r	sample	p	
d	sample	m	
p	sample	p	

Examiner Sample Difference	Moderation
agree	moder
disagree	moder
disagree	moder
agree	not mo

#### Tip

Either take a laptop with you

Or save the FAD4 spreadsheet onto your Edexcel data stick and take it to the college

### Extending the sample

If you need to extend the sample during the visit, identify this on the FAD4 (column S)

#### Tip

Use the menu that appears when you click on the arrows next to the cell (offers 'sample' and 'extended')

### Agreeing final grades

At the end of the visit go through your grades with the centre

Agree which grades to moderate

Enter the agreed final grades (column V pink)

As you enter your grades the spreadsheet 'moderation' (column Y) will automatically show up which grades have been moderated (that is when the agreed grade is different from the centre's proposed grades)

Agree Final Grades	
r	.
m	.
d	.
d	.

minor sample difference	moderation
agree	moder
disagree	moder
disagree	moder
agree	not mo

## EXAMINERS FAD5

### Reporting on the examination

The bottom table on the “stats table” worksheet automatically works out the numbers and percentages of agreed final grades for each pathway

This table allows you to look up the numbers of students achieving referral, pass, merit and distinction in each pathway. It also works out the percentages.

When writing your FAD5 use the stats to identify any trends or noticeable features, for example a pathway with an unusual pattern of projected merits or distinctions compared to the others.

#### Example

In this example, the fine art print pathway shows that more students gained a merit or distinction than pass, which is slightly out of line with the remaining pathways. This may be justified by the quality of the work or may indicate some anomalies in assessment practice.

*Agreed percentages*

**No of students 56**

pathway	Graphic Design	3D design	Fine Art Print	Fine Art Painting	Textiles	Fashion	balloon making	balsot weaving	OVERALL
referral	0	0	0	2	0	0	1	0	3
%	0%	0%	0%	17%	0%	0%	25%	0%	5%
pass	6	5	4	6	2	4	2	0	29
%	75%	50%	40%	50%	40%	67%	50%	0%	52%
merit	1	4	4	3	2	2	1	0	17
%	13%	40%	40%	25%	40%	33%	25%	0%	30%
distinction	1	1	2	1	1	0	0	1	7
%	13%	10%	20%	8%	20%	0%	0%	100%	13%
<b>TOTAL</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>56</b>
%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Do not forget to report the numbers and percentages of students achieving each grade for each pathway and the overall percentages.

#### Tip

Use ‘cut’ and ‘paste’ commands on the spreadsheet to highlight then copy the stats table straight into your report

**No of students 56**

pathway	Graphic Design	3D design	Fine Art Print	Fine Art Painting	TOTAL
referral	0	0	0	2	2
%	0%	0%	0%	17%	5%
pass	6	5	4	6	29
%	75%	50%	40%	50%	52%
merit	1	4	4	3	17
%	13%	40%	40%	25%	30%
distinction	1	1	2	1	7
%	13%	10%	20%	8%	13%
<b>TOTAL</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>56</b>
%	100%	100%	100%	100%	100%

Abi is there some easy way to make sure that the table will automatically resize itself to fit in the FAD5 box?

At the moment it is just too big without some rather sophisticated fiddling with table properties