



C A R I B B E A N E X A M I N A T I O N S C O U N C I L
C A R I B B E A N A D V A N C E D P R O F I C I E N C Y E X A M I N A T I O N [®]

NOTES TO MODERATORS OF SCHOOL-BASED ASSESSMENT
ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY UNIT 1

THE MODERATOR

1. An external Moderator will visit each school once during the final year. On that visit, he/she will reassess the completed portfolio work of a sample of FIVE students.
2. After the candidates' scores are entered electronically in to the ORS, the sample of FIVE for the centre will be automatically selected by the e-SBA system. The teachers are then expected to enter the teacher's marks for the sample of FIVE on the Moderation of SBA form. These forms are retained by the centre to be completed by the Moderator after reassessing the portfolios.
3. The visit should be scheduled for April, of the year of the examination.
4. The visiting Moderator should contact the schools/centres in advance, inform them of the time of the proposed visit and discuss any special arrangements which may be required.
5. The mark scheme provided for each Unit and the procedures outlined in this document must be strictly followed in order to ensure consistency in the award of marks for ALL students.
6. The School-Based Assessment consists of a Portfolio comprising a project and report encompassing the three Modules of the Unit outlined in the syllabus. Though the project is based on a single Unit, it should encompass knowledge, topics, concepts, skills and procedures contained in all Modules within the specific Unit.
7. A sample of assignments, generated by the e-SBA system, will be reassessed by the Moderator who has the option of requesting additional assignments, if needed. Each candidate in the sample MUST have attempted ALL components of the SBA (project and report).

The assignment is worth 60 marks and is marked using the criteria and mark schemes for School-Based Assessment assignments outlined in the syllabus. ALL pieces presented by students in the sample MUST be reassessed. Marks for EACH student in the sample are to be entered in the Moderation of School-Based Assessment form: 02170090.

8. Please note that marks are assigned across the three modules. To determine module scores, divide total score by three. No fractional scores are to be used. If there is a remainder of one mark, allocate it to Module 3; if there is a remainder of two marks, allocate one mark to Module 2 and one mark to Module 3.
9. Students' work must NOT be removed from the room before marking is finalized. After reassessment, the sample portfolios MUST be returned to the school for safekeeping.
10. All work produced by candidates is to be retained by the school.
11. The following are the recording procedures:
 - (i) The students' names and registration numbers and the school name and number must be entered on the Moderation of School-Based Assessment form provided.
 - (ii) Marks must be awarded according to the student's performance on the list of points provided in the marking scheme.
 - (iii) Whole marks ONLY are to be awarded (**Do NOT use fractional parts**).
 - (iv) All marks should be entered firmly and boldly in ink and should be legible. The moderator should initial any change of marks on the mark sheets.
 - (v) The Moderator, using the Moderation Feedback Report on School-Based Assessment – FRM/EDPD/381, MUST make a clear and precise comment on the standard or quality of candidates' submissions, appropriateness of SBA activities, compliance with syllabus guidelines and quality of teachers' marking.
 - (vi) The mark sheet MUST be signed by the Moderator and returned to the Local Registrar as early as possible. The Moderator may retain his/her rough notes, but all final mark sheets must be submitted to the Local Registrar. The Local Registrar in turn will forward all original copies of mark sheets to the Registrar, CXC Headquarters, Barbados.