



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
CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

NOTES TO MODERATORS OF SCHOOL-BASED ASSESSMENT
INDUSTRIAL TECHNOLOGY

THE MODERATOR

1. An external Moderator will visit each school twice during the final year. On the first visit, he/she will evaluate the progress of planning for and constructing the practical projects of EACH student or group of students. On the final visit, he/she will reassess the completed portfolio and project work (**process and product**) of a sample of FIVE students.
2. After the candidates' scores are entered electronically, 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 – FRM/EDPD/073; FRM/EDPD/114; and FRM/EDPD/039A respectively. These forms are retained by the centre to be completed by the Moderator.
3. The first visit should be scheduled for January/February and the final visit for April, of the year of the examination.
4. The visiting Moderator should contact the schools/centres in advance, inform them of the times of proposed visits and discuss any special arrangements which may be required.
5. The mark scheme provided for each option and the procedures outlined in this document must be strictly followed in order to ensure consistency in the award of marks for ALL students.

PROCESS EVALUATION

6. The Moderator MUST check on EACH student's preparation to do the practical project. Drawings, procedures listed and layout of work constitute the process, which is continuous and part of the day to day classroom activity. The student's portfolio which should consist of plans, designs, list of materials and procedures must be checked against his/her practical work.
7. Students are to be allowed to move freely about the room to obtain the necessary tools and equipment while the Moderator makes notes and observations on safety procedures during processes involving machine/hand tools, bench work and machine operations/devices.

For EACH option, the Moderator's Rating/Comments on SBA-LAB Process Evaluation form FRM/EDPD/039 is to be completed for ALL students at EACH centre visited.

REASSESSMENT OF SAMPLE

8. 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.

The Moderator's Comments and Rating Process and Product Evaluation form for EACH respective option MUST be used when reassessing the sample (FRM/EDPD/042, FRM/EDPD/043 and FRM/EDPD/115). ALL pieces presented by students in the sample MUST be reassessed. Marks for EACH student in the sample are to be entered in the mark schemes.

9. The Moderator MUST identify the section/s on which individual students worked (for group projects) and scrutinize the relevant plans, sketches/drawings, steps of procedure, bill of materials and list of tools and equipment.
10. Students' work must NOT be removed from the room before marking is finalized.
11. The following are the recording procedures:
 - (i) The students' names and registration numbers, the school name and number must be entered on the mark sheet 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 MUST make a clear and precise comment on the standard or quality of work seen. The rating scale: Excellent; Good; Satisfactory; Unsatisfactory; should be utilized to complete this comment.
 - (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.

DOCUMENTS TO BE SUBMITTED TO LOCAL REGISTRARS

	Electrical and Electronic Technology	Mechanical Engineering Technology	Building and Furniture Technology
The Moderator	<p>For EACH Centre:</p> <ul style="list-style-type: none"> • ONE completed copy of Moderator's Rating/Comments on SBA-LAB Process Evaluation - FRM/EDPD/039 • FIVE completed mark schemes, Process and Product Evaluation for students assessed in the sample – FRM/EDPD/043 • ONE Moderation of SBA Sample Sheet – FRM/EDPD/073 • ONE Moderation of SBA Feedback Form – FRM/EDPD/0568 	<p>For EACH Centre:</p> <ul style="list-style-type: none"> • ONE completed copy of Moderator's Rating/Comments on SBA-LAB Process Evaluation - FRM/EDPD/039 • FIVE completed mark schemes, Process and Product Evaluation for students assessed in the sample – FRM/EDPD/115 <p>ONE Moderation of SBA Sample Sheet – FRM/EDPD/114</p> <ul style="list-style-type: none"> • ONE Moderation of SBA Feedback Form – FRM/EDPD/0568 	<p>For EACH Centre:</p> <ul style="list-style-type: none"> • ONE completed copy of Moderator's Rating/Comments on SBA-LAB Process Evaluation - FRM/EDPD/039 • FIVE completed mark schemes, Process and Product Evaluation for students assessed in the sample – FRM/EDPD/042 <p>ONE Moderation of SBA Sample Sheet – FRM/EDPD/039A</p> <ul style="list-style-type: none"> • ONE Moderation of SBA Feedback Form – FRM/EDPD/0568
The Teacher	<ul style="list-style-type: none"> • All assignments completed by the students in the sample for EACH centre. • School Based Assessment – Candidates' Record Sheet 		

For any additional information please refer to Instructions to Schools on the SBA for Industrial Technology.

Revised: 06 March 2017