

**CARIBBEAN EXAMINATIONS COUNCIL
HEADQUARTERS**

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 assess the **process** of constructing the practical project of EACH student or group of students. On the final visit he/she will reassess the completed project work (**product**) of a sample of FIVE students.
2. The Moderator **MUST** select the sample (for product evaluation) based on the TOTAL SBA scores awarded by the Teacher. To facilitate this, the Teacher must make a copy of his/her assessment on the Candidate's Record Sheet available to 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 subject 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 scheduled day to day classroom activity. The student's plan sheets/ laboratory books 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.

Building Technology and Mechanical Engineering Technology

For these subjects, the SBA/Process/Proj Form **MUST** be filled out for EACH student at EACH centre visited. A further breakdown of marks is presented in the mark schemes provided (01309031/SBA/MS, 01308031/SBA/MS and 01335031/SBA/MS, respectively).

Electrical and Electronic Technology

The Rating Scale (SBA/Process/Lab) **MUST** be filled out for EACH student at EACH centre visited.

PRODUCT EVALUATION

8. A sample of practical assignments will be reassessed by the Moderator who has the **option** of requesting additional assignments for reassessment, if needed.

Building Technology and Mechanical Engineering Technology

The Moderator **MUST** select a sample of FIVE practical projects based on the TOTAL SBA marks awarded by the Teacher. ALL sections of the mark schemes (01309031/SBA/MS, 01308031/SBA/MS and 01335031/SBA/MS respectively) **MUST** be filled out for Each student in the sample.

Selection of Samples

- Arrange the students in descending order based on TOTAL SBA marks awarded by the teacher.
- Select the practical project or laboratory exercise for ONE student within each of the following total mark ranges:
 - (i) the top
 - (ii) the middle
 - (iii) the bottom
 - (iv) halfway between the top and middle
 - (v) halfway between the middle and bottom.

Each candidate in the sample selected by the Moderator MUST have attempted BOTH components of the Internal Assessment, for example, a practical project and the written assignment.

9. The Moderator MUST identify the section/s on which individual students worked (for group projects) and scrutinise the relevant plan sheets, sketches/drawings, steps of procedure, bill of materials and list of tools and equipment.

Electrical and Electronic Technology

The Moderator MUST select a sample of FIVE lab-books based on the TOTAL SBA marks awarded by the Teacher. The procedure outlined under the heading “Selection of Samples” must be adhered to.

Marks are to be entered in the mark schemes contained in the Lab-Books (01317031/SBA/LB) for the FIVE students whose laboratory exercises have been reassessed.

10. The students’ work must NOT be removed from the room before marking is finalised.
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/Teacher 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 the work seen. The Rating Scale: Outstanding; Above Average; Average; Inferior; Unsatisfactory; should be utilised 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 of the final mark sheets must be submitted to the Local Registrar. The Local Registrar in turn will forward all original copies of the mark sheets to the Registrar, CXC Headquarters, Barbados.

SUBMISSION OF SAMPLES FOR THE WRITTEN ASSIGNMENT

The **Teacher** MUST submit the written assignments for EACH student in the sample selected by the moderator.

DOCUMENTS TO BE SUBMITTED TO LOCAL REGISTRARS

	Building Technology	Mechanical Engineering Technology	Electrical and Electronic Technology
The Moderator	<p>Woods: (for EACH centre)</p> <ul style="list-style-type: none"> • ONE completed copy of SBA/ Process/Proj (Moderator’s Rating/ Comments on SBA-LAB) • FIVE completed mark schemes, Process and Product Evaluation (01309031/SBA/MS) for students assessed in the sample. • ONE Moderation of SBA Sample Sheet. <p>Construction: (for EACH centre)</p> <ul style="list-style-type: none"> • ONE completed copy of SBA/ Process/Proj (Moderator’s Ratings/ Comments on SBA-LAB) • FIVE completed mark schemes, Process and Product Evaluation (01308031/SBA/MS) for students assessed in the sample. • ONE Moderation of SBA Sample Sheet. 	<p>(for EACH centre)</p> <ul style="list-style-type: none"> • ONE completed copy of SBA/Process/Proj (Moderator’s Rating/ Comments on SBA-LAB) • FIVE completed mark schemes, Process and Product Evaluation (01335031/SBA/MS) for students assessed in the sample. • ONE Moderation of SBA Sample Sheet. 	<p>(for EACH centre)</p> <ul style="list-style-type: none"> • ONE completed copy of SBA/Process/Lab (Moderator’s Rating/ Comments on SBA-LAB) • FIVE samples of completed Lab-books (01317031/SBA/LB) for students assessed in the sample. • ONE Moderation of SBA Sample Sheet.
The Teacher	<ul style="list-style-type: none"> • The FIVE written assignments for the sample of students assessed by the Moderator for Each subject and EACH centre. • School Based Assessment – Candidate’s Record Sheet 		

For any additional information please refer to Instructions to Schools on the SBA laboratory exercises, written and practical components for Industrial Technology.