

Welsh Baccalaureate (from September 2015) - Guidance on submission, moderation and assessment.

In the Welsh Baccalaureate from September 2015 certain components (yellow boxes) for the Skills Challenge Certificate will require electronic submission but **all** components will require internal electronic assessment. Please see the table below for clarification on submission options:

KS4	Foundation (Post 16)	National (Post 16)	Advanced
Community Challenge	Community Challenge	Community Challenge	Community Challenge
Enterprise and Employability Challenge	Enterprise and Employability Challenge	Enterprise and Employability Challenge	Enterprise and Employability Challenge
Global Citizenship Challenge	Global Citizenship Challenge	Global Citizenship Challenge	Global Citizenship Challenge
Individual Project	Individual Project	Individual Project	Individual Project

	This component could be submitted via Moodle or held on a centre's secure area
	This component will need to be submitted through Xerte (WJEC e-portfolio)

Welsh Baccalaureate coordinators should ensure they are familiar with **all roles** highlighted within this document.

A guide to who needs to know what?

Exams Officers:-

- Will need to register the centre by **October 31st** of the first year of the course, ensuring all learners are registered for the correct level of qualification.
- Will be responsible for entering pupils for components as requested by the Welsh Baccalaureate Coordinator.

- Will need to ensure that staff are familiar with the JCQ regulations regarding the use of technology to support controlled assessment (see pages 14/15 of instructions for conducting controlled assessments guide – see attachment).



JCQ CA 201516.pdf

- Will need to ensure that usernames and passwords to access the e-portfolio system are distributed to the Welsh Baccalaureate coordinator.

Senior Leadership Team:-

- Should be aware of the requirement for learners to access ICT facilities for the upload of evidence for components in the Welsh Baccalaureate (at all levels).
- Should be aware that it is a requirement that learners have access to ICT facilities to upload electronic evidence for the PDR, Community Challenge (KS4 National/Foundation), and the Destination Passport, Enterprise and Employability Challenge (Post 16, Advanced). For other levels of Welsh Baccalaureate award, three out of the four components require completion in the e-portfolio interface (see table above – yellow boxes).
- Should be aware that staff will require access to ICT facilities in order to complete the assessment and internal moderation of components.
- Should be aware that teaching staff may require additional support staff to assist with the upload of evidence for components.

WB Teachers:-

- Prior to submission for learners, teachers will need to ensure that the groups displaying on the e-portfolio system are correct. It is advised that prior to the completion of each assessment component, these groups are checked.
- Prior to assessment for teachers, it is also advised that groupings are also checked to ensure that lists are accurate and up to date.
- Teachers will be responsible for ensuring that their teaching group's access is unlocked prior to the uploading session and locked at the end of each session (the WJEC user guide will outline how this works).
- Teachers will need to ensure that they distribute user names and passwords (which will be complex) on a piece of paper and collect them in immediately after the pupil has logged in, pupils should not be permitted to access the system between sessions.
- Students should be taught effective file management techniques, e.g. to create a folder for each challenge to speed up the process of submission
- The maximum file upload size for video/audio is 100 megabytes
- Where pupils are uploading videos to the site, it would be worth staggering this process especially if you are reliant on a wi-fi connection.
- Video must be submitted in MP4 format and in low definition to keep file sizes as low as possible.
- Audio must be submitted in MP3 format

- Links to streaming sites e.g. YouTube, are **not acceptable** as assessment evidence, since the video and associated links could be altered following the completion of an assessment.
- Documents (e.g. Word, PowerPoint, Excel etc.) should be saved as pdf for evidence in the components requiring the use of Xerte.
- When pupils upload pictures/photographs, ensure the height does not exceed 400 pixels

WB Co-ordinators:- as above, additionally:-

- Teachers and learners will require some training and guidance in the use of the WB e-portfolio system, it would be good for them to practice using the tools prior to completing their assessments e.g. in their timetabled lessons.
- Ensure that teachers are familiar with how to enable and disable access to specific sections of the Moodle course created for the centre and ensure that this process is undertaken at the start and the end of every session.
- Ensure that you upload the Centre Skills Development File to Moodle, in order that your RSO can access it.
- Ensure that all relevant parties are kept up to date with all information and changes to the e-portfolio submission and assessment system
- Manage the standardisation and internal assessment/moderation process for each component.

Pupils:-

- Should set up a folder on the school's network drive to contain all Welsh Baccalaureate electronic evidence. There should be a subfolder for each component.
- When creating a video file, ensure that this is converted to MP4 format
- When creating a sound file, ensure that it is converted to MP3 format
- You will need to ensure that all documents need to be saved in PDF formats. Simply 'save as pdf' once the document has been completed.

Centre ICT technicians:-

- The optimal browser to support the completion of online assessment for teachers is Firefox, however, the system is supported by all existing browsers (IE, Google Chrome and Safari).
- The maximum file upload size for video/audio is 100 megabytes
- Video must be submitted in MP4 format (is there access to file conversion software e.g. Format Factory, Prism or www.zamzar.com)
- Audio must be submitted in MP3 format (is there access to file conversion software e.g. Format Factory, Prism or www.zamzar.com)