**GCE Initial Contact with Moderator Questionnaire**



**e-portfolio moderation**

**First contact date**

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| --- | --- | --- | --- | --- | --- | --- |
| CENTRE DETAILS | | | | | | |
| NAME |  | | CENTRE NUMBER | | |  |
| CENTRE TEL NO |  | | CENTRE email | | |  |
| CENTRE FAX NO |  | |  | | |  |
| TEACHER i/c |  | | email | | |  |
| **INFORMATION** | | **AS LEVEL – 6PE02** | | | **A2 LEVEL – 6PE04** | |
| NUMBERSRESITS | | 6PE02 BOYS    GIRLS  6PE02 BOYS  GIRLS | | | 6PE04 BOYS    GIRLS  6PE04 BOYS    GIRLS | |
|  | | E-portfolio Hard copy/DVD  Please tick to acknowledge that you are aware of the arrangements for e-portfolio submission   * Moderator agreed on e-portfolio submission deadline prior to     15th May  The date agreed is...................................................   * If the moderator informs the centre of any missing evidence or piece of work this must be submitted must be submitted before 15th May. | | | | |
| Please tick to acknowledge that you are aware of the following:   * Centre is aware of the moderation window? (1st March – 15th May)        * Centre is aware of the need for each candidate to present evidence of an     8 week participation log in each of their activities     * Centre is aware that each candidate must have taken part in and have evidence     of a minimum of 3 formal/competitive situations     * Centre is aware of the requirement for each candidate to present evidence   of their knowledge/understanding of health & safety/child protection issues  for each performance role and child protection issues for Leader and Official roles | | | | | | |
| For the following tasks please indicate below the numbers offering the formats indicated  **NB** Where candidates offer power point they should be filmed making their presentation   |  |  |  |  | | --- | --- | --- | --- | | Task | Written hard copy | Written CD | Power point | | 2.1 Local Study |  |  |  | | 2.2 National Study |  |  |  | | | | | | | |
| **REMINDERS** | | * Candidates folders should be clearly labelled. Full details of how to submit the e-portfolio can be found in the Internal Assessment Guide (IAG) * Candidates have each submitted the required compulsory evidence * The candidate can be clearly identified on any DVD clips that are included * Any DVD clips that are included should be able to be played using Power DVD, Media Player, Quick Time * Word counts are not exceeded on written tasks * Tasks 2.4, 4.2and 4.4 to be sent to moderator named on OPTEMS | | | | |
| **E9 REPORT** | | Have you read your E9 report from last year? YES/NO  Have you been able to address any issues/advice highlighted last year?  **Moderator’s comments**: | | | | |
| **PAPERWORK**  **Pre-Submission**  **Post Submission** | | CRAFS 6PE02  CRAFS 6PE04  OPTEMS 1E/EDI print out | | **DATE RECEIVED** | | |