

Consortia Policy For Centre Reference

Consortia – A definition

A consortium is an arrangement between two or more centres to offer qualifications. Candidates from different entering centres are taught and assessed together as one group. Entering centres are defined as the centre where the candidate is on roll. Coordinating centres are the centre where candidates are taught (some candidates will clearly be on roll at, entered and taught by the co-ordinating centre).

Consortium arrangements are only available for internally assessed Non Examination Assessment (NEA) units/components and certain externally assessed NEA units/components.

1. Roles and Responsibilities – Consortium Co-ordinating Centres

- 1.1. The consortia must appoint a co-ordinator to liaise with the WJEC on behalf of all centres within the consortium. This is normally the Examinations Officer based at the teaching centre. Coordinating centres must complete the consortia arrangements application form on CAP by 31st January for each summer series.
- 1.2. The coordinating centre for each consortium must identify the centres which are part of its consortium and the units / components this applies to. Coordinating centres must contact WJEC if any information changes between submitting the application form and the submission of final entries.
- 1.3. The coordinating centres must ensure that all work submitted from all centres in the consortium is internally standardised prior to the sample being submitted to WJEC.
- 1.4. Coordinating centres are responsible for marking the work and sharing the marks with candidates being taught in that consortium in line with the JCQ ['Notice to Centres – Informing candidates of their centre assessed marks'](#)
- 1.5. Coordinating centres are responsible for informing the entering centre of the marks awarded for the NEA. This must be done early enough to enable the entering centre to input and submit marks on IAMIS by the official deadline date and to generate the sample for sharing with the consortium coordinator. Any candidate appeal against the mark awarded must be processed by the coordinating centre.
- 1.6. The coordinating centre is responsible for ensuring that authentication forms / marksheets are completed and signed by both the teacher and the candidate. They must also comply with the NEA submission deadlines and despatch / make available the samples at the prescribed time for moderation. The samples must match with those as indicated by IAMIS across all centres within the consortium.
- 1.7. Where there are ten or fewer candidates in any one centre taught as part of the consortium the coordinating centre must provide all candidates' work for moderation for that / those centres. The coordinating centres must liaise with centres in the consortium if the number of candidates at the centre is greater than 10 candidates, in order to provide the specific sample required for moderation, as detailed on IAMIS.
- 1.8. The coordinating centre is responsible for making additional samples available in a timely fashion, should WJEC request them. This may involve some liaison with entering centres, where appropriate.

- 1.9. After moderation the coordinating centre is responsible for the safe and secure retention of the work until the window for reviews of moderation is closed.
- 1.10. When submitting a review of moderation request, the coordinating centre must ensure that all centres within the consortium have agreed to the review of moderation request. On receipt of a review of moderation request, a declaration form will be sent to the coordinating centre for completion. This should be emailed to the WJEC PRS team, prior to the commencement of the review of moderation.
- 1.11. Outcomes of the review of moderation will be sent to every centre within the consortium.

2. Roles and responsibilities – Entering Centres

- 2.1. Entering centres are responsible for liaising with the coordinating centre to provide details of the candidates who will be entered as part of the consortium.
- 2.2. Entering centres are responsible for submitting entries to WJEC at the appropriate time.
- 2.3. Entering centres are responsible for informing WJEC of any special arrangements, such as situations in which they teach their own cohort apart from one or more of their candidates, who are taught at the consortium coordinating centre. This could be for reasons such as issues with internal choices / timetabling. In such cases the entering centres must provide WJEC, via the '*Partial Consortium Arrangements*' form (emailed to consortia@wjec.co.uk) with the details of those candidates whose work will be marked at a different centre to the main cohort, which is taught in their own centre.
- 2.4. Entering centres are responsible for liaising with the co-ordinating centre to ascertain the final marks to be input on IAMIS. Marks must be input to IAMIS by the WJEC deadlines.
- 2.5. Entering centres, **with more than ten candidates entered in a cohort for a unit being taught entirely within a consortium**, are responsible for liaising with the co-ordinating centre to inform them of the sample required as identified by IAMIS. This must be done early enough to enable co-ordinating centres to provide the samples to WJEC for moderation, and by the prescribed deadline date.
- 2.6. A review of moderation must be agreed by all centres in the consortium prior to submitting a request. **Each entering centre must submit the request for the review of moderation for their own centre.**