

## 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 31<sup>st</sup> 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.

