



CARIBBEAN SECONDARY EDUCATION CERTIFICATE®
 MODERATION FEEDBACK REPORT ON SCHOOL-BASED ASSESSMENT

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Name of Centre: _____ Territory: _____ Centre Code: _____

Name of Teacher: _____ Year of Examination: _____

<p>A. ADMINISTRATIVE DETAILS</p> <p>Number of assignments/manuals requested <input style="width: 50px;" type="text"/></p> <p>Number of assignments/manuals received <input style="width: 50px;" type="text"/></p> <p>Sampling guidelines adhered to <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Candidates' names and registration numbers accurately recorded <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely</p> <p>Marks on candidates' assignments consistent with marks on moderation form <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely</p> <p>Profile/component marks are clearly indicated for criteria <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely</p> <p>Marks clearly indicated for components/criteria <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely</p> <hr/> <p>B. APPROPRIATENESS OF TASKS</p> <p>Topic(s) chosen was/were relevant to the syllabus <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely</p> <p>Topic(s) chosen was/were appropriate for the CSEC level <input type="checkbox"/> Always <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely</p> <p><u>Comments</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>C. COMPLIANCE WITH SYLLABUS GUIDELINES</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 7.5%; text-align: center;">NA</th> <th style="width: 7.5%; text-align: center;">Always</th> <th style="width: 7.5%; text-align: center;">Frequently</th> <th style="width: 7.5%; text-align: center;">Rarely</th> </tr> </thead> <tbody> <tr> <td>1. Assignment details submitted</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Assignments adhered to specified length</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Assignments adhered to required format</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Mark Schemes conformed to syllabus guidelines</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5. Assignments marked as specified in syllabus</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <hr/> <p>D. QUALITATIVE FEEDBACK ON CANDIDATES' SUBMISSIONS</p> <p>Candidates have:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 7.5%; text-align: center;">Always</th> <th style="width: 7.5%; text-align: center;">Frequently</th> <th style="width: 7.5%; text-align: center;">Rarely</th> </tr> </thead> <tbody> <tr> <td>1. Demonstrated adequate knowledge of the content and objectives assessed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Demonstrated competence in the skills assessed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Demonstrated satisfactory copy typing and keyboarding skills</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Demonstrated accuracy in the preparation of documents</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5. Demonstrated ability to communicate information logically using appropriate grammar</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>6. Demonstrated competence in meeting deadlines</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>7. Demonstrated ability to present error-free personal files</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>8. Formatted documents in accepted styles and standards with correct grammar, spelling and punctuation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>The overall quality of candidates' submissions was:</p> <p style="text-align: center;"><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory</p> <p>Candidates' performance could have been improved by:</p> <p>_____</p> <p>_____</p> <hr/> <p>E. QUALITY OF TEACHER'S MARKING</p> <p>The teacher's marking of the sample was:</p> <p style="text-align: center;"><input type="checkbox"/> Acceptable <input type="checkbox"/> Severe <input type="checkbox"/> Lenient <input type="checkbox"/> Inconsistent</p>		NA	Always	Frequently	Rarely	1. 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