



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

OFFICE ADMINISTRATION

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

Name of Teacher: _____ Year of Examination: _____

<p>A. ADMINISTRATIVE DETAILS</p> <p>Number of assignments requested <input style="width: 50px;" type="text"/></p> <p>Number of assignments 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> <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> <hr/> <hr/> <hr/> <hr/>	<p>C. COMPLIANCE WITH SYLLABUS GUIDELINES</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;"></th> <th style="width:5%; text-align: center;">NA</th> <th style="width:10%; text-align: center;">Always</th> <th style="width:10%; text-align: center;">Frequently</th> <th style="width:10%; 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> <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:10%; text-align: center;">Always</th> <th style="width:10%; text-align: center;">Frequently</th> <th style="width:10%; 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 evidence of preparation</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. Provided clear description of the methodology as specified in the 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> </tr> <tr> <td>5. Adhered to the specifications for the presentation of the report</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. Provided relevant/valid conclusions and recommendations</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 competence and efficiency in the use of office equipment</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. Demonstrated effective and accurate use of relevant business forms in the completion of tasks</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: <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> <hr/> <hr/>		NA	Always	Frequently	Rarely	1. Assignment details submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Assignments adhered to specified length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Assignments adhered to required format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Mark Schemes conformed to syllabus guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Assignments marked as specified in syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Always	Frequently	Rarely	1. Demonstrated adequate knowledge of the content and objectives assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Demonstrated competence in the skills assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Demonstrated satisfactory evidence of preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Provided clear description of the methodology as specified in the syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Adhered to the specifications for the presentation of the report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Provided relevant/valid conclusions and recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Demonstrated competence and efficiency in the use of office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Demonstrated effective and accurate use of relevant business forms in the completion of tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	NA	Always	Frequently	Rarely																																																															
1. Assignment details submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
2. Assignments adhered to specified length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
3. Assignments adhered to required format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
4. Mark Schemes conformed to syllabus guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
5. Assignments marked as specified in syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
	Always	Frequently	Rarely																																																																
1. Demonstrated adequate knowledge of the content and objectives assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
2. Demonstrated competence in the skills assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
3. Demonstrated satisfactory evidence of preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
4. Provided clear description of the methodology as specified in the syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
5. Adhered to the specifications for the presentation of the report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
6. Provided relevant/valid conclusions and recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
7. Demonstrated competence and efficiency in the use of office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
8. Demonstrated effective and accurate use of relevant business forms in the completion of tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																
<p>E. QUALITY OF TEACHER'S MARKING</p> <p>The teacher's marking of the sample was: <input type="checkbox"/> Acceptable <input type="checkbox"/> Severe <input type="checkbox"/> Lenient <input type="checkbox"/> Inconsistent</p>																																																																			