

Before sending the folders to the moderator, please check that:

### Folder choice

- You have made a representative sample of folders using the guidelines in the coursework manual (page 4) and ensuring that each teacher involved has at least two (and preferably three) folders in the sample.

### E1/EL1 sample sheet

- The E1/EL1 form lists the full sample in rank order starting with the highest.
- You have filled in the box at the top left hand corner of E1/EL1 to indicate the total entry for English and English Literature.
- You have put the initials of the teachers for each of the candidates in the 'Teacher Group initials' column.

### Class Lists

- You have included in the package up to date class lists that accurately indicate the teaching group and teacher for each candidate. It is really helpful if these lists also include candidate numbers.

### Folders

- The sample folders are in the same order as the sample list.
- The work in the individual folders is in coversheet order.
- The students and teachers have signed the coversheets.
- The coversheets have the candidates' candidate numbers on them.
- The Writing assignments have the split mark (Content / Sentence structure, punctuation and spelling) noted on the actual essays and that the split marks are **not** applied to the Reading and Literature assignments.
- The examination texts are clearly noted on the Literature coversheet.

*It is really helpful to moderators if the students' work is **not** placed in plastic envelopes or any other complicated storage. It is sufficient for the work to be put into an envelope folder or simply paper clipped together.*

*Moderators are grateful to receive copies of less well-known poems.*

*Please get the folders to the moderator before or by the deadline provided by the WJEC.*