### Preparing for the moderated unit - R013

## Checklist for teachers

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| **What** | **When** | **Done** |
| * Get exam accounts set up (with internet access) for each candidate with all the normal software you can on the school system.   Candidates will need to be able to password protect documents if needed and create macros if needed.  These must be accessible only during the lessons. | * As soon as you decide which session you will submit work for.   It may take time for your technical team to set them up. |  |
| * Download and distribute the set assignment and data files to each of the exam accounts for the candidates to use. | * December if submitting in May/June   OR   * June if submitting in January. |  |
| * Download and read the TEACHER guidance document | As soon as possible so that you know what is required. |  |
| * Print out the assignment tasks for candidates (and yourself to refer to) | For you - as soon as you can so you can understand it clearly when providing generic guidance.  For candidates - so that they have them in the classroom - they cannot take them out or home. |  |
| * Open/close the exam accounts | This needs to be done each lesson/session while the assignment is being completed. |  |

**Watch our short video ‘Unboxing your assignment’ for advice on how to prepare your candidates for this unit:** <https://www.youtube.com/watch?v=3yYEGAVtkN0>

[](https://www.surveymonkey.co.uk/r/ZL5Z53B)

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