

GCE Advanced Biology (Salters-Nuffield) 6135/02
Summer 2008

Instructions for the Electronic Submission for Coursework

For the attention of: Head of Biology

February 2008

Dear Colleague

Please find attached the following:

- Section 1: Summary of key dates and events
- Section 2: Instructions for the electronic submission of coursework
- Section 3: Instructions for completion of Record Sheet / Marking Grid
- Section 4: Instructions for inserting a scanned image into a Word document
- Section 5: Frequently Asked Questions (FAQs)

Please note you will be required to submit centre marks via Edexcel Online (www.edexcelonline.co.uk). (For information regarding how to register on Edexcel Online please visit <http://www.edexcel.org.uk/sfc/feschools/infomanual/edexcelonline/>).

You will not receive OPTEMS for 6135/02.

When you submit candidate marks using Edexcel Online, the system will automatically select a sample based on the range of marks awarded. Marks for all candidates (or confirmation of absence where candidates have not submitted work) must be indicated in order for a sample to be calculated.

The work of all candidates indicated must be sent for moderation.

Please contact the Edexcel Online helpline 0870 240 9819 should you encounter any difficulties during the mark submission/sample notification process.

Please send any other queries that are not resolved by the FAQs to the following email address: coursework@edexcel.org.uk, which will be monitored by the assessment team. You can also telephone 0870 240 9800.

The Edexcel SNAB website (<http://www.edexcel.org.uk/quals/gce/biology/adv/9048/>) contains two important forms which must accompany the submission of EACH candidate. The first of these is the Record Sheet for Coursework Investigations, the second is a Candidate Authentication statement.

Yours sincerely



Damian Riddle
Qualification Delivery & Award Manager
GCE Biology (Salters-Nuffield)

Section 1: Summary of key dates and events

Event	Other information	Date
Submit Entries.		Due by 21 March 2008
Set up electronic folder for each candidate.	To store the final submission of coursework and record sheets. Please see Section 2 for detailed instructions. Also available to download from the Edexcel website (link on page 1).	Started as soon as candidates to be entered are known, should have been completed by the time candidate work is handed in for marking. Completed by 15th May 2008.
Prepare a Record Sheet for each candidate and save in the appropriate candidate's folder.	You will need the candidate number, candidate name and centre number to do this. No marks need be entered at this point. The Record Sheet can be downloaded from the Edexcel website (link on page 1).	Started as soon as centre and candidate folders have been set-up. Completed by 15th May 2008.
Receive work from candidates and save in each of the candidates' folders.	See Section 2 for detailed instructions.	All work received from candidates in time for completion of centre marking by 15th May 2008.
Each candidate must sign the Candidate Authentication Statement.	The Candidate Authentication sheet can be downloaded from the Edexcel website (link on page 1). The moderator may request a copy of the candidate authentication at any time during the moderation process. This must be kept secure in the centre until September 2008.	All candidates entered must have signed by 15th May 2008.
Internally standardise and mark each of the candidates' submissions and complete the remainder of the Record Sheet.	See Section 3 for further guidance on completing the Record Sheet. It is the responsibility of the centre to ensure that marking is standardised. Standardisation is important because any adjustments made to bring the centre marks into line with the moderators will be applied to ALL candidates in the centre.	All marking completed by 15th May 2008.
Ensure the Authentication Statement is completed electronically by the teacher.	The teacher authentication is on the bottom of the Record Sheet. The typing of the name of the teacher onto the form acts as a signature.	By 15 th May 2008.
Submit centre marks via Edexcel Online	When the marks are submitted using Edexcel Online, the system will automatically select a sample based on the range of marks awarded. Marks for all candidates (or confirmation of absence where candidates have not submitted work) must be indicated in order for a sample to be calculated.	By 15th May 2008.

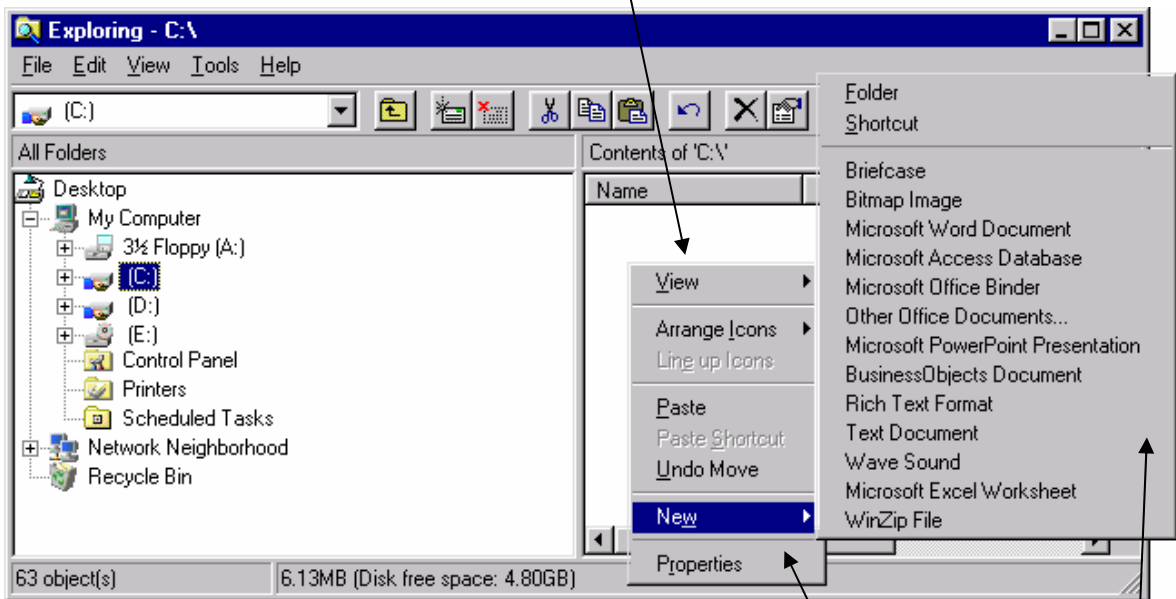
Send the sampled candidates' work (including the work of the highest and lowest achieving candidates) to the name and address provided on Edexcel Online.	The work of all candidates indicated must be sent for moderation.	By 15th May 2008.
Retain work at centre.	The centre must retain all candidates' work until the deadline for requests for Enquiries About Results (EAR) has passed. Requests for EARs cannot be accepted if work for all candidates in the sample has not been retained by the centre.	Until end September 2008.
U9 available on Edexcel Online.	This is a feedback report from the moderator.	Autumn 2008

Please contact the Edexcel Online helpline 0870 240 9819 should you encounter any difficulties during the mark submission/sample notification process.

Section 2: Instructions for the electronic submission of coursework

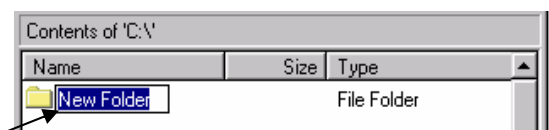
A Create a centre folder.

1. Go into Windows Explorer and select the appropriate drive on the network, your IT support staff will be able to advise on the correct drive to use. In the example below, the C drive has been selected.
2. When the drive is selected the contents will appear in the right hand side of the window.



3. Move the cursor into an empty space and right click. A menu will appear.
4. From this menu move the cursor onto 'New' and a list will appear.
5. From this list select 'Folder', which is at the top of the list.
6. A new folder has now been created.

This folder must be named as follows:
<centre number>-<centre name>-<6135>,
e.g. 12334-Neasdon High School-6135.

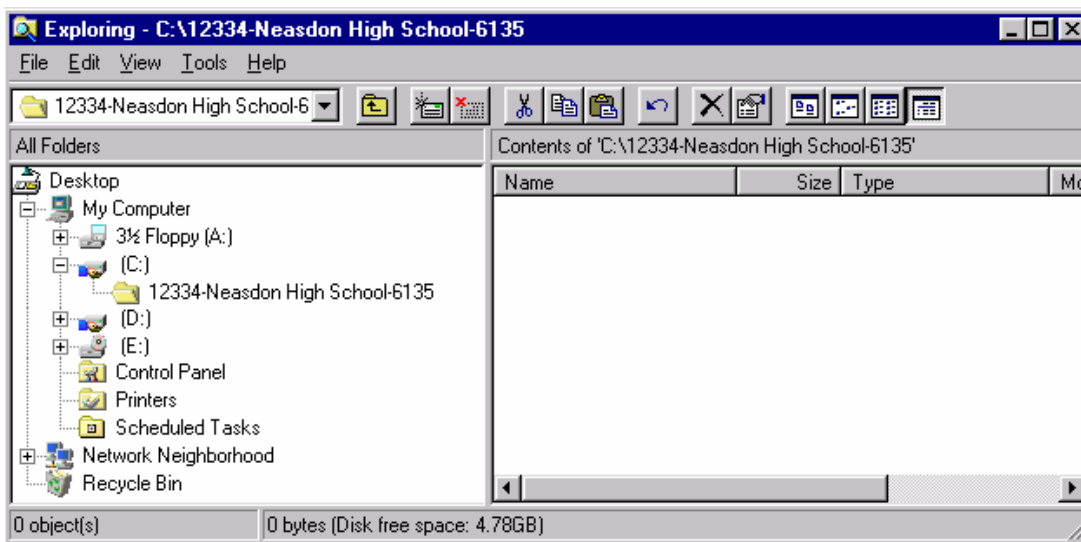


Type the name directly into the box that surrounds the temporary name of 'New Folder'.

- B** Within this folder, create an electronic folder for every candidate in the cohort. This candidate folder will be used to store the candidate's Coursework Investigation and their record sheet.

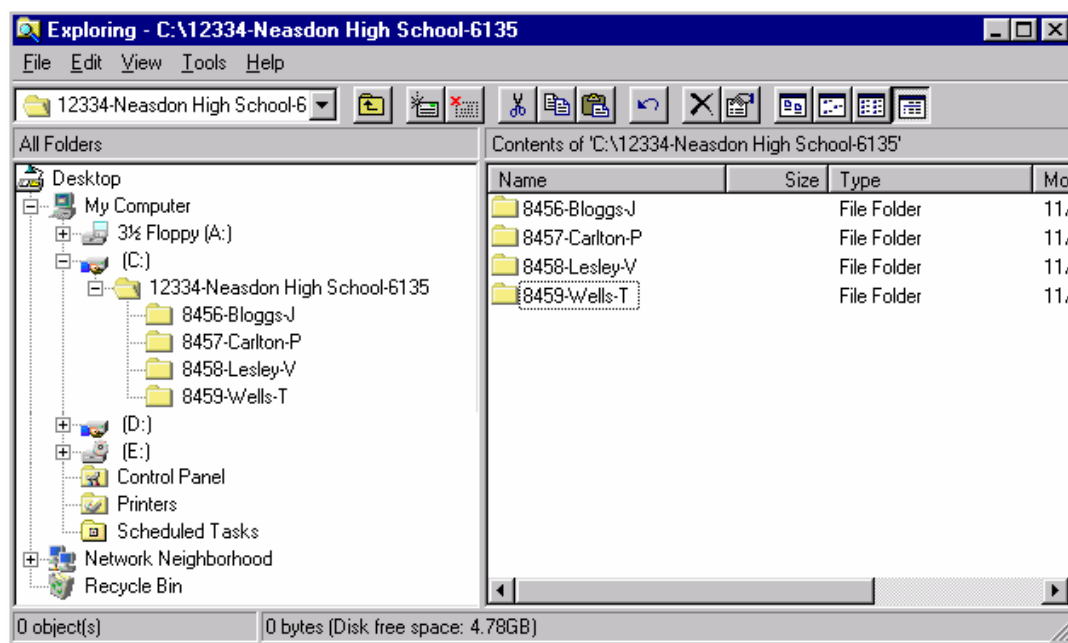
(N.B. You will be required to store all the coursework until the end of September 2008 when the deadline for Enquiries About Results has passed.)

1. Stay in Windows Explorer and double click on the new folder that you have just created. When you do this you will notice that the right hand side of the window now shows the contents of this new folder, which at the moment is empty. This is shown in the example below:



2. Now repeat steps A3 - A5 from before. This will create another new folder within the centre's 6135 folder.
3. This new folder will be a candidate folder and should be named as follows:
<candidate number>-<candidate surname>-<candidate first initial>,
e.g. 8456-Bloggs-J.
4. Repeat steps B2 and B3 until there is a candidate folder for each candidate in the cohort.

The centre's 6135 folder and the candidate folders within it should look like the example below.



C These candidate folders will be used to save the candidates' coursework investigations when they are handed in to you.

1. The candidates' work should be named as follows:
Cswk-<candidate number>-<candidate surname>-<candidate first initial>,
e.g. Cswk-8456-Bloggs-J.
Please share this information with your students, it will be easier for the work to be named correctly from the beginning.
2. The folders will also be used to save the Record Sheets that you fill in when you mark each candidate's coursework. The candidate's completed Record Sheet should be named according to the following protocol:
RS-<candidate number>-<candidate surname>-<candidate first initial>
e.g. RS-8456-Bloggs-J

Further instructions on completing the Record Sheet are given in Section 3.

D At the same time that the work is transferred from the candidate to the Centre for marking, please ensure that the **candidate signs the Candidate Authentication sheet**. Each candidate submitting work should sign this Authentication as confirmation that the work they are handing in is their own. It is also confirmation that what they have handed in is the FINAL version of their coursework.

The Candidate Authentication sheet is available to download from the link given above. This is the only document associated with 6135/02 coursework that should be done, and stored, as hard/paper copy.

The signed Authentication should be kept safely in the Centre until September 2008, and should be readily available throughout that time, because the moderator may request it at any time during the moderation period.

E The work received from a candidate should all be saved in one document. All scanned images and excel graphs and/or tables should be inserted into the main document. Instructions on how to insert scanned images into Word documents are provided in Section 4. Excel graphs and tables can be copied and pasted into Word.

If you experience any problems putting all the work for a candidate into one document please consult the centre IT support staff for advice in the first instance. Alternatively you can email coursework@edexcel.org.uk

F The candidate's work should be saved in one of the following formats:
.doc Microsoft Word document **BUT NOT WORD 2007**
.rtf Rich Text Format (Save As → Save As Type drop down menu → select Rich Text Format)
.pdf Portable Document Format (converted using an Adobe Acrobat writer)

If the candidate's work has been 'zipped' to compress it for transfer from a home computer to the centre, please ensure that it is 'unzipped' at this stage.

G **Virus check** the contents of all the candidates' folders. If you are unsure of the procedure please check with the centre's IT support staff / Network Administrator.

H The candidates' work you will need to send for moderation will be indicated once the marks have been submitted on Edexcel Online. You must ensure that the coursework investigations with the highest and the lowest mark are also included in the sample.

I **Copy the sampled candidates' folders** (including the folders of the candidates' scoring the highest and lowest mark) to a CD. The centre's IT support staff / Network Administrator will be able to assist you with this process.

J The CD should be labelled clearly with the following information:

Moderation sample: UNIT, EXAM SERIES
CENTRE NUMBER, CENTRE NAME.
CENTRE CONTACT NAME,
TELEPHONE NUMBER AND EMAIL. Eg,

Moderation Sample: 6135/02, June 2006
12345: Edexcel College

Centre contact: Mary Edexcel
m.edexcel@edexcel.org.uk
020 7999 9999

K You should then send the CD containing the sampled coursework to the name and address provided on Edexcel Online by 15th May 2008.
Please clearly label the package - 6135 CD.

Section 3: Instructions for completion of Record Sheet / Marking Grid

- 1 Download the Record Sheet from the Edexcel website at the following link:
http://www.edexcel.org.uk/VirtualContent/72372/Record_Sheet_613502_Coursework_Investigation.xls
- 2 Save one Record Sheet for each candidate in the corresponding candidate folder. Create new Record Sheets by using Save As and renaming the Record Sheet each time.
- 3 Name the Record Sheets according to the following naming protocol:
RS-<candidate number>-<candidate surname>-<candidate first initial>
 e.g. RS-8456-Bloggs-J
- 4 The sections of the Record Sheet to be completed by the centre are shaded in pale blue and brief instructions are included as a quick reference:

	For Centre use only
	For Moderator use only - Centres should leave the grey shaded areas blank and use only the blue areas.
a.	The centre mark should be given by typing Y into the appropriate box on the marking grid.
b.	Only one box per row should have Y typed in, i.e. only one mark should be given for each strand (a, b or c).
c.	If you do not type Y into one of the mark boxes for a strand then a mark of zero will be recorded for that strand, and will be taken into account when the total mark for that section is calculated.
d.	When you have finished recording all the marks, check that the moderator total still reads zero - if it does not, it means you have accidentally recorded a mark in one of the shaded areas meant for moderator use.

The centre should only use the cells that are shaded pale blue. Centres should leave the grey shaded areas blank, these are for the moderator's and/or Team Leader's use ONLY. Centres will not be able to type in the cells with no shading (white).

- 5 Complete the sections at the top of the Record Sheet, filling in the Centre number, Centre name, Candidate number and Candidate name:

Record Sheet & Marking Grid

6135 Unit SN5
Paper 02 The Coursework Investigation
June 2008

General Certificate of Education Examination
 Advanced Biology (Salters-Nuffield) (Pilot)

Centre number		Centre name	
Candidate number		Candidate name	

- 6 Mark the candidate's work and record a mark for each strand of each criterion section, e.g. for section A - Research and Rationale, both strands a and b must be given a mark. To record a mark simply type Y in the corresponding cell on the marking grid. In the example below the candidate has scored 4 for strand a and 5 for strand b giving the total mark for A - Research and Rationale as 5 out of 8:

A - Research and Rationale										Total /8 TL		
	1	2	3	4	5	6	7	8				
a	Y									5	0	
b					Y							
Centre comments												
Aa4 seen on page 3, in the first paragraph of the Introduction and Ab5 awarded for use of risk assessment from website X, as seen in Appendix 3, and evidence of other sources used from the full Bibliography on page 23												
Moderator							TL					

This example also shows how the space available for Centre comments can be used. Moderators are greatly helped by any annotations to the marking, and this is where any annotation should be made. Annotations do not have to give a great deal of detail, they can be as simple as page references.

N.B. The spreadsheet will calculate the total mark for each section, depending on the marks given for each strand. You will not be able to overwrite into the Total cells on the spreadsheet.

- 7 Please check that the value in the Centre Total box (white) is correct and that the Moderator Total box (grey shaded) is still blank; i.e. as in the above example. If there is a value in the Moderator Total box, this means that the centre has accidentally typed a Y into one of the grey shaded boxes on the marking grid, instead of in the pale blue shaded Centre box. The example below shows how it would look if this mistake had been made:

A - Research and Rationale										Total /8 TL		
	1	2	3	4	5	6	7	8				
a	Y									2	3	
b												

Centre Total Moderator Total

As you can see for strand b, the Centre has accidentally typed the Y into the grey shaded box for a mark of 5, and therefore a value appears in the grey shaded Moderator Total box.

This mistake is easily corrected by deleting the y from the grey shaded box and typing it instead in the correct pale blue shaded box.

- 8 Repeat steps 6 and 7 for each of the 5 remaining criterion sections, B, C, D, E and F.

- 9 When the marking grids for each section have been completed and there is Centre Total for each criteria section, please complete the two sections at the bottom of the Record Sheet:

Did you mark the work:	Centre	Moderator	TL
on screen?			
on paper?			

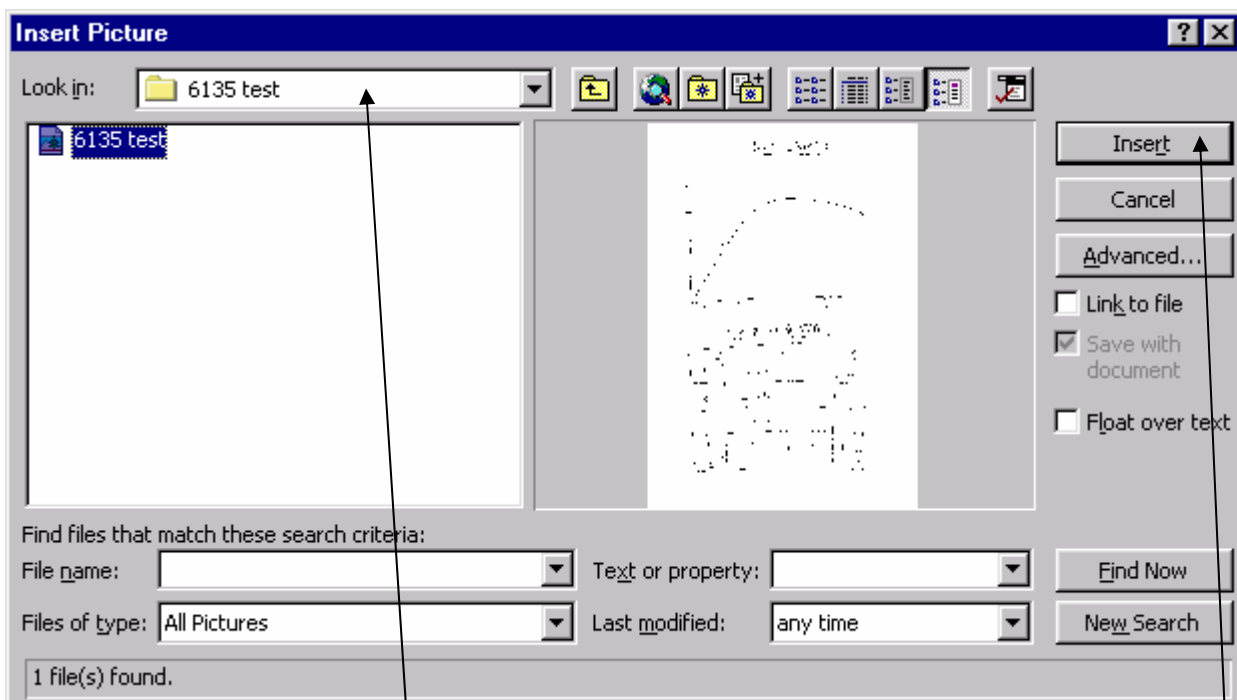
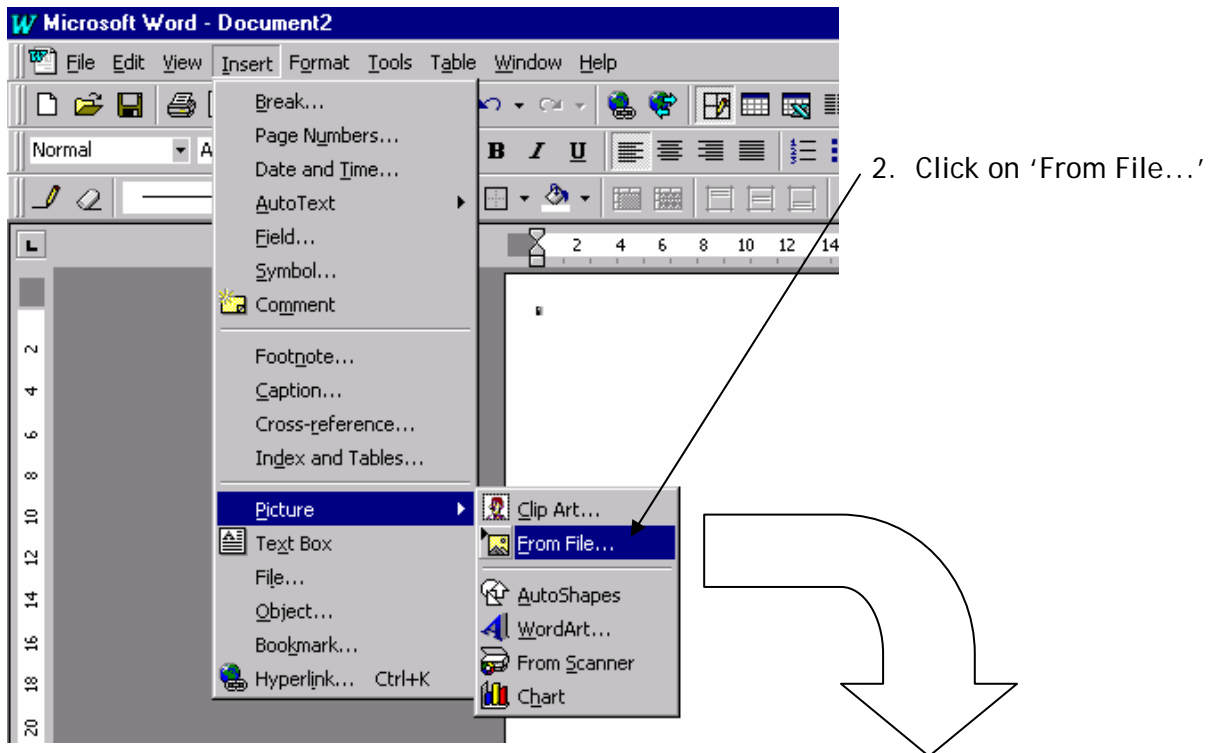
It is hoped that the redesign of the Record Sheet will allow more Centres to mark their candidates' work online, and as a consequence we would appreciate it if the mini-questionnaire about how the work was marked could be completed. Please type 'Yes' in the appropriate box in the column marked Centre.

Teacher authentication:	
I declare that the work is the candidate's own and no external assistance has been given, except that which is acceptable under the scheme of assessment and recorded on this record sheet, and that where several teaching groups are involved the marking has been internally standardised to ensure consistency across groups.	
Teacher's name:	
Date:	

Please also ensure that the name of the teacher who actually marked the candidate's work is typed into the Teacher Authentication section at the bottom of the Record Sheet, along with the date the work was marked. The action of typing in the name of the teacher is considered to be the equivalent of a signature.

Section 4: Instructions for inserting a scanned image into a Word document

1. Open the document in which you want to insert the image. From the toolbar select 'Insert' and then 'Picture'.

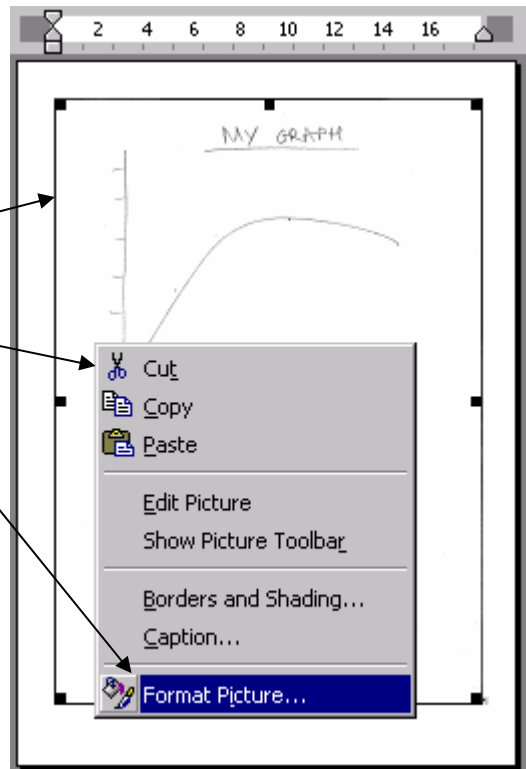


3. Use the drop down menu and the other navigation tools at the top of the window to find the file you want to insert.
4. When you have selected the file you want to insert it will be previewed. The quality may not look good in this window, but you will find that once the image has been inserted the quality is fine.
5. When you are happy that you have the right image selected, click on 'Insert'

The scanned image will now appear on the page.

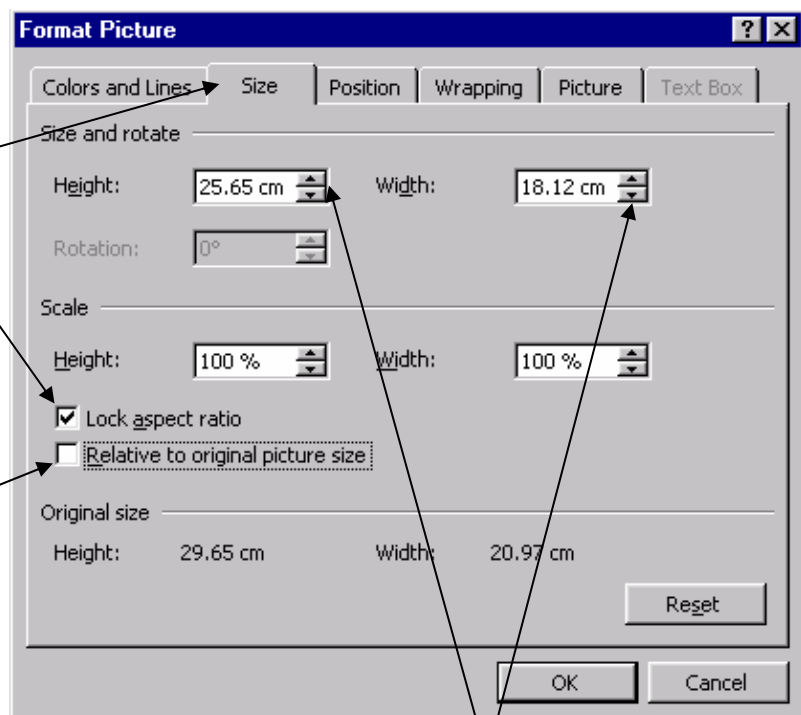
6. To resize the image (if necessary):

- (a) Select the image by clicking on it once. It will now appear with a box surrounding it.
- (b) Now right click on the image, and a menu will appear.
- (c) Click on 'Format Picture...'



The 'Format Picture' window will appear.

- (d) Click on the Size tab at the top of the window
- (e) Make sure that the 'Lock aspect ratio' box is ticked this will make sure that the image's original proportions are preserved.
- (f) Also make sure that the 'Relative to original picture size' box is not ticked.



NB: To add or remove a tick from these check boxes simply click once.

- (g) Now you can adjust the size by clicking on the up and down arrows for Height or Width. By increasing one you will automatically increase the other because you have previously checked the 'Lock aspect ratio' box.

Section 5: **FAQs for Electronic submission of coursework (6135/02)**

1. The students had problems handing their work in electronically because of the size of the document.

There are a few suggestions that may help with this problem.

Make the candidate folders you have set up on the school's computer system available to the candidates so they can save their work in the folders while they are working on it. This means that the final finished coursework document will already be in the right folder and will not need to be moved.

Large documents can be 'zipped' so that they will fit onto a floppy disc or into an email inbox. Zip software compresses documents and in most cases will reduce the size of the document so that it takes up less disc space. Zip software is available as free downloads from the Internet. *(Please note that the document must be unzipped before it is submitted to Edexcel.)*

A large coursework document could be split into several smaller documents so that it would fit onto a floppy disc or into an email inbox. After it had been received it would be a simple matter of copy and paste to put the document back together again.

2. Some sections/all of the student's work was handed in on paper.

There are a few suggestions that may help with this problem.

Encourage students to do as much as they can electronically, e.g. graphs can be done in Excel, hand-written plans can be typed up. Then there will be fewer pages that need to be scanned.

Hopefully sending information earlier will enable you to inform your students of the IT requirements of the presentation of their work and so will help to avoid students handing their work in on paper. However, if candidates do submit their whole coursework project on paper so that it has to be scanned; please insert each page into one document, e.g. in a word document, instead of submitting each page as a separate scanned image - this will make marking and moderating onscreen much easier. *Appendix 1 gives instructions on inserting scanned images into word documents.*

3. I did not have enough IT support.

The first contact for IT problems should be the school's IT support staff because they are familiar with the system that you are using and will be better able to advise you.

The following email address is available for you to email any queries related to the electronic submission of 6135 coursework: coursework@edexcel.org.uk

The inbox is checked regularly and assistance will be offered as far as possible.

4. **I was not sure of the naming protocol for the centre folder / candidate folder / candidate's work.**

The naming protocols, with examples, are given in the Instructions for the set-up of centre and candidate folders under points A-6, B-3 and C-1 respectively.

5. **How do I submit candidate marks to Edexcel?**

You will be required to submit candidate marks via Edexcel Online.

6. **How do I register on Edexcel Online?**

For information regarding how to register on Edexcel Online please visit <http://www.edexcel.org.uk/sfc/feschools/infomanual/edexcelonline/> .

7. **What is a sample?**

A sample is a representative selection of candidates' work.

It is expected that internal standardisation has been carried out within the centre prior to the submission of marks.

8. **How do I know which candidates' work to include in the sample?**

When you submit candidate marks using Edexcel Online, the system will automatically select a sample based on the range of marks awarded. Marks for **all** candidates (or confirmation of absence where candidates have not submitted work) must be indicated in order for a sample to be calculated.

The work of all candidates indicated must be sent for moderation.

Please contact the Edexcel Online helpline 0870 240 9819 should you encounter any difficulties during the mark submission/sample notification process.

9. **How do I submit a sample?**

Samples are submitted to a nominated address on CD-ROM. A back-up copy of each CD should be retained in case CDs are damaged or lost within the postal system.

Work must be burnt to CD+/-R. They should not be burnt to DVD.

10. **Should I zip the work that I burn to CD?**

Please **do not zip** folders containing candidate work. The moderator should be able to access all files and folders directly from the CD without unzipping or altering in any way the files or folder structure.

11. **Do I need to include the Record Sheets on the CD?**

Yes. The naming protocols are given in Section 3.

12. Should I test the CD prior to despatching?

Yes. Prior to the CD being despatched it should be thoroughly tested to ensure that the files have burnt to the CD correctly, and that all files within each folder can be accessed.

13. How do I send the CD to the nominated address?

The CD with candidates' work burnt to it should be posted in an appropriately sturdy envelope to the nominated address. To find this address please refer to the section below, *How do I find out where to send the sample?*

You should also indicate the unit and centre number on the envelope, above the nominated address details, e.g.

6135 / 02 12345 Ms Mary Moderator 12 Moderation Street London WC1V 7BH

14. Should I send the CD Recorded Delivery or ordinary post?

CDs should be sent ordinary post and not recorded delivery. You should, however, obtain a proof of postage certificate from the post-office. Please ensure that the envelope is small enough to fit through an ordinary letterbox.

15. How do I find out where to send the sample?

When submitting marks via Edexcel Online, click on the "Assessment Associates" link to display the nominated address. These address details need to be written on the envelope in which you have put your CD ROM with candidate samples.

16. Will I receive the CD with samples back from the moderator?

No. The moderator will securely destroy the CD after the deadline for the submission of requests for Enquiries About Results.

17. How do I know that the moderator has received my samples or that moderation has been completed?

If samples are missing you will be contacted directly. You may be required to produce a proof of postage in order for the second copy to be accepted for moderation.

Important: CDs which are not named, formatted, labelled or structured according to guidelines provided in this document will be returned to centres unmoderated. Under such circumstances, Edexcel cannot guarantee the timely issue of results for candidates entered.

Student FAQs

1. Which computer programs should I use to create my coursework?

Each student's coursework submitted to Edexcel should be in a single document; this final document must be in one of the following formats:

- .doc Microsoft Word document
- .rtf Rich Text Format
- .pdf Portable Document Format (Adobe Acrobat)

PLEASE NOTE THAT YOU SHOULD NOT SUBMIT WORK IN WORD 2007 - if using this program, please save the work as a general Word format.

If you are able to use Word to create your coursework then you should do so. It will be much simpler for you if you can use Word, because then your work is more likely to be compatible with other computers and it will also be easier to hand in.

If you do not have access to a PC with Word, then try to use an equivalent word processing programme. When the final document is complete it can then be saved as a Rich Text Format document or converted to a pdf file.

2. I have lots of sections of my work that are going to need to be scanned, which will be difficult and time-consuming.

Rather than writing by hand on paper, Excel can be used to record your raw data and to create your graphs. This means that they will already be in an electronic format and so do not need to be scanned.

Please remember, however the graphs and the raw data tables should be inserted into the main document, instead of being handed in separately. Data or charts from Excel can be inserted into a Word document by using the copy and paste functions.

The same thing applies to anything else that might be hand-written, e.g. a plan, which could be typed.

You may want to include photographs or maps in your work, try finding images on the internet, or on other electronic resources, which can be copied and pasted into your work, rather than printed out and scanned.

Please Note: To copy from Excel and paste into Word, simply highlight the cells you want to copy in Excel and choose 'Copy' from the Edit menu on the top toolbar or by right-clicking on the selected cells. Then go to Word, place the cursor on the page where you want the information to be pasted and then choose 'Paste' from the Edit menu on the top toolbar or by right-clicking.

Try to reduce, as far as possible, the amount of pages that will need to be scanned. Not only will this make things simpler for you and your teacher, but it will also reduce the size of the final document - making it easier to manipulate.