

NEW - Centre Guidance Document

GCE Art & Design

Advanced Subsidiary Only (8AD01 - 8CC01)
First assessment opportunity
Summer 2009

THIS BOOKLET CONTAINS ESSENTIAL DETAILS FOR THE CONDUCT OF THE EXAMINATION. TEACHERS ARE ADVISED TO STUDY THE INSTRUCTIONS AND ADVICE GIVEN, SINCE FAILURE TO FOLLOW THE DETAILS IS LIKELY TO DISADVANTAGE CANDIDATES PREPARING FOR THE EXAMINATION

Contents

1. Summary of key dates and events	page 3
2. Moderation checklist: Summary	page 4
3. Entry Information	page 5
4. Submission of work for moderation	page 6
5. Externally Set Assignment	page 7
6. Examination conditions	page 8
7. Marking work	page 10
8. Mark submission	page 11
9. The moderation sample	page 12
10. Moderation of work at Edexcel	page 13
11. Moderation of work at centre	page 15
12. Final mark procedure	page 18
13. Retention of work	page 18
14. Special consideration	page 18
15. Malpractice	page 19
16. Estimated grades	page 19
17. Grade awarding	page 20
18. Enquiries about results	page 20
Appendix A - Coursework requisition form	page 21
Appendix B - Art work labels	page 23
Appendix C - Booking form	page 27
Appendix D - International Moderator visit form	page 29
Appendix E - Edexcel contact list	page 31

1. Summary of key dates and events

Event	Date	Other information
Estimated entry deadline	31 November 2008	Estimated entries must be submitted online to ensure that the correct number of ESA papers are dispatched in January.
Despatch of Unit 2 Externally Set Assignments	January 2009	If not received by mid-February, please ensure that estimated entries have been submitted.
Actual Entries	Due 21 March 2009	
Submission of Application form Centre Consortium Arrangements for Centre-assessed Work	28 February 2009	If the form is not received prior to this date, different moderators may be allocated to the consortium centres.
Despatch of OPTEMS to centres	April 2009	Full despatch schedule will be displayed on the Edexcel website during March.
Visiting moderator to make contact with centre	April 2009	Contact will be directly with centres to arrange date/time of the visit.
Marking of work, completion of assessment documentation and return of top copy of OPTEMS/marks to Edexcel	7 days prior to the moderation visit (or by 3 June if work is to be moderated at Edexcel)	A final mark for each candidate, for each unit, must be submitted to Edexcel on the OPTEMS/via Edexcel Online/via EDI.
Moderation period	1 May - 1 July 2009	
Receipt of work to be moderated at Edexcel	3 June 2009	
Retention of work	Until 20 September 2009	All sampled candidates' work must be retained by the centre until the deadline for requests for Enquiries About Results has passed. Requests for EARs cannot be accepted if work for all candidates in the sample has not been retained by the centre.

2. Moderation checklist: Summary

Before the visit

- Apply for Special Consideration if necessary (through the Examinations Officer)
- Arrange date of visit with the moderator sending details of location
- Ensure internal standardisation has taken place within each unit across all teaching groups and across all endorsements
- Make a copy of the Assessment Grid and Authentication Form for each candidate
- Mark all units of work, for all candidates, using the Assessment Grid and Guidance for Marking and transfer a final mark for each unit for every candidate on to the relevant OPTEMS/Edexcel Online form/EDI form
- Arrange display/folders of work for the candidates in the moderation sample, ensuring that all pieces of work within each unit are clearly identified and accompanied by the Assessment Grid and Authentication Form.
- Seven days prior to the moderator's visit (or by 3 June if work is to be sent to Edexcel for moderation), send the top copy of the completed OPTEMS to Edexcel in the envelope provided/submit marks via Edexcel Online or EDI

Visit day

- Ensure all work in the moderation sample is clearly identified and accompanied by the Assessment Grid and Authentication Form
- Ensure all paperwork has been correctly completed and is available for the moderator
- Give the second copy only of the OPTEMS or a copy of the Edexcel Online or EDI printout to the moderator
- A plan/map should be provided, showing the location of work in the sample
- An order of merit for each unit should be provided if possible
- Ensure privacy for the moderation

End of moderation

- One representative should be available to note the moderator's feedback
- Retain all sampled candidates' work until the deadline for Enquiries About Results has passed or until the outcome of any enquiries has been received

3. Entry information

Please note that only the AS units and cash-in codes are available for the Summer 2009 exam series for the new specification. Entry details for the final assessment opportunity for A2 and final re-sit opportunity for AS of the old specification are available in the Instructions for the Conduct of Examinations booklet.

It is essential that centres ensure that their candidates are entered for all the relevant individual unit(s) rather than just the cash-in code. If candidates are entered for the cash-in code only, entries for the individual units will not be registered and centres will not be sent the relevant Externally Set Assignment papers and other documentation.

Cash-in Code / Specification Title	Unit Codes
Advanced Subsidiary	
8AD01 Art and Design	6AD01 & 6AD02
8FA01 Fine Art	6FA01 & 6FA02
8TD01 Three-Dimensional Design	6TD01 & 6TD02
8TE01 Textiles	6TE01 & 6TE02
8PY01 Photography	6PY01 & 6PY02
8GC01 Graphic Design	6GC01 & 6GC02
8CC01 Critical & Contextual Studies in Art	6CC01 & 6CC02

CHANGES BETWEEN ENDORSEMENTS FROM AS TO A2 ARE NOT PERMITTED. THE SAME ENDORSEMENT MUST BE ENTERED FOR AS AND A2.

Candidates may enter for more than one specification in the same examination series. A full submission of work for each unit will be required for each specification.

There is no restriction on the number of times a unit may be attempted prior to claiming certification for the qualification. The best available result for each unit will count towards the final grade. Coursework units can be improved upon and re-submitted, but the Externally Set Assignment units have to be re-sat as the theme changes each year.

These specifications are not available to private candidates.

Unendorsed titles

Candidates entering for the unendorsed title (8AD01) are required to submit evidence covering one or more of the disciplines in the coursework units. Candidates may choose to produce work in one discipline only for the Externally Set Assignments.

Endorsed titles

To qualify for the Art and Design endorsed titles, candidates must satisfy the requirements as defined in the specification and must do so predominantly through the media and practices of their chosen specialism. The majority of the work submitted for each unit must be in the chosen endorsed specialism. For example, a candidate entered for endorsed Textiles (therefore working predominantly with textiles for each unit) might also submit some photographs for a unit, using photography as a tool to address issues through the eyes of a textile artist.

This applies to all Units. Although candidates entering for endorsed titles will be expected to show evidence of the skills and understanding relating to their chosen specialisms in the coursework units, these units may also carry evidence of general knowledge in terms of Art and Design. It is expected that specific endorsed work will be evident in Externally Set Assignment units, interpreted through the given themes.

Advanced Subsidiary specifications are made up of 2 units:

Unit Number	Component	Weighting		Method of Assessment
6AD01 - 6CC01	<i>Unit 1</i> Coursework	60% of AS	30% of A	Internally set Internally marked Externally moderated
6AD02 - 6CC02	<i>Unit 2</i> Externally Set Assignment	40% of AS	20% of A	Externally set Internally marked Externally moderated 8 hours timed examination

4. Submission of work for moderation

It is recommended that the teacher-examiner advises candidates on the selection of work for assessment. All the Assessment Objectives must be covered in each unit of coursework (Units 1 and 3) and in each Externally Set Assignment (Units 2 and 4).

Each candidate must sign an Authentication Form to confirm that the work submitted for assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment. The Authentication Form must also be signed by the teacher-examiner.

Candidates are also asked to give their permission for their work to be used by Edexcel. Work may be used for one or more of the following

- awarding purposes (setting National Standards)
- moderator selection and training
- archive material
- tutor support material
- training materials (for INSET events)

Work which is to be moderated at the centre should be completed and assessed prior to the moderation visit. Submissions of work for those candidates in the moderation sample for each unit must be presented together with the Assessment Grids and Authentication Forms on the day of moderation, although all work should be available if required.

The 2009 moderation period is 1 May - 1 July. Visiting moderators will contact centres in April to make arrangements for the exact date and time of their visit.

There are no minimum number of candidates required for moderation at the centre.

There are no size restrictions for work moderated at the centre. Work sent to Edexcel for moderation is subject to size restrictions.

Centres should ensure when arrangements for the visit are being made that they verify with their visiting moderator which qualification they will be moderating.

International centres should send the moderation sample to Edexcel for moderation. In this case all candidates' work must be completed and assessed. The work of the sampled candidates together with the Assessment Grids and Authentication Forms for each unit must arrive at Edexcel no later than 3 June (see section 7 for further details).

5. Externally Set Assignment (Unit 2)

Centres will receive the set papers in January. The papers will also be available on the website (www.edexcel.org.uk) as secure content, from January. In order to access the assignments, centres must use the following guidance.

What is secure content?

'Secure content' is the phrase we use for any document (PDF, Word etc) or page on the website to which access is restricted. In order to access secure content you will need an Edexcel Online username and password.

Only staff in centres that are running a particular Edexcel qualification will be able to view secure content for that qualification. For example, a secure GCE Art & Design document will only be available to staff from a centre that offers this qualification.

How do I get a username and password in order to access secure content?

If you already have an Edexcel Online account, you can use your existing name and password to access secure content.

If you do not have an Edexcel Online account, you will need to consult your Exams Officer. Your Exams Officer can set up access for you.

Please do not contact Edexcel directly to request an account

What does my Exams Officer need?

The Exams Officer will require an Edexcel Online account.

How does my Exams Officer give teachers access to secure content relevant to the GCE Art & Design externally-set assignments ?

When an Edexcel Online Administrator (your Exams Officer) sets up a new user in Edexcel Online, s/he will be asked to specify what level of access the new user needs by ticking the appropriate user profile boxes. This ensures that users are only able to access appropriate screens within the service.

You only need a username and password to access the secure content. You do not need any of the user profiles offered just to access the secure content.

What do I do after my Exams Officer has given me a username and password?

Once you have these, you can access the secure content protected externally-set assignments from the GCE Art & Design page on the Edexcel website.

Do not try to access via Edexcel Online.

Where can I get more information about secure content?

Please go to our website:

<http://www.edexcel.org.uk/home/help/content/>

Who do I contact if I have a problem?

Please contact the Edexcel Online Support team: 0844 576 0024

6. Examination Conditions

The Externally Set Assignment will be available to centre staff during January of each year. The exam paper should be given to candidates on the **first day of February** or as soon as possible after that date to provide a preparatory period. The timed element of **eight (8) hours for AS** can be carried out at the centre's discretion anytime after the paper has been released to candidates.

During the preparatory period - **which now has no set time period** and should be decided by the teacher-examiner - candidates will be expected to investigate a wide range of work and sources.

The timed examination lasts for eight hours for Unit 2 and for twelve hours for Unit 4. The timed examination must be sat, the work assessed by the teacher-examiner and the marks submitted to Edexcel prior to the moderation visit (for centres having a visiting moderator) and prior to 3 June (for centres sending work to Edexcel for moderation).

The preparatory supporting studies and the timed examination work must be discrete entities.

The preparatory supporting studies and the timed examination work must be separately identified but will be considered as a whole in order to arrive at a mark for the Externally Set Assignment. Marks will be awarded based on the extent to which the Assessment Objectives have been met across the entire submission for the Externally Set Assignment. The preparatory supporting studies will be as important as the timed examination work in meeting the Assessment Objectives and as such in gaining marks.

Centres must ensure that suitable art room accommodation is available for the timed examination and that candidates are able to work with equipment and materials to which they are normally accustomed, as far as permitted by the examination regulations.

Candidates entering for more than one specification title must produce separate submissions of work for the Externally Set Assignments. They must be permitted the full time allowed for each specification entered.

All materials must be supplied by the centre. Edexcel will not supply paper for the use of candidates in the Art and Design examination.

Edexcel's regulations require that all persons except members of staff acting as invigilators, or other authorised members of staff, and the candidates actually engaged in each examination shall be excluded from the examination room.

Edexcel recommends that the timed examination should normally be invigilated by an Art and Design teacher.

The work done by the candidates during the timed examination period should be unaided and carried out under examination conditions, that is, with the absence of unnecessary noise and movement and with conversation limited to essential requests such as those relating to materials and equipment.

There are some cases where candidates may require technical assistance which may be given by teachers. The following are examples of the technical assistance which may properly be given:

- a) the welding of an armature for a figure, the candidate having determined the proportions and disposition of the components

- b) the selection of the *type* of dye to be used on a particular material, but not the *colour*. It should however be noted that candidates who offer printmaking in any form will be expected to carry out all necessary processes themselves without the teacher's aid
- c) the loading of the kiln and the firing of the ware (the latter is in any case not included in the time allowance) but not the preparation of the clay and the shaping or throwing of the ware.

Where an activity is part of the creative process, that activity should be counted within the timed examination period. Candidates are advised to keep a time sheet in order to record the time spent on such activities.

The following are **not** to be included in the time allowance for the examination:

- a) rest periods for models
- b) arrangement of still-life groups
- c) stretching of screens, preparation of blocks and plates
- d) mixing of photographic chemicals and washing and drying prints
- e) drying of printing inks
- f) the mounting of models and sculptures
- g) drying and firing of pottery and sculpture
- h) casting and mounting of models and sculpture
- i) fixing dye, dyeing yarn, washing and finishing of hand-woven fabrics, stretching of embroidery
- j) the making of a bare model stage.

Ceramic work should be fired and completed before presentation for assessment. It is appreciated that in certain cases considerable time is required for drying-out and firing. It is suggested that candidates working with clay should commence their timed examination sufficiently early to ensure that the work is completed in good time.

Candidates may take into the examination room any preparatory supporting studies which they have produced and which are to be submitted for assessment along with the work done in the period of the timed examination. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

Candidates are not permitted to undertake any further work on the Externally Set Assignment unit upon completion of the timed examination. It is **not** acceptable for candidates to have a five-week preparatory period prior to the timed examination, complete the timed examination and then have a further week for additional work. At the end of the timed examination, candidates must hand in any preparatory supporting studies work to be assessed along with the timed examination work.

Incomplete examination work must be stored in a secure place between examination sessions.

7. Marking work

Teacher-examiners must mark individual units separately for each candidate using the appropriate Assessment Grid and Guidance for Marking for AS and A2. Work must be clearly identified as belonging to a particular unit before it can be assessed.

It is essential the marks awarded are based only on evidence of the Assessment Objectives having been met in the work as it is presented.

A total mark out of 20 must be awarded for each of the four Assessment Objectives, giving a final total mark out of 80 for each of the units.

In cases where strands within the Assessment Objectives have not been met within a particular unit, no marks can be awarded for that particular strand. The category 'no rewardable work' should therefore be used.

This final mark out of 80 for each unit, for each candidate, must then be transferred to the relevant OPTEMS/Edexcel Online/EDI form. In cases where centres use the OPTEMS to submit marks the completed top copy of the OPTEMS for each unit must be sent to Edexcel 7 days prior to the moderator's visit.

It is not possible to moderate work unless the centre has carried out the initial marking as required by the specification and assessment grids and OPTEMS have been completed correctly.

7.1 Internal Standardisation

Centres are reminded that it is their responsibility to ensure that where more than one teacher-examiner has marked the work in a centre, effective internal standardisation has been carried out **within each unit across all teaching groups and across all endorsements**. This procedure ensures that the work of all candidates at the centre is marked to the same standard. The statement confirming this on the OPTEMS or the EDI printout **MUST** be signed.

'I declare that the work of each candidate for whom marks are listed is, to the best of my knowledge, the candidate's own and that where several teaching groups are involved, the marking has been internally standardised to ensure consistency across groups.'

Signed Date

It may not be possible for external moderation to take place if effective internal standardisation has not been carried out. If the visiting moderator suspects that internal standardisation has not been carried out, s/he may withdraw from the centre. The centre will then be required to remark all candidates' work and carry out internal standardisation; another moderation visit will then be scheduled at the centre's expense.

8. Mark Submission

All centres will receive Optically-read Teacher Examiner Mark Sheets (OPTEMS) for each unit which has been entered.

Centres will have the option of submitting their marks to Edexcel in one of the following ways:

EITHER

- by recording marks on the OPTEMS and posting these to Edexcel in the envelope provided. If the centre does not have a pre-addressed envelope the address is printed in the left hand side margin of the OPTEMS.

OR

- by submitting marks on Edexcel Online (for registered centres).

OR

- by recording marks on computer for transfer to Edexcel by means of Electronic Data Interchange (EDI).

However the centre chooses to submit its marks the deadline for mark submission is as follows:

For centres having a visiting moderator:

The marks for each unit must be sent to Edexcel **7 days prior to the moderator's visit**. As the deadline for mark submission is the date of the moderation visit, this deadline will differ for each centre.

For centres sending work to Edexcel for moderation:

The marks for each unit must be sent to Edexcel to arrive **no later than 3 June**.

8.1 OPTEMS

OPTEMS will be pre-printed on three-part stationery with the unit code, centre details and candidate names in candidate number order.

Where a centre has entered for more than one specification, they will receive a separate set of OPTEMS for each unit within each specification title.

Before completing the OPTEMS please check the unit code and centre details to ensure that the correct sheet is being completed.

All candidates entered by the deadline date will be listed on the OPTEMS.

Once completed and signed the three-part sets should then be divided as follows:

- (a) **top copy** of the completed OPTEMS for each unit must be despatched to Edexcel **7 days prior to the moderation visit**, in the envelope provided. **If the centre does not have a pre-addressed envelope the address is printed on the side of the OPTEMS**. Please remember that this form **must not be folded or creased**
- (b) **second and third copies** should be retained by the centre. The second copy only should be presented to the moderator when s/he arrives at the centre. Please do **not** send the second copy to the moderator prior to the moderation visit. After the moderation visit the moderator will retain the second copy
- (c) **third copy** must be retained by the centre at the end of moderation. It will be required at any further visit made by senior moderators.

Please note the above procedures differ for centres who are sending work to Edexcel for moderation.

8.2 Edexcel Online

For Edexcel Online mark submission registered users should log on and navigate to the mark entry screen. Navigate to the screen by selecting the appropriate qualification from the tabs at the top of the window, then select "Search by Course" from the "Candidates" menu option. Select the Course and Session from the drop down menus then click "Next." Select the "Papers" link next to the unit you wish to submit marks for then the "Coursework Marks" link to navigate to the mark entry screen.

On the Edexcel Online mark submission screen you may enter some or all candidates in a session. Key a mark for each candidate in the mark field beside each candidate. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a candidate's mark, where it has been keyed, however it will be possible to view it. Candidates for whom a mark has not been keyed will remain available to enter a mark in subsequent Edexcel Online sessions.

A copy of the Edexcel Online printout should be presented to the moderator when he/she arrives at the centre. After the moderation visit the moderator will retain their copy of the Edexcel Online printout.

A further copy of the Edexcel Online printout (not the moderator's copy) **must** be retained by the centre.

8.3 EDI

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider.

A copy of the EDI printout should be presented to the moderator when he/she arrives at the centre. After the moderation visit the moderator will retain their copy of the EDI printout.

A further copy of the EDI printout (not the moderator's copy) **must** be retained by the centre.

9. The moderation sample

The moderation sample is comprised of the following:

- candidates whose names have been asterisked on the OPTEMS for each unit
- the candidate achieving the **highest** mark and the candidate achieving the **lowest** mark for each unit in the centre. **Please note these candidates may not necessarily be asterisked on the OPTEMS. It is the centre's responsibility to ensure that the work of these candidates is presented for moderation.**

No other work should be presented for moderation. However, the work for all other candidates should be available and the moderator may request to see additional samples.

The candidates whose names are asterisked on the OPTEMS will be chosen at random by Edexcel and will be drawn from the centre's entry across all endorsements. As a minimum sample, the first ten candidates will be chosen and after that, one candidate in every ten, so that, for example, a centre with an entry of ten or fewer candidates would show all of these; a centre with an entry of twenty candidates would show eleven of these; a centre with an entry of thirty candidates would show twelve of these and so on.

There will be a separate sample for each unit. Candidates whose names are asterisked on the OPTEMS for a particular unit should submit all their selected work for that unit.

Please note that if any candidate indicated as being part of the sample is absent, the centre should present the work of another candidate achieving similar marks, within that unit, as part of the sample. This should be indicated to the moderator.

9.1 Identification of work

Each piece of work submitted for moderation must be identified with the centre number, candidate name, candidate number and unit code. The different components of the Externally Set Assignment Units (preparatory supporting studies and timed examination) must also be clearly identified.

Labels are provided in Appendix B. If centres choose to identify candidates' work using their own labels, they must ensure all of the above information is included.

10. Moderation of work at Edexcel

For centres sending work to Edexcel for moderation, complete submissions of work for the relevant units for those candidates in the moderation sample, including Assessment Grids and Authentication Forms should be sent to the address given below.

No other work should be submitted for moderation. However, the work for all other candidates should be kept securely at the centre.

If any candidate indicated as being part of the sample is absent, the centre should send the work of another candidate achieving similar marks, for that unit, as part of the sample. A letter informing Edexcel of the substitution should be included with the candidates' work and assessment documentation.

Artwork and documentation should be sent to Edexcel as follows:

1. the marks should be submitted to Edexcel via Edexcel Online or EDI or by sending the **top copy of all OPTEMS** in the envelope provided for this purpose to arrive **no later than 3 June**.

If the centre does not have a pre-addressed envelope the address is printed on the side of the OPTEMS.

2. copies of the Assessment Grid and Authentication Form for each candidate in the sample and the second copy of the OPTEMS (or Edexcel Online/EDI printout) should be sent to the following address to arrive **no later than 3 June**:

GCE Art Moderation
Pearsons/Edexcel
Hellaby Lane
Hellaby Industrial Centre
Rotherham
South Yorkshire
S66 8HN

Please note this package should be separate to the one containing the artwork.

Centres should retain the third copy of the OPTEMS.

3. the artwork for Units 1 and 3 must be kept separate from Units 2 and 4. The parcel(s) should be sent to the following address to arrive **no later than 3 June**:

GCE Art Moderation
Pearsons/Edexcel
Hellaby Lane
Hellaby Industrial Centre
Rotherham
South Yorkshire
S66 8HN

The parcel(s) should be clearly labelled:

GCE Advanced Subsidiary Art and Design (AS)

or

GCE Advanced Art and Design (A2)

The parcel(s) should be clearly marked on the outside with the centre name, centre number and Unit number.

Each parcel should contain a copy of the Edexcel Booking Form.

Each piece of work submitted for moderation must be identified with the centre number, candidate name, candidate number and unit code.

The different components of the Externally Set Assignment Units (preparatory supporting studies and timed examination) must also be clearly identified. Labels are provided in Appendix B of this booklet. If centres choose to identify candidates' work using their own labels, they must ensure all of the above information is included.

The artwork should be packed flat. Work must be dry. Work in chalk or pastel must be fixed. Three-dimensional work must be packed carefully to avoid damage in transit. Good photographic records of 3D work are acceptable as an alternative. Supporting studies must be included.

The following maximum dimensions of work should be noted:

- the maximum size of any individual piece of two-dimensional work **must not exceed A1**
- all two dimensional work must be packed flat. Work may be in any suitable medium provided that drawings and paintings may be packed and moderated without their smudging or sticking, and provided that the work may be delivered to Edexcel, handled and moderated without difficulty. Paintings may be on paper, canvas removed from its stretcher, light card or other light weight material
- paintings on hardboard, plasterboard or heavy material must not be despatched. Work must be packed in such a way as to avoid damage in transit. Staples should not be used when mounting work
- three-dimensional examination work must not exceed 460mm in any dimension and should not exceed 22kg in weight per candidate. Three-dimensional coursework must not be sent. Good photographic records of 3D work are acceptable as an alternative.

Edexcel will not acknowledge the receipt of work, but a centre will be informed if any parcel or package, the despatch of which has been notified to Edexcel, fails to arrive within ten working days or is received in a damaged condition.

All the work submitted will be retained until the results of the examination have been published. Centres may then collect work, request postal return and defray the costs of packing and postage, or make appeals against results. The work will be available for collection in October/November.

Application for the return of work will only be accepted from the centre concerned and not from individual candidates. This offer is subject to the following conditions:

- a) that centres complete and return the application form (to be photocopied from Appendix A) to the GCE Art Assessment Team no later than 3 June
- b) that centres make their own arrangements to collect work within a specified period. (Three-dimensional work cannot be pre-packed for collection, nor packaging of any sort provided). For those centres unable to collect their candidates' work Edexcel is prepared to return flat work only by inland post after the general arrangements for the collection of work are complete.
- c) the work will not be handed over unless the collector has a letter of authority from the centre.

International Centres

International centres may arrange to collect work as indicated above or the work can be posted, as long as the centre bears the actual costs incurred. In the first instance centres should annotate the return of work form (see Appendix A) to indicate their willingness to bear the costs involved.

11. Moderation of work at the centre

The work in the moderation sample for each unit may be presented in one of the following forms:

- a display
- in folders.

However centres choose to present the work in the moderation sample, **the centre's entire sample for each unit must be presented separately.** Work is to be moderated on a unit basis and not per candidate.

- Work presented as a display

Those centres who present the work of all candidates on display panels for the purposes of an exhibition must find a way of identifying the work of the candidates in the moderation sample on the day of the moderation visit. There is no prescribed method for doing this. For example, centres may wish to display the work in the moderation sample in a completely separate area.

It is helpful if the teacher-examiner can provide a location map of the work of the candidates in the moderation sample, along with an order of merit for each unit.

Whatever the chosen means of presentation, each candidate's presentation must be clearly identified with the centre number, candidate's name and number and unit code

- Work presented in folders

Work for the different unit samples should be presented in separate folders and clearly identified with the centre number, candidate's name and number and unit code. Folders for each of the separate units should be grouped together in candidate number order.

It would be helpful if the centre could provide the moderator with an order of merit for each unit.

Moderators must be provided with a large working surface on which to view the folders.

International Centres

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) please see Appendix D . The deadline for the return of the MRF is the 1st of December 2008 . If your centre is not entering any candidates for Art & Design in the May/June 2009 window, please strike through the form and return it to us by the deadline.

Please note that where a visiting moderator is requested the centre will be liable for the moderator's subsistence as well as travel expenses. Where postal moderation is requested the centre will be liable for all postage costs.

Edexcel will contact centres before 1 May 2009 to confirm a visit date or dispatch details for postal moderation. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

11.1. Consortium centres

Centres with fewer than five candidates may wish to form a consortium with other centres for the purposes of a moderation visit.

While candidates should be entered through their own centres, the work of the candidates in the moderation sample should be exhibited at the **host centre**. All relevant assessment documentation should be made available. All other instructions relating to moderation visits apply.

For the purposes of entering final marks into the system separate OPTEMS/Edexcel Online/EDI forms must be completed for each participating centre in the normal way, showing a mark for every candidate for each unit.

Edexcel should be notified of any consortium arrangements by means of the Joint Council form Application Centre Consortium Arrangements for Centre-assessed Work. It is essential that this form is completed and sent to the Art Allocations Team prior to **28 February** to ensure the same moderator is allocated to all centres within the consortium.

11.2. The moderation visit

Moderation will take place between **1 May and 1 July**.

The moderation of marks for all units within the GCE Art & Design specification titles (both AS and A2) will take place during the same visit. It is essential that where Art and Design specifications are being taught across departments within a centre that all parties agree on a mutually satisfactory date. If a moderator has to return to a centre to moderate an endorsement that was missed on the original visit, the centre will be charged for the return visit.

Centres will be contacted directly by their visiting moderator in April. Centres should agree with the moderator a mutually convenient date and time when the moderator will visit the centre. Edexcel is unable to arrange moderation dates either on behalf of the centre or the moderator. Should difficulties occur in agreeing the date of the moderation visit, the moderator will inform Edexcel and another moderator will be allocated. **However it is important that centres have a range of possible dates available. Edexcel cannot guarantee that a moderator will be available on a specific date in a specific geographical location.** Please note also that any last minute changes to the date by the centre may not be able to be accommodated.

The visiting moderator will notify Edexcel of the agreed arrangements. Confirmation of the agreed date and time will also be sent to the centre by the moderator.

The following documentation must be available to the visiting moderator at the start of the moderation visit:

- copies of the Assessment Grid for each candidate in the moderation sample (Assessment Grids for all other candidates should also be available)
- Authentication Forms for each candidate in the moderation sample (the Authentication Form is printed on the reverse of the Assessment Grids)
- second copy of the OPTEMS for each unit within each specification title (or Edexcel Online/EDI printout).

It is the teacher-examiner's responsibility to ensure that internal standardisation has taken place, all documentation is present and has been completed correctly. If the assessment documentation is missing or has been completed incorrectly, or internal standardisation has not taken place the moderation visit may be prolonged. In some instances it may be necessary for the visiting moderator to withdraw from the centre; another moderation visit will then be scheduled at the centre's expense.

The teacher-representative for the department should meet with the visiting moderator at the beginning of the visit, to introduce them to the work. The teacher-representative should be readily available throughout the visit in case they are required.

At the time of moderation there must be no students in the areas where the work is displayed. The moderator must be given privacy in which to undertake the moderation.

Visiting moderators will review the submissions of work for the relevant units for those candidates in the moderation sample in order to ensure that the centre's marking is:

- in accordance with the marking criteria stipulated
- in conformity with the overall standards of the examination.

Moderator recommended marks remain confidential at all times and will not be disclosed to the teacher-representative either at the end of the moderation visit or after the issue of results in August.

11.3 Further visits

A further visit by a senior moderator may be requested by the visiting moderator in the following situations:

- (i) if effective internal standardisation does not appear to have taken place
- (ii) if there are any aspects of the work and the moderation which the visiting moderator believes should be the subject of further consideration.

In this case the visiting moderator will inform the centre of their intention to refer the situation to a senior moderator for consideration. Candidates' work must be retained in the same conditions as viewed by the original visiting moderator.

The senior moderator will review the situation and contact the centre directly as soon as possible after the original moderation visit has taken place to inform the centre whether a further visit is required or not. If a further visit does take place, the senior moderator may, in certain circumstances, find it necessary to recommend to Edexcel that the original moderator's recommended marks be amended upwards or downwards. Should this be the case, the recommendations of the senior moderator will stand.

Please note that under normal circumstances centres cannot request a second moderation visit.

12. Final mark procedure

The following is an explanation of the procedure for determining the final coursework marks of candidates based upon the marks awarded by the centre and the moderator.

All centres have this procedure applied, even those for which all candidates' work is seen by the moderator. This is to ensure that all centres are treated equally, whether the entry is large or small.

For the candidates sampled by the moderator, the marks awarded by the centre and the moderator are compared and if the differences all lie within a given number then the centre's marks are accepted.

If at least one candidate's mark is outside the designated allowable difference then an adjustment to candidates' marks is considered.

However, if the 'adjusted' marks for all candidates lie within the given range when compared to the centre marks then, again, the decision would be to accept the centre's marks.

If the condition stated above is not satisfied then the 'adjusted' marks will be recommended. Please note that this adjustment is applied by unit across all teaching groups and across all endorsements to every candidate at the centre.

13. Retention of work

After moderation the work of all the candidates in the moderation sample for each unit (including the highest achieving candidate and the lowest achieving candidate per unit) **must be retained by the centre until 20 September** when the deadline for requests for Enquiries About Results (EARs) has passed.

Requests for EARs cannot be accepted if all the work of all the candidates seen by the original moderator for the relevant unit across endorsements has not been retained by the centre.

If there are no requests for EARs for candidates in the centre, work can be returned to candidates immediately after this deadline.

However, if a centre submits any requests for EARs, **no work should be returned to any candidates at that centre until notification of the outcome of the Enquiry has been received.**

14. Special Consideration

Special consideration is given following an examination to ensure that candidates who suffered temporary illness, injury or indisposition at the time of the examination are given some compensation for their difficulties.

Applications for special consideration must be made through the Examinations Officer, using the appropriate documentation. Form JCQ/SC Form 10 must be completed in detail and submitted to the Special Requirements Section at Edexcel, prior to the moderation of candidates' work. Candidates will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Edexcel. Please therefore ensure that full details of dates when the candidate was suffering from the illness, injury or indisposition are given along with any

appropriate supporting evidence. No special consideration can be made unless this form is submitted. The centre should retain copies of any such forms.

In all cases, the teacher-examiner must award marks for each unit as for any other candidate, that is, based only on the evidence of the Assessment Objectives having been met in the work as presented for moderation. This is to ensure that the teacher-examiner and the moderator are basing their judgements on exactly the same evidence.

If an application for special consideration is accepted, Edexcel will review the candidate's performance in the part(s) of the examination which have been completed, taking into account all the available evidence, to compensate for the adverse circumstances and make an appropriate award. In many cases it may be possible only to give a very limited allowance, as Edexcel must seek to ensure that the grade accurately reflects the standard which the candidate has been able to attain.

The Examinations Officer will be able to advise on candidate's eligibility for special consideration.

Lost/damaged coursework

Centres are advised that if any art work is lost, damaged or stolen they should complete the appropriate Lost Coursework form which is available from the JCQ website

15. Malpractice

Upon submission of work for assessment each candidate must sign an Authentication Form to confirm that the work submitted has been carried out without assistance other than that which is acceptable under the scheme of assessment.

If malpractice is suspected/discovered prior to the signing of declarations of authentication it is the responsibility of the Head of Centre, acting on behalf of Edexcel, to carry out an investigation. Full details of the required procedures can be found in the JCQ document Guidance for Dealing with Instances of Suspected Malpractice in Examinations. Centres must not give credit for any work submitted which is not the candidate's own work.

Malpractice discovered prior to the signing of declarations of authentication need not be reported to Edexcel. Any malpractice discovered by a centre after the signing of the Authentication Form by the centre must be reported to Edexcel at the earliest opportunity using form JCQ/M/01.

16. Estimated grades

Edexcel acknowledges the fact that centres, for various reasons, are required to predict grades for their candidates early on in the examination calendar. The prediction of grades in any given year must accurately reflect the candidates' achievement based on the work done thus far in the course. Such predictions can only be based on the 2008 grade boundaries (bearing in mind these are subject to change year-on-year), the grade descriptions in the specification and the teacher-examiner's professional judgement. The grade descriptions are designed to give a general indication of the overall level of performance likely to be demonstrated by a candidate achieving a particular grade

When it comes to the final assessment of candidates' work and the submission of marks to Edexcel, marks for each individual unit must be awarded by the teacher-examiner based on the evidence in the work of candidates' fulfilment of the Assessment Objectives. The criteria statements on the Assessment Grid must be matched to candidates' work in order to award marks. The assessment criteria give a more precise indication of how a candidate's performance relates to marks.

However, neither the grade descriptions nor the assessment criteria can indicate exactly where a grade boundary will fall in any examination series. **At the time of assessment and moderation marks do not equate to grades.**

17. Grade awarding

The GCE Advanced Subsidiary and Advanced Art and Design is a criteria referenced examination. Decisions regarding the grade boundaries are based on the professional judgement of the Chief Examiners and the Awarding Committee and are made by reference to candidates' work. However, statistical information is taken into consideration, together with archive work from previous years, to ensure year on year comparability.

Edexcel follows the procedures laid down in the Code of Practice for all awarding bodies when establishing the grade boundaries. The key grade boundaries for GCE Advanced Subsidiary and Advanced Art and Design are established in the following order: E and A.

The sample of work for awarding will be drawn from across the country, covering a range of marks on and around the notional grade boundaries in all endorsements.

18. Enquiries About Results

Centres must not contact visiting moderators directly if they have a query about their results. All such queries must be addressed through the Edexcel Post Results Service via the Examinations Officer. Information regarding Enquiry About Results (EARs) procedure is given in the Information Manual sent to Examinations Officers in September. Please note there is a specific section relating to GCE Art and Design, which must be referred to prior to submitting a request for an EAR.

Requests for enquiries should be submitted to Edexcel through the Examinations Officer as soon as possible after the issue of results. Requests for enquiries should be sent to the **Service Type 3 Team** using the appropriate documentation. Requests can also be made via Edexcel Online.

Please note that requests for EARs cannot be accepted if the work seen by the original moderator for the relevant unit across all teaching groups and across all endorsements has **not** been retained by the centre.

Appendix A

Return of work form for centres sending work to Edexcel for moderation

The following form should be photocopied, completed and returned to the Edexcel Art Assessment Team by 3 June.

Please note that upon receipt of requests for return of work from International centres, work will be weighed and centres informed of the costs. Artwork will only be despatched once payment has been received.

APPLICATION FOR THE RETURN OF ART PRACTICAL WORK

Please complete and return this form to:

GCE Art Moderation
 Pearsons/Edexcel
 Hellaby Lane
 Hellaby Industrial Centre
 Rotherham
 South Yorkshire
 S66 8HN

NB: PLEASE WRITE CLEARLY, USING BLOCK CAPITALS

CENTRE NUMBER:

CENTRE NAME:

CENTRE ADDRESS:

POSTCODE:

EMAIL ADDRESS:

FAX NO:

TEL NO:

I request the return of the centre's Art practical work subject to the conditions under which the offer is made.

- *I will arrange for the work to be collected from Hellaby.
- *I would like the work returned by post at a cost of £25 (postage not included). I enclose a cheque for this amount, payable to London Qualifications Ltd.

International Centres:

- *I would like the work returned by post. Please inform me of the handling charge and postage.

*Please tick as necessary.

SIGNATURE

NAME

POSITION

Appendix B

Labels for art work

Please note copies of these labels are also available on the GCE Advanced Subsidiary and Advanced pages of the Edexcel website (www.edexcel.org.uk).

If centres choose to identify candidates' work using their own labels they must ensure that all of the information below is included.

UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:

UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:

UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:

Appendix C

Booking form for work sent to Edexcel

Please include a copy of this form with each package sent to Edexcel for moderation.

Subject: ART-GCE

CENTRE NUMBER:

OPTEM FORM INCLUDED
 Please tick box

Please record items packed for each candidate by category below

Candidate Number	Candidate Name	UNIT	MATRIX (✓)	BOOK _(s)	FLAT	3D	TEXTILES
<i>For Example 0001</i>	<i>For Example A.N.Other</i>	1,2,3	✓	1	2	0	0
<i>For Example 0002</i>	<i>A. N. Other</i>	1,2,3,4,	✓	1	5	0	0

Date items packed:

Packed by:

Instructions.

1. Please pack 1 centre per package.
2. Please record Centre Number on form.
3. Please include OPTEM form carbon copy for candidates listed.
4. Please record details in appropriate boxes as per example.
5. Please include the MATRIX for each candidate.
6. Please send work along with this form in the same package to -

Coursework Processing
 Edexcel
 Hellaby Business Park
 Rotherham S66 8HN

Appendix D

International Centres

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) below. The deadline for the return of the MRF is the 1st of December 2008 . If your centre is not entering any candidates for Art & Design or Physical Education in the May/June 2009 window, please strike through the form and return it to us by the deadline. Please could you complete the attached form and return it to the Creative Arts Team by fax on +44 844 576 0027 or by e-mail at creative.arts@edexcel.org.uk .

Please note that where a visiting moderator is requested the centre will be liable for the moderator's subsistence as well as travel expenses. Where postal moderation is requested the centre will be liable for all postage costs.

Edexcel will contact centres before 1 May 2009 to confirm a visit date or dispatch details for postal moderation. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

CENTRE:

FAX:

SECTION 1 - ART & DESIGN:

Please indicate whether you require a postal or visiting moderation for Art & Design Specs.
 Postal/Visit

Please indicate below the number of candidates for which you require a moderation	
GCSE Art (Specification[1027/3027- 1032-3032])	
GCE Art (Specification[8030-8036] and [9030-9035]) (Specification [3510-3680])	
Applied GCSE Art (Specification[2301])	

SECTION 3 - CONSORTIUM CENTRES:

If you intend to have your work moderated in a consortium with other centres, please complete the following details.

My centre will be acting as the 'Host Centre'.
 Please list below the other centres involved in the consortium that will also be exhibiting at your centre:

My centre will NOT be acting as the 'Host Centre'.
 Please indicate below the centre where you will be exhibiting your work:

SECTION 4 - ADDITIONAL INFORMATION:

Please indicate below any other information that you feel would be helpful to us in the allocation of a moderator to your centre.

.....

Please provide us with the contact name and details for the person at your centre who should be contacted by the allocated moderator.

Contact Name for Art & Design:

Contact Phone:

Contact Email:

Appendix E

Edexcel contact list

Customer Services	Tel: 0844 576 0025 General Fax: 0207 190 5700 Online: Please use Online Enquiries Form
Moderator allocation team Nicholas Law	Tel: 0844 576 0025 Email: artvisitingdeployment@edexcel.org.uk
Publications Division	Tel: 01623 467467 Fax: 01623 450481 E-mail: publications@linneydirect.com
Assessment Team Erik Taylor - Operations & Assessment Manager Hessa Rifai - Subject Leader Stephen Asiamah - Co-ordinator	Tel: 0844 576 0025 E-mail: Creative.Arts@Edexcel.org.uk or gceartanddesign@edexcelexperts.co.uk
Entries and Certification Centre (for entry queries)	Tel: 0844 576 0025 Fax: 020 7704 3562
Special Requirements Department (for special considerations queries)	Tel: 0844 576 0025 Fax: 020 7190 5606/7
Edexcel One90 High Holborn London WC1V 7BH www.edexcel.org.uk	

