

GCE Advanced Subsidiary Biology Unit 6BI03

from September 2008

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Visit / Issue Report
Consultancy Service

VISIT / ISSUE REPORT CONSULTANCY SERVICE

Regardless of whether you are marking your own Visit / Issue reports and submitting them for moderation, or sending them to Edexcel to be marked; it is useful for centres to appreciate what makes a good Visit / Issue report and to get some early feedback on whether the reports are meeting the assessment criteria.

Therefore, during the academic year, a centre may send **UP TO THREE** examples of Visit / Issue reports electronically (with their recommended marks) to the Subject Leader for GCE Biology at assie.yamin@edexcel.com (It is often useful to send one piece of work that you think is high-scoring and one or two pieces of work that you think are in the mid-range).

If the reports are very large files, it may be more convenient to send them on a CD or, exceptionally, as hard copy to Assie Yamin, Subject Leader for GCE Biology, 5th floor, Edexcel, 190 High Holborn, London, WC1V 7BH.

Centres should ensure that the work is sent in a readable format. This applies especially to centres using Word 2007, who should either use the "Save as..." facility to save it as a Word 2003 file, or save it as an Adobe pdf file.

Your marks/assessments should be recorded, with reasons and other evidence, using the INFORMATION GRID on the back page of this pamphlet. The work will be sent to a Senior Moderator, who will usually reply within two weeks, but up to four weeks should be allowed. You will benefit most from this service if the information grid is fully completed, as the Senior Moderator will be able to focus on your comments.

NB The Senior Moderator will be unable to comment on work that has not been assessed. Please note also that the Senior Moderator will comment on areas of strength and weakness: he/she will not mark the work.

You will not be charged a fee for this service.

The samples can be sent at any time during the year but work intended for submission in May should be sent by **31st March**.

The work submitted to Edexcel will not be returned to you so please keep a copy on disc within the centre. Edexcel can bear no responsibility for work which is lost or becomes unreadable in transit.

Please note that work submitted to Edexcel may be used as exemplar material (as is the case with coursework submitted for moderation).

Preparing students for GCE 2008

Do not forget that the GCE 2008 page for Biology contains other useful resources to help deliver the GCE in Biology. This includes guides for students and teachers for Unit 3, accessible through the secure content area of the website.

