

Examination guidance

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NVQ

Edexcel NVQs within Beauty Therapy
Edexcel NVQs within Hairdressing
Issue 4

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This document is Issue 4. Key changes are sidelined. We will inform centres of any changes to this issue. The latest issue can be found on the Edexcel website, www.edexcel.org.uk/qualifications/nvqs

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Examination guidance

Edexcel NVQs within Beauty Therapy

Edexcel NVQs within Hairdressing

This Issue 4 examination guidance has been modified from Issue 3 to be applicable to all Edexcel NVQs in Beauty Therapy and Hairdressing examinations.

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Instructions for the examinations officer

General examination information for Edexcel NVQs within Beauty Therapy and Hairdressing

- 1 Please ensure that the course tutor for Beauty Therapy/Hairdressing has a copy of this booklet.
- 2 The examination papers and mark schemes on the CD ROM must be kept secure, ideally in a locked safe. If a safe is unavailable then a non-portable, lockable steel or metal cabinet or similar container should be used. The safe or container should be in a securely locked room with restricted access.
- 3 The examination papers and mark schemes must never be reproduced in electronic format.

Examination papers

- 4 The course tutor will request an examination paper when candidates are ready to sit the examination. Ideally, all candidates at a centre should sit the papers at the same time.
- 5 Two separate sets of examination papers – paper 1 and paper 2 – are provided for each Beauty Therapy and Hairdressing unit that is examined. (Also, for Level 2 and Level 3 NVQs in Beauty Therapy, one set of Anatomy and Physiology papers is provided for Level 2 and one set of Anatomy and Physiology papers is provided for Level 3. The Anatomy and Physiology papers examine knowledge and understanding that is common to several different units.)
- 6
 - a Paper 1 should be printed when the course tutor requests an examination paper for a particular unit for the first time.
 - b A candidate who fails unit tests for paper 1 may resit the tests on up to **two** further occasions if necessary. There must be a two week gap between resits.
 - c A candidate who fails a unit test for paper 1 on three occasions should take paper 2. A candidate must not take paper 2 until at least two weeks has elapsed after taking paper 1.
 - d A candidate may resit paper 2 on two further occasions if necessary. There must be a two week gap between resits.
- 7
 - a One copy of the required examination paper may be printed for each candidate. Spare copies of the paper must **not** be reproduced.
 - b It is recommended that the examinations officer print examination papers on a good quality laser printer as photocopying may reduce the quality of the appearance of the papers. The printing of question papers and mark schemes should be supervised.
 - c The examinations officer must retain the printed papers in a secure place until the examination is to begin.

- d The examination papers are to be issued to the invigilator by the examinations officer or a delegated member of staff in the examination room. The examination papers must not be released to anybody else before the examination. (However, the course tutor will need access to NVQs in Beauty Therapy – Anatomy and Physiology papers for the reason discussed in the next paragraph.)
- 8 Candidates may not need to answer every question on the NVQs in Beauty Therapy – Anatomy and Physiology papers. The questions that must be answered are dependent on which units are being taken by the candidates during their course. Each Anatomy and Physiology paper indicates which questions need to be answered for each unit that a candidate is taking. To ensure that candidates answer the correct questions on each Anatomy and Physiology paper, a form has been provided as a Word document for the course tutor to complete (see Appendix B). One of these forms should be completed for each Anatomy and Physiology paper. The course tutor should read through each Anatomy and Physiology paper to identify which questions candidates need to answer and insert these question numbers in the boxes on the form. The completed form should be printed and issued to candidates in the examination. Access must be supervised by the examinations officer and scripts must be returned to secure conditions.

The examination

- 9
- a Candidates must be provided with a suitably quiet, undisturbed location, with adequate heating and lighting.
 - b Seating arrangements should be appropriate to the candidates' needs; however consideration should be given to ensure candidates are not able to help each other whilst taking the question paper.
 - c An appropriate person should supervise the candidates; the person responsible for teaching the candidates should **not** be the sole invigilator.
 - d There is no time limit set for the completion of these question papers, however centres may wish to determine a reasonable time for completion. In any event this should not be less than one hour for a multiple-choice type of paper nor less than one and a half hours for a paper requiring candidates' written responses. However, as the Anatomy and Physiology papers 5.1, 6.1, 7.1, 8.1, 5.2, 6.2, 7.2 and 8.2 contain six or fewer short questions, centres may wish to minimise the number of separate examination sessions that would be required by arranging for these papers to be taken either together or with another paper.
- 10
- a At the end of the examination, **all** examination papers must be retrieved, including those of candidates who are absent.
 - b The examinations officer should dispose in a secure manner of examination papers that are not used. The use of a shredder is recommended.
 - c The examinations officer must inform BTEC Operations (nvq@edexcel.org.uk) at Edexcel immediately if any examination papers – used or unused – are missing at the end of the examination.

Mark schemes

- 11 a **After** the examination, each tutor who is involved in marking the papers may be provided with **one** copy of the relevant mark scheme.
- b Additional copies of the mark scheme must not be reproduced.
- c The mark scheme is confidential and must not be divulged to candidates in any way, including verbally.
- d The examinations officer should number each copy of the mark scheme that is produced. When tutors collect a copy of the mark scheme they should sign a form that indicates which numbered copy has been allocated to them.
- 12 a After marking the papers, the mark scheme must be returned to the examinations officer for disposal.
- b If any copies of the mark scheme are not returned to the examinations officer after the examination papers have been marked, then BTEC Operations (nvq@edexcel.org.uk) at Edexcel must be informed immediately.
- c The printed mark schemes must be destroyed in a secure manner. The use of a shredder is recommended.

Security of examination papers

- 13 a Candidates' scripts must be retained at the centre under secure conditions.
- b Tutors may have access to the scripts so that they can identify the questions for which each candidate failed to obtain a mark. Access must be supervised by the examinations officer and scripts must be returned to secure conditions.
- c If any examination papers are missing then the examinations officer must inform BTEC Operations at Edexcel immediately.
- 14 a Examination papers must never be returned to candidates, even at the end of their course.
- b The examinations officer should dispose of the used papers in a secure manner when:
- i certification has been obtained for all of the candidates in a given cohort and
- ii candidates who have failed have been given the opportunity to appeal and the outcome of the appeal is known.
- Completed papers may be required to enable the investigation of an appeal.

Specific information for Level 2 and 3 Beauty Therapy – Anatomy and Physiology examinations

- 15 a The Level 2 Anatomy and Physiology papers numbered 1.1 and 2.1 should be printed when the course tutor requests an Anatomy and Physiology paper for the first time.
- b A candidate who fails a paper may resit it on two further occasions if necessary. There must be a two week gap between resits.
- c A candidate who fails a paper on three occasions should sit the alternative version of that paper. The alternative versions are numbered 1.2 and 2.2. Candidates may not sit the alternative version of a paper until a period of at least two weeks has elapsed since sitting the first version of the paper.
- d A candidate may resit the alternative versions of these papers on two further occasions if necessary. There must be a two week gap between resits.
- 16 a The Level 3 Anatomy and Physiology papers numbered 1.1, 2.1, 3.1, 4.1, 5.1, 6.1, 7.1 and 8.1 should be printed when the course tutor requests an Anatomy and Physiology paper for the first time.
- b A candidate who fails a paper may resit it on two further occasions if necessary. There must be a two week gap between resits.
- c A candidate who fails a paper on three occasions should sit the alternative version of that paper. The alternative versions are numbered 1.2, 2.2, 3.2, 4.2, 5.2, 6.2, 7.2, and 8.2. Candidates may not sit the alternative version of a paper until a period of at least two weeks has elapsed since sitting the first version of the paper.
- d A candidate may resit the alternative versions of these papers on two further occasions if necessary. There must be a two week gap between resits.
- 17 Before starting any examinations that involve Anatomy and Physiology papers, the invigilator should check the front cover of the answer paper to see whether it states that all questions must be answered. If this statement does not appear on the paper then the invigilator should advise all candidates sitting the examination that:
- a they may not need to answer every question on the paper
- b throughout the paper there are instructions in bold text that indicates which questions need to be answered
- c the questions that need to be answered depends on the units that the candidates are taking in the course
- d a list of questions that candidates need to answer has been provided by the course tutor to help them to identify which questions should be answered
- e candidates will not score extra marks if they answer a question that does not require their response.

Instructions for the course tutor

General examinations information for Edexcel NVQs within Beauty Therapy and Hairdressing

- 1 a The examinations officer will keep the examination papers under secure conditions. The examination papers are stored in electronic format.
- b The examinations officer will arrange for the examination papers to be printed when they are needed.
- c The course tutor and examinations officer need to agree the period of notice required for the printing of the examination papers.
- 2 Candidates may sit an examination paper when the course tutor deems it appropriate. It is recommended that candidates are adequately prepared for the examinations and are not entered too early in their learning programme.

Examination papers

- 3 Two separate sets of examination papers – paper 1 and paper 2 – are provided for each unit that is examined. (Also, for Beauty Therapy NVQs, one set of Anatomy and Physiology papers is provided for Level 2 and one set of Anatomy and Physiology papers is provided for Level 3.)
- 4 Candidates need to achieve 70 per cent in each paper in order to pass. Paper 2 is used for resit purposes as described in the following paragraphs.
- 5 a Paper 1 is printed when the course tutor requests an examination paper for a particular unit for the first time.
- b A candidate who fails unit tests for paper 1 may resit the tests on up to **two** further occasions if necessary. There must be a two week gap between resits.
- c A candidate who fails a unit test for paper 1 on three occasions should take paper 2. A candidate must not take paper 2 until at least two weeks has elapsed after taking paper 1.
- d A candidate may resit paper 2 on two further occasions if necessary. There must be a two week gap between resits.
- 6 a The examinations officer is responsible for the security of the printed papers.
- b The examinations officer, or a delegated member of staff, will make the printed papers available to the invigilator in the examination room.

The examination

- 7 a Candidates must be provided with a suitably quiet, undisturbed location, with adequate heating and lighting.
- b Seating arrangements should be appropriate to the candidates' needs, however consideration should be given to ensure candidates are not able to help each other whilst taking the question paper.
- c An appropriate person should supervise the candidates; the person responsible for teaching the candidates should not normally be the sole invigilator.

- d There is no time limit set for the completion of these question papers; however centres may wish to determine a reasonable time for completion. In any event this should not be less than one hour for a multiple-choice type of paper nor less than one and a half hours for a paper requiring candidates' written responses. However, as the Anatomy and Physiology papers 5.1, 6.1, 7.1, 8.1, 5.2, 6.2, 7.2 and 8.2 contain six or fewer short questions, centres may wish to minimise the number of separate examination sessions that would be required by arranging for these papers to be taken either together or with another paper.
- 8 Before starting any examinations that involve Anatomy and Physiology papers, the invigilator should check the front cover of the answer paper to see whether it states that all questions must be answered. If this statement does not appear on the paper then the invigilator should advise all candidates sitting the examination that:
- a they may not need to answer every question on the paper
 - b throughout the paper there are instructions in bold text that indicate which questions need to be answered
 - c the questions that need to be answered depends on the units that the candidates are taking in the course
 - d a list of questions that candidates should answer has been provided by the course tutor to help them to identify which questions must be answered
 - e candidates will not score extra marks if they answer a question that does not require their response.
- 9
- a At the end of the examination, **all** examination papers must be retrieved, including those of any candidates who are absent.
 - b Unused papers must be returned to the examinations officer immediately after the examination has finished for secure disposal.
 - c The examinations officer must inform BTEC Operations (nvq@edexcel.org.uk) at Edexcel immediately if any examination papers are missing at the end of the examination.

Marking the scripts

- 10
- a After the examination, the examinations officer will provide a mark scheme for each tutor who is responsible for marking the examination papers.
 - b Only the examinations officer may make copies of the mark scheme.
 - c Tutors must follow the procedure for marking papers that is provided at the front of the booklet containing the mark scheme.
 - d After marking the papers, each copy of the mark scheme must be returned to the examinations officer.
 - e If any copies of the mark scheme become lost or stolen then the examinations officer must report the loss of the mark scheme to BTEC Operations (nvq@edexcel.org.uk) at Edexcel immediately.
- 11 Internal verification must be applied to the candidates' tests, in the same way as any other NVQ unit and in accordance with the provisions of the Joint Awarding Body Guidance on Internal Verification of NVQs published by the DfES.

- 12 The mark scheme must **not** be shown to candidates.
- 13 The mark scheme must **not** be discussed with candidates.
- 14 Neither the mark scheme nor any examination papers may be removed from the centre.
- 15 Candidates must achieve 70 per cent to avoid the requirement to resit. However, candidates who achieve 70 per cent or above in the examination will still need to be reassessed on the questions that they have not answered correctly. This may be achieved by a variety of means including oral questioning, assignments, etc. Tutors will need access to scripts for this purpose. Access must be supervised by the examinations officer and scripts must be returned to secure conditions.
- 16 The external verifier will confirm the accurate use of the mark scheme by the centre. This will then allow the centre to submit completed SRFs claiming successful completion of the unit by the candidates.

Security of scripts

- 17 a The examination papers may not be returned to the candidates (for security reasons) even at the end of their course.
 - b The completed examination papers must be retained at all times under secure conditions by the centre.
- 18 The examinations officer should dispose of the used papers in a secure manner when:
 - i certification has been obtained for all of the candidates in a given cohort and
 - ii candidates who have failed have been given the opportunity to appeal and the outcome of the appeal is known.

Completed papers may be required to enable the investigation of an appeal.

Specific information for Edexcel Level 2 and 3 NVQs within Beauty Therapy – Anatomy and Physiology examinations

- 19 a The Level 2 NVQ in Beauty Therapy – Anatomy and Physiology papers numbered 1.1 and 2.1 are printed when the course tutor requests an Anatomy and Physiology paper for the first time.
 - b A candidate who fails a paper may resit it on two further occasions if necessary. There must be a two week gap between resits.
 - c A candidate who fails a paper on three occasions should sit the alternative version of that paper. The alternative versions are numbered 1.2 and 2.2. Candidates may not sit the alternative version of a paper until a period of at least two weeks has elapsed since sitting the first version of the paper.
 - d A candidate may resit the alternative versions of these papers on two further occasions if necessary. There must be a two week gap between resits.
- 20 a The Level 3 Anatomy and Physiology papers numbered 1.1, 2.1, 3.1, 4.1, 5.1, 6.1, 7.1 and 8.1 are printed when the course tutor requests an Anatomy and Physiology paper for the first time.
 - b A candidate who fails a paper may resit it on two further occasions if necessary. There must be a two week gap between resits.

- c A candidate who fails a paper on three occasions should sit the alternative version of that paper. The alternative versions are numbered 1.2, 2.2, 3.2, 4.2, 5.2, 6.2, 7.2, and 8.2. Candidates may not sit the alternative version of a paper until a period of at least two weeks has elapsed since sitting the first version of the paper.
 - d A candidate may resit the alternative versions of these papers on two further occasions if necessary. There must be a two week gap between resits.
- 21
- a The Anatomy and Physiology papers examine knowledge and understanding that is common to several different units.
 - b Candidates may not need to sit every Anatomy and Physiology paper; they need sit only those Anatomy and Physiology papers that examine knowledge and understanding for the Beauty Therapy units that they are taking during their course.
 - c Appendix A shows which Beauty Therapy units have some of their knowledge and understanding requirements examined by the Anatomy and Physiology papers. This appendix should be used to identify which Anatomy and Physiology papers need to be taken in individual centres.
- 22
- Candidates may not need to answer every question on the Anatomy and Physiology papers. The questions that must be answered are dependent on which units are being taken by the candidates during their course. Each Anatomy and Physiology paper indicates which questions need to be answered for each unit that a candidate is taking. To ensure that candidates answer the correct questions on each Anatomy and Physiology paper, a form has been provided as a Word document for the course tutor to complete (see Appendix B). One of these forms should be completed for each Anatomy and Physiology paper. The course tutor should read through each Anatomy and Physiology paper to identify which questions candidates need to answer and insert these question numbers in the boxes on the form. The completed form should be printed and issued to candidates in the examination.

Appendices

Appendix A:	Which Beauty Therapy units have some of their knowledge and understanding requirements examined by Anatomy and Physiology papers?	11
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Appendix A: Which Beauty Therapy units have some of their knowledge and understanding requirements examined through Anatomy and Physiology papers?

The table below shows which Beauty Therapy units at Level 2 have some of their knowledge and understanding requirements examined through the Anatomy and Physiology papers.

Level 2 unit		Anatomy and Physiology papers			
		Paper 1.1 Skin	Paper 2.1 Nails	Paper 1.2 Skin	Paper 2.2 Nails
BT4	Improve and maintain facial condition	✓		✓	
BT5	Provide eyelash and eyebrow treatments				
BT6	Remove hair using wax techniques	✓		✓	
BT7	Provide manicure treatment	✓	✓	✓	✓
BT8	Provide pedicure treatment	✓	✓	✓	✓
BT9	Provide make-up treatment	✓		✓	
BT12	Extend and maintain nails	✓	✓	✓	✓
BT13	Provide nails art service	✓	✓	✓	✓
BT14	Pierce ears				
BT15	Assist with spa treatments				

The table below shows which Beauty Therapy units at Level 3 have some of their knowledge and understanding requirements examined by the Anatomy and Physiology papers.

Level 3 unit		Anatomy and Physiology papers							
		Paper 1.1 Skin and Muscles	Paper 2.1 Nails	Paper 3.1 Bones and Nervous system	Paper 4.1 Circulatory and Lymph System	Paper 5.1 Olfactory and Respiratory System	Paper 6.1 Digestive and Excretory System	Paper 7.1 Endocrine and Reproductive System	Paper 8.1 Pilo-Sebaceous unit
BT16	Epilate the hair follicle using diathermy, galvanic and blend techniques	✓			✓			✓	✓
BT17	Provide head and body massage treatments	✓		✓	✓	✓	✓	✓	
BT18	Improve body condition using electro-therapy	✓		✓	✓				
BT19	Improve face and skin condition using electro-therapy	✓		✓	✓			✓	
BT21	Provide massage using pre-blended aromatherapy oils	✓		✓	✓	✓	✓	✓	
BT22	Enhance the appearance of natural nails using artificial nail systems	✓	✓						
BT23	Maintain, repair and enhance artificial nail structures	✓	✓						
BT24	Plan, design and provide nail art services to clients		✓						
BT26	Enhance appearance using cosmetic camouflage	✓							
BT27	Design and create images for fashion and photographic make-up								

		Anatomy and Physiology papers							
Level 3 unit		Paper 1.1 Skin and Muscles	Paper 2.1 Nails	Paper 3.1 Bones and Nervous system	Paper 4.1 Circulatory and Lymph System	Paper 5.1 Olfactory and Respiratory System	Paper 6.1 Digestive and Excretory System	Paper 7.1 Endocrine and Reproductive System	Paper 8.1 Pilo-Sebaceous unit
BT28	Set up, monitor and shut down water, temperature and spa facilities								
BT29	Provide specialist spa treatments								
BT30	Provide UV tanning treatments	✓							
BT36	Improve the appearance of the skin using micro-dermabrasion	✓			✓				

		Anatomy and Physiology papers							
Level 3 unit		Paper 1.2 Skin and Muscles	Paper 2.2 Nails	Paper 3.2 Bones and Nervous system	Paper 4.2 Circulatory and Lymph System	Paper 5.2 Olfactory and Respiratory System	Paper 6.2 Digestive and Excretory System	Paper 7.2 Endocrine and Reproductive System	Paper 8.2 Pilo-Sebaceous unit
BT16	Epilate the hair follicle using diathermy, galvanic and blend techniques	✓			✓			✓	✓
BT17	Provide head and body massage treatments	✓		✓	✓	✓	✓	✓	
BT18	Improve body condition using electro-therapy	✓		✓	✓				
BT19	Improve face and skin condition using electro-therapy	✓		✓	✓			✓	
BT21	Provide massage using pre-blended aromatherapy oils	✓		✓	✓	✓	✓	✓	
BT22	Enhance the appearance of natural nails using artificial nail systems	✓	✓						
BT23	Maintain, repair and enhance artificial nail structures	✓	✓						
BT24	Plan, design and provide nail art services to clients		✓						
BT26	Enhance appearance using cosmetic camouflage	✓							
BT27	Design and create images for fashion and photographic make-up								
BT28	Set up, monitor and shut down water, temperature and spa facilities								

		Anatomy and Physiology papers							
Level 3 unit		Paper 1.2 Skin and Muscles	Paper 2.2 Nails	Paper 3.2 Bones and Nervous system	Paper 4.2 Circulatory and Lymph System	Paper 5.2 Olfactory and Respiratory System	Paper 6.2 Digestive and Excretory System	Paper 7.2 Endocrine and Reproductive System	Paper 8.2 Pilo-Sebaceous unit
BT29	Provide specialist spa treatments								
BT30	Provide UV tanning treatments	✓							
BT36	Improve the appearance of the skin using micro-dermabrasion	✓			✓				

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