

# NVQ

## Edexcel NVQs in Hairdressing and Barbering (QCF)

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Examination guidance

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## Examination Guidance

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## Instructions for the Examinations Officer

### General

1. Please ensure that the Course Tutor for Hairdressing and Barbering has a copy of this booklet.
2. The examination papers and mark schemes are available on a CD ROM for those centres that are approved to offer the Edexcel NVQs in Hairdressing and Barbering (QCF) and that have candidates registered on these programmes. The CD ROM must be requested by email to NVQ@Edexcel.com
3. 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.
4. The examination papers and mark schemes must never be reproduced in electronic format.

### Examination papers

5. 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.
6. Two separate sets of examination papers – Paper 1 and Paper 2 – are provided for each Hairdressing and Barbering unit that is examined.
7. (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 two further occasions, if necessary.  
(c) A candidate who fails a unit test for Paper 1 on three occasions should take Paper 2.  
(d) A candidate may resit Paper 2 on two further occasions, if necessary.
8. (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. Question papers and mark schemes should be printed in an area of restricted access.  
(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

examinations office. The examination papers must not be released to anybody else before the examination.

### 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 must be taken 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 unless another invigilator is unavailable.  
(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.
  
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) If any examination papers – used or unused – are missing at the end of the examination, the Examinations Officer must inform Quality Standards at Edexcel immediately - [Qualitystandards@Edexcel.com](mailto:Qualitystandards@Edexcel.com).

### 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 Quality Standards 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.  
(c) If any examination papers are missing, the Examinations Officer must inform Quality Standards at Edexcel immediately.
  
14. (a) Examination papers must never be returned to candidates, even at the end of their course.  
(b) Completed papers may be required to enable the investigation of an appeal. 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.

## Instructions for the Course Tutor

### General

1. (a) The Examinations Officer will keep the examination papers under secure conditions. The examination papers are provided in electronic format on a CD ROM.  
(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. Candidates need to achieve 70% in either paper in order to pass.
4. The manner in which the papers should be used is 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 two further occasions, if necessary.  
(c) A candidate who fails a unit test for Paper 1 on three occasions should take Paper 2.  
(d) A candidate may resit Paper 2 on two further occasions, if necessary.
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 must be taken 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.

8. (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 Quality Standards at Edexcel immediately if any examination papers are missing at the end of the examination.

### Marking the scripts

9. (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 Quality Standards at Edexcel immediately.
10. 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.
11. The mark scheme must **NOT** be shown to candidates.
12. The mark scheme must **NOT** be discussed with candidates.
13. Neither the mark scheme nor any examination papers may be removed from the centre.
14. Candidates who achieve more than 70% in the examination will 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. These scripts must be returned to the Examinations Officer for secure storage.
15. The Edexcel Standards Verifier allocated to your centre will confirm the accurate use of the mark scheme by the centre. This will then allow your centre to claim successful completion of the unit by the candidates.

### Security of scripts

16. (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.
  
17. Completed papers may be required to enable the investigation of an appeal. 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.

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