



Administrative Support Guide

BTEC Level 1 / Level 2 Tech Award in Art & Design Practice

First teaching September 2022

Document Classification and Version Control

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1.0	Document created	01/11/2022
1.1	Page 16: removed reference to further guidance on contextualisation being available in the live PSA	18/01/23
1.2	Page 8 - Updated overview of assessment availability table	17/03/23
1.3	Page 5 - Updates to Key Dates Schedule regarding mark submission deadline of 48 hours prior to the moderation visit Pages 8 and 9 - Amendments to information in the Assessment Availability table and Moderation Process section regarding mark submission deadline of 48 hours prior to the moderation visit	24/03/23
1.4	Page 9 - Update to guidance about using Learner Work Transfer	18/4/23
1.5	Page 4 - Update year to 2023 Page 5 - Remove Key Dates Schedule table and replaced with a link to BTEC Tech Awards Key Date Schedule Pages 7 and 8 - Updated month of release for PSA Page 8 - Added link to BTEC Tech Award Moderation website Page 12 - additional statement about the timings for each task and overall timing for the component.	03/08/23

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General Information

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- [Exams Officers](#)
- [Teachers](#)

Registration of Learners for Art & Design

Registration of Learners at Qualification Level

Learners should be registered for the qualification at Edexcel Online using the following title and code by the 01 November BTEC registration deadline.

- Art & Design: RAD2

Please see our [support pages](#) for further guidance on how to register learners.

Learner Entries for Individual Components

You will need to enter your learners for each individual component once they are ready to undertake the assessment:

Component Title	Type of Assessment	Entry Code
1: Creative Practices in Art & Design	Pearson Set Assignment	BAD01

Key Dates Schedule

Please follow this link to the [BTEC New Tech Awards schedule](#)

Key Links

Internally Assessed Components

Quality Assurance Support

Please visit our BTEC quality assurance support pages for information including:

- Quality Assurance Quick Guide [here](#)
- Centre Guide to Quality Assurance for BTEC Tech Awards [here](#)
- BTEC Tech Awards Assessment Record Sheet [here](#)
- Bitesize Training Videos [here](#)
- Quality Assurance Training and Support for Quality Nominees [here](#)

Support Materials for Component 1

Please visit our qualification pages for support materials including:

- Sample Pearson Set Assignments [here](#)
- Exemplar Standardisation Materials [here](#)
- Internal Assessment Materials [here](#)

Special Requirements

Click [here](#) for information on **special considerations**

Click [here](#) for information on **access arrangements**

Post Results Services (PRS)

Click [here](#) for information on:

- Review of Marking and Moderation (RoMMs)
- Appeals

Training from Pearson

Click [here](#) to register your interest for forthcoming **training and CPD events**

Externally Assessed Component

The [External Assessment Overview document](#) contains key information and definitions of terms related to the delivery of our external assessments from assessment dates, entry deadlines, and levels of control in one useful document. Key dates for the externally assessed component will be found via the following links from 2024 when external assessment first becomes available:

Click [here](#) for information on **entry deadlines** and **results dates**

Click [here](#) for information on **exam timetables**

Support Materials for Component 2

Please visit our qualification pages [here](#) for support materials including:

- Sample Assessment Materials

General Guidance for Internally Assessed Components

1. Before the assessment

Teacher/assessors must ensure that:

- They have read and understood the instructions for administration of BTEC Tech Awards assessments provided in this document.
- They have understood the delivery of the assessment and read the JCQ Instructions for Conducting Coursework which can be found [here](#).
- Learners have been registered onto the correct qualification.
- Learners are entered for assessments by the deadline for the series they wish to sit them.
- Learners have been prepared through a suitable period of teaching and learning before assessment takes place.
- Learners are made aware of the timetabled sessions during which they should complete monitored preparation (where relevant), when they will undertake supervised assessment and the levels of supervision for the assessments.

Administration

All Pearson Set Assignments are released digitally on the Pearson website as padlocked secure content. An Edexcel Online password is required to access and download the Pearson Set Assignments when they are released.

There will be one release each year for the internally assessed component of the Tech Award in Art & Design Practice:

- September release for May/June moderation series

Centres are required **to enter learners for each assessment**. They must be entered by the deadline for the series in which the learner wishes to sit them, and late fees will apply for late entries. Entry for the internally assessed components will ensure that we have supplied you with all relevant information and allow a moderator to be allocated to your centre.

The Pearson Set Assignment may only be used within the assessment series that the learner is entered for and cannot be held for use in a later window.

Once the Pearson Set Assignments have been released, they can be given to learners at any time. Teachers can then begin the supervised assessment as detailed in this guide.

For information on registration and entry processes and quality assurance please visit our [Pearson Support pages](#).

Overview of Assessment Availability – Tech Awards 2022 – Art and Design

		Early September	September to December	May to June	August
Annual May/June Assessment Series	Internally assessed components	Release of PSAs for internally assessed component	Learners sit internal assessments. Internal marking (including internal resubmissions and re-marking)	Moderation window Deadline for submission of centre marks - 48 hours prior to the agreed visit date	Results
	Externally assessed component	Mid-January Release of Set Task for Externally Assessed component (from 2024)	January to May Learners sit external assessment	May Submission deadline for External Assessment	

Internal standardisation

Pearson will supply Exemplar Standardisation Materials for each internally assessed component, and these

are to be used to standardise the assessment team **before assessment takes place**. This activity must include the whole assessment team.

Internal standardisation can be completed at intervals, or at any point before the marking period. Assessors should work through the materials as if marking the assessment, before looking at the information provided about the marks awarded and the rationale for this.

Centres will not be asked to submit this evidence of assessor standardisation but may find the evidence useful should any marking activities result in dispute. Assessment team standardisation ensures marks are consistently awarded and reduces the marking burden across your centre. Where there is disagreement with marks, assessors should review marks across the whole cohort and may wish to refer to the standardisation materials to refresh their understanding of the standards to be applied.

Centre Assessment of Learner Work

Internal marking

Teachers will mark learner responses using the published mark scheme for the component which can be found in the specification and on the Pearson website. The marks for each task/Learning Outcome must be recorded for each learner, and the assessment record must be signed by the teacher and learner declaring the authenticity of the work. Centres may use the published [BTEC Tech Award \(first teach 2022\) Assessment Record template](#) or the [BTEC Tech Award \(first teach 2022\) Assessment Tracker](#) to record the final assessment decisions for each learner. However, centres are permitted to design their own documentation providing the content from the Pearson published template is included in your own as a minimum.

General feedback can be given to tell the learner which areas they may need to improve work, but no specific instruction can be given to tell them specifically what to do to improve their responses.

Resubmission of evidence

For internally assessed components, after marking the initial assessment, the centre may make the decision to allow learners who may not have achieved their expected potential the opportunity to resubmit their evidence.

Please refer to the [Centre Guide to Quality Assurance – BTEC Tech Awards](#) for further guidance on resubmission.

The Moderation Process

Submission of marks and learner work for moderation

By the mark submission deadline for the relevant assessment series, centres must submit:

- all raw marks for each learner entered for assessment via Edexcel Online
- signed authentication and assessment records for the learners

The mark submission deadline for Art & Design is:

- at least **48 Hours** prior to the agreed moderation visit

Centres may choose to submit their marks earlier than these deadlines if they wish to. Please refer to the Key Dates Schedule in this document.

Following the submission of marks for moderation, there is **no further opportunity for learners to improve their evidence** based on the same completed Pearson Set Assignment.

Moderation

Visiting [moderation](#) will take place for Art & Design.

Pearson will pre-select a random sample of learners whose work is to be moderated. These learners will be indicated by a tick next to their name on Edexcel Online in the coursework marks screen. Work for the selected learners should be clearly labelled and ready for review on the day of the moderation visit.

NB: Whilst Learner Work Transfer (LWT) also lists the learners selected for sampling through moderation, please note **you do not** need to upload any samples of work to LWT for Art and Design, unless requested by your Moderator following the visit. LWT has been made available primarily for any potential follow-up that may be necessary after the moderation visit. However, if your learners are producing fully digital submissions, you may upload the sample to LWT. You can inform your moderator that a centre visit is not needed when they contact the Programme Lead to arrange a visit date.

The number of learners sampled is based on the size of the cohort as follows:

Cohort Size	Sample
1-10	All
11-100	10
101-200	15
>200	20

Important Note: If the pre-selected sample does not include the highest marked and the lowest marked learners in the cohort, the centre must also include the work of those learners. In cases where the moderator determines that the randomly selected sample does not represent a range of marks across the cohort, they may request further samples. Please ensure the work of all learners is clearly labelled and available on the day of moderation should additional samples be requested.

The moderator will contact the registered Quality Nominee to obtain the contact details of the Programme Lead for the qualification. They will then contact the Programme Lead to arrange a mutually convenient time to visit the centre to conduct moderation.

The moderator will provide feedback to the Programme Lead at the end of the visit.

In rare cases, there may be a significant difference between the centre marks and moderator marks

(e.g., aligning with moderator marks would rearrange the centre's rank order). In these cases, the moderator may request to review additional samples.

Following moderator feedback (where required), you will have approximately 2 weeks to amend your initial marks if you wish to using Edexcel Online.

The sample reviewed by the moderator is representative of the full cohort for the component, so their feedback will not address individual marks or learners. Any recommended amendments that you choose to make should be applied to all marks affected by the feedback, not just those of learners in the representative sample.

Availability for centres to amend marks on Edexcel Online will close on the published deadline in the Key Dates Schedule in this document. After this date, no further amendments can be made.

Following moderation, feedback, and any amendments to marks the centre wishes to make, the moderator will review the final centre marks against their moderator marks and finalise their written Moderator Report which will be published on Edexcel Online on Results day for the series.

Upon review of amended centre marks, should the moderator need to undertake any further review of learner work, this will be requested through Learner Work Transfer (LWT). The moderator will notify you of any request.

If the final centre marks are reasonably accurate, they will be awarded.

If centre marks are still not within a reasonable degree of deviation from national standards, an adjustment will be applied by the Pearson system.

Where mark adjustments are made, the pattern of differences between your centre's marks and the moderator's will be taken into account, so that your centre's marks are in line with the standard being applied nationally.

Unless your centre has been demonstrably inconsistent, mark adjustments will maintain the centre's rank order.

Retakes

Following results, if the outcome is still not satisfactory and the learner would like to retake the internal assessment to improve their mark, they may be given one retake opportunity using the new Pearson Set Assignment in a later assessment series. For internally assessed components, the highest result will be carried forward towards the qualification outcome. For further information on retaking assessments, please see the [Centre Guide to Quality Assurance – BTEC Tech Awards](#).

Assessor Guidance for Internally Assessed Components

Your role as the assessor

As the assessor of this internal assessment, it is your role to:

- ensure correct processes to maintain security and authenticity are followed for the duration of the assessment
- make and record assessment decisions using the mark bands
- provide feedback to learners about their achievement. When acting in dual roles as both teacher and assessor, you should help learners to understand your responsibilities in each capacity, so they are aware of the differences during learning and assessment.

For further information on assessment, please refer to the assessment guidance in the qualification [specification](#).

Component 1: Creative Practices in Art & Design

Introduction

The key purpose of this assessment is for learners to demonstrate their use of research, practical investigation and understanding of how artists and designers produce work for a specific purpose to generate and record ideas. Learners will demonstrate their use of practical art and design skills and creative development processes to create and present work which communicates their creative intentions.

This assessment will be offered once a year. The timing of the assessment is 20 hours of supervised assessment. While the timings for each task are approximate to allow for some flexibility in centres, it is suggested that learners be given the overall 20 hours for the total of the assessment as a minimum, to ensure they can fully evidence their skills and address all assessment criteria.

This assessment contains:

Type of Assessment	Information	Level of supervision and control	Dispatch Method
Pearson Set Assignment (PSA)	<p>Learners produce a portfolio of work in response to the PSA. They will be assessed on their demonstration of:</p> <ul style="list-style-type: none"> • investigation and experimentation processes in art and design practice • the generation and communication of art and design ideas • the development of practical skills through application and review • the recording and communication of skills development 	Supervised conditions	Secure download from the Tech Awards qualification/subject page of the Pearson website (accessible with an Edexcel Online password)

Levels of control

The assessment evidence is produced under supervised conditions to ensure that learners' work is authentic and that all learners have had the same assessment opportunity. The supervision takes place in a session/s timetabled by the centre.

The levels of control outlined below must be adhered to and enforced by teachers following the release of the assignment to learners.

Supervised conditions:

- The estimated hours stated for completion of each task in this set assignment refer to supervised hours.
- The supervised conditions take place in a session/s timetabled by the centre.
- Designated assessment areas must only be accessible to the learner and to named members of staff.
- Any work learners produce under supervision must be kept securely between sessions and during breaks and must not be taken in or out of the sessions.
- Learners can only have access to their work under supervision.
- Only permitted materials can be brought into the supervised assessment and no materials should be removed.
- Learners may conduct certain informative or practical activities outside of the classroom environment where it is not possible to do them in class, such as visiting/documenting off-site locations or events or conducting interviews.

- They may bring the resulting materials into the supervised assessment.
- These materials must be checked to ensure they do not contain any pre-prepared responses or outcomes to tasks and must be authenticated as the learner's own work.
- This may be done through meaningful dialogue with learners about the work, how it was produced and how they intend to use it towards the assessment.
- During supervised sessions, learners must work independently and cannot work with or discuss their work with other learners unless group or collaborative work is required or permitted.
- Learners can access the Internet for the purposes of research and/or to enable the use of software that relies on connection to the Internet, but this must be monitored by the teacher.
- When providing structure to support learners in producing appropriate research and support notes during the supervised period, teachers must follow the guidelines for feedback, avoid over-direction and be able to ensure the authenticity of independent learner work produced for the Pearson Set Assignment.
- Mock assessments, including templates used as part of mocks, are encouraged as part of the teaching, and learning process. However, the material or completed work for mock assessments are not considered course notes so should not be used during assessment.
- Once an assessment has begun, learners must not be given feedback that relates specifically to their evidence and how it can be improved, as learners must work independently.
- You must ensure that learner evidence is authentic by supervising them during the assessment period according to the requirements of each internally assessed component.
- You must take care not to provide direct input, instructions or specific feedback that may compromise authenticity.

Assessment Evidence

Evidence requirements for each task are listed below:

Task	Evidence	Information
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Task 1	Recording of investigations in an appropriate format, such as a sketchbook, worksheets, or blog, including: <ul style="list-style-type: none"> • research into artists and designers • primary and secondary research • initial practical responses • reflection 	Completion time for assignment: <ul style="list-style-type: none"> • Approximately 3 supervised hours
Task 2	Recording of ideas generation, such as: <ul style="list-style-type: none"> • photographs, images, or information • sketches, drawings, silhouette • layout, wireframe, diagram • rough drafts • models, maquettes, toile • annotated practical work 	Completion time for assignment: <ul style="list-style-type: none"> • Approximately 6 supervised hours
Task 3	Records of the development and refinement of ideas and work, such as: <ul style="list-style-type: none"> • tests, prototypes, drafts, samples, roughs, toiles • photographs or drawings • screen recordings, screenshots, or printouts • annotated practical work • final outcome(s) • presentations with speaker notes or recordings 	Completion time for assignment: <ul style="list-style-type: none"> • Approximately 8 supervised hours
Task 4	Digital and/or physical portfolio or collection of the body of work	Completion time for assignment: <ul style="list-style-type: none"> • Approximately 3 supervised hours

Guidance for teachers

Before the assessment

You are permitted to adapt the vocational context of the Pearson Set Assignment in order to make it more relevant and accessible to your learners (e.g., their specialist practices, the local area):

- The portions of the vocational context which can be adapted are indicated with *italics* on the Pearson Set Assignment.

- **The theme set by Pearson must be retained.**
- If you decide to contextualise the vocational context of the Pearson Set Assignment, you should download the document and enter the details of the contextualisation in the editable text box provided.
- It is not necessary to re-state the entire Vocational Context, and you need only state the modification to words in the original context that are in italics, along with a brief explanation. For example: “For the purpose of this assignment, the resource bank is being commissioned by a local youth arts organisation.”
- The contextualised Pearson Set Assignment can be printed and issued to learners, but if issuing a digital copy, you will need to save as a PDF as otherwise the Pearson Set Assignment can still be edited. To save in PDF, select the print option and then ‘print to PDF’.
- The contextualised assignment must be made available to the moderator at the start of the moderation visit.

You must issue this assignment, allowing sufficient time for learners to complete it. You should advise learners of the timetabled sessions during which they should complete monitored preparation and when they will undertake supervised assessment.

You should direct learners to read the information given in the vocational context and each task section of this assignment carefully. Tasks often link to one another, so it is important to check that learners understand all tasks before they start the assignment.

Learners must not be given writing frames, prepared formats, templates, or any other forms of scaffolding.

During the assessment

For the duration of the assessment:

- all work must be completed independently by the learner under the monitoring and supervision conditions outlined in the levels of control
- work must be produced in response to the assignment and no work completed during teaching can be used or adapted for this purpose
- guidance or support can be given to learners only in order to clarify:
 - the requirements of tasks
 - the evidence they need to produce
 - any resources they are allowed to access
- learners cannot receive any guidance or instruction about how to improve work to meet mark bands or solutions to questions or problems in the tasks
- learners may produce notes as part of their practical/exploration sessions and these notes can be used to generate their final portfolio of work. Learner must not however be given any support or feedback in writing or editing notes
- any permitted group or collaborative work must be clearly defined
- appropriate steps must be taken to prevent plagiarism and/or collusion through supervision and regular checks of work as it develops.

After the assessment

Marking grids

The marking grids for internally assessed components can be downloaded from 'course materials' section on the qualification page, and interactive versions of the marking grids can be used in the Assessment Tracker Tool. They can also be found in the specification.

Submission of evidence for moderation

The following will need to be submitted for each learner selected for moderation sampling:

Item	Number to be sent
<p>1 A completed portfolio of work in response to the Pearson Set Assignment. This may include various formats of evidence as stated in the PSA and summarised in the Assessment Evidence section above.</p>	<p>Portfolio per learner</p>
<p>2 Learner Assessment Record (including declaration of authenticity and consent) signed by the learner and teacher/assessor. Only a single assessment record form for each learner required per internal component which includes the learner and assessor authentication declaration.</p>	<p>One copy for each learner</p>
<p>An Assessment Tracker tool is available in Excel format that can be used instead of the Assessment Record sheet. This tool which will help you to manage the recording of marks and records for the class and allows you to generate the Assessment Record Reports for submission.</p>	
<p>The Assessment Record sheet and Tracker tool can be found on the subject qualification page for each Tech Award.</p>	
<p>A training video on how to complete the Tracker is available here</p>	

Guidance on preparing evidence for submission:

- Where digital evidence is used, consideration should be given to the quality and clarity of images/scans, audio and/or video submitted as evidence.
- Images included should be of sufficient size to clearly show the quality/nature of the work being demonstrated.
- Digital files should be saved in an accessible format that does not require specialist software to access.

