



Centre Guidance

GCE in Applied Art and Design

Advanced Subsidiary (Single Award) 8711
Advanced Subsidiary (Double Award) 8712

Advanced (Single Award) 9711
Advanced (Double Award) 9712

Advanced with Advanced Subsidiary (Additional) 9713

Summer 2016

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.

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1. Key Dates 2016

Event	Date	Other information
6906 & 6907 summative project and 6911 synoptic project released on the website	September 2015	Secured content. Edexcel Online Password required (EOL)
Final date for registration of first year students.	15 November 2015	All candidates must be registered prior to unit entries.
Submission of Application form Centre Consortium Arrangements for Centre-assessed Work	31 January 2016	If the form is not received prior to this date, different moderators may be allocated to the consortium centres.
Final date for Unit entries	21 February 2016	If estimated entries have not been received previously, the allocation of a visiting moderator may be delayed. Late fees may be charged after this date
Despatch of OPTEMS to centres	April 2016	Actual entries must be made by 21 March to ensure OPTEMS are dispatched in April
Visiting moderator to make contact with centre	April/May 2016	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	15 May 2016	A final mark for each candidate, for each unit, must be submitted to Edexcel on the OPTEMS/via Edexcel Online/via EDI.
Moderation period	16 May – 27 June 2016	Only the work of those candidates in the moderation sample should be presented for moderation, however all work should be available. The centre must present AS portfolios separately from A2 portfolios.
Special considerations	01 July 2016	
GCE Results day	18 August 2016	Release of results to candidates. Restricted release of results to centres only 13 August
Enquiries About Results	20 September 2016	Last date for receipt by Edexcel of EAR3 applications
Retention of work	Until 20 September 2016	The centre must retain all sampled candidates' work 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 Centre's Examinations Officer)
- Arrange date of visit with the moderator and forward details of the centre location
- Ensure internal standardisation has taken place within each unit across all teaching groups and across all specialisms
- Make a copy of the Authentication Form and Assessment Grids (available on the Edexcel website) for each candidate.
- Mark all units of work, for all candidates, using the Assessment Grids 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 work for each unit is clearly identified and accompanied by the Assessment Grid and Authentication Form
- Before **15 May** - 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 for each Unit.
- Ensure separate presentations of AS and A2 submissions.
- Ensure all paperwork has been correctly completed and is available for the moderator
- Give the second copy only (yellow) 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
- Ensure privacy for the moderation

End of moderation visit

- 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

All Advanced GCE (Single Award) qualifications comprise six equally-weighted units and contain an Advanced Subsidiary (Single Award) subset of three AS units.

The AS (Single) contributes 50% of the total Advanced GCE marks. The A2 (Single) comprises the other 50%.

All Advanced GCE (Double Award) qualifications comprise twelve equally-weighted units and contains an Advanced Subsidiary (Double Award) subset of six AS units. The AS (Double) contributes 50% of the total Advanced GCE (Double Award) marks. The A2 (Double) comprises the other 50%.

All Advanced GCE with Advanced Subsidiary (Additional) qualifications comprise nine equally-weighted units and contains an Advanced Subsidiary subset of six AS units and three A2 units.

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.

Cash-in Code / Specification Title	Unit Codes
Advanced Subsidiary (Single)	
8711	6901, 6902, 6906
Advanced Subsidiary (Double)	
8712	6901, 6902, 6903, 6906, 6907, either 6904 OR 6905
Advanced (Single)	
9711	6901, 6902, 6906, 6909, 6911, choice of 6912, 6913, 6914
Advanced (Double)	
9712	6901, 6902, 6903, 6904 OR 6905, 6906, 6907, 6908, 6909,
	6910, 6911, choose TWO of 6912, 6913, 6914
Advanced with Advanced Subsidiary (Additional)	
9713	6901, 6902, 6903, 6904 OR 6905, 6906, 6907, 6909, 6911, choose ONE of 6912, 6913, 6914

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 Units 6 and 7 (Summative Project – Double Award), Unit 6 (Summative Project – Single Award) have to be re-sat as the theme changes each year.

These specifications are not available to private candidates.

4. Overview of Units

Unit	Title	Unit Code	Level	AS	AS (Double)	GCE	GCE with AS (Additional) *	GCE (Double)	Assessment mode	Assessment availability
1	2D & 3D Visual Language	6901	AS	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	Internal	June
2	Materials, Techniques & Processes	6902	AS	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	Internal	June
3	Visual Communication and Meaning	6903	AS	N/A	Compulsory	N/A	Compulsory	Compulsory	Internal	June
4	Working in 2D	6904	AS	N/A	Optional	N/A	Optional	Optional	Internal	June
5	Working in 3D	6905	AS	N/A	Optional	N/A	Optional	Optional	Internal	June
6	Develop Ideas Set	6906	AS	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	External	June
7	Produce Ideas Set	6907	AS	N/A	Compulsory	N/A	Compulsory	Compulsory	External	June
8	Personal and Portfolio Development and Progression	6908	A2	N/A	N/A	N/A	N/A	Compulsory	Internal	June
9	Contextual References	6909	A2	N/A	N/A	Compulsory	Compulsory	Compulsory	Internal	June
10	Professional Practice	6910	A2	N/A	N/A	N/A		Compulsory	Internal	June
11	Develop and Produce Own Ideas	6911	A2	N/A	N/A	Compulsory	Compulsory	Compulsory	External	June
12	Fine Art	6912	A2	N/A	N/A	Optional	Optional	Optional	Internal	June
13	Design	6913	A2	N/A	N/A	Optional	Optional	Optional	Internal	June
14	Multimedia	6914	A2	N/A	N/A	Optional	Optional	Optional	Internal	June

5. Submission of work for moderation

Candidates are responsible for the selection of work to be submitted, but should be advised by the teacher-assessor. Only the selected work will inform the mark.

The teacher-assessor must mark all the work of all the candidates for each unit, however only the work of the candidates in the moderation sample should be presented for moderation, although all work should be available if required.

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)

The moderation period is 16 May – 27 June. Visiting moderators will contact centres in April/May to make arrangements for the exact date and time of their visit.

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

Work presented for visiting moderation must be the original artwork. Reproductions of the original artwork, including photographs of non-photographic work, on-screen display of artwork, on-line portfolios or video are not acceptable means of presentation for assessment unless:

- the work is digital in nature (e.g. graphic design, digital art, web design)
- the work is created specifically with the intent of implementing a digital medium or format as an integral part of the final piece (e.g. videotape or photographs of site-specific work).

Photographs or print-outs of larger original work may be used as supporting studies in sketchbooks, but the original work for final outcomes should always be presented for moderation. Any original work presented to the centre assessor as supporting studies or as a final outcome should also be available to the moderator during the centre visit.

Centres must use their judgement to ensure that artwork is presented in the most appropriate format to demonstrate the medium of the work, allowing for moderators to view the original work in all cases with the exception of those stated above.

Due to time constraints during visiting moderation, moderators may not be able to view the entirety of video evidence provided for all sampled candidates. In cases where a substantial amount of evidence provided for moderation is video-based, a brief written synopsis of the contents of each video should be included to allow the moderator to fully understand the intention of the piece having viewed a sufficient section of it.

6. Summary of examination requirements

AS (Single Award)					
UNIT 1: 2D/3D Visual Language		UNIT 2: Materials, Techniques and Processes		UNIT 6: Develop Set Ideas (Summative Project)	
AS (Double award)					
UNIT 1: 2D/3D Visual Language	UNIT 2: Mats, Techniques and Processes	UNIT 3: Visual Communicati on & Meaning	<i>Optional -</i> UNIT 4: Working in 2D OR UNIT 5: Working in 3D	UNIT 6: Develop Set Ideas	UNIT 7: Produce Set Ideas
Advanced (Single Award)					
UNIT 1: 2D/3D Visual Language		UNIT 2: Materials, Techniques and Processes		UNIT 6 Develop Set Ideas	
UNIT 9 Contextual Reference		<i>Optional -</i> Unit 12: Fine Art - or Unit 13: Design - or Unit 14: Multimedia		UNIT 11 Develop and Produce Own Ideas (Synoptic Project)	
Advanced (Double Award)					
UNIT 1: 2D/3D Visual Language	UNIT 2: Materials, Techniques and Processes	UNIT 3 Visual Communicatio n & meaning	<i>Optional -</i> UNIT 4: Working in 2D OR UNIT5: Working in 3D	UNIT 6 Develop Set Ideas	UNIT 7 Produce Set Ideas
Unit 8 Personal and Portfolio Developme nt and Progression	Unit 9 Contextual References	Unit 10 Professional Practice	<i>Optional -</i> Unit 12 or Unit 13 or Unit 14	<i>Optional -</i> Unit 12 or Unit 13 or Unit 14	UNIT 11 Develop & Produce Own Ideas

Advanced with Advanced Subsidiary (Additional)					
UNIT 1: 2D/3D Visual Language	UNIT 2: Materials, Techniques and Processes	UNIT 3 Visual Communicatio n & meaning	<i>Optional -</i> UNIT 4: Working in 2D OR UNIT5: Working in 3D	UNIT 6 Develop Set Ideas	UNIT 7 Produce Set Ideas
Unit 9 Contextual References	UNIT 11 Develop & Produce Own Ideas	<i>Optional -</i> Unit 12 or Unit 13 or Unit 14			

Important Information

- Teacher-assessors are advised to check the assessment evidence required for each unit as stated in the – **REVISED Specification – Issue 3 – September 2010.**
- Teacher-assessors are reminded to ensure the correct assessment grids are used when assessing the work using the **NEW four mark band** assessment grids which accompany the **REVISED Specification.** These grids with additional space for teacher commentary are also available for download from the Edexcel website – www.edexcel.com.

7. External Assessment

External assessment is through:

Unit 6: Develop Set Ideas (AS Single & Double Awards)	Summative Project
Unit 7: Produce Set Ideas (AS Double Award)	Summative Project
Unit 11: Develop and Produce Own Ideas (A2)	Synoptic Project

The Summative Project and Synoptic Project can be found on the Edexcel website www.edexcel.com

Please refer to these documents for full details.

Assessment will be carried out by centre assessors, whose decisions will be subject to moderation by Edexcel's external moderators. All moderation will be carried out at centre visits, and will take place at the same time as the moderation of the portfolio units.

There are no restrictions on the size of work, the type of work or the quantity of work, which is produced for this project. Candidates may work using any medium, material or technique which is appropriate to the brief.

There are no special conditions in which the work has to be carried out, as long as the finished piece is completed in the centre, under staff supervision.

There are no time restrictions or set hours in which the projects must be carried out. The deadline is that all work must be completed and assessed by **15 May**. They may be started at any time and take as long as it is deemed appropriate by teachers and learners. Nevertheless, a minimum of 60 hours should be allowed for the Summative Project. Where only Unit 6 is covered, a minimum of 30 hours should be allowed.

Following final assessment the marks must be entered on the appropriate OPTEMs and returned to Edexcel by 15 May.

Centres should note that units are moderated in summer only and that there is no November or January moderation series.

8. Marking work

Teacher-assessors must mark individual units separately for each candidate using the appropriate Assessment Grids for each Unit.

Copies of the Assessment Grids for AS and A2 can be found on the Edexcel website – www.edexcel.com

For guidance on applying the Mark Bands please refer to Page 176 in the specification and also the Assessment Guidance for each unit.

Portfolios will be marked by the centre and externally moderated by Edexcel. Each of the internally assessed units has an assessment criteria grid, divided into three broad mark bands, showing how to award marks in relation to the task and the assessment objectives. The assessment criteria grids indicate the required assessment outcomes as well as the quality of the outcomes needed for achievement in each of the mark bands.

The teacher-assessor should ensure that:

- All marks are recorded accurately and the arithmetic is correct
- The total mark is transferred correctly onto the OPTEMS or via EDI
- The candidate and the teacher, as appropriate, sign any required authentication

It is not possible to moderate work unless the centre has carried out the initial marking as required by the specification and Assessment Grids for each unit have been completed correctly.

For internal record-keeping centres may wish to make a copy of the Assessment Grid for each candidate and use it to record the mark for that unit. The GCSE and GCE Code of Practice require assessors to show clearly how credit has been assigned.

Internal Standardisation

Where marking for this specification has been carried out by more than one assessor in a centre, there must be a process of internal standardisation to ensure that there is consistent application of the criteria laid down in the assessment criteria grids.

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 be then be scheduled at the centre's expense.

9. Completion of documentation (OPTEMS/EdexcelOnline/EDI)

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 on the side 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:

The marks for each unit must be sent to Edexcel before the deadline of 15 May.

9.1 Centres using 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 of 21 March will be listed on the OPTEMS.

Additional candidates (late entries)

Candidates are listed according to the latest entry information received from your centre at the time of printing. Additional candidates should not be added to the form without first receiving confirmation from Edexcel Service Operations that the entry has been made. If such confirmation has been received, candidate details should be entered in the blank spaces at the bottom of the form (if applicable). It is only acceptable to notify Edexcel of marks in this way if confirmation that the entry can be made has been received from Service Operations: **the addition of candidate details to existing documents such as the OPTEMS will not generate an entry.**

OPTEMS must be completed for all units of the specification. A total mark out of **60** for each unit should be entered on the relevant OPTEMS in the box labelled 'Marks'.

The top copy is designed so that the marks can be read directly by an Optical Mark Reader. It is important therefore to complete the OPTEMS carefully in accordance with the instructions below. **Please do not fold or crease the sheets.**

The OPTEMS should be completed **using an HB pencil**. Please ensure that you work on a firm flat surface and that figures written in the 'Marks' box go through to the second and third copies.

Encode the mark on the right-hand side by filling in the circles on the appropriate marks as indicated on the OPTEMS. Please ensure that the HB pencil marks do not extend outside the circles. Take care to remember the trailing zeros for candidates scoring 10, 20, etc and the leading zero for single figures.

If you make a mistake rub out the incorrect marks completely. Amend the number in the 'Marks' box and in the encoded section, but **please remember to amend separately the second and third copies** to ensure that the correct mark is clear.

Every candidate listed on the OPTEMS must have either a mark or one of the following codes in the 'Marks' box:

- (a) 0 (zero marks) should be entered only if work submitted has been found to be worthless. It should **not** be used where candidates have failed to submit work
- (b) X in the marks box and an X in the encoded section for any candidate who has been absent, withdrawn or has failed to submit any work, even if Special Consideration or an aegrotat award has been requested.
- (c) T should be entered for any candidate intending to transfer a previously attained mark for the unit concerned. In such cases, please contact Edexcel to amend the candidate entry to the transferred coursework option.

The authentication and internal standardisation statement on the OPTEMS must be signed. Centres are reminded that it is their responsibility to ensure that internal standardisation of the marking has been carried out within each unit across all teaching groups and across all specialisms.

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 **before 15 May**, 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. Please remember that this form **must not be folded or creased**

- (b) **the centre should retain second and third copies.** 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) **The centre at the end of moderation must retain third copy.** It will be required at any further visit made by senior moderators.

Amendments (pre-Results Day)

It is the centre's responsibility to ensure that OPTEMS are correctly completed. It is not the moderator's responsibility to check that the marks awarded to the candidate have been correctly totalled on the Assessment Grid and correctly transferred from the Grid to the OPTEMS.

If marks that have already been submitted require amendment, it is the centre's responsibility to notify Edexcel of the amended mark. This can be done by contacting the Results Resolution Team.

A valid reason for amendment must be provided. The late submission of additional work does not qualify as a valid reason.

Amendments (post-Results Day)

If an error is found with the marks that were originally submitted by the centre after the issue of results, the centre should contact Edexcel via the Post-Results line. Centres should note that amending the centre mark of one candidate at the centre might have an effect on the final marks and subsequently the grades issued to all candidates at the centre.

Upon receipt of post-results amended mark(s) Edexcel will analyse the effect the amended mark(s) will have on the marks /grades for all candidates at the centre. If the amended mark(s) will lead to a downward adjustment to marks/grades for any candidate at the centre apart from the specific candidate(s) for whom the error was reported, Edexcel will contact the centre to notify them of the effect the amended mark(s) will have and to obtain the centre's approval prior to the actual amendment of the mark.

In all cases Edexcel will require proof that an error has been made prior to amending any mark.

9.2 Centres using Edexcel Online

For further information regarding the submission of marks via Edexcel Online please refer to the User Guide on Edexcel Online.

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.

9.3 Centres using EDI

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider. The deadline for the submission of marks via this method is as indicated in section 6.

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.

9.4 Deadlines

The deadline for the return of OPTeMs is shown on the front of the form, and is defined as the date of receipt by Edexcel, not the date by which the centre should post these forms. The deadline for the GCE in Applied Art & Design OPTeMs to be returned to Edexcel is **15 May**.

If centres attempt to return marks after the deadline, these returns will be flagged and Edexcel will be unable to guarantee the delivery of results on time.

It is strongly recommended that, where late or incorrect mark returns have been made, centres should warn candidates that their results may be late. This is particularly important where progress to higher education is at stake, so that negotiations can take place with admissions authorities.

10. The moderation sample

The moderation sample is comprised of the following:

- candidates whose names have been asterisked on the OPTeMs. Please ensure that the **whole portfolio** of any asterisked candidate is set out for moderation (not just the unit for which the asterisk is shown). Each candidate's work should be set out as a whole with units clearly identified
- 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.**

The work for all other candidates should be available and the moderator may request to see additional samples.

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, as part of the sample. This should be indicated to the moderator.

11. Moderation of work at the centre

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

- a display
- in folders.

Please remember that AS and A2 units must be presented separately.

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 some way to identify the work of the candidates in the moderation sample on the day of the moderation visit. There is no prescribed method for doing this. Centres may wish to display the work in the moderation sample in a completely separate area.

It is helpful if the teacher-assessor can provide a location map of the work of the candidates in the moderation sample and present the portfolios in candidate number order.

Whatever the chosen means of presentation, each candidate's presentation must be clearly distinguished, one from another, and include the centre number and candidate's name and number.

Work presented in folders

Candidate portfolios can be presented as a whole, but work for the different units should be clearly identified with evidence location indicated on the Assessment Grids for each unit.

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

11.1. Consortium centres

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 **31 January** to ensure the same moderator is allocated to all centres within the consortium.

11.2. The moderation visit

Moderation will take place between **16 May and 27 June 2015**.

The moderation of marks for all units within the GCE Applied Art & Design specification 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.

Centres will be contacted directly by their visiting moderator in April/May. 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. The moderator will also send confirmation of the agreed date and time to the centre. Specific moderators cannot be requested by the centre. Centres are allocated to moderators by Edexcel based on location, availability and previous moderation experience.

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

- copies of the unit Assessment Grids for each candidate in the moderation sample
- Authentication Forms for each candidate in the moderation sample
- second copy of the OPTEMS for each unit within each specification title (or Edexcel Online/EDI printout).

It is the teacher-assessor'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.

During the visit the visiting moderator will deal with one teacher-representative only (the Head of Department or other representative).

The teacher-representative should be readily available throughout the visit in case they are required.

Under the Safeguarding Children policy representatives of Edexcel should never be on their own with children or vulnerable adults whilst performing Assessment Associate duties. Centres are expected to provide a responsible adult to accompany the Assessment Associate in these circumstances or, if appropriate, the candidates are to be barred from entering the allocated area for the period when it is occupied by the Assessment Associate. If the centre cannot provide this AAs must withdraw assessment services in order that the Safeguarding Children policy is maintained.

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.

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 the moderator sees all candidates' work. 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 would be recommended. Please note that this adjustment is applied by unit across all teaching groups to every candidate at the centre.

13. Retention of work

After moderation the centre must retain the work of all the candidates in the moderation sample for each unit **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 Edexcel cannot reliably quantify the effect on the final assessment. 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.

When a centre applies for special consideration, the moderator does not make a special allowance at the time of moderation and must, like the teacher-examiner, base their judgements on the evidence of the assessment objectives having been met in the submissions of work as presented for moderation. Any decision on special consideration is taken by Edexcel rather than the moderator.

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: http://www.jcq.org.uk/exams_office/access_arrangements/forms/
Forms submitted for work lost due to candidate or centre negligence will not be considered.

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. The teacher-assessor should also sign this form to confirm that the work is the candidate's own.

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 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 Grids 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 in Applied Art and Design is a criterion 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 Applied Advanced Subsidiary and Advanced Art and Design are established in the following order: E and A.

To establish each of the boundaries, the Awarding committee looks first at samples of work from the unit in question in a mark range recommended by the Chief Examiners. The purpose of the exercise is to identify the entry point to a particular grade. Moving from the top mark down and then from the bottom mark up, the committee looks at samples of work until they find a 'grey area' where there is not unanimous agreement that the work is of the standard required to reach a particular grade. For each mark within the grey area, the committee considers the statistical implications of setting the boundary at that point before coming to a final decision. This procedure is repeated for all the key grade boundaries, the remaining boundaries being calculated arithmetically.

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. The sample drawn must be of a sufficient size and mark range on which to base sound awarding judgements.

For further information please see Grading Information on page 178 of the specification.

18. Understanding your results

UMS Marks

All raw unit marks are converted to UMS before they are combined to find the candidate's overall grade for the qualification. The raw grade boundaries are subject to change each year using the system described above but UMS grade boundaries are constant and do not change. UMS also takes account of unit weightings. The UMS conversion is a graph based conversion that plots the boundary marks in terms of raw marks against UMS marks. These are joined point to point and the line is used to convert any raw mark in the spectrum to UMS. Overall outcomes (cash-ins) are calculated using UMS only; there are no raw mark boundaries for the overall qualification.

Moderator's Reports

Moderator Reports are written to give you additional general feedback on your assessment practice. These can be downloaded from Edexcel Online on results day and will usually be available under the first unit at the required level on the drop down list.

19. Enquiries About Results

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.

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 annually. 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 centre has not retained the work seen by the original moderator for the relevant unit across all teaching groups.

20. OSCA Accreditation

OSCA (Online Support for Centre Assessors) is the Edexcel system that facilitates accreditation and provides access to examples of marked candidate work. This service is available for GCE in Applied Art & Design.

We award accreditation status to Lead Assessors who have provided evidence of accurate assessment for selected coursework and controlled assessment papers.

Once accredited, Lead Assessors do not need to submit work for moderation, and have centre coursework/controlled assessment marks accepted for up to three years.

The Lead Assessor is the individual with overall responsibility for the assessment of a paper or set of papers at a centre. It might not necessarily be the Head of Department; any member of the teaching staff could fulfil this role.

As of September 2011, accreditation can only be achieved through formal moderation.

Accreditation is awarded at unit level where the sample submitted during the formal moderation window has met specific requirements, provided that the Lead Assessor has registered for OSCA.

If coursework marks were not adjusted during an examination series, Lead Assessors will not necessarily attain accreditation. Accreditation takes into account mark coverage and the tolerance range.

You can seek accreditation before an exam series based on accurate assessment during the previous exam series, if the same Lead Assessor is responsible for conducting the internal standardisation for both series.

For more information about the OSCA system please refer to the following link:
<http://www.edexcel.com/iwantto/Pages/learn-about-osca.aspx>

21. Digital Media

Digital media must be retained in an easily accessible format and made available for moderation. Any digital portfolio of work must allow viewing on any electronic device. Files should be collated and labelled with each individual candidate name and number and retained in a format accessible on PC or MAC systems as detailed below;

- Process and development work evidenced as screen shots either printed out or shown as single images
- Digital Photography saved as individual jpegs
- Moving image or film processed and saved as a PAL file and transferred to QuickTime
- PowerPoint files should include copies of any moving or still images in the same folder
- Portfolios loaded onto websites or blogs should be made available until the end of October following results.

22. Edexcel Contact List

<p>Teaching Services</p> <p>Subject Advisor Susan Young</p>	<p>Tel: 0844 576 0032 General Fax: 0207 190 5700 Online: Please use Online Enquiries Form</p>
<p>Moderator allocation team</p>	<p>Tel: 0844 576 0025 Email: artvisitingdeployment@pearson.com</p>
<p>Assessment Team Carla Fernandez – Qualification Delivery and Award Manager</p> <p>Stephen Asiamah – Subject Leader</p> <p>Atique Akhtar – Subject Leader</p> <p>Olivia Powell – Subject Co-ordinator</p>	<p>Tel: 0844 576 0025 E-mail: Creative.Arts@pearson.com</p>
<p>Service Operations (for entry queries)</p>	<p>Tel: 0844 463 2535 Email: examsOfficers@pearson.com</p>
<p>Special Requirements Department (for special considerations queries)</p>	<p>Tel: 0844 576 0025 Fax: 020 7190 5606/7 Webpage: www.edexcel.com/special-considerations Email: speccons.online@pearson.com uk.special.requirements@pearson.com</p>
<p>Pearson/Edexcel One90 High Holborn London WC1V 7BH www.edexcel.com</p>	

Authentication Form

Examinations to be held during 2016

Specification Number

Specification Title

Centre Number	Centre Name
Candidate Number	Candidate Name

Declaration of Authentication:

I declare that the work submitted for assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment.

Signed (candidate)

Name (Block capitals)

Date

Signed (teacher-examiner)

Name (Block capitals)

Date

I give permission for Edexcel to use my Art and Design coursework and/or work from the externally-set assignment 2016.	
Student signature:	Print name:

Please attach this form to the candidate's submission

Appendix A – Return of work form

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 practical art work - June 2016 examination

Please complete and return this form to:
 AGCE Art & Design International Coursework
 Edexcel
 Lowton House
 Lowton Way
 Rotherham
 S66 8SS
 United Kingdom

NB: If completed by hand please write clearly, using block capitals

Subject	
Units to be returned to centre	
Centre Number	
Centre Name	
Centre Address	
Postcode	
Email address	
Fax number	
Telephone number	

I request the return of the centre's Art Practical work subject to the conditions under which the offer is made. (*Please tick as necessary).

- *I will arrange for the work to be collected from Hellaby.
- *I would like the work returned by post. Please inform me of the handling charge and postage.

International Centres:

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

Signature	
Name	
Position	
Date	

Appendix B – Booking form

Please enclose a copy of this form with each parcel sent to Edexcel for moderation

Applied GCE Art & Design

Centre Number	
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Check box to indicate OPTEMS form(s) included

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	

Send work along with this form to:
 AGCE Art & Design
 Moderation
 Edexcel
 Lowton House
 Lowton Way
 Rotherham
 S66 8SS
 United Kingdom

- 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.