

Centre Guidance

GCE Art & Design

Advanced Subsidiary (8AD01 – 8CC01)

Advanced (9AD01 – 9CC01)

Summer 2017

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.

Contents

1. Summary of key dates and events	3
2. Moderation checklist: Summary	5
3. Entry information	6
4. Submission of work for moderation	9
5. Externally Set Assignment (Unit 2 and Unit 4)	10
6. Examination Conditions	12
7. Marking work	14
8. Mark Submission.....	15
9. The moderation sample	18
10. Moderation of work at Edexcel	19
11. Moderation of work at the centre.....	22
12. Final mark procedure.....	25
13. Retention of work.....	26
14. Special Consideration	26
15. Malpractice.....	27
16. Estimated grades	28
17. Grade awarding	28
18. Understanding your results.....	29
19. Enquiries About Results.....	29
Appendix A – Request for Return of Work form.....	31
Appendix B - Labels	33
Appendix C – Booking form.....	37
Appendix D – International Consortium form.....	39
Appendix E – Order of Merit form.....	41
Appendix F – Edexcel Contact List.....	43

1. Summary of key dates and events

Event	Date	Other information
Estimated entry deadline	10 October 2017	Estimated entries must be submitted online to ensure that the correct number of ESA papers are dispatched in January.
6AD02 & 6AD04 Externally Set Assignment released on Edexcel website for Teachers only	2 January 2017	Secure content – Edexcel Online password required
Despatch of Unit 2 and Unit 4 Externally Set Assignments	Throughout 1 st and 2 nd weeks of January 2017	If not received by end of January, please ensure that estimated entries have been submitted.
Submission of Application form Centre Consortium Arrangements for Centre-assessed Work	31 January 2017	If the form is not received prior to this date, different moderators may be allocated to the consortium centres.
6AD02 & 6AD04 Externally Set Assignment released to candidates	1 February 2017	To be released to candidates per the Instructions on the paper and in the Spec
Actual Entries to be received	21 February 2017	Late fees may be charged after this date
Despatch of OPTEMS to centres	April 2017	Actual entries must be made by 21 February to ensure OPTEMS are dispatched in April
Visiting moderator to make contact with centre	End of April 2017	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	7 days prior to the moderation visit (3 June if work is to be moderated at Edexcel)	A final mark for each candidate, for each unit, must be submitted to Edexcel on the OPTEMS/via Edexcel Online/via EDI.
Moderation period	2 May – 27 June 2017	Centre visit must be arranged within the moderation period
Estimated grades	15 May 2017	

Receipt of posted work to be moderated at Edexcel	3 June 2017	
GCE Results day	18 August 2017	Release of results to candidates. Restricted release of results to centres only 17 August
Enquiries About Results (EAR3) deadline	20 September 2017	Last date for receipt by Edexcel of EAR3 applications
Retention of work	Until 20 September 2017	All sampled candidates' work must be retained by the centre until the EAR deadline has passed. Requests for EARs cannot be accepted if work for all sampled candidates has not been retained by the centre.

2. Moderation checklist: Summary

2.1 Photography split

Centres need to be aware that from 2016, **Photography** was split for moderation from the rest of the endorsements in the GCE Art & Design suite. Separating Photography will mean that the moderation will be done in two separate groups: (1) Photography and (2) all of the other endorsements.

The rapid advancement in digital technology in recent years has enabled candidates to produce work for digital endorsements which may be interpreted by centres as being of a higher standard than non-digital endorsements - when this may not necessarily be the case.

Whilst 3-D design and Graphical communication also increasingly rely on digital technology, Photography has become almost exclusively a digital art-form and therefore will be moderated separately from the other endorsements. As well as separate moderation, this development will have implications for sampling, mark adjustment and moderator feedback which are explained below.

Before the visit

- Apply for Special Consideration if necessary (through the Examinations Officer)
- Arrange for all work and related paper work for all the consortium centres to be made available at the designated location for the moderation visit.
- Arrange date of visit with the moderator sending details of location. Contact will be made directly by the visiting moderator in April.
- Make a copy of the Assessment Grid and Authentication Form for each candidate
- Mark all units of work, for all candidates, using the Assessment Grid and Guidance for Marking and transfer a final mark for each unit for every candidate on to the relevant OPTEMS/Edexcel Online form/EDI form
- Ensure internal standardisation has taken place within each unit across all teaching groups within Photography and across all the other endorsements
- Arrange display/folders of work for the candidates in the moderation sample, ensuring that all pieces of work within each unit are clearly identified and accompanied by the Assessment Grid and Authentication Form.
- Ensure that all candidates' work is accessible as additional samples may be requested by the moderator during the centre visit.
- Seven days prior to the moderator's visit (or by 3 June if work is to be sent to Edexcel for moderation), 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
- Ensure all paperwork has been correctly completed and is available for the moderator
- Give the second copy only 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
- An order of merit for each unit should be provided if possible
- Ensure privacy for the moderation

End of moderation

- 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

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. If candidates are entered for the cash-in code only, entries for the individual units will not be registered and centres will not be sent the relevant Externally Set Assignment papers and other documentation.

Furthermore centres will be able to access papers online or receive hard copies only after estimated or actual entries have been submitted for the series.

Cash-in Code / Specification Title	Unit Codes
Advanced Subsidiary	
8AD01 Art, Craft and Design	6AD01 & 6AD02
8FA01 Fine Art	6FA01 & 6FA02
8TD01 Three-Dimensional Design	6TD01 & 6TD02
8TE01 Textile Design	6TE01 & 6TE02
8PY01 Photography – lens and light-based media	6PY01 & 6PY02
8GC01 Graphic Communication	6GC01 & 6GC02
8CC01 Critical & Contextual Studies	6CC01 & 6CC02

Cash-in Code / Specification Title	Unit Codes
Advanced	
9AD01 Art, Craft and Design	6AD03 & 6AD04
9FA01 Fine Art	6FA03 & 6FA04
9TD01 Three-Dimensional Design	6TD03 & 6TD04
9TE01 Textile Design	6TE03 & 6TE04
9PY01 Photography – lens and light-based media	6PY03 & 6PY04
9GC01 Graphic Communication	6GC03 & 6GC04
9CC01 Critical & Contextual Studies	6CC03 & 6CC04

CHANGES BETWEEN ENDORSEMENTS FROM AS TO A2 ARE NOT PERMITTED. THE SAME ENDORSEMENT MUST BE ENTERED FOR AS AND A2.

National classification codes

Centres should be aware that students who enter for more than one GCE qualification with the same classification code will have only one grade (the highest) counted for the purpose of the School and College Performance Tables. Please note that as from 2016 all the different Art & Design titles will have the same classification code (JA2), with the exception of Photography (KJ1).

Once two or more qualifications are known to have the same discount code the following principles are applied to determine which one is discounted:

- i. Where a higher level qualification is taken in the same subject as a lower level qualification, the lower level qualification is not counted. For example a GCE AS will discount a GCSE.
- ii. Where a pupil has more than one qualification in the same subject at the same level, credit will be given to the one with the highest result (determined by its point score).

Candidates who have any doubts about their subject combinations should check with the institution to which they wish to progress before embarking on their programmes.

Candidates may enter for more than one endorsement in the same examination series. A full submission of work for each unit will be required for each endorsement.

There is no restriction on the number of times a unit may be attempted prior to claiming certification for the qualification under a particular specification. The best available result for each unit will count towards the final grade. Coursework units can be improved upon and re-submitted, but the Externally Set Assignment units have to be re-sat as the theme changes each year.

These specifications are not available to private candidates.

Unendorsed titles

Candidates entering for the unendorsed titles (8AD01/9AD01) are required to submit evidence covering two or more of the disciplines (from different endorsements) in Units 1 and Unit 3. Candidates may choose to produce work in one discipline only for the Externally Set Assignments (Units 2 and 4).

Endorsed titles

To qualify for the Art and Design endorsed titles, candidates must satisfy the requirements as defined in the specification and must do so predominantly through the media and practices of their chosen specialism. The majority of the work submitted for each unit must be in the chosen endorsed specialism. For example, a candidate entered for endorsed Textile Design (therefore working predominantly with textiles for each unit) might also submit some photographs for a unit, using photography as a tool to address issues through the eyes of a textile artist.

This applies to **all** Units. Although candidates entering for endorsed titles will be expected to show evidence of the skills and understanding relating to their chosen specialisms in Unit 1 and Unit 3, these units may also carry evidence of general knowledge in terms of Art and Design. It is expected that specific endorsed work will be evident in Externally Set Assignment units, interpreted through the given themes.

Advanced Subsidiary level qualifications are made up of 2 units:

Unit Number	Component	Weighting		Method of Assessment
6AD01 – 6CC01	<i>Unit 1</i> AS Coursework	60% of AS	30% of A2	Internally set Internally marked Externally moderated
6AD02 – 6CC02	<i>Unit 2</i> AS Externally Set Assignment	40% of AS	20% of A2	Externally set Internally marked Externally moderated 8 hours timed examination

Advanced level qualifications are made up of the two AS units plus a further 2 units:

Unit Number	Component	Weighting	Method of Assessment
6AD03 – 6CC03	<i>Unit 3</i> A2 Coursework	30% of A2	Internally set Internally marked Externally moderated

6AD04 – 6CC04	<i>Unit 4</i> A2 Externally Set Assignment	20% of A2	Externally set Internally marked Externally moderated 12 hours timed examination
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4. Submission of work for moderation

It is recommended that the teacher-examiner advises candidates on the selection of work for assessment. All the Assessment Objectives must be covered in each unit of coursework (Units 1 and 3) and in each Externally Set Assignment (Units 2 and 4).

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.

The teacher-examiner must mark all the work of all the candidates for each component.

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 professional development and training events)

Work which is to be moderated at the centre should be completed and assessed prior to the moderation visit. Submissions of work for those candidates in the moderation sample for each unit must be presented together with the Assessment Grids and Authentication Forms on the day of moderation, although the work of all candidates entered for the examination must be available.

The 2017 moderation period is **2 May – 27 June**. Visiting moderators will contact centres in April to make arrangements for the exact date and time of their visit.

There is no minimum number of candidates required for moderation at the centre.

There are no size restrictions for work moderated at the centre. Work sent to Edexcel for moderation is subject to size restrictions.

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

International centres that are not having a visiting moderator should send the moderation sample to Edexcel for moderation. In this case all candidates' work must be completed and assessed. The work of the sampled candidates together with the Assessment Grids and Authentication Forms for each unit must arrive at Edexcel no later than **3 June** (see section 7 for further details).

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, 3D 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.

5. Externally Set Assignment (Unit 2 and Unit 4)

Centres will receive the set papers in January. The papers will also be available on the website (www.edexcel.com) as secure content, from January 2017. Centres should use the following guidance to help them access the assignments.

What is secure content?

'Secure content' is the phrase we use for any document (PDF, Word etc) or page on the website to which access is restricted. In order to access secure content you will need an Edexcel Online username and password.

Only staff in centres that are running a particular Edexcel qualification will be able to view secure content for that qualification. For example, a secure GCE Art & Design document will only be available to staff from a centre that offers this qualification.

How do I get a username and password in order to access secure content?

If you already have an Edexcel Online account, you can use your existing name and password to access secure content.

If you do not have an Edexcel Online account, you will need to consult your Exams Officer.

Your Exams Officer can set up access for you.

Please do not contact Edexcel directly to request an account

What does my Exams Officer need?

The Exams Officer will require an Edexcel Online account.

How does my Exams Officer give teachers access to secure content relevant to the GCE Art & Design externally-set assignments?

When an Edexcel Online Administrator (your Exams Officer) sets up a new user in Edexcel Online, s/he will be asked to specify what level of access the new user needs by ticking the appropriate user profile boxes. This ensures that users are only able to access appropriate screens within the service.

You only need a username and password to access the secure content. You do not need any of the user profiles offered just to access the secure content.

What do I do after my Exams Officer has given me a username and password?

Once you have these, you can access the secure content protected externally-set assignments from the GCE Art & Design page on the Edexcel website.

Do not try to access via Edexcel Online.

Who do I contact if I have a problem?

Please contact the Edexcel Online Support team: **0844 576 0024**

6. Examination Conditions

The Externally Set Assignment (ESA) will be available to centre staff during January of each year. The exam paper should be given to candidates on the **first day of February** or as soon as possible after that date to provide a preparatory period. The timed element is **eight (8) hours for AS Unit 2 and twelve (12) hours for Unit 4**. The Externally Set Assignment can be carried out at the centre's discretion anytime after the paper has been released to candidates.

During the preparatory period – **which now has no set time period** and should be decided by the teacher-examiner – candidates will be expected to investigate a wide range of work and sources.

The examination time available for Unit 2 is eight hours and for Unit 4 twelve hours. The timed examination must be sat, the work assessed by the teacher-examiner and the marks submitted to Edexcel prior to the moderation visit (for centres having a visiting moderator) and prior to 3 June (for centres sending work to Edexcel for moderation).

The preparatory supporting studies and the timed examination work must be discrete entities.

The preparatory supporting studies and the timed examination work must be separately identified but will be considered as a whole in order to arrive at a mark for the Externally Set Assignment. Marks will be awarded based on the extent to which the Assessment Objectives have been met across the entire submission for the Externally Set Assignment. The preparatory supporting studies will be as important as the timed examination work in meeting the Assessment Objectives and as such in gaining marks.

Centres must ensure that suitable art room accommodation is available for the timed examination and that candidates are able to work with equipment and materials to which they are normally accustomed, as far as permitted by the examination regulations.

Candidates entering for more than one specification title must produce separate submissions of work for the Externally Set Assignments. They must be permitted the full time allowed for each specification entered.

All materials must be supplied by the centre. Edexcel will not supply paper for the use of candidates in the Art and Design examination.

Edexcel's regulations require that all persons except members of staff acting as invigilators, or other authorised members of staff, and the candidates actually engaged in each examination shall be excluded from the examination room.

Edexcel recommends that the timed examination should normally be invigilated by an Art and Design teacher. However, as the Art and Design teacher may be required to give technical assistance to an individual candidate, additional invigilators should be deployed at the exams officer's discretion to ensure the supervision of candidates is maintained at all times.

The work done by the candidates during the timed examination period should be unaided and carried out under examination conditions, that is, with the absence of unnecessary noise and movement and with conversation limited to essential requests such as those relating to materials and equipment. Candidates are not permitted to listen to music.

There are some cases where candidates may require technical assistance which may be given by teachers. The following are examples of the technical assistance which may properly be given:

- a) the welding of an armature for a figure, the candidate having determined the proportions and disposition of the components
- b) the selection of the *type* of dye to be used on a particular material, but not the *colour*. It should however be noted that candidates who offer printmaking in any form will be expected to carry out all necessary processes themselves without the teacher's aid
- c) the loading of the kiln and the firing of the ware (the latter is in any case not included in the time allowance) but not the preparation of the clay and the shaping or throwing of the ware.
- d) the filing, formatting, rendering and storage of digital image, video or audio data files, but not the editing or manipulation of the content contained in those files which constitute any part of the final presented output, and are therefore part of the creative process. Any other technical (hardware or software) support related to digital processing that does not in any way assist with the creative decision-making process.

Where an activity is part of the creative process, that activity should be counted within the timed examination period and assistance is not permitted. Candidates are advised to keep a time sheet in order to record the time spent on such activities.

The following are **not** to be included in the time allowance for the examination:

- a) rest periods for models
- b) arrangement of still-life groups
- c) stretching of screens, preparation of blocks and plates
- d) mixing of photographic chemicals and washing and drying prints
- e) drying of printing inks
- f) the mounting of models and sculptures
- g) drying and firing of pottery and sculpture
- h) casting and mounting of models and sculpture
- i) fixing dye, dyeing yarn, washing and finishing of hand-woven fabrics, stretching of embroidery

j) the making of a bare model stage.

Ceramic work should, where appropriate, be fired and completed before presentation for assessment. It is appreciated that in certain cases considerable time is required for drying-out and firing. It is suggested that candidates working with clay should commence their timed examination sufficiently early to ensure that the work is completed in good time.

Candidates may take into the examination room any preparatory supporting studies which they have produced and which are to be submitted for assessment along with the work done in the period of the timed examination. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

Candidates are not permitted to undertake any further work on the Externally Set Assignment unit upon completion of the timed examination. It is **not** acceptable for candidates to have some preparatory time prior to the period of sustained focus, complete it, and then have some preparatory time for additional work. At the end of the period of sustained focus, candidates must hand in any preparatory supporting studies work to be assessed along with the period of sustained focus work.

Photographs to be used as part of the Externally Set Assignment can be taken during the preparatory studies period and brought into the exam. The timed examination can then be used to process, manipulate, and devise the presentation of the work. All photography brought into the exam should be checked by the invigilator to ensure the work is the candidates' own. Any photography done during the timed examination must be done under the supervision of the invigilator under controlled examination conditions as outlined previously in this section.

Incomplete examination work must be stored in a secure place between examination sessions. Candidates' preparatory supporting studies taken into the examination room must also be kept securely, and candidates should not be given access to them during the intervals of the sustained focus.

7. Marking work

Teacher-examiners must mark individual units separately for each candidate using the appropriate Assessment Grid and Guidance for Marking for AS and A2. Work must be clearly identified as belonging to a particular unit before it can be assessed.

It is essential the marks awarded are based only on evidence of the Assessment Objectives having been met in the work as it is presented.

A total mark out of **20** must be awarded for each of the four Assessment Objectives, giving a final total mark out of **80** for each of the units.

In cases where the Assessment Objectives have not been met within a particular unit, no marks can be awarded for that particular unit. The category 'no rewardable work' should therefore be used.

The final mark out of 80 for each unit, for each candidate, must be transferred to the relevant OPTEMS/Edexcel Online/EDI form. In cases where centres use the OPTEMS to submit marks the completed top copy of the OPTEMS for each unit must be sent to Edexcel 7 days prior to the moderator's visit.

It is not possible to moderate work unless the centre has carried out the initial marking as required by the specification and assessment grids and OPTEMS have been completed correctly.

7.1 Internal Standardisation

Centres are reminded that it is their responsibility to ensure that where more than one teacher-examiner has marked the work in a centre; effective internal standardisation has been carried out **within each component across all teaching groups and across all endorsements**. This procedure ensures that the work of all candidates at the centre is marked to the same standard. The marking of all endorsements is considered as one and therefore adjustments applied to one endorsement will affect the marks for other endorsements with the exception of the Photography endorsement. The statement confirming this on the OPTEMS or the EDI printout **MUST** be signed. Please see Guidance on Internal Standardisation with the Assessment Grid. 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 it appears to the visiting moderator that the 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 then be scheduled at the centre's expense.

8. Mark Submission

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 in the left hand side margin 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:

For centres having a visiting moderator:

The marks for each unit must be sent to Edexcel **7 days prior to the moderator's visit**. As the deadline for mark submission is linked to the date of the moderation visit, this deadline will differ for each centre.

For centres sending work to Edexcel for moderation:

The marks for each unit must be sent to Edexcel to arrive **no later than 3 June**.

8.1 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 endorsement, 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 will be listed on the OPTEMS. Candidates are listed according to the latest entry information received from a 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.

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 **7 days prior to the moderation visit**, in the envelope provided. **If the centre does not have a pre-addressed envelope the address is printed on the side of the OPTEMS**. Please remember that this form **must not be folded or creased**
- (b) **second and third copies** should be retained by the centre. 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) **third copy** must be retained by the centre at the end of moderation. It will be required at any further visit made by senior moderators.

Please note the above procedures differ for centres that are sending work to Edexcel for moderation.

8.2 Edexcel Online

For Edexcel Online mark submission registered users should log on and navigate to the mark entry screen. Navigate to the screen by selecting the appropriate qualification from the tabs at the top of the window, then select "Search by Course" from the "Candidates" menu option. Select the Course and Session from the drop down menus then click "Next." Select the "Papers" link next to the unit you wish to submit marks for then the "Coursework Marks" link to navigate to the mark entry screen.

On the Edexcel Online mark submission screen you may enter some or all candidates in a session. Key a mark for each candidate in the mark field beside each candidate. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a candidate's mark, where it has been keyed, however it will be possible to view it. Candidates for whom a mark has not been keyed will remain available to enter a mark in subsequent Edexcel Online sessions.

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.

8.3 EDI

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider.

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.

8.4 CENTRE MARKS AMMENDMENTS

PRE-RESULTS

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 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 Coursework Processing Team at courseworkmarks@pearson.com

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

POST-RESULTS

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. The moderation sample

Please note, due to the separation of Photography from the other endorsements in 2016, the moderation will consist of two separate samples: (1) Photography and (2) all of the other endorsements.

The moderation samples comprise of the following:

- candidates whose names have been asterisked on the OPTEMS for each unit
- the **highest** and **lowest** marked candidates for (1) Photography and (2) all other endorsements 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 candidates **must** be available as the moderator may also request further samples.

The candidates whose names are asterisked on the OPTEMS will have been chosen at random by Edexcel, drawn from the centre's entry across (1) Photography and (2) all of the other endorsements. Up to 2016, Art and Design has followed a sampling regime which selects all candidates for entries up to ten plus a further additional candidate for every ten in the cohort with a maximum of twenty-two. With the separation of Photography, the following regime will apply:

(1) 5-6-10 sampling for **Photography** (max of 10, including highest and the lowest). Subsample of 5 (sometimes 6 for a large centre).

(2) 5-6-10 sampling for the **rest of the endorsements** as a group. (max of

10, including highest and the lowest). Subsample of 5 (sometimes 6 for a large centre).

The above regime will give sufficient information to moderators to determine whether or not the centre has consistently applied the criteria.

If the asterisked sample across units or endorsements is not representative of marks or candidates the moderator may choose to sample additional candidates.

There will be a separate sample for each unit. Candidates whose names are asterisked on the OPTEMS for a particular unit should submit all their selected work for that unit.

Please note that if any candidate indicated as being part of the sample is absent, the centre should present the work of another candidate (of similar ability), as part of the sample. This should be indicated to the moderator.

9.1 Identification of work

Each piece of work submitted for moderation must be identified with the centre number, candidate name, candidate number and unit code. The different components of the Externally Set Assignment Units (preparatory supporting studies and timed examination) must also be clearly identified.

Labels are provided in Appendix B. If centres choose to identify candidates' work using their own labels, they must ensure all of the above information is included and labels are clearly eligible.

10. Moderation of work at Edexcel

For centres sending work to Edexcel for moderation, complete submissions of work for the relevant units for those candidates in the moderation sample, including Assessment Grids and Authentication Forms should be sent to the address given below.

No other work should be submitted for moderation. However, the work for all other candidates should be kept securely at the centre.

If any candidate indicated as being part of the sample is absent, the centre should send the work of another candidate achieving similar marks, for that unit, as part of the sample. A letter informing Edexcel of the substitution should be included with the candidates' work and assessment documentation.

The marks should be submitted to Edexcel via Edexcel Online or EDI or by sending the **top copy of all OPTEMS.**

OPTEMS:

The top copy of all OPTEMS should be sent in the envelope provided to arrive **no later than 3 June**. If the centre does not have a pre-addressed envelope, the return address is printed in the left hand margin of the OPTEMS form.

The second copy of the OPTEMS should be sent with the art work.

The third copy of the OPTEMS should be retained by the centre.

All documentation listed below should be included in the parcel and sent to Edexcel **no later than 3 June**.

- ◆ **Assessment Guidance Grid**
- ◆ **Authentication Form** for each candidate in the sample
- ◆ **Art Work** for each candidate in the sample
- ◆ **Second copy of all OPTEMS** (or Edexcel Online/EDI printout)
- ◆ **Order of Merit Form** to help organise the centre marks into rank order
- ◆ **Request for Return of Work Form** – if you wish to have candidate work returned

The artwork for Units 1 and 3 must be kept separate from Units 2 and 4. The parcel(s) should be sent to the following address to arrive **no later than 3 June**:

GCE Art Moderation
Edexcel
Lowton House
Lowton Way
Hellaby Industrial Estate
Rotherham
South Yorkshire
S66 8SS

The parcel(s) should be clearly labelled:

GCE Advanced Subsidiary Art and Design (AS)

Or

GCE Advanced Art and Design (A2)

The parcel(s) should be clearly marked on the outside with the centre name, centre number and Unit number.

Each parcel should contain a copy of the Edexcel Booking Form.

Each piece of work submitted for moderation must be identified with the centre number, candidate name, candidate number and unit code.

The different components of the Externally Set Assignment Units (preparatory supporting studies and timed examination) must also be clearly identified. Labels are provided in Appendix B of this booklet. If centres choose to identify candidates' work using their own labels, they must ensure all of the above information is included.

The artwork should be packed flat. Work must be dry. Work in chalk or pastel must be fixed. Three-dimensional work must be packed carefully to avoid damage in transit. Good photographic records of 3D work are acceptable as an alternative. Supporting studies must be included.

Note: If you would like the work to be returned in November, you must submit a Return of Work form. Please see the instruction and form in Appendix A.

Size restrictions on work sent to Edexcel for moderation:

The following maximum dimensions of work should be noted:

- the maximum size of any individual piece of two-dimensional work **must not exceed A1**
- all two dimensional work must be packed flat. Work may be in any suitable medium provided that drawings and paintings may be packed and moderated without their smudging or sticking, and provided that the work may be delivered to Edexcel, handled and moderated without difficulty. Paintings may be on paper, canvas removed from its stretcher, light card or other light weight material
- paintings on hardboard, plasterboard or heavy material must not be despatched. Work must be packed in such a way as to avoid damage in transit. Staples should not be used when mounting work
- three-dimensional examination work must not exceed 460mm in any dimension and should not exceed 22kg in weight per candidate. Three-dimensional work must be packed carefully to avoid damage in transit. Good photographic records of 3D work are acceptable as an alternative.

Edexcel will not acknowledge the receipt of work, but a centre will be informed if any parcel or package, the despatch of which has been notified to Edexcel, fails to arrive within ten working days or is received in a damaged condition.

All the work submitted will be retained until the results of the examination have been published. Centres may then collect work, request postal return and defray the costs of packing and postage, or make appeals against results. The work will be available for collection in October/November.

Requests for the return of work will only be accepted from the centre concerned and not from individual candidates. This offer is subject to the following conditions:

- a) that centres complete and return the request form (to be photocopied from Appendix A) to the GCE Art Assessment Team at the address on the form, no later than 3 June.
- b) that centres make their own arrangements to collect work within a specified period. (Three-dimensional work cannot be pre-packed for collection, nor packaging of any sort provided). For those centres unable to collect their candidates' work Edexcel is prepared to return flat work only by inland post after the general arrangements for the collection of work are complete. International centres will be invoiced £25 administration/repacking fee, plus the DHL courier charge which is determined by the weight and destination.
- c) in the first instance centres should annotate the request for return of work form (see Appendix A) to indicate their willingness to bear the costs involved.

Details of the collection and/or despatch arrangements will be sent to centres that have requested the return of work. Centres are asked to inform Edexcel by 31 December if this information has not been received.

- d) the work will not be handed over unless the collector has a letter of authority from the centre.

Upon receipt of requests for return of work, it would be taken that the centre has agreed to be invoiced for the postage costs. Centres that wish to make further enquiries regarding the return of their candidates work may do so by contacting us at internationalcoursework@pearson.com and/or at creative.arts@pearson.com prior to the beginning of despatch of candidates' work in October 2017.

Request for the return of all 2017 candidates work must be made before March 2018. We are not in a position to return any work after this date.

11. Moderation of work at the centre

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

- a display
- in folders.

However centres choose to present the work in the moderation sample, **the centre's entire sample for each unit must be presented separately.** Work is to be moderated on a unit basis and not per candidate.

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 a way of identifying the work of the candidates in the moderation sample for the moderation visit. There is no prescribed method for doing this. For example, centres may wish to display the work in the moderation sample in a completely separate area or as a full exhibition.

Whatever the chosen means of presentation, each candidate's presentation must be clearly identified with the centre number, candidate's name and number and unit code

It is helpful if the teacher-examiner can provide a location map of the work of the candidates in the moderation sample, along with an order of merit for each unit.

Work presented in folders:

Work for the different unit samples should be presented in separate folders and clearly identified with the centre number, candidate's name and number and unit code. Folders for each of the separate units should be grouped together in candidate number order.

It would be helpful if the centre could provide the moderator with an order of merit for each unit.

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

International Centres

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) please see Appendix D. The deadline for the return of the MRF is the **15th of January 2017**. If your centre is not entering any candidates for Art & Design in the May/June **2017** window, please strike through the form and return it to us by the deadline.

If a visiting examiner is requested, the full cost will be charged to the centre plus an administrative charge of £150.00 This facility is not guaranteed to centres requiring a visiting examiner; it will only be granted based upon the availability of examiners for that examination session

Where postal moderation is requested the centre will be liable for all postage costs.

Edexcel will contact centres before 1 May 2017 to arrange visits. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

11.1. Consortium centres

Centres with fewer than five candidates may wish to form a consortium with other centres for the purposes of a moderation visit.

While candidates should be entered through their own centres (home centres), the work of the candidates in the moderation sample should be exhibited at the **host centre** (the centre acting as host for the moderation of all candidates in the consortium). The work of all candidates in the consortium, whether asterisked or not, must be available at the location where the moderation is to take place. Where all candidates are not taught and assessed as one group, internal standardisation should be carried out between all centres in the consortium. 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.

Centres entering candidates for multiple endorsements must be aware that all work across all endorsements must be brought together in the host centre for the moderation visit. It is not possible to separate endorsements due to different teaching sites. Marks across all endorsements within each unit will be processed together for all centres in the consortium.

11.2. The moderation visit

Moderation will take place between **2 May and 27 June**.

The moderation of marks for all units within the GCE Art & Design specification titles (both AS and A2) 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. If a moderator has to return to a centre to moderate the marks for an endorsement that was missed on the original visit, the centre will be charged for the return visit.

Centres will be contacted directly by their visiting moderator in April. 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. Confirmation of the agreed date and time will also be sent to the centre by the moderator. 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 Assessment Grid for each candidate in the moderation sample (Assessment Grids for all other candidates should also be available)
- 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-examiner'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.

A designated teacher-representative for the department should meet the visiting moderator at the beginning of the visit. The moderator will ask the teacher-representative to introduce the work to them and set it in context, explaining how the candidates have worked towards the examination. Edexcel values this dialogue between the teacher-representative and moderator. **During the visit the visiting moderator will deal with one teacher-representative only.** 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.

The duration of the visit may vary for each unit within the qualification. Please note that it is not possible to guarantee a specific end time for the visit. Please communicate to the moderator any specific scheduling issues that may affect the day of the moderation when agreeing the visit date to ensure the moderator is prepared.

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.

Please note that under normal circumstances centres cannot request a second moderation visit.

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 all candidates' work is seen by the moderator. 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 acceptable limits then the centre's marks are accepted.

If at least one candidate's mark is outside the designated allowable difference then adjustment of 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 will be recommended. Please note that this adjustment is applied by unit across all teaching groups and across all endorsements to every candidate at the centre. This is why internal standardisation is essential.

13. Retention of work

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.

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 online through the Examinations Officer, using the appropriate documentation. Where required JCQ/SC Form 10 must be completed in detail and submitted by the deadline published in the Information Manual. Candidates will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Edexcel. 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.

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/coursework/form-15---notification-of-lost-centre-assessed-work>

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.

Candidate work submitted for each individual endorsement or unit must be unique. The same work cannot be submitted to fulfil the requirements for any other unit or qualification.

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 previous year's grade boundaries (bearing in mind these are subject to change year-on-year), 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 Grid 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 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 Advanced Subsidiary and Advanced Art and Design are established in the following order: E and A.

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.

18. Understanding your results

UMS Marks

UMS stands for Uniform Mark Scale. The Uniform Mark Scale is used to convert candidates' component 'raw' marks into uniform marks. This is done in order to standardise marks from year to year. For example, a candidate who just achieves a grade A in a unit one year will receive the same uniform mark as a candidate achieving that same level the following year, regardless of their raw marks.

All raw unit marks are converted to UMS before they are combined to calculate the candidate's overall grade for the qualification. The raw grade boundaries are subject to change each year using the system described in the previous section, 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.

Centres can access further information and the UMS Mark Converter Tool on the Pearson Edexcel Website using the link below:

<http://qualifications.pearson.com/content/demo/en/support/support-topics/results-certification/understanding-marks-and-grades.html/student>

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.

Where centres have entries for multiple endorsements, all endorsements will be addressed in the same moderator report for the relevant unit. The appropriate moderator report can be accessed using the 'lead' unit, generally beginning with 'AD' or 'FA'.

19. Enquiries About Results

The deadline for centres to request EAR Service Type 3 is 20 September 2017.

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 the **Service Type 3** enquiries can be made by the Examinations Officer via Edexcel Online.

Please note that requests for EARs cannot be accepted if the work seen by the original moderator for the relevant unit across all teaching groups and across all endorsements has **not** been retained by the centre.

Appendix A – Request for Return of Work form

Request for 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 Coursework Centre at the address on the form or email to internationalcoursework@pearson.com by **3 June**.

Upon receipt of requests for return of work, it would be taken that the centre has agreed to be invoiced for the postage costs. Centres are invoiced a £25 administration/repacking fee, plus the DHL courier charge which is determined by the weight and destination.

Artwork will only be despatched once agreement to the estimated postage costs has been confirmed. The correct invoices are sent to centres only after the work has been despatched.

Centres that wish to make further enquiries regarding the return of their candidates work may do so by contacting us at internationalcoursework@pearson.com and/or at creative.arts@pearson.com prior to the beginning of despatch of candidates' work in October 2017.

Request for the return of all 2017 candidates work must be made before March 2018. We are not in a position to return any work after this date.

Request for the return of practical art work - June 2017 examination

Please complete and return this form to:
 GCE Art & Design
 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 - Labels

Labels for art work

See section 9.1 for details of the identification of art work.

Please note copies of these labels are also available on the GCE Advanced Subsidiary and Advanced pages of the Edexcel website (www.edexcel.com).

If centres choose to identify candidates' work using their own labels they must ensure that all of the information below is included.

UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 1: COURSEWORK	UNIT 1: COURSEWORK	UNIT 1: COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:

UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 2: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 2: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:

UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK	UNIT 3 : COURSEWORK
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES	UNIT 4: EXTERNALLY SET ASSIGNMENT PREPARATORY SUPPORTING STUDIES
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:
UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION	UNIT 4: EXTERNALLY SET ASSIGNMENT TIMED EXAMINATION
Centre number:	Centre number:	Centre number:
Candidate name:	Candidate name:	Candidate name:
Candidate number:	Candidate number:	Candidate number:
Unit code:	Unit code:	Unit code:

Appendix C – Booking form

Booking form for work sent to Edexcel

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

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>	<i>1,2,3</i>	<i>✓</i>	<i>1</i>	<i>2</i>	<i>0</i>	<i>0</i>
<i>For Example 0002</i>	<i>A. N. Other</i>	<i>1,2,3,4</i>	<i>✓</i>	<i>1</i>	<i>5</i>	<i>0</i>	<i>0</i>

Date items packed	
Packed by	

Send work along with this form to:
 GCE 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.

Appendix D – International Moderation Requirement Form

International Centres

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) below. The deadline for the return of the MRF is the 15th of January 2017. If your centre is not entering any candidates for Art & Design in the May/June 2017 window, please strike through the form and return it to us by the deadline. Please could you complete the attached form and return it to the Creative Arts Team by e-mail at creative.arts@pearson.com.

Please note that where a visiting moderator is requested the centre will be liable for the moderator's subsistence as well as travel expenses. Where postal moderation is requested the centre will be liable for all postage costs.

Edexcel will contact centres before 1 May 2017 to confirm a visit date or dispatch details for postal moderation. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

Centre Name	
Centre Number	

Section 1 – Art & Design:

Please indicate whether you require a postal or visiting moderation for Art & Design Specs.
Postal/Visit

Specification	Postal/ visit
GCSE Art & Design (Specification [2AD01 – 2GC01])	
GCSE Art & Design (Specification [3FA01 – 3GC01])*	
GCE Art & Design (Specification [8AD01/9AD01 – 8CC01/9CC01])	
Applied GCE Art & Design (Specification [8711/8712] & [9711/9712/9713])	

*New Specification- Short Course.

Section 2 – Consortium Centres:

If you intend to have your work moderated in a consortium with other centres, please complete the following details.

My centre will be acting as the 'Host Centre'. Please list opposite the other centres involved in the consortium that will also be exhibiting at your centre	
My centre will NOT be acting as the 'Host Centre'. Please indicate opposite the centre where you will be exhibiting your work	

Section 3 – Additional Information:

Please add opposite any other information you feel would be helpful to us in the allocation of a moderator to your centre	
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Please provide us with the contact name and details for the person at your centre who should be contacted by the allocated moderator.

Contact Name	
Telephone Number	
Fax Number	
Email address	

Appendix E – Order of Merit Form

This form aids the centre marking and moderation process in centres. It is not required, but will help the moderator to clearly see the ranking of candidates from highest to lowest as determined by the centre assessor(s). It is especially helpful when marking and moderating across multiple endorsements.

Instructions:

Please complete **one form per unit**, enter all candidates according to their mark in descending order, with the highest marked candidate at the top and lowest at the bottom. Highlight candidates to be sampled according to the asterisks on the OPTEMs form.

If you teach more than one endorsement, please integrate them on this form into a single order of merit. This allows direct comparison of similar marks across endorsements (e.g. a mark of 68 in any endorsement will display similar visual and written characteristics against the assessment criteria) and helps to ensure that effective internal standardisation has taken place. You may also like to colour code the endorsements.

Please provide a copy of your completed form for each unit to the moderator to aid in the moderation visit.

Centre Name		Centre No.		Unit No.	
Endorsement (i.e. FA, PY, TE)	Candidate No.	Candidate Name	Centre mark	Moderator Mark (for moderator use only)	Notes

Appendix F – Edexcel Contact List

Customer Services for Teachers	Email: TeachingArtandDesign@pearson.com Tel: 0844 576 0032
Customer Services for Exams Officers	Tel: 0844 463 2535
Moderator allocation team	Email: artvisitingdeployment@pearson.com
Assessment Team Zakir Santally - Qualification Delivery and Award Manager Stephen Asiamah – Subject Leader Atique Akhtar – Subject Leader Emily Moore - Subject Co-ordinator	E-mail: Creative.Arts@pearson.com
Exams Officers (for entry queries)	Email: examsofficers@pearson.com
Special Requirements Department (for special considerations queries)	Webpage: www.edexcel.com/special-considerations Email: specons.online@pearson.com uk.special.requirements@pearson.com
Pearson/Edexcel One90 High Holborn London WC1V 7BH www.edexcel.com	