GCE Physical Education

Advanced Subsidiary (8PE01)

Advanced (9PE01)

Instructions and administrative guidance for the assessment of internally assessed units

Summer 2018

Issue 1: November 2017

Please read the information in this guidance document in conjunction with the latest issue of the specification and the Internal Assessment Guide. Students must be entered against the right entry code to ensure the correct allocation of a moderator.

Content

Contacts

Physical Education and Sport Subject Advisor
This Subject Advisor service has been designed to support our PE and sport qualifications.

To speak to a member of the Subject Advisor team for PE and Sport about a subject specific query, please call 0844 576 0036 or from outside the UK: +44 (0) 20 7010 2188. Or email TeachingPEandSport@pearson.com

Physical Education and Sport Subject Advisor subject page
http://qualifications.pearson.com/en/subjects/physical-education-and-sport.html

General customer service queries
For queries such as entry processes, using Edexcel Online etc, please contact 0844 463 2535.

GCE Physical Education subject page
http://qualifications.pearson.com/en/qualifications/edexcel-a-levels/physical-education-2008.html. It is advisable for centres to bookmark this page, and review the notices online.

Key dates

Deadline	Event	Information
20/12/17	Estimated entries.	This is not compulsory, however so that Pearson can allocate a moderator to centres prior to 21/02/18 please make estimated entries. Guidance can be found here.
31/01/18	Submission of application for consortium arrangements for centre assessed coursework.	Centres assessed as part of a consortium, whereby final results of moderation will apply to all students/centres in the consortium. Guidance can be found here.
21/02/18	Final entry for assessment in summer 2018.	Final entries must be made by the deadline shown. After this date late entry/amendment fees will be charged. Centres must make sure they enter against the correct option 1V for visit or 1E for e-portfolio submitted postally.
28/02/18	Cluster visit (1V) dates confirmed.	All centres entering for option 1V (international and UK) must agree and confirm a visit date with the Lead Moderator.
28/02/18	E-portfolio (1E) confirmation date.	All centres entering for option 1E (international and UK) must advise their allocated moderator.
10 days **before** 1V cluster visit takes place	Submission of completed paperwork to Lead moderator – 6PE02 1V and 6PE04 1V.	FASAMs and FAAMS with final assessment marks must be received by the Lead moderator at least 10 day before to the cluster visit.
01/03/18	Start of moderation window.	Start of moderation window for GCE Physical Education Unit 2 (6PE02 1V/E) and Unit 4 (6PE04 1V/E).
No later than 7 days **after** cluster visit takes place	**Where it is obvious evidence is missing.**	Affected 1V centres will have been notified. Submit missing evidence to Lead Moderator.

Deadline	Event	Information
05/05/18	Last date for 1V cluster moderation to take place – 6PE02 1V and 6PE04 1V.	This will ensure centres meet the 15th May deadline to submit their OPTEMS/EDI information to Pearson.
15/05/18	Deadline to submit coursework sample for 6PE02 1E and 6PE04 1E.	Last date for moderator to receive sample and associated paperwork – CRAF, OPTEMs/EDI printout for Unit 2 (6PE02 1E) and Unit 4 (6PE04 1E).
15/05/18	Deadline to submit coursework sample for 6PE02 1B and 6PE04 1B.	Last day for moderator to receive sample and associated paperwork – CRAF, OPTEMs/EDI printout for Unit 2 (6PE02 1B) and Unit 4 (6PE04 1B).
29/05/18	**Where it is obvious evidence is missing.**	Affected 1B/1E centres will have been notified. Submit missing evidence to allocated moderator
7 days after the last written exam in the series	Special consideration applications.	Deadline to apply to the special consideration team. Guidance can be found here.
16/08/18	GCE Results day.	Release of results to students (results available to centres from 15/08/18). Written report on the moderation process available to download from Edexcel Online.
20/09/18	Last opportunity to submit Reviews of Moderation/Marking (EARs) for 6PE02 1B and 6PE04 1B.	Last date for receipt by Pearson of Reviews of Moderation/Marking applications. Please note Reviews of Moderation/Marking are **not** available for 6PE02 1V/1E and 6PE04 1V/1E.
November 2018	Return of materials to centres.	Retained work will be returned to centres. Materials kept for the purposes of awarding or training will not be returned.

General Information

This document provides information about the assessment and moderation of tasks within GCE Physical Education AS unit 2: The Critical Sports Performer (6PE02) and A2 unit 4: The Developing Sports Performer (6PE04).

All processes described are in accordance with the Code of Practice. All staff involved in the teaching and assessment of students must review the instructions and advice given within this document and:

- GCE Physical Education Specification - issue 6 version 2 (identified as issue 6 on the Pearson website)
- Internal Assessment Guide (January 2009)

These documents can be downloaded from the GCE Physical Education subject page here.

The purpose of moderation and role of the moderator

The moderator will ensure the standard of marking within a centre is in line with the standard set by Pearson. This is achieved via moderation, where a sample of marking is reviewed, during cluster centre visits (option 1V) or via postal e-portfolio submission option (1E/1B). Where necessary an adjustment will be applied to bring marking in line with the set standard. Please note any adjustment will affect the entire cohort and not just those students seen during the moderation process. At the end of this process centres will receive written feedback via a moderator report (E9).

Moderators cannot assume the role of an advisory teacher, INSET trainer or inspector. They can offer guidance in the administration of the internal assessment, however if a centre needs additional support they should contact Pearson.

Approved Activities

Please see the Internal Assessment Guide (page 51-53).

For activities listed, but have no subject specific criteria, centres should use the generic criteria.

Centre must contact Pearson for approval to offer activities not listed within the internal assessment guide. For guidance about this process please visit here.

Allocation of moderators to a centre

Moderators will not be allocated to any centres until they have successfully passed the standardisation process. Moderators will contact with their allocated centres by the end of February.

Mark adjustments

For all components Pearson will impose the adjustment for 6PE02 1V/1E/1B and 6PE04 1V/1E/1B. This will apply to all students within the cohort.

If at least one student's mark is outside the designated allowable difference then adjustment is considered.

If the 'adjusted' marks for all students lie within the given range when compared to the centre marks, we accept centre marks. If the adjusted marks lie outside the given range when compared to centre marks an adjustment will take place.

Unit requirements

Unit 2: The Critical Sports Performer (6PE02)
There are four tasks. The total mark for each task is added up together to give a final unit mark out of /90.

Unit 4: The Developing Sports Performer (6PE04)
There are four tasks. The total mark for each task is added up together to give a final unit mark out of /90.

The grid below summarises the unit, task and moderation requirements. For more information please refer to the current issue of the specification.

GCE Physical Education – Advanced Subsidiary (AS)		
Unit 2: 6PE02 1V/1E	Task 2.1	**Personal Performance** • Two performances from a choice of three roles (player/participant, leader and official). • A log or diary covering a minimum of 8 weeks for each performance. • Evidence of full participation in a minimum of three formal organised performances. • For Leader/Official evidence Health and Safety, and safeguarding of children has been considered in relation to their chosen role. • For Leaders a plan of their activity has been submitted to the moderator. • Each performance marked out of /15 to give total out of /30.
	Task 2.2	**Local Study** • Independent research into local provision (access, opportunities, funding and resources) for one physical activity in the roles of player/participant, leader and official. • 1000 word limit for task. Case studies can be included (in a text box/table) but the student's own writing/words will count towards the word count. • Critical Analysis can be a stand-alone paragraph or comments made throughout the text. • Students can use diagrams, charts, tables, photographs to illustrate their answers. • This task is marked out of /15.
	Task 2.3	**National Study** • Independent research into national provision at elite levels. • Based on at least one of the students chosen roles. • 1000 word limit for task. Case studies can be included (in a text box/table) but the student's own writing/words will count towards the word count. • Critical Analysis can be a stand-alone paragraph or comments made throughout the text. • Students can use diagrams, charts, tables, photographs to illustrate their answers. • This task is marked out of /15.
Moderation options 1V and 1E Tasks 2.1, 2.2 and 2.3 (along with 4.1 and 4.3) can be moderated in two ways: 1. During cluster centre visit (1V) 2. Submission of e-portfolio materials posted to moderator (1E).		

	•	The centre must pick the most appropriate option - 1V or 1E, and this method will be used to moderate **all** tasks. Centres cannot mix entry options.
	•	The moderator who moderates tasks for options 1V and 1E may be different to the moderator who moderates tasks for option 1B.
Unit 2: 6PE02 1B	Task 2.4	**Performance Analysis** • Based on task 2.1 on either performance. • Five parts – technical analysis, tactical analysis, notational exercises, training analysis, strength and weaknesses analysis. • Task in marked out of /30.

Moderation option 1B
- Task 2.4 (along with 4.2 and 4.4) is only assessed via e-portfolio materials posted to the moderator.
- The moderator who moderates tasks for option 1B may be different to the moderator who moderates tasks for 1V or 1E.

GCE Physical Education – Advanced (A2)		
Unit 4: 6PE04 1V/1E	Task 4.1	**Development Plan** • Students must plan, research, perform, record, review and evaluate a development plan for one of the roles taken for task 2.1 (Personal performance) over at least an 8 week period. • There are three parts to the plan – component 1: planning and researching, component 2: performing and recording and component 3: review and evaluation. • Each component is marked against a specific assessment grid to ascertain a final mark. The total of the three marks is then reviewed against the holistic grid for 4.1 to confirm the final mark. • Task is marked out of /45.
	Task 4.3	**Progressive Participation** • One performance in one role (player/participant, leader and official) in one physical activity. • A log or diary covering a minimum of 8 weeks for each performance. • Evidence of full participation in a minimum of three formal organised performances at an appropriate level to the student. • For Leader/Official evidence Health and Safety, and safeguarding of children has been considered in relation to their chosen role. • For Leaders a plan of their activity has been submitted to the moderator. • Task is marked out of /20.

Moderation options 1V and 1E
Tasks 4.1 and 4.3 (along with 2.1, 2.2 and 2.3) can be moderated in two ways:

1. During cluster centre visit (1V).
2. Submission of e-portfolio materials posted to moderator (1E).
- The centre must pick the most appropriate option - 1V or 1E, and this method will be used to moderate **all** tasks. Centres cannot mix entry options.
- The moderator who moderates tasks for options 1V and 1E may be different to the moderator who moderates tasks for option 1B.

Unit 4: 6PE04 1B	Task 4.2	**International Study** • Based on a different nation to that studied for tasks 2.2 and 2.3. • One role from performer, leader or official studied in another country. • 1000 word limit for task. Case studies can be included (in a text box/table) but the student's own writing/words will count towards the word count.

		• Critical Analysis can be a stand-alone paragraph or comments made throughout the text. • Students can use diagrams, charts, tables, photographs to illustrate their answers. • This task is marked out of /15.
	Task 4.4	**Life Plan** • Based on one role from performer, leader or official. • Independent research demonstrated by a written life plan that documents their opportunity for participation across different age stages – school, college, university, club, veterans and future role. • There is no word limit for this task, but students should consider the task is marked out of /10 and use this as a guide to determine the length of the life plan.

Moderation option 1B
- Tasks 4.2 and 4.4 (along with 2.4) is only assessed via e-portfolio materials posted to the moderator.
- The moderator who moderates tasks for option 1B will be different to the moderator who moderates tasks for 1V or 1E.

The below chart indicates the assessment method available for each unit and associated tasks.

Centre visit (1V)	Tasks	Information
6PE02 1V	2.1, 2.2, 2.3	The submitted tasks can be either hardcopy or electronic on CD/DVD/USB. This will be moderated by the allocated moderator during the centre visit.
6PE04 1V	4.1, 4.3	

Postal (1E)	Tasks	Information
6PE02 1E	2.1, 2.2, 2.3	The submitted tasks can be either hardcopy or electronic on CD/DVD/USB. This will be moderated postally by the allocated moderator.
6PE04 1E	4.1, 4.3	

Postal (1B)	Tasks	Information
6PE02 1B	2.4	The submitted tasks can be either hardcopy or electronic on CD/DVD/USB. This will be moderated postally by the allocated moderator.
6PE04 1B	4.2, 4.4	

It is not possible to mix and match the method of assessment i.e. AS entered against 6PE02 1V and A2 entered against 6PE04 1E, or some students entered for 6PE02 1V whilst others are entered for 6PE02 1E.

The only options available are:

6PE02 1V & 6PE04 1V **and** 6PE02 1B & 6PE04 1B (centre visit and postal moderation), **or**
6PE02 1E & 6PE04 1E **and** 6PE02 1B & 6PE04 1B (postal moderation for everything)

Please enter students against the correct code. Any mistakes may delay the moderation of student work.

OPTEMs
There is a separate OPTEM sheet for each option. Centres should receive four OPTEMs if they have entries for both AS (6PE02 1V or 1E, and 6PE02 1B) and A2 (6PE04 1V or 1E, and 6PE04 1B), or two if they have entries for either AS or A2. OPTEMS will be sent to centres by April. Please contact customer services if you have not received your OPTEMs by April.

Format of tasks

Students can use any word processing programme e.g. Microsoft Word, or any presentation programme e.g. Microsoft PowerPoint. Where possible please also include page numbers.

Word count
Where a task has a word count:

- Case studies can be included (in a text box/table) but the student's own writing/words will count towards the word count.
- Once 1000 words has been exceeded the teacher assessor should stop marking. Work beyond 1000 words cannot be credited with marks.
- On each page a continuous word count must be shown.

Footnotes, titles, sub-titles, appendices...
Title, sub-titles, appendices, bibliographies, work used to illustrate points or as examples (graphs, tables, case studies etc) sourced from e.g. a book (and not produced by the student) **are not** included within the word count. However, it is good practice that this additional material is contextualised and referred to by the student. If it is clear these exceptions are being exploited to circumvent the word count, the teacher and/or moderator will include these as part of the word count and stop assessing at the relevant point once 1000 words has been reached.

Footnotes, are considered to be the same as appendices i.e. they are provided to demonstrate depth of research and knowledge. They should not form part of the answer/task directly and/or be used to circumvent the word limit. It is anticipated that they will be used sparingly. If it is clear footnotes are being exploited to circumvent the word count, the teacher and/or moderator will include these as part of the word count and stop assessing at the relevant point once 1000 words has been reached.

Anything written in the student's own words, e.g. in or out of a text box, in brackets etc, **are** included within the word count. The teacher and/or moderator will stop assessing at the relevant point once 1000 words has been reached.

PowerPoint to present evidence to an audience

Unless a student is going to present their evidence to an audience, they should use a word processing programme to submit evidence.

In order to assess students, the following guidelines are listed below:

- Centres should visually record all students' presentations, and submit copies of these with the presentation for the purposes of moderation.
- The presentation and recording must be submitted together. There is no limit to the number of slides that can be presented, however where the word count is stipulated local and national tasks at 1,000 words, the teach assessor should stop marking.
- Photographs and video footage may be included within the presentation.
- Students are free to include additional verbal comment providing they are not reading directly from note sheets, scripts or handouts. This will allow an opportunity for students to demonstrate the depth of their acquired and learned knowledge and understanding over and above that which is evident if they only 'read out' their presentation slides.

- Centres should record their students' presentations in a format which can be played on the following systems: Windows Media Player, VLC media Player, QuickTime.

Compiling evidence

General

Centres should keep copies of all materials that are submitted for moderation purposes.

Students should only submit evidence that is relevant to the specific aims of the task. For example, video footage which is not clear or does not have a clear context for use should not be submitted.

All students and centre representatives must sign the Coursework Record and Authentication Form (CRAF) for each unit to authenticate that the work produced is the students' own work. A CRAF is required for 1V, 1E and 1B options.

Guidance regarding practical activities Tasks 2.1 and 4.3

- Practical assessment can be in the form of a live performance or recording provided on CD/DVD/USB e.g. off-site activities.
- The final marks for the performance should be shown on the CRAFs for 1V and 1E, and match the supplied FASAMs/FAAMs for 1V students.
- There should be a minimum of four activities for AS unit assessments (6PE02) and a minimum of two activities for A2 students (6PE04). This can be a mixture of live performances seen on the day or recordings captured on CD/DVD/USB.

Compulsory Evidence

- A log or diary, covering a minimum of 8 weeks for each performance.
- Evidence of full participation in a minimum of three formal organised performances.
- For the role of Leader/Official evidence Health and Safety, and safeguarding of children has been considered in relation to their chosen role.
- For Leaders a plan of their activity session has been submitted to the moderator.

Supplementary Evidence

- Video evidence of practical activity.
- Photographic evidence.
- Witness statements.

Centres are responsible for submitting evidence that enables the moderator to be secure in their judgements as to the quality of the performance. Students cannot be penalised for not submitting supplementary evidence.

Witness statements

These are not are **not compulsory evidence;** however it is good practice to provide these. A template is available in the GCE PE 2008 specification website.

Health and Safety Risk Assessment (child protection issues)

This is not explicitly referenced as a requirement within the specification. However, it is implicit within the assessment criteria for Leader and Official, therefore the quality of the submission should be considered when moderating the tasks in line with the current assessment criteria. There is no reference to Health and Safety risk assessment (child protection issues) for player/performer explicitly or implicitly within the specification.

Leaders

Students should keep a detailed log of each session and have it signed by a witness, i.e. coach, club manager, etc. It is good practice to have a session plan for each session taken as part of the evidence and will be submitted as part of the portfolio e.g. the choreographer of a dance routine must provide the routine.

Leaders will be expected to demonstrate the following:

- Applied knowledge and understanding — using what they know about a sport or activity to influence or change both the physical and psychological behaviour of others.
- Proficiency in communicating — a measure of how effective they are at making others understand thoughts, ideas and decisions.
- Organisational abilities — a measure of ability in managing others and/or completing a task.
- Motivational skills — the ability to use methods and strategies to inspire others to produce or give their best.
- A working knowledge of health and safety issues and matters of child protection.
- To be able to evaluate the success of the session both from the participant's point of view and their own as leader (qualities e.g. communication, organisation, motivation).

Leadership roles include trainer, coach, sports video analyst or managing an event such as an athletics competition or a house match programme.

Officials

Students will be required to actively officiate at a formal physical activity event and demonstrate the following:

- Extensive knowledge and understanding — a measure of knowledge and its application in their selected role.
- Authority — how well they apply and use the responsibilities and expectations of themselves and others and control both the event, or physical activity, as well as the participants.
- Communication — a measure of their ability to make their thoughts and actions understood.
- Positioning — the ability to be in the right place at the right time to officiate.
- Signalling — a measure of non-verbal communication.
- Pre–and post-officiating protocols (the ability to structure the environment to facilitate the successful commencement of a physical activity).
- An understanding of performance demands — it is essential to understand the expectation and pressures facing the participant(s) in a physical activity.
- A working knowledge of health and safety issues and matters of child protection.
- Students should keep a detailed log of each session and have it signed by a witness, i.e. coach, club manager, etc.
- Evidence of being observed throughout the 8 weeks on 3 separate occasions by an 'other', could be peer or those with expertise.
- Official roles include a formal referee or umpire, judge or other individual who is directly involved in decision-making. Roles such as those of 'recorders of fact', for example timekeepers or scorers are not suitable for assessment.

What is e-portfolio?

Rather than submitting evidence as hardcopy print outs, students compile and submit evidence electronically on CD/DVD/USB.
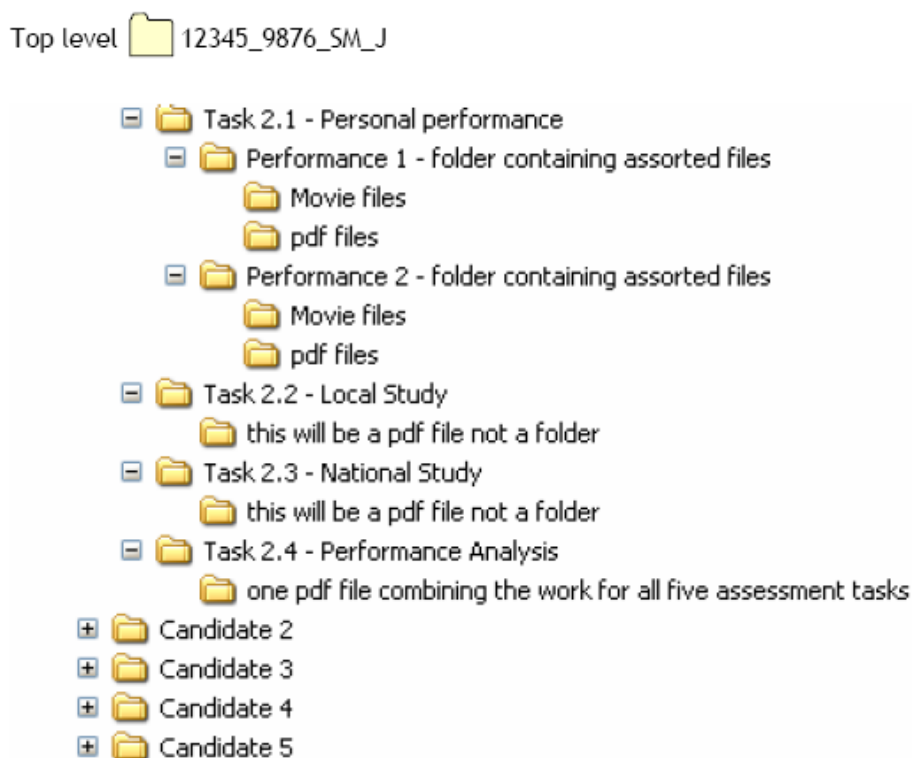
Materials submitted via e-portfolio must be organised in the following manner:

A separate folder on the top-most level of the folder tree should be used for each of the sample student's work. Each folder should be named according to the following naming convention:

[centre #]_[student #]_[first two letters of surname]_[first letter of first name]

For example, John Smith with student number 9876 at centre 12345 would have work in a folder titled, '12345_9876_SM_J'

Disk Name: **Unit 2: The Critical Sports Performer**

Top level ☐ 12345_9876_SM_J

- Task 2.1 - Personal performance
  - Performance 1 - folder containing assorted files
    - Movie files
    - pdf files
  - Performance 2 - folder containing assorted files
    - Movie files
    - pdf files
- Task 2.2 - Local Study
  - this will be a pdf file not a folder
- Task 2.3 - National Study
  - this will be a pdf file not a folder
- Task 2.4 - Performance Analysis
  - one pdf file combining the work for all five assessment tasks
- Candidate 2
- Candidate 3
- Candidate 4
- Candidate 5

Please refer to the Internal Assessment Guide (appendix 5) for further information. Centres must ensure the following:

- Student's folders are clearly labelled.
- Students have submitted the required compulsory evidence, and where necessary supplementary evidence.
- If Mpeg/video clips are provided the student can be clearly identified, and these clips can be played using Windows Media Player, VLC media Player, QuickTime.
- Files must not be zipped on the CD/DVD/USB. The moderator should be able to access all files and folders directly from the CD/DVD/USB without unzipping or altering the file or folder structure in any way.

Filming performances for E-portfolio submission or offsite activities

The centre decides when and where formal assessment takes, and it's their responsibility to provide a suitable environment to help students perform to the best of their abilities. Please note, if recording takes place the centre should confirm that filming can take place at the venue.

Students must be easily identified, using bibs numbered/lettered front and back or different coloured shirts, as they are performing. For swimming, numbers on hats is recommended. Students must introduce themselves to the camera at the beginning of each activity.

Recorded evidence should be viewable via VLC media player, QuickTime or Media Player. If students or centres use bespoke systems to record evidence if the moderator cannot access it, the evidence cannot be considered.

Specialised centres like, referral centres or centres working with students in detention centres must make the necessary arrangements with the facilities. The evidence requirements for students in special centres or detention centres are same as all other candidates.

Guidelines for Filming

Please remember moderation can only be based on what is seen.

Make use of Wide Angle (w/a), Medium (m/s) and Close Up (c/u) shots.

- A wide-angle shot will give an overall perspective – use sparingly.
- A medium shot is useful for showing a candidate's stance, ready position or posture.
- Close ups help with identification and also to demonstrate techniques, e.g. the grip.

Marking tasks

General information
Evidence can be marked at any point during the course. However, the mark submitted to the moderator for each task via the FASAM/FAAMs and/or CRAFs before moderation must be the final mark. This must also be the same mark shown on the OPTEMS/Edexcel Online.

Checklists to aid marking
Helpful checklists have been created to aid the assessment of tasks. They list the evidence that can be submitted, and can be downloaded from the GCE PE subject page under 'assessment materials'. Examples are shown in the appendix. Please note the inclusion of every point on the checklist does not mean the student will be rewarded with maximum marks. The quality of the submission must be assessed against the task requirement and assessment criteria; this will determine the final mark.

Internal standardisation
It is the centre's responsibility to ensure that where more than one teacher-assessor has marked the tasks in a centre, effective internal standardisation has taken place across all teaching groups. This procedure ensures that the work of all the students at the centre is marked to the same standard.

It may not be possible for moderation to take place if effective internal standardisation has not taken place. If the moderator suspects that internal standardisation has not been carried out, the centre will be required to remark all the students work and carry out internal standardisation, in the case of cluster centre visits another moderation visit will then be re-scheduled at the centre's expense.

Assessment of 'off-site' sports or physical activities

These are activities that take place outside of the school or college environment. Evidence is still required for these activities.

When a student undertakes an activity that is beyond the expertise of the teacher, the teacher should work with the recognised instructors, sport leaders, referees, supervisors or trainers responsible for the student's development, to determine the final mark to be awarded.

It is good practice for students to provide witness statements for off-site activities, either using the template provided by Pearson or similar from the centre.

Resit students

Re-sit students will be treated in the same manner as those being assessed for the first time.

Re-sit students must be entered for all components associated with that unit. For example, if a student wishes to re-sit task 2.4 which is associated with option 1B, they would need to be entered for both option 1B and 1V/1E. The outcome for each component is combined to give the overall unit result.

Students who *do not* want to rework a task
The task(s) can be re-submitted without any amendments, but the teacher assessor must mark the task(s) in line with the assessment criteria and any feedback that has been given via the moderator report. Regarding tasks 2.1 and 4.3, it may be in the student's best interest if their performance was reviewed, in case there has been a change in the quality of performance. The mark for each task must be submitted via the FASAMs/FAAMs/CRAFs.

Centre's who have entered for option 1V; the student may still be required to perform on the day of the cluster moderation visit. For all other tasks, these may be requested as part of a sample selected by Pearson. Therefore, the centre must ensure the student and all their work i.e. unit 2 and/or unit 4, is available for moderation purposes.

Students who *do* want to rework a task
They can either rework the previously submitted materials and/or include new materials e.g. missing compulsory/supplementary evidence, or they can complete an entirely new task for submission. The teacher assessor must assess the task(s) in line with the assessment criteria and any feedback via the moderator report, and award marks accordingly. The mark for each task must be submitted via the FASAMs/FAAMs/CRAFs.

Students re-submitting performance logs for tasks 2.1 and 4.3 must ensure that the compulsory evidence and any supporting supplementary evidence is appropriate to confirm the marks awarded by the centre assessor in the current year of the examination. Students submitting evidence for task 4.3 may also use this evidence to support the mark awarded for one of the two performance roles required for task 2.1. Students can change roles and activities from unit 2 to unit 4 with the appropriate performance logs.

Centre's who have entered for option 1V the student may still be required to perform on the day of the cluster moderation visit. For all other tasks, these may be requested as part of a sample selected by Pearson. Therefore, the centre must ensure the student and all their work i.e. unit 2 and/or unit 4, is available for moderation purposes.

General information for all tasks
Once the marks for all tasks (those being carried forward and those being reworked) have been finalised and transferred onto the FASAMs/FAAMs/CRAFs, the total mark for the unit (2.1, 2.2, 2.3 - 6PE02 1V/1E; 2.4 - 6PE02 1B; 4.1 4.3 - 6PE04 1V/1E, and 4.2, 4.4 - 6PE04 1B **must** be recorded on the OPTEMS or via EDI and submitted to Pearson as normal.

Special consideration

For guidance about how to apply for special consideration please visit here or email the Special Requirements team at uk.special.requirements@pearson.com

Students will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Pearson. Please therefore ensure that full details of dates when the student was suffering from the illness, injury or indisposition are given along with any appropriate supporting evidence.

If an application for special consideration is accepted, Pearson will review the student'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.

Lost/damaged coursework
If any work is lost, damaged or stolen please complete the appropriate Lost Coursework form which is available from the JCQ website here and return it to the Special Requirements team.

Forms submitted for work lost due to student or centre negligence will not be considered.

Malpractice
Each student must sign the authentication statement on the CRAF 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 should also sign this form to confirm that the work is the student's own.

Any malpractice discovered by a centre after the signing of the CRAF by the centre must be reported to Pearson at the earliest opportunity.

Pearson's Safeguarding Children Policy

This ensures reasonable steps are taken to reduce, or prevent, the opportunities whereby harm, whether real or potential may occur to a child or vulnerable adult. Pearson staff or representatives of Pearson may never be placed in a situation whereby they are on their own in a one to one situation with a child or vulnerable adult. Centres are required to ensure a responsible adult is available to act as a chaperone at all times. During the centre visit, there is no cause for a moderator to be left unsupervised with children or vulnerable adults. In all instances, Pearson would expect that the host centres have adequate procedures for signing visitors in and out of the building and that appropriate supervision is carried out as and where necessary. For additional information please refer to the fully policy here or contact customer services.

Moderation procedure for 6PE02 and 6PE04 1V

UK based centres
Centres will be allocated to a cluster (a group of local centres) for a full day moderation to take place at a host venue. This form of moderation is called 'cluster moderation'. A sample of students from each centre in the cluster will be moderated across all submitted tasks.

Moderation visits will take place between 1st March and 5th May 2018. Centres assessed earlier in the moderation window are not able to rework tasks and resubmit them for re-moderation.

If a centre does not wish to be moderated via a centre visit, the entry must be changed to option 1E (postal moderation). Details about amending the entry option can be found in the information manual or here, however please note late entry/amendment fees may apply.

Two moderators – a Lead Moderator and a 2nd Moderator (unless the cluster is small in entry then only a Lead Moderator will be allocated) will participate in the moderation process. During the centre visit both the Lead moderator and the 2nd moderator will moderate student's work.

Both moderators are trained to the same standard; however, the Lead moderator will organise the administration associated with the centre visit.

Centres will be contacted by 28th February, unless they are new to Pearson in which case they will be contacted soon after entries are made in February.

The Lead Moderator will act as the point of contact for a centre and all correspondence and paperwork should be directed to them. During initial contact with the Lead moderator, an **Initial Contact Questionnaire** (see the appendix for an example of this form) must be completed by the centre, and returned by the date specified by the Lead moderator. The information provided will allow the Lead moderator to organise the cluster moderation day.

If a centre is chosen/volunteers to host the cluster moderation, the Lead moderator will discuss the arrangement for the activities that will be moderated, provision of office space to review materials in private, and also a timetable of the day. It is important the Lead and 2nd moderator are given access to an office with access to electrical outlets, television, and CD/DVD recorder. This access should be solely for their use, and they must not be disturbed by other members of teaching staff or students.

Once the date and schedule has been confirmed, the centres in a cluster will receive a centre visit notification letter.

After final entries are made in February, Pearson will issue OPTEMs for each unit entry option i.e. one set of OPTEMs for:

- 6PE02 1V
- 6PE04 1V

Or provide access to Edexcel Online for final assessment marks to be submitted.

At least 10 days prior to the cluster moderation day, centres must enter students' final assessment marks on the **Final Advanced Subsidiary level Assessment Mark Sheet** (FASAMS) for unit 2, and/or **Final Advanced level Mark Sheet** (FAAMS) for unit 4 and forward a copy to the Lead Moderator.

From the information provided, the Lead moderator will select a sample of students that will be seen for 2.1 and 4.3 and will communicate with centres to inform them which students will be required for on the moderation date. These students must be made available on the day of the cluster moderation. Students performing in the role of 'leader', must bring a copy of their plan of activity for the moderator, and also be made aware they may be working with students from other centres. However, if it is possible to bring the usual group the leader works with to the cluster event this preferable.

If a student being moderated is not available due to illness or other exam commitments, they must be replaced with a student of a similar ability. For tasks 2.2, 2.3 and 4.1 all tasks for all students in the cohort must be available at the host centre on the day of the cluster moderation. This will enable the moderator to choose their sample for moderation.

Failure to release students or make tasks available for cluster moderation without an adequate reason will be reported by the Lead Moderator to Pearson's Malpractice and Compliance department for investigation.

Students should bring work to occupy themselves when they are not performing. They should also bring some food in case there is no provision for lunch.

During the moderation visit, tasks for 2.2, 2.3 and 4.1 can be submitted as hardcopy or on CD/DVD/USB.

During the cluster moderation day, the Lead Moderator and 2nd Moderator will moderate the marks given to all tasks. The moderation is based on the available materials and performance on the day. **It is the centre's responsibility prior submitting final marks on the FASAMs/FAAMs to ensure that the mark given can be justified by the evidence present at the time of moderation and in relation to the specification and assessment criteria. The moderator's decision about the centre's assessment standard will be based on the evidence available on the day.**

Missing evidence
Where it is obvious that evidence has mistakenly been omitted, unless the centre is able to provide the work on the day of the visit, the moderator will give the centre this must be posted and or emailed to the Lead Moderator within 7 days of cluster moderation day. The Lead Moderator will take the affected tasks so that they can be reviewed alongside the missing materials. The Lead Moderator will also alert Pearson, therefore other departments within Pearson may contact centres for missing materials if material is not supplied within the deadline stated.

Centres with large entries
Centres with large entries may be moderated separately – single centre visit. The Lead Moderator will confirm this with you.

Verbal debrief
At the end of the cluster moderation day, each centre within the cluster will separately be given verbal information about:

- Adherence to the standard of marking for each task.
- Consistency of marking between activities/tasks.
- Overall adherence to standard for unit 2 and/or unit 4.

The information will not make reference to:

- The performance of individual students.
- Specific numerical mark changes that will be made by Pearson.
- Issues not related to the process of moderation.

The debrief is not an opportunity for adhoc INSET or issues related to centres outside the moderation process.

Centres marking in line with the national standard for all tasks
Within 10 days of the cluster moderation day, the final marks on the FAAM/FASAM spreadsheet should be transferred to the OPTEMs/EDI/Edexcel Online, and submitted to Pearson. Copies of the CRAFs for 6PE02 and 6PE04, along with the 2nd copy of the OPTEMs or print out from EDI/Edexcel Online should be sent to the Lead Moderator.

Centres marking not in line with the national standard for some or all tasks
Students cannot perform again to increase their marks, nor can they revisit the coursework to create missing evidence. Centres should not adjust any final marks. Pearson will do this.

Within 10 days of the cluster moderation visit, all centres must transfer the marks on the FAAMS/FASAMS spreadsheet to the relevant OPTEMs/EDI/Edexcel Online, and submitted to Pearson. The CRAFs for 6PE02 and 6PE04 should be sent to the Lead Moderator, along with the 2nd copy of the OPTEMs or print out from EDI/Edexcel Online.

Detailed guidance about how to complete the OPTEMs form or use Edexcel Online can be found on page 21.

Where it is obvious that the centre has forgotten to bring evidence for students to the cluster visit, they will be given 7 days to submit this evidence to the Lead Moderator. The Lead Moderator will make this decision on a case by case basis. This is not an opportunity to allow students to create evidence to improve their marks, merely an opportunity to submit evidence that already exist, and mistakenly was not brought to the cluster event.

Once received this additional material will be reviewed alongside the coursework sample, and a decision will be made by the Lead Moderator if this additional evidence confirms the centres original marking. If it does, the original marks will stand. If it does not, the centre marks may be adjusted according to guidance given on page 6.

Please note if the missing material is not supplied within 7 working days, the Lead Moderator will assume the material is not available and the original moderator's decision will stand.

If there is any delay submitting the evidence, the centre representative must alert the Lead Moderator.

International centres
International centres can choose between cluster assessment or single centre assessment, for both methods there are costs in addition to the entry fee. For more information about the cost visit here.

The process for moderation is the same as UK based centres, except there will just be the Lead Moderator managing the process.

After the cluster visit
Within 10 days of the cluster moderation day the following paperwork must be posted to the Lead moderator:

- Unit 2: 6PE02 CRAFs.
- Unit 4: 6PE04 CRAFs.
- Completed 2nd copy of OPTEMS posted to Pearson or copy of Edexcel Online printout of marks submitted online.

If OPTEMs are not available, and there is no access to submit marks via Edexcel Online, please notify the Lead Moderator, and ensure that all paperwork is submitted as soon as OPTEMs are received within the centre.

The Lead Moderator will write a moderator report, which will confirm the discussion that took place during the cluster visit. This report will be available to download from Edexcel Online from the release of results in August.

Moderation procedure for 6PE02 and 6PE04 1B and 1E

The process for options 1B and 1E is the same. The tasks are marked by the centre, final marks are submitted to Pearson, and a sample of the tasks are posted to the allocated moderator.

Please note the moderator for 1B may not be the same moderator for 1E. Centres must refer to the OPTEMs or Edexcel Online for the details, and send the tasks to the appropriate person.

After final entries have been submitted by the specified deadline, Pearson will issue OPTEMs / allow access to EDI/Edexcel Online for final assessment marks to be submitted by 15 May. There will be a set of OPTEMs for each unit entry option i.e. one set of OPTEMs for:

- 6PE02 1E.
- 6PE04 1E.
- 6PE02 1B.
- 6PE04 1B.

The total mark for the tasks associated with the relevant entry code must be copied onto the OPTEMs or submitted via EDI/Edexcel Online.

If a moderator finds an error in the submission of centre marks, the centre will be contacted by the moderator. The centre must then contact Pearson as soon as possible to resolve any changes in marks. Failure to do so may affect the moderation of the sample.

Selecting the sample
Student required by the moderator are indicated by an asterisk (*) on the OPTEMS / a tick on Edexcel Online. Centres must also send the work of the student with the highest mark within the centre for the unit, and of the student with the lowest mark for the unit, if not already included in the sample.

The sample can be submitted as hardcopy or via CD/DVD/USB.

It is the centre's responsibility to ensure all evidence contributing and justifying the final assessment mark are received by the 15 May. Please note posting the required sample on or after the 15 May could result in a delay issuing students results in August.

If the centre's marking is in line with the national standard the centres final assessment marks will be accepted. If the centre's marking is not in line with the national standard the submitted marks will be adjusted, and this adjustment will apply to the entire cohort.

The moderator will contact the centre if it is obvious that evidence is missing e.g. compulsory evidence. The centre then has 7 days to post and/or email this evidence. Failure to submit the missing evidence, once notified by the moderator and/or Pearson will result in an adjustment being applied to the final assessment mark. This in turn could lead to an adjustment being applied to all students entered for the unit.

The centre is reminded as several tasks contribute to the final unit mark it is important that internal standardisation has taken place between different marking groups and across all tasks.

Verbal feedback is not given to centres entered for option 1B and 1E.

The moderator will write a moderator report, available to download from Edexcel Online from the release of results in August.

Mark Submission

OPTEMS
OPTEMS will be pre-printed on three-part stationery with the unit code, centre details and student names in student number order. Where a centre has entered for more than one unit, they will receive a separate set of OPTEMS for each unit within each specification title.

Please note OPTEMS will only be issued to centres once entries have been made. Arranging of the moderation date with the moderator is not the same as making entries. Please refer to the Information Manual for the process that should be followed.

Before completing the OPTEMS please check the unit code and centre details to ensure that the correct sheet is being completed.

All students entered by the deadline date will be listed on the OPTEMS. Students are listed according to the latest entry information received from a centre at the time of printing. Additional students should not be added to the form without first receiving confirmation from Pearson. If confirmation has been received, student details should be entered in the blank spaces at the bottom of the form.

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 Pearson **within 10 days** of the cluster visit (1V) **or by 15th May** for e-portfolio (1E) and postal (1B) moderation, 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 copies** should be sent to the moderator, **within 10 days** of the cluster visit (1V) **or by 15th May** for e-portfolio (1E) and postal (1B) moderation with the sample required.

(c) **third copy** must be retained by the centre.

If OPTEMs are not available, and there is no access to submit marks via Edexcel Online, please notify the moderator, and ensure that all paperwork is submitted as soon as OPTEMs are received within the centre.

Edexcel Online
Arranging of the moderation date with the moderator is not the same as making entries. Please refer to the Information Manual for the process that should be followed.

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 "Students" 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 students in a session. Key a mark for each student in the mark field beside each student. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a student's mark, where it has been keyed, however it will be possible to view it. Students 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 should be sent to the moderator, **within 10 days** of the cluster visit (1V) **or by 15th May** for e-portfolio (1E) and postal (1B) moderation with the sample required.

A further copy of the Edexcel Online printout (not the moderator's copy) **must** be retained by the centre.

Amending submitted marks

Before results are issued
It is the centre's responsibility to ensure that OPTEMS/Edexcel Online are correctly completed. It is not the moderator's responsibility to check that the marks awarded to the student have been correctly totalled on the FASAMs/FAAMs and have been correctly transferred to the OPTEMs/Edexcel Online.

If an amendment is required please contact Pearson at resultsresolution@pearson.com

Pearson will require proof that an error has been made prior to amending any mark.

After results are issued
If an error is found please contact Pearson via the Post-Results Service team. Centres should note that amending the centre mark of one student at the centre might have an effect on the final marks and subsequently the grades issued to all students at the centre.

Upon receipt of post-results amended mark(s) Pearson will analyse the effect the amended mark(s) will have on the marks /grades for all students at the centre. If the amended mark(s) will lead to a downward adjustment to marks/grades for any student at the centre apart from the specific student(s) for whom the error was reported, Pearson 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.

Pearson will require proof that an error has been made prior to amending any mark.

Understanding your results

Setting grade boundaries
This is based on the professional judgement of the Chair of Examiners and the Awarding Committee, with reference to students' work. However, statistical information is taken into consideration, together with archive work from previous years, to ensure year on year comparability.

Pearson 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 Physical Education are established in the following order: E and A.

The sample of work for awarding will be drawn from all entries, covering a range of marks on and around the notional grade boundaries.

UMS Marks
All raw unit marks are converted to UMS before they are combined to find the student'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. Overall outcomes (cash-ins) are calculated using UMS only; there are no raw mark boundaries for the overall qualification. For more information please refer here.

Moderator Report
A Moderator Report is written for each unit to give feedback on the marking at the centre. The report can be downloaded from Edexcel Online on results day.

Reviews of Moderation/Marking (EARs)

Reviews of Moderation/Marking (EARs) service is only available for the following units:

- 6PE02 1B – Task 2.4.
- 6PE04 1B – Task 4.2, 4.4.

Reviews of Moderation/Marking (EARs) service is **not** available for the following units:

- 6PE02 1V/1E – Task 2.1, 2.2, 2.3.
- 6PE04 1V/1E – Task 4.1 and 4.3.

Centres must not contact moderators directly if they have a query about their results. All such queries must be addressed through the Pearson Post Results Service. Information regarding Reviews of Moderation/Marking (EARs) procedure is given in the Information Manual sent to Examinations Officers in September, or can be accessed here.

Requests for Reviews of Moderation/Marking (EARs) should be submitted to Pearson as soon as possible after the issue of results. Requests for the Service Type 3 enquiries can be made via Edexcel Online.

The deadline to apply for a Reviews of Moderation/Marking (EARs) is 20 September.

Retention of work

Where samples are posted to a moderator, Pearson will retain the sample until 20 September when the deadline for requests for Reviews of Moderation/Marking (EARs) has passed. If there are no requests for Reviews of Moderation/Marking (EARs) for students in the centre, work will be returned to centres from November onwards.

Please note where work has been selected for archive purposes from the Awarding process, this material will not be returned to centres. It is important that centres keep copies of all materials submitted for the process of moderation.

Appendix

The following forms can be downloaded from the GCE PE subject page under 'assessment materials'.

FAQs

Initial Contact Questionnaire (ICQ)

Checklists to help with centre marking
- Task 2.2: Local Study
- Task 2.3: National Study
- Task 2.4: Performance Analysis
- Task 4.1: Development Plan
- Task 4.2: International Study
- Task 4.4: Life Plan

Coursework Record Assessment Form (CRAF)
- Unit 2: The Critical Sports Performer (6PE02) 1E/1V
- Unit 2: The Critical Sports Performer (6PE02) 1B
- Unit 4: Developing Sports Performer (6PE04) 1E/1V
- Unit 4: Developing Sports Performer (6PE04) 1B

Final Advanced Subsidiary Assessment Mark Sheet (FASAMs) – 6PE02 1V
Final Advanced Assessment Mark Sheet (FAAMs) – 6PE04 1V

Witness Statement for off-site activities

Frequently asked questions (FAQs)

What are the word limits for each task?
Unit 2
2.2 – Local Study – 1000 words.
2.3 – National Study – 1000 words.
2.4 – Performance Analysis – no word limit.

Unit 4
4.1 - Development Plan – no word limit.
4.2 - International Study - 1000 words.
4.4 - Life Plan – no word limit, however this task is marked out of 10 therefore it is not anticipated students need to write more than task 4.2 international study.

What is counted as part of the word limit?
Anything that is written in the student's own words, including material in text boxes. Footnotes, appendices, titles/headings, and sub titles are not included within the word limit.

Can a student perform a different activity in A2 to what they studied in AS?
It is anticipated that students will continue to pursue one of the activities that they performed in the AS. In the specification it mentions AS/A2 Progression and Performance assessments. It is anticipated that whatever role a student chooses to study (performer, leader or official) – they will continue with that role (performer, leader or official) for all 4 parts 4.1 Development Plan, 4.2 International Study, 4.3 Progressive participation and 4.4 life plan.

If there are exceptional circumstances then a student may change activity/role, such as in the case of injury, or lack of accessible information. However please confirm with Pearson before doing this.

A student only wants to resit a certain task is this possible?
Yes, but the student must still be entered for all components for the relevant unit. For example if a student wished to resit task 2.4, they would still need to be entered for 6PE02 1V/E and 6PE02 1B. The outcome of both these components is used to calculate the unit result. For the tasks which the student is not resit, the work should still be available in case it is required as part of the sample and marks can be recorded as normal on the FASAMs and OPTEMs forms.

A student wants to be assessed in an activity not listed within the internal assessment guide, is this possible?
Yes, but the centre will need to apply to Pearson and until confirmation is given the student should not be assessed in that activity for GCE Physical Education. Please refer to the 'additional activities' here.

I have not been contacted by my allocated moderator, what is going on?
Please make estimated entries and/or final entries for the summer series for us to allocate a moderator to you.

I am a UK based centre do I have to be assessed as part of a cluster if I want a centre visit?
Yes, however there are some circumstances where this is not applicable, for example centres with very large cohorts. Your allocated moderator will discuss your options with you.

I am an international centre do I have to be assessed as part of a cluster if I want a centre visit?
No, international centres can be assessed individually.

I am an international centre and wish to be assessed via a centre visit, is this possible?

Yes, however there is a cost in addition to the standard entry fee.

I want to submit my centre marks but have not been sent OPTEMs yet
OPTEMs are normally sent to centres by April of the current academic year. Prior to this date, or as an alternative to OPTEMS, centres can submit their students' marks via Edexcel Online.

How long should video evidence be?
Video evidence is not compulsory, but it should be long enough to confirm the quality of performance. This could be a continuous performance or a series of clips.

Where can I find exemplar materials for this qualification?
Examples of student work and accompanying commentaries justifying the mark allocation can be found on the PE subject specific page here.