

GCE 2008 - Centre Guidance Document

*Instructions and administrative document for submission
of student work: AS unit 3 and A2 unit 6*

GCE Biology (6BI03, 6BI06)
GCE Chemistry (6CH03, 6CH06)
GCE Physics (6PH03, 6PH06)

Issue 1
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Section 1: Introduction

- 1.1 This booklet relates to the submission of student work for GCE AS unit 3 and A2 unit 6 in the following specifications:
GCE Biology
GCE Chemistry
GCE Physics
- 1.2 It provides guidance to teachers on the administration and conduct of the assessment of these units. There are subject specific appendices outlining further support and guidance.
- 1.3 Exemplar materials for Biology and Physics, and assessment tasks for Chemistry, are available as secure documents on each subject page on the Edexcel website at:
<http://www.edexcel.com>
- 1.4 These sites are accessed using a username and password. Please see Appendix 1 for more details on how to access these materials.
- 1.5 Advice on how to assess and verify the “general practical competence” (practical skills) can be found in the relevant subject specific appendix.

Section 2: Entry Codes

- 2.1 Centres are reminded that Units 3 and 6 can be centre assessed by teachers and moderated by Edexcel, or externally assessed by Edexcel examiners. Centres are therefore advised to check the Information Manual for details of the appropriate entry codes.
- 2.2 Option code **A** is the entry option code for centre assessed and externally moderated by Edexcel.
- 2.3 Option code **B** is the externally assessed entry option code.

Section 3: Option A - Centre Assessed and Externally Moderated by Edexcel

3.1 Internal Moderation and Standardisation for Centre Assessed work

- 3.1.1 Before work can be assessed in the centre, it is important that all teachers involved in the process are fully familiar with the assessment methodology. Guidance for application of the assessment criteria is published on the subject specific secure websites.
- 3.1.2 All work must be internally standardised across the different teachers assessing the material and the different teaching groups delivering the unit.
- 3.1.3 Teachers must indicate in the text where marks have been awarded in relation to the criteria defined in the specification. Where appropriate, teachers must also indicate where marks have been awarded for quality of written communication.
- 3.1.4 When standardising assessment, the Head of Department or teacher responsible, should ensure that the internal moderation process covers the assessment decisions of all teachers in the department. Samples of work across all available grade boundaries must be internally assessed, and made available for external moderation.

3.2 Mark Submission for Centre Assessed Work

- 3.2.1 Centre marks can be submitted via Edexcel Online, OPTEMS or EDI.
- 3.2.2 For all up to date deadlines please refer to the Key Dates section of the Information Manual and Notes section of the timetable.
- 3.2.3 It is the centre's responsibility to ensure that marks are submitted by the deadline, are accurate, and are in the appropriate format/scale.
- 3.2.4 Both Edexcel Online and OPTEMS will be available for mark submission three weeks prior to the published mark submission deadline date.
- 3.2.5 It is essential that Edexcel Online mark submission forms and OPTEMS are completed accurately before the deadline to enable Edexcel to issue results on time.
- 3.2.6 For each candidate submit the final raw mark according to the relevant scale in the specification. Note that Uniform Mark Scores (UMS) should not be submitted.
- 3.2.7 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 for which you wish to submit marks, then the "Coursework Marks" link to navigate to the mark entry screen.
- 3.2.8 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.

- 3.2.9 A score of zero should only be used if a candidate has submitted work that is found to meet **none** of the assessment criteria.
- 3.2.10 An 'X' should be entered for any candidate who is absent, withdrawn or has failed to submit any work, even if Special Consideration or an aegrotat award has been requested.
- 3.2.11 Should you wish to submit marks via EDI please refer to detailed documentation relevant to that method. You will still need to refer to Edexcel Online in order to identify your sample.

3.3 Centre Marks Amendments and Late Returns of Centre Assessed Work

- 3.3.1 If a centre mark that has already been submitted requires amendment, please contact Edexcel Customer Services on **0844 576 0025**, stating centre, subject, paper and candidate details, along with the amended mark. A valid reason for the amendment must be provided. The late submission of additional work is not regarded as a valid reason.
- 3.3.2 Amendments can also be emailed to **coursework@edexcel.org.uk** but these must come from an official centre email address. Edexcel cannot accept amendments from personal accounts (hotmail, yahoo etc). Emailed amendments must also detail valid reasons, as described above.
- 3.3.3 If centres attempt to return marks after the deadline, these returns will be flagged, and Edexcel will not guarantee the publication of results on time.
- 3.3.4 We strongly recommend that, where late or incorrect returns have been made, centres should warn candidates that their results may be late. This is particularly important where progress to higher education is at stake, so that negotiations can take place with admissions authorities.

3.4 External Moderation

- 3.4.1 The purpose of external moderation is to determine, through the re-assessment of a sample of candidates' work, whether centres are assessing accurately and consistently, to agreed national standards.
- 3.4.2 Moderation is concerned solely with judging the quality of centres' assessment decisions through the external moderation of centre assessed work. It does not extend to the provision of support and guidance to centre staff. The process will inevitably involve implicit support and guidance, through the generation of feedback reports (E9), when results are published.
- 3.4.3 All external moderation is carried out by post.
- 3.4.4 Sampled candidates are indicated by a tick on Edexcel Online, or an asterisk on the OPTEMS. If you are submitting marks using EDI you must check either Edexcel Online or your OPTEMS for details of your sample.
- 3.4.5 If the sample indicated online does not include the candidate with the highest mark or

the candidate with the lowest mark above zero, these should also be included.

- 3.4.6 If any of the candidates identified as part of the sample have been withdrawn or are absent (marked by an X), you must manually substitute appropriate candidate(s) for them.
- 3.4.7 If you are manually selecting for any reason, you should ensure a set of candidates across the ability range is provided.
- 3.4.8 The package of sampled work should include the following information: unit number, exam series, centre number, centre name, centre contact name including telephone number and email contact details. If there are any problems with the sample received, the moderator will seek to contact the named person at the centre via email or telephone using these details.
- 3.4.9 A certificate of postage should be retained. In addition to the moderator name and address details please label the envelope with your centre number and the unit number being sent as a sample.
- 3.4.10 The secure and on time delivery of the centre's sample to the moderator is primarily the responsibility of the centre.
- 3.4.11 Moderator details are accessible on Edexcel Online by following the steps for inputting centre marks (see Section 3.2.7) and selecting "Assessment Associates", or are printed on the bottom of your OPTEMS.
- 3.4.12 Please check the moderator details for each unit entered. Although you may be allocated the same moderator for several units, this will not always be the case and it is vital to send the appropriate material to the correct moderator.
- 3.4.13 Please note that, if you have candidates for both the centre assessed and the externally assessed entry options, your candidates' work may be allocated to different moderators or examiners for each entry option.

3.5 Candidates who Transfer Centres

- 3.5.1 Candidates who start the Edexcel specification with one centre may be in the position of needing to transfer to a different centre. However, transferred work for which marks have not already been submitted to Edexcel must be re-assessed by the new centre and are subject to normal internal moderation procedures within the centre.

Section 4: Option B - Externally Assessed by an Examiner Appointed by Edexcel

4.1 External Assessment of Candidates' Work

4.1.1 The package of candidates' work should be labelled with the following information:

- centre number and name;
- examination series and unit number;
- centre contact name including phone number and email contact details.

If there are any problems with the package received, the examiner will need to contact the named person at the centre via email or phone using these details.

4.1.2 The secure and on time delivery of the centre's work to the examiner is primarily the responsibility of the centre. It is recommended that a track and trace method of posting is used and a certificate of postage retained by the centre.

4.1.3 Centres which opt for the externally marked coursework option will not receive OPTEMS. Instead an attendance register will be provided which should be completed in the normal way. The attendance register carries the examiner's address details.

4.1.4 Examiner details are also accessible on Edexcel Online. Please ensure that the work is posted to arrive with the examiner by the submission date. The name and address of the examiner assigned to your centre can be found at the bottom of the attendance register for your candidates. It can also be found on Edexcel Online.

4.1.5 Please note that, if you have candidates for both the centre assessed and the externally assessed entry options, your candidates' work may be allocated to different moderators or examiners for each entry option.

4.2 Submission of Externally Assessed Work

4.2.1 Centres which opt for the externally assessed coursework must submit the work to the examiner by the normal GCE coursework submission date. This is usually 15 May of each year **but** centres should refer to the Key Dates section of the Edexcel Information Manual or the Notes section of the published timetable for confirmation.

Section 5: Authentication and Record Sheets (options A and B)

- 5.1 In accordance with a revision to the 2006 Code of Practice, any candidate unable to provide an authentication statement will receive zero credit for the component. Therefore, centres must remind all candidates to sign an authentication statement.
- 5.2 Authentication statements relating to centre assessed work not submitted for moderation should be kept securely within centres. Those which relate to candidates selected as part of the sample for moderation, or for externally assessed work, must be attached to the work and sent to the moderator or examiner respectively.
- 5.3 The record sheets for the AS and A2 units can be found on the respective subject page on the Edexcel website at: <http://www.edexcel.com>. They are also indexed in the relevant subject specific appendix. Centres are **not** permitted to design their own version of the record sheets.
- 5.4 A record sheet must be completed for each candidate whether the work is centre assessed or externally marked by Edexcel.

Section 6: Electronic Submissions (options A and B)

- 6.1 If you are submitting work to be externally assessed by Edexcel, then you must submit the work as hard copy. In the case of Biology and Physics, the work should be word-processed.
- 6.2 If you are submitting work to be moderated by Edexcel, this work may be submitted on CD, rather than as hard copy. Detailed instructions for submitting work on CD can be found in the relevant subject-specific appendix.
- 6.3 Where work is being submitted electronically, the work of the sampled candidates should be burnt to **CD+/-R** only. DVD+/-R or any other data storage devices are not acceptable formats for the delivery of samples.
- 6.4 It is important that work submitted is in a format which is universally readable. Documents saved using Word 2007 version are not readable on earlier Word versions. Centres are therefore asked **not** to save documents to CD in Word 2007 format. Please follow one of these 2 methods:
 1. Use the "Save As" feature in Word 2007 to save the documents in a readable format
 - OR
 2. Convert the document into an Adobe PDF file
- 6.5 You should submit one CD per unit for moderation purposes.
- 6.6 For each CD, a separate folder on the top-most level of the folder tree should be created for each of the sampled candidates. Each folder should be named according to the following naming convention: [centre #]_[candidate #]_[first two letters of surname]_[first letter of first name]. For example, John Smith with candidate number 9876 at centre 12345 would have his work in a folder titled, "12345_9876_SM_J"
- 6.7 Two CDs should be burnt; the master copy must be held securely at the centre and the

other copy sent to the moderator. The master copy should be retained securely by the centre until after the deadline for EAR applications has expired. (This is approximately one month after the issue of results.)

- 6.8 Prior to sending the CD to the moderator, it should be tested to ensure that it functions as expected. Ideally the CD should be tested on a PC which is not on the centre's own network. This will avoid delays in moderation (and potential delays in the issue of results) due to a faulty or incorrectly formatted CD.
- 6.9 The CD itself should be labelled with the following information: unit number, centre number, centre name, centre contact name including telephone number and email contact details. If there are any problems with the CD the moderator receives, s/he will contact the named person at the centre via email or phone. If a sticker is used to label the CD, it should not interfere with the ordinary functioning of the CD. An indelible marker pen may be used to label the CD.
- 6.10 Work submitted on CD will **not** be returned to centres as it is treated as a copy of the original CD, which remains in the possession of the centre.

Section 7: Final Results and Moderator Reports (E9) (options A and B)

- 7.1 Centres who have submitted work for external moderation will receive feedback from their moderator. If work is submitted to Edexcel for external assessment, it is likely that the feedback received will be in a generic Examiners' Report, not via individual centre feedback. Please, see the subject-specific appendices for further details.
- 7.2 Feedback reports will be available to centres to download from Edexcel Online after the publication of results. The report will be detailed only for units that are deemed to be out of tolerance.
- 7.3 Where candidates' work is submitted for external moderation, there is a degree of tolerance allowed between the centre awarded marks and the moderator awarded marks. If the centre's assessment falls within this tolerance limit, no adjustment will be made to centre submitted marks. If the centre's assessment is out of tolerance, an adjustment may be made to the marks of some, or all, of the candidates entered for that unit.
- 7.4 Where the moderator identifies that the standards applied by the centre are either too severe or too lenient, compared with the national standards, but that the work is still within the tolerances allowed, additional feedback may also be given to the centre.
- 7.5 The final marks for centre assessed work, are generated through a statistical regression procedure, whereby centre awarded marks are compared with moderator awarded marks. This final result is then converted to an overall UMS for the relevant unit.
- 7.6 The coursework units are subject to an Awarding process, and therefore grade boundaries may shift from one examination series to another.

Section 8: Post-Results Services (options A and B)

- 8.1 Centres should refer to the Information Manual for details of Enquiries About Results (EAR) services.
- 8.2 **Option A**
Centre assessed work which has been submitted for moderation is returned to centres automatically, except if retained for archive. Centres will be notified if this is the case.
- 8.3 **Option B**
If coursework is submitted to Edexcel for external assessment, the work is **not** automatically returned. However the work may be requested through the Access to Scripts (ATS) services. Please see details of this service in the Information Manual.

Section 9: Repeating the Unit in a Future Examination Series (options A and B)

- 9.1 Please see the guidance in the subject specific appendices.

Section 10: International Centres (options A and B)

- 10.1 Teaching Institutions may take either Option A or Option B in terms of assessing student work, or students may be entered for the written alternative to coursework.
- 10.2 **Written Alternative to Coursework**
- 10.2.1 All International centres - both 'Teaching Institutions' and 'Private Centres' may take the written alternative to coursework option. Centres classified as 'Private Centres' which are **not** allowed to take coursework **must** take this written alternative option. Information about the written alternative papers is available on the Edexcel subject website pages.
- 10.2.2 UK centres or Home centres overseas (e.g. Forces' schools) **cannot** take the written alternative under any circumstances - this is only available to International centres.

Appendix 1 : Edexcel Secure Content

A quick guide for teachers and examinations officers

What is secure content?

'Secure content' is the phrase we use for any document or page on the website to which access is restricted. In order to access secure content, fill out and submit an online **intention to offer** form or send the completed form by fax and then obtain a username and password from your examinations officer/Edexcel online administrator. Please note that if you send or fax your form, it will take 10 working days before you will be able to access secure content. All secure content is recognisable by the following icon 

What to do if you do not have a username and password

To access secure content, you need an Edexcel username and password. An account can be created for you by anyone at your centre who has the required access within Edexcel Online to create new accounts, normally your examinations officer.

Occasionally, there have been incidences of administrators or exams officers refusing to register teachers. This should not happen as the user does not need any EOL access profiles to get secure content, just a username and password.

What to do if you are having username/password problems

If the screen says "invalid username/password" warning when you try to login, it could be that the password is being typed incorrectly. It is case sensitive, so letters must be typed in as you received them in your original welcome email. If your password was in capitals, then type in capitals and vice versa.

If you type in the incorrect password 3 times, this will cause your account to become locked. A locked account cannot be accessed, even if you then type the details correctly. It remains locked for one hour then opens again.

If you have forgotten your password, you can regenerate your password at any point by clicking on the 'Forgotten your password?' link either on the Edexcel online login page, or on the main website.

Your username and password are recognised, but you are not authorised to access secure content

This means that you have not told Edexcel that your school is intending to offer GCE Biology, Chemistry or Physics. If you would like to access secure content for these qualifications and have already obtained your username and password, you will need to inform us of your intention in one of the following ways:

1. Fill out the online **intention to offer** form

OR

2. Fill out and fax back an intention to offer form

How do I register a new Edexcel Online user?

To register someone for Edexcel Online, the examinations officer will need to access the 'New Account' option within the Centre Accounts menu on the home page. You will need to supply their personal details including a unique email address which will become their username. We will need to verify the user as belonging to your centre only – you do not need to give them access to a user profile to enable them to access secure content.

New User Access Profile:

This section allows you to set up the type of access that you would like the new user to have.

For more help with what each profile does, either hover your cursor over the name of the profile or click [here](#) for help.

Profiles:

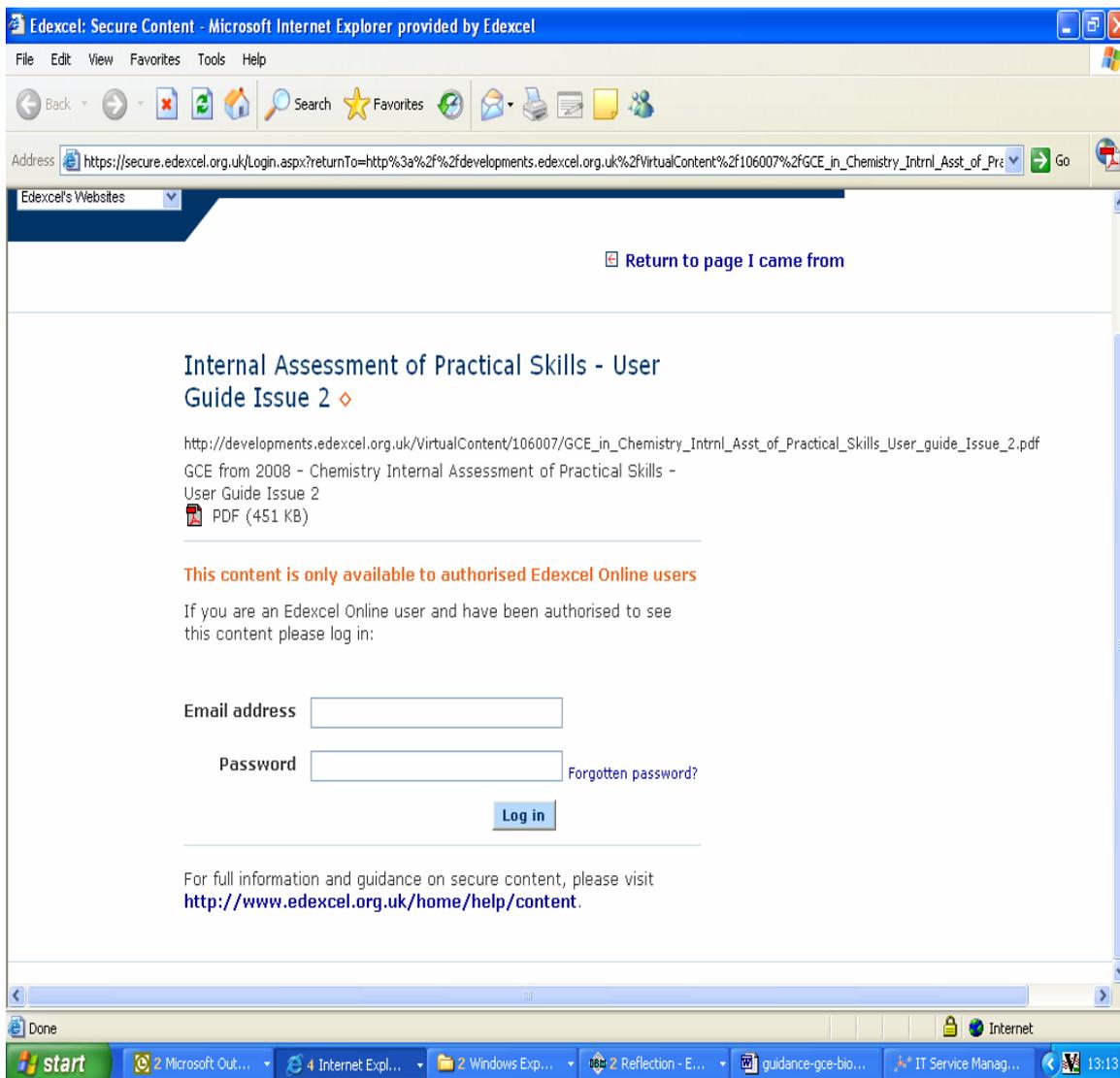
- Basic Access
- Coursework And Portfolio
- Registrations And Entries
- User Accounts
- Form Queries
- Results
- BTEC/NVQ Achievement Reporting
- Post Results
- OSCA
- Online Approvals

How does Edexcel determine whether I should be allowed to access secure content?

We will use your username and password to identify your centre number. We will check if your centre has indicated to us that you intend to offer the qualification in the future. If so, you will be granted access to the content.

How do I view secure content for a specific qualification that I intend to run?

If you click to access the content that you wish to view, you will be presented with a dialogue screen requiring you to log on to access the secure content.



[For more information, go to www.edexcel.org.uk/securecontent](http://www.edexcel.org.uk/securecontent)

Appendix 2 - GCE BIOLOGY

Assessing the “Verification of Practical Skills” element of Unit 3

For Unit 3, centres are required to verify that candidates have achieved competence in various areas of practical work. Details of the criteria to assess can be found on page 77 of the specification document (Issue 3).

Record Sheets

Centres are reminded that they should be undertaking practical work throughout the course and making sure that their candidates are covering the core practical skills listed in the specification. This information should be recorded on the record sheet found on the GCE 2008 Biology page of the Edexcel website. This form also serves as a handy checklist for the core practicals on the specification. No marks need to be assigned to the verification process - teachers simply complete the date on which the practical was done and tick the relevant boxes for any skills shown by the candidates. The record form must be signed by the candidate and the teacher and should be returned to Edexcel with the Visit-Issue reports.

Centres are **not** permitted to design their own version of the record sheets. Centres do **not** have to submit any practical work to Edexcel, unless specifically requested so to do.

Conditions under which coursework should take place

Centres are reminded that the work submitted should be that of the candidate ALONE. Although there may be some exceptions (an investigation where ‘pooling’ of candidates’ data may be essential due to the nature of the investigation), it is a requirement that each candidate should measure or collect unique data and process any data individually. Guidance should be sought (using the Ask The Expert service) if a centre believes that any form of group working is likely to occur.

Centres are also reminded that any assistance given to candidates should be recorded so that marks can be adjusted accordingly.

Word Count

Please note that there is a recommended word count for the Visit-Issue Report for Unit 3 and for the Individual Investigation in Unit 6.

For Unit 3, reports should be between 1500 and 2000 words in length. For Unit 6, reports should be approximately 3000 words in length.

Candidates are strongly recommended to follow these guidelines as longer projects tend to lose direction and hence, marks.

Consultancy Service

There is a consultancy service available to allow centres to submit their coursework to a Principal Moderator for advice and comment. This service is available to centres entering candidates for both the centre assessed option and the externally assessed option. Details of the service are available on the Biology GCE 2008 homepage.

Please note that this service is designed to give guidance on the strengths and weaknesses of the work submitted, and is not intended for the marking or re-marking of candidates' work.

E9 Feedback Reports

It is our intention to provide individual feedback in Biology for centres who have submitted work to be externally assessed by Edexcel. However, this feedback is not guaranteed; a generic Examiners' Report will also be published in order to provide feedback to centres.

For centres using the centre-assessed option, a moderator's report will be available on Edexcel Online after the publication of results.

Repeating the Unit

Candidates may decide to re-sit Unit 3 or Unit 6. For Unit 3, it is not necessary to go on another Visit: a candidate should be able to rewrite the work based on the original Visit, or using the original Issue. In Unit 6, the bulk of the marks are for "Research and Rationale", "Planning" and "Observing and Recording". It is most likely, therefore, that a candidate wishing to re-sit will undertake a new piece of practical work or fieldwork.

Electronic Submission

The following table shows whether work may be submitted electronically.

Unit code	Option code	Option	CD submission?
6BI03	A	centre assessed	Yes
6BI03	B	externally assessed	No
6BI06	A	centre assessed	Yes
6BI06	B	externally assessed	No

Please note that work submitted for external marking (i.e. by Edexcel) **must** be word-processed and submitted as hard copy.

Please note that work submitted for external assessment (Option B) is not automatically returned to centres (see Section 8 of this document). Centres are strongly advised to keep a copy of any work submitted for external assessment, either on CD or as hard copy.

Appendix 3 GCE CHEMISTRY

Candidate Profile (options A and B)

A task is a piece of assessed practical work. The candidate profile is defined as the tasks that have been selected to count towards the final mark (out of 40) for the candidate.

Activity a: General Practical Competence (GPC)

This activity will confirm that candidates have completed a range of practical work over the year and developed their laboratory skills. Candidates must have carried out at least five practicals to verify this. The five practicals must cover the three areas of chemistry: inorganic, organic and physical. The core practical codes (or titles) of the experiments used to verify the GPC and the date that each practical was carried out should be recorded in the appropriate place on the record sheet: a mark is **not** required. This verification is the only evidence needed by the moderator/examiner for this activity.

Activity b: Qualitative observations

The activity b tasks will change on an annual basis. Each candidate's profile must include an activity b task which is approved for use **in the year that the Centre submits the coursework** for moderation/external assessment. It is **not** permissible to submit a candidate profile either for external assessment or moderation that includes an activity b task which was approved for use in a previous year.

To meet the specification requirements each candidate profile must satisfy the following:

AS (6CH03) Candidate Profile

Activity	No. of practicals/tasks	Total Marks	Comments
a GPC	five	verification	Must include experiments on each of the areas of inorganic, organic and physical
b Qualitative observation*	one	14	Must include experiments on at least two of the areas of inorganic, organic and physical
c Quantitative measurement	one	14	
d Preparation	one	12	
Total		40	

A2 (6CH06) - Pathway 1 Candidate Profile

Activity	No. of practicals/tasks	Total Marks	Comments
a GPC	five	verification	Must include experiments on each of the areas of inorganic, organic and physical
b Qualitative observation*	one	14	Must include experiments on at least two of the areas of inorganic, organic and physical
c Quantitative measurement	one	14	
d Preparation	one	12	
Total		40	

A2 (6CH06) - Pathway 2 Candidate Profile

Activity	No. of practicals/tasks	Total Marks	Comments
a GPC	five	verification	Must include experiments on each of the areas of inorganic, organic and physical
b Qualitative observation*	one	14	Must include experiments on at least two of the areas of inorganic, organic and physical
m (c + d) multi-stage experiment	one	26	
Total		40	

* Approved tasks for activity b change on an annual basis

Subject Specific Forms (options A and B)

Record Sheet

The record sheets for the AS (6CH03) and A2 (6CH06) units can be found on the Edexcel website at <http://www.edexcel.com/quals/gce/gce08/chemistry/Pages/default.aspx>

Centres are **not** permitted to design their own version of the record sheets. A record sheet must be completed for each candidate whether the work is centre or externally assessed. The Declaration of Authentication must be signed by the candidate **and** the teacher responsible for the assessment of the coursework. A mark of zero or absent will be recorded if the declarations are not signed by both individuals.

Teacher's Values Form for Internal Assessment Tasks

This form must be completed and submitted with the coursework to the moderator/examiner. Each task indicates whether the candidate's result is assessed against a teacher's value. Where this is the case, the teacher's value should be recorded on the form. Teachers should also use this form to report any unusual or unexpected observations e.g. colour changes that have affected a whole class during a task.

Where Centres opt for the externally assessed coursework, it will **not** be possible for the examiner to mark the candidate's coursework without the relevant teacher's value information: where this is not provided a mark of zero will have to be recorded for any aspect that requires this comparison. The Teacher's Values form can currently be found at:

<http://developments.edexcel.org.uk/secure/gce2008/chemistry/>

Consultancy Service (options A and B)

There is a consultancy service available to allow centres to submit queries or comments about the tasks directly to the Principal Moderator. This consultancy service operates through Ask The Expert. The email address to use is gce2008chemistry@edexcelexperts.co.uk. To ensure your email reaches the Principal Moderator as quickly as possible, please identify the unit in the subject box of the email. Any amendments to the tasks, in response to centre feedback, will be posted on the secure site.

In addition, centres are permitted to devise their own tasks for activities **c** and **d** (including the multi-stage task in 6CH06 - Pathway 2) **only**. Approval for centre-devised tasks should be made

via Ask The Expert. Your Centre Number and name are required and the front sheet, student brief and mark scheme should be included as attachments. It would be very helpful if the subject/title of the email could be *centre devised task for approval* plus the relevant unit number (6CH03 or 6CH06). The email address to use is gce2008chemistry@edexcelexperts.co.uk

Centres must have written approval from Edexcel **before** a centre devised task can be used: this written evidence will be required as part of the submission to the moderator/examiner. Approval will **not** be given unless the task:

- exactly matches the criteria for the activity as set out in the specification
- has the correct total mark for that activity (each activity carries a specified total mark)
- has a front sheet for candidates to fill in, a student brief and a mark scheme that match the format and style of the published versions.

Centres should note that any centre devised or Edexcel published assessed practicals in operation for the Curriculum 2000 specifications (GCE Chemistry: units 6243/01 and 6246/01 and GCE Chemistry (Nuffield) units 6253/01 and 6255/50) are **not** approved for use in this GCE 2008 specification: units 6CH03 and 6CH06.

[N.B. more information about Ask The Expert can be found on the Edexcel website at <http://www.edexcel.com/iwantto/Pages/asktheexpert.aspx>

Controlled Conditions (options A and B)

Centres should refer to the document **Security of Edexcel-set Internal Assessment Tasks** for details of the conditions under which the assessments must take place. This document also includes information about storing and handling the confidential tasks and can be found at <http://developments.edexcel.org.uk/secure/gce2008/chemistry/>

Collaboration (options A and B)

Collaborative work is permitted for activity **a** (GPC) where it involves preparations or requires more advanced/specialised apparatus.

Collaborative work is **not** permitted for activities **b** (Qualitative observation) and **c** (Quantitative measurement).

For activity **d** (Preparation), candidates are permitted to work collaboratively in **pairs** (not groups). This must be acknowledged on each candidate's practical sheet with the name of the other candidate concerned. The processing of the data and the interpretation and evaluation of the preparation must be carried out individually. Each candidate must write-up his/her own practical sheet as an individual.

All of the tasks must be carried out under controlled conditions. Candidates are allowed to write up their practical sheets in a separate lesson, but their materials must be collected at the end of the session, kept secure, and handed back at the beginning of the next session. Candidates are **not** permitted to work on their practical sheets out of the lesson.

Feedback to Individual Candidates (options A and B)

Candidates are **not** permitted to have the original task returned to them, **nor** are they permitted to have a photocopy to include in their notes. Candidates are **not** permitted to have access to the mark schemes. However, general points of error can be discussed with candidates e.g. teachers are permitted to provide verbal one-to-one feedback on a general aspect of the task if necessary.

Repeating Tasks to Improve the Mark (options A and B)

During the course candidates must **not** repeat any specific task to improve its outcome or mark. Any work that is marked (either by the teacher or the examiner) must be achieved on the first (and only) attempt. Additional different tasks may be completed to try to improve the outcome for an activity. For the centre assessed option, the highest scoring task for an activity may be submitted to the moderator.

Candidates who wish to re-sit either 6CH03 or 6CH06 to improve the unit score must complete a new activity **b** task which is valid for use in the year the candidate profile will be re-submitted. The activity **a** verification can be re-used. The centre can then decide whether to change one, or both, of the c and d (or the multi-stage for 6CH06-Pathway 2) activity marks to try to improve the outcome. However the centre should note that the tasks counting towards the new candidate profile must meet the specification requirements and must be available for moderation/markings in the year of re-submission. A new record sheet must be completed.

Electronic Submission on CD (options A and B)

For chemistry, the nature of the tasks renders CD submission inappropriate.

Unit code	Option code	Option	CD submission yes/no
6CH03	A	centre assessed	no
6CH03	B	externally assessed	no
6CH06	A	centre assessed	no
6CH06	B	externally assessed	no

Submission to the Moderator/Examiner (options A and B)

Centres must select the candidate profile to be moderated/marked for each candidate. Only ONE task per activity will be moderated/marked per candidate. The work for each candidate must be organised into the candidate profile. Centres are recommended to use treasury tags or similar fastening to fasten the tasks together so that the work can be moderated/marked without the need to remove the fastening. Stiff-backed files, lever arch files or bulky covers or folders must **not** be used. The completed record sheet should be attached to the candidate profile as its front cover.

Feedback to Centres (option B)

Feedback will be provided in the generic Examiners' Report, **not** via an individual centre feedback report (E9).

Checklist for Teachers (option B)

This checklist summarises the most essential issues for teachers in preparation for the submission of the externally assessed work.

ADMINISTRATION OF INDIVIDUAL TASKS¹

Each task has the front cover completed to show the

- name
- candidate number
- centre number
- date
- centre name

COMPLETION OF THE CANDIDATE RECORD SHEET

- the correct downloaded record sheet is used N.B. there is an AS record sheet and an A2 record sheet
- each record sheet has been signed by the teacher and the candidate

CANDIDATE PROFILE²

Meets specification requirements i.e.

- activity a (five experiments recorded which cover inorganic **and** organic **and** physical)
- activity b (one task approved for use in the examination series that the work is submitted for marking)
- activity c (one task)
- activity d (one task)
- activity m (c+d) i.e. multi-stage (6CH06-Pathway 2: one task)
- activities b, c and d (or m) cover at least **two** from inorganic, organic and physical
- the work for each candidate is organised into the candidate profile with
- a completed and signed record sheet attached at the front of each candidate profile

SUBJECT SPECIFIC PAPERWORK

- Teacher's Values Form for Internal Assessment Tasks* completed with information that the examiner will need to assess accuracy marks. This form should also include any unexpected observations (etc) that have affected a whole class during a task.

ATTENDANCE REGISTER

- late entries have been added to the register
- candidates who have withdrawn are noted as absent
- the register has been signed
- top TWO copies included with the coursework to the examiner

Note:

1. A *task* is a piece of assessed practical work.
2. The *candidate profile* is defined as the tasks that have been selected to count towards the final mark (out of 40) for the candidate.

Appendix 4 PHYSICS

Examples of Visits and Case Studies and Practical Assignments for Unit 3

The Getting Started Booklet for GCE Physics and Guidance for Unit 3, offer teachers examples of possible scenarios suitable for use by students.

The Guidance for Unit 3 is published as a secure document and will need to be accessed by a password.

Word Counts and Time Limits

Unit 3 Summary of visit or case study

It is recommended that students word process this part of the assessment. The summary should be between 500-600 words.

Unit 6

This assessment should take no more than **2 hours** to complete. All candidates within one class may produce a plan for the same experiment as each other and do the same practical work; however it is vital that candidates demonstrate that the assessed work that they produce is entirely their own work. If more than one class of students take this assessment at different times, then the groups must submit different plans for assessment to prevent plagiarism. Candidates' work may be based on briefing material provided by Edexcel or briefing material that is devised by the centre. The brief for this assessment is to be set by the teacher, not the student; however, briefs should reflect the interests of students where possible.

Submission

Electronic Submissions on CD (Centre and Externally Assessed Options)

Unit code	Option code	Option	CD submission?
6PH03	A	centre assessed	Yes
6PH03	B	Externally assessed	No
6PH06	A	centre assessed	Yes
6PH06	B	Externally assessed	No

Please also read the 'Guidance for centres on electronic submission of candidates' assessed work' document, which can be found at the following web address:
<http://www.edexcel.com/quals/gce/gce08/physics/Pages/default.aspx>

Organisation of Submissions

Submit samples with annotation and with the appropriate cover sheet. Centres are advised that as a requirement of the Code of practice the scripts must be annotated by teachers, failure to do so will result in the return to centres for updating. To assist the moderation or assessment process please bind the submissions with treasury tags, large paperclips or staples. Please do not use plastic envelopes.

Consultancy Service

There is a consultancy service available to allow centres to submit their coursework to a Principal Moderator for advice and comment. This service is available to centres entering candidates for both the centre assessed option and the externally assessed option. Details of the service are available on the Biology GCE 2008 homepage.

Please note that this service is designed to give guidance on the strengths and weaknesses of the work submitted, and is not intended for the marking or re-marking of candidates' work.

E9 Feedback Reports

It is our intention to provide individual feedback in Physics for centres who have submitted work to be marked by Edexcel. However, this feedback is not guaranteed; therefore where this is the case, a generic Examiners' Report will be published instead of the individual centre feedback.

For centres using the centre-assessed option, a moderator's report will be available on Edexcel Online after the publication of results.