Pearson BTEC

Administrative Support Guide

BTEC Level 2 Technical Diploma in Design Production

Unit 6: Creative Design project (21244K)

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Unit 6 Specific information

This assessment contains:

Material	Information	Level of supervision and control	Dispatch Method
Set Task	**Preparatory work** The externally set task will be released on the website on the specified release date. Learners are required to complete the research and preparatory stages before completing the assessed activities. It is recommended that learners spend no more than 31 hours on this work. **Supervised Assessment** Learners will undertake a set task comprised of 20 hours of supervised assessment. This is made up of: 15 hours shaping/refining the final product under informal supervision, and 5 hours to select work and create a digital portfolio under formal supervision. Centres are free to arrange the supervised period how they wish, provided it's within the timetabled period specified by Pearson and the five hours for producing the digital portfolio are under the level of control specified, and in accordance with the conduct procedures.	**Preparatory work** Monitored preparation, medium level of control **Shaping/refining the final product** Informal supervision, medium Level of control **Selecting work and creating digital portfolio** Formal supervision, high Level of control	Electronic download from the BTEC Secure Area

Before the assessment

Centres must ensure that:

- They have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- They have understood the delivery of the assessment and read the JCQ 'Instructions for Conducting Examinations' (ICE) document and Pearson's 'Instructions for Conducting External Assessments' (ICEA) document, which can be found here.
- Materials received from Pearson are kept secure by the centre until the start of the assessment window.
- Centres must not discuss the details of the examination content with learners
- Learners have been registered onto the correct course and entered for the correct assessment and series.
- Learners due to sit the assessment are made aware of the timetabled sessions for the preparatory work and the supervised assessment.

During the assessment

Preparatory work

The externally set task will be released on the website on the specified release date.

Learners are required to complete the research and preparatory stages before completing the assessed activities. It is recommended that learners spend no more than 31 hours on this work. There are three stages of development that need to be completed prior to the supervised period of assessment. It is recommended that learners spend approximately:

- 8 hours on research
- 8 hours on a Statement of Intent
- 15 hours experimenting with skills and techniques to develop a design product.

Learners will need to complete the majority of these stages within the studio/classroom environment where they will have access to specialist equipment and resources. This will allow teachers/tutors to monitor learner's activity and progress to ensure that all work produced can be authenticated.

Supervised Assessment

Learners will undertake a set task comprised of 20 hours of supervised assessment. This is made up of:

- 15 hours shaping/refining the final product under informal supervision
- 5 hours to select work and create a digital portfolio under formal supervision.

Centres are free to arrange the supervised period how they wish, provided it's within the timetabled period specified by Pearson and the five hours for producing the digital portfolio are under the level of control specified, and in accordance with the conduct procedures.

Formal supervision (high level of control) is the equivalent of examination conditions. Learners must work independently, cannot work with other learners, cannot talk about their work to other learners and will only be able to access the materials specified in the assessment.

After the session the teacher/tutor will confirm that all learner work had been completed independently as part of the authentication submitted to Pearson.

Attendance register

The attendance register will be sent to centres along with the postage labels for you to return your learners' work to us.

If a learner is absent or has been withdrawn from the assessment, you must mark the learner as 'Absent' on the attendance register. All learners who complete work should be marked as 'Present'.

After the assessment

Submission of work

Learners' work will be externally assessed and marked. You will be provided with postal labels for you to return your learners' work to us. These postal labels will have our script processing centre address on it. **Centres must not send the work to their Standards Verifier or to an examiner for another subject.**

The submission deadline for sending the work to Pearson after the end of the assessment window is 2 working days. Submission deadlines can be found in your exam timetable.

If you are unable to locate the original label, centres can request replacement labels via the following link: https://collections.parcelforce.net/pearsonlabels

Please ensure the following are submitted for each learner who sat this task.

	Item	Number to be sent
1	A digital portfolio of between 15 and 20 pages saved as a PDF file	One per learner
2	A further 5 A4 pages to illustrate your final design outcome, presented in a digital format	One per learner
3	Attendance register (the copy sent to you by post)	One copy for the cohort
4	Centre register form (printed and signed copy)	One copy for the cohort
5	Learner authentication and record sheet (printed and signed copy)	One copy per learner

Learners must have access to appropriate resources to collate evidence for the presentation that allows for speaker notes to be clearly visible. The final presentation must be submitted in an accessible file format such as a PowerPoint or a PDF.

Production of Digital Portfolio and Final Design Outcome

The digital portfolio should consist of between 15 and 20 A4 pages of research including the statement of intent and development, plus up to a further 5 A4 pages to illustrate the final design outcome. Each page can include a combination of images and written work.

Consideration should be given to the quality of the images selected for the portfolio. They should be of sufficient size and quality to clearly represent the work. 3D and larger pieces must be photographed and include an indication of scale.

Technical details:

- Images must be completely legible and clear at a recommended 72 pixels-per-inch (ppi).
- Digital file formats must be accessible on either PC or Mac and can include:
  - PDF for text files (including those containing images)
  - JPEG for images (digital photos)

The total size of any individual learner's folder must not exceed 25 megabytes. It is important to note that work submitted in any other format may not be accessible and may delay the issue of results.

Transfer onto memory stick(s)

You must submit all assessment material on memory stick(s). More than one learner's work can be submitted on each stick presented. We require that you create data files organised in the following way:

- You must create a folder for each learner. Each folder should be named according to the following naming convention:

[Centre #]_[Registration number #]_[surname]_[first letter of first name]

Example: Alex Green with registration number JA00756 at centre 12345 would have work in a folder titled: "12345_ JA00756_Green_A".

- Each folder must then contain the individual pieces of assessment evidence. Each piece of the evidence should be named according to the following naming convention:

[Activity title #]_[Registration number #]_[surname]_[first letter of first name]

Example: Alex Green with registration number JA00756 would have work in the folder titled for activity 1 as: "Activity1 _ JA00756_Green_A.pdf"

Please see an example below:
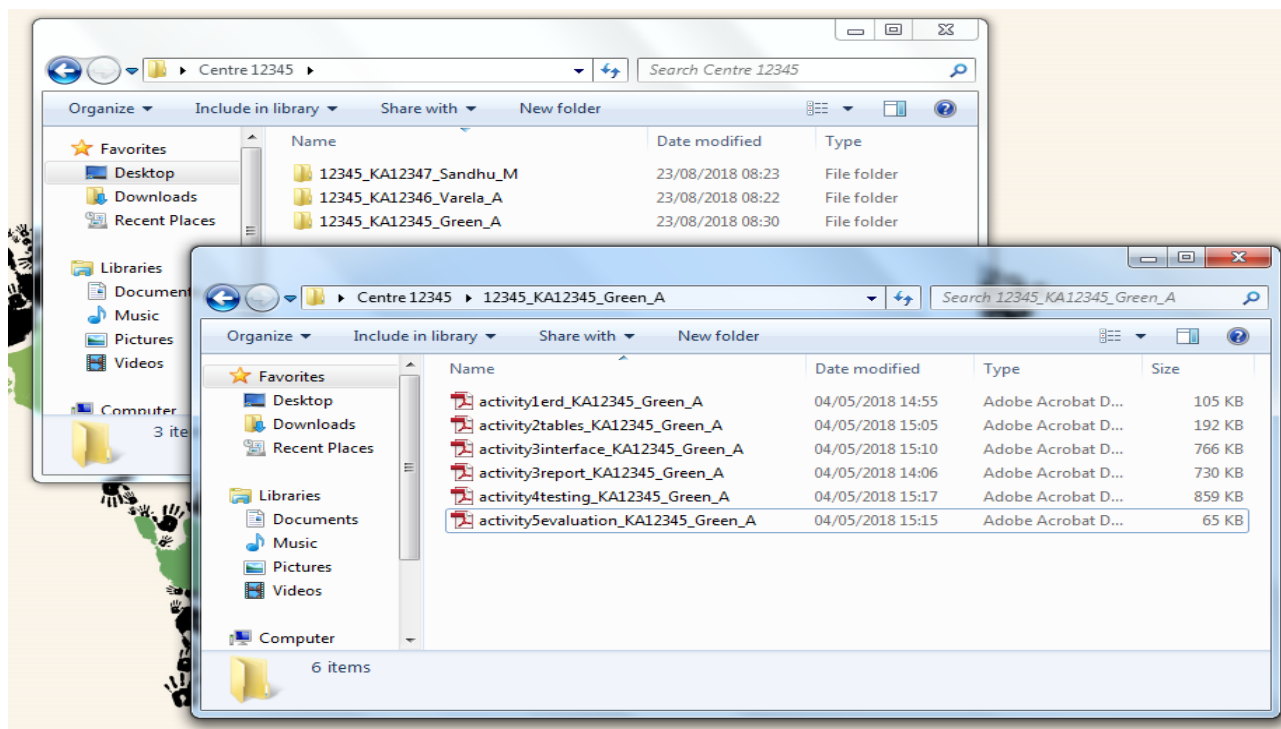
The memory stick(s) should be **clearly labelled** with:

- Centre number and name
- Qualification name – Unit number – (series date)
- Memory stick number (if more than one is being provided e.g. 1 of 2).

Centres are reminded that **memory sticks are not returned**, therefore you must make a copy for your own records and in case discs are damaged or lost within the postal system. **Any other form of media will be rejected**.

Before the memory stick(s) are sent for marking, the teacher should check that:

- The memory stick(s) play in other computers.
- At least one copy has been made of the Learners work in case of postal problems.
- When setting up a password or other encryption method for accessing the learners' work, you must provide Pearson with it by emailing: passwords@pearson.com

Please indicate in the subject of the email your centre number, the subject name and code, and the series. Example: "**Centre 12345_subjectname_papercode – June 2022**". The Password should be set in the following way: Subject code and centre number -Example: **"21244K12345"**.

Centres should retain copies of learner work until after the examination session and appeals processes have completed.

Copies of the forms are provided in the appendix of this document. These forms are also available in a Word format on the website. They can be filled in electronically, but **they must be printed and signed**.

Please note that the learner's **BTEC registration number** must be indicated in the relevant field in the forms (GCE candidate number should not be used).

Absent learners should be indicated with an "A" on the assessment forms/online attendance register.

Centres are advised to retain proof of postage. All materials submitted for marking for this unit, including memory stick(s) and forms, will be retained by Pearson.

General Information

This Administrative Support Guide (ASG) should be read in conjunction with the Instructions for Conducting External Assessments (ICEA) and specification.

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

- Exams Officers
- Teachers

The External Assessment Overview document contains key information and definitions of terms related to the delivery of our external assessments from assessment dates, entry deadlines, and levels of control in one useful document.

Adaptations for BTEC assessments 2021/22

It is expected that COVID-19 will continue to affect teaching, learning and assessment in 2021/22. Please refer to our Teaching, learning and assessment 2021/2022 webpage for information about any adaptations for external assessments in 2021/22.

This information will be kept updated throughout the academic year, and should be used in conjunction with the Exam Timetables and Administrative Support Guides.

Key Links

Key Dates

Visit here for information on **entry deadlines** and **results dates**

Post Results Services (PRS)

Visit here for information on:

- **Access to Scripts (ATS)**
- **Review of Marking and Moderation (RoMMs)**
- **Appeals**

Special Requirements

Visit here for information on **special considerations**

Visit here for information on **access arrangements**

Training from Pearson

Visit here to register your interest for our upcoming training events.

Support Materials for Unit 6

Please visit your qualification page to find the following **support materials**:

- Past papers and mark schemes
- Lead examiner reports
- Sample Assessment Materials

Appendices

Appendix A - Centre Register

The following page provides the Centre Register Form that **must** be completed for the cohort of learners submitting work for Unit 6: Creative Design Project (21244K).

This form does **not** replace the Edexcel Online register form. Both forms **must** be completed, signed and submitted with the learners' work.

Centre Name		Centre No.	
Sector		Unit Code	
Unit Title		Exam Series	

BTEC Centre Register
This form must be completed and sent to our script processing centre along with your storage device(s)

(All learners entered for the unit must appear on this register. Please indicate an absence or withdrawal with "A")

Registration No.	Learner Name	Storage Device Number	Examiner use only		
			E Mark	TL mark	Comments

Please storage devices in hard protective cases. Keep copies of all material sent for the examination securely at the centre.

Teacher's declaration:

I confirm that I have checked the quality of the Storage Media and made a copy of the work.

Name of Teacher (Print)	Signature	Date

Appendix B - Learner Authentication and Record Sheet

The following page provides the Learner Authentication and Record Form that must be completed by each learner submitting work for Unit 6: Creative Design Project (21244K).

You must complete Section A and Section B. Section C will be completed by the examiner.

The form must be countersigned by the teacher.

Please note that the learner's BTEC registration number should be indicated in the relevant field (GCE candidate number should not be used).

Section A: Must be completed by the Centre

Centre Name		Centre No.	
Sector		Unit Code	
Unit Title		Exam Series	

BTEC LEARNER AUTHENTICATION AND RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section B: Must be completed by the Teacher and Learner

Learner Name		Registration Number	

Notice to Learners	Declaration by the Teacher
The work you submit for assessment must be your own. You may be disqualified from at least the subject concerned if you copy from someone else, allow another learner to copy from you, or if you cheat in any other way.	I confirm that the **learner's** work was conducted under the conditions laid out by the specification. I have authenticated the **learner's** work and am satisfied that to the best of my knowledge the work produced is solely that of the **learner**.
Declaration of Authentication I have produced the attached work without assistance, other than that which my teacher has explained is acceptable within the specification.	**Signed (Teacher)**
Signed (Learner)	**Name (Block capitals)**
Date	**Date**
By signing this declaration, you agree to your work being used to support Professional Development, Online Support and Training of teachers and/or Pearson Moderators or Examiners. If you have any concerns regarding this please contact Account Services.	

Section C: Must be completed by the examiner

AO1	AO2	AO3	AO4	Total