



Pearson

Administrative Support Guide

External Assessments in BTEC Nationals in Animal Management

Unit 3: Animal Welfare and Ethics

2017 - 2018

Please read this along with relevant information in the qualification specification units 3 and general information found in Section 5

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Summary of key dates and events

Unit	Date	Event
Bookings for learners taking external assessment to be made on Edexcel Online	20/10/2017	Submitting bookings after this date may result in delay to allocation of an examiner. It may also result in a late fee.
Release date (Part A)	04/12/2017	Secure download.
Supervised assessment task	Part B:	Secure despatch. Part B is not available as a download until after the award date when all published papers are securely released.
Supervised assessment period (part B)	09/01/2018 - 10/01/2018	The supervised assessment period will be taken under supervised conditions in a single 3-hour session within the 2-day period timetabled by Pearson.
Submission deadline	15/01/2018	Learner work submission deadline (to be sent directly to Pearson using prepaid labels)
Results day	14/03/2018	Release of results to learners. Next Generation NQF BTEC results can be released to learners on the same day as electronic results (EDI and Edexcel Online) are released.
Last day for access to scripts (ATS)	22/03/2018	Last date for receipt by Pearson of ATS requests. A photocopy of the learner record sheet is available in lieu of access to scripts.
Last day for enquiries about results (EAR)	12/04/2018	Last date for receipt by Pearson of EAR applications.

Note: It is imperative that entries are made, following registration if the intention is for learners to take the exam in that year.

General information and support materials

Booking

It is essential that centres ensure that their **learners are entered for the examination**. Final bookings should be made by the 20/10/2017.

It is vital that bookings are submitted in order to ensure that an examiner is allocated to your centre. These bookings must be made by the examinations officer on Edexcel Online.

Resit

Learners may attempt the external unit in any available assessment session, once they are ready. Learners must produce new work to match the new externally set task. There is a charge for retaking the external assessment. There is **one** resit opportunity for the assessment.

Accessing the externally set task

The externally set task (**Part A**) for the current year will be available to download from the BTEC website. It is available under the "Externally set task" category of the following webpage:

<http://qualifications.pearson.com/en/qualifications/btec-nationals/animal-management-2016.coursematerials.html#filterQuery=category:Pearson-UK:Category%2FSpecification-and-sample-assessments>

Please note that you will be required to enter your Edexcel Online username and password in order to download this secure material. If you do not have access to Edexcel Online, contact your examinations officer who will be able to set up an account for you. Alternatively, they may download the externally set task for you and pass it on.

Instruction for conducting BTEC external assessment

The instruction for conducting BTEC external assessment is available to ensure that learners comply with the conditions set:

[http://qualifications.pearson.com/content/dam/pdf/Support/Conducting-examinations/Instructions-for-conducting-external-assessments-\(ICEA\).pdf](http://qualifications.pearson.com/content/dam/pdf/Support/Conducting-examinations/Instructions-for-conducting-external-assessments-(ICEA).pdf)

The instruction booklet contains information on secured storage.

Support materials

The following support materials are available on the Edexcel website on the following page:

<http://qualifications.pearson.com/en/qualifications/btec-nationals/animal-management-2016.coursematerials.html#filterQuery=category:Pearson-UK:Category%2FSpecification-and-sample-assessments>

and can help you prepare your learners:

- Sample assessment materials (SAMs)
- Additional sample assessment materials
- Assessment Grid

Teachers: if you have any subject specific teaching queries please contact the Subject Advisor team on 020 7010 2173 or e-mail:

TeachingLandBasedStudies@pearson.com

Examinations officers: if you have any questions relating to bookings, registrations, training courses, EOL, invoices, certificates, eligibility, approvals or results please contact our Account Services team on 0844 463 2535 or e-mail:

examsofficers@pearson.com

Unit 3 Animal and Ethics

Preparation for Part A

Part A of the task will be released on the website on 04/12/2017.

Learners are required to complete the research before completing the assessed activities.

Between the release date and supervised assessment window, learners should prepare notes based on the information provided in part A. Only notes produced during the research sessions can be used for the research and notes produced must be kept securely during any break in sessions

Learners have 6 hours across this period to prepare for the supervised assessment (part B).

Centres must ensure that learners are appropriately prepared for part B.

Supervised assessment window

The supervised assessment window, during which **part B must be completed**, is two days. It is up to centres as to how they arrange this 3 hour assessment period.

Part B must be carried out under supervised conditions.

Submission

Labels will be provided to centres by Pearson with information of where and how to send the completed learner work.

Completed tasks should be sent off to arrive at Pearson by the submission deadline of 15/01/2018.

Completed tasks should be sent off to arrive at Pearson by the submission deadline.

You risk work not being marked or possible fee if you submit work after the deadline.

Only responses to part B should be sent to Pearson for marking.

Part A, stimulus and notes should not be sent to Pearson. Retention of part A, stimulus, notes are at the discretion of centres.

Marking work

Part A should be undertaken over approximately 6 hours across a period of 2 weeks as timetabled by Pearson. See section A of the ICEA document.

Part B of the externally set task will be marked by Pearson. See section A of the ICEA document.

Special Requirements

Requests for **access arrangements** and **special consideration** are made on behalf of learners:

- with known and long-standing learning difficulties
- with physical disabilities, permanent or temporary
- with sensory impairment
- whose first language is not English, Irish or Welsh
- who have difficulties at, or near, the time of assessment that may affect their performance in that assessment.

Access Arrangements

Access Arrangements allow learners to show what they know and can do without changing the demands of the assessment, i.e. using a reader or scribe. Access Arrangements are approved **before** an examination or assessment and they allow learners with special educational needs, disabilities or temporary injuries to access the assessment.

Submitting a request for Access Arrangements

Access arrangements **should be made online, via Edexcel Online**. First, select 'BTEC' on the qualification drop-down list, and then select 'Access Arrangements'.

You will need to access the Access Arrangement online tool in order to complete an application. Submission of Access Arrangements for Externally set tasks should be submitted at least **6 weeks** before the work submission deadline.

Special Consideration

Special consideration is applied **following** an examination or assessment. This ensures that a candidate who has a temporary illness, injury or indisposition at the time of the examination is given some compensation for those difficulties or circumstances.

Please refer to the JCQ regulations and guidance booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications* for information on candidate eligibility, procedures, evidence requirements and deadlines.

You can apply for special consideration by using '**Form 10**'. The form can be downloaded from the JCQ website here: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-10---application-for-special-consideration>.

To ensure effective processing of an application, centres must additionally submit evidence to support the application, such as a statement from a member of centre staff or any other appropriate information.

The head of the centre or exams officer must authorise and sign all applications submitted for special consideration.

JCQ/SC Form 10 must be completed in detail and submitted to the **Special Requirements Section** at **Pearson**, prior to the marking of learners' work.

This should be sent with the appropriate documentation, such as medical certification, to:
E-mail: uk.special.requirements@pearson.com

Learners 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 learner was suffering from the illness, injury or indisposition is given along with any appropriate supporting evidence. No special consideration can be made unless JCQ/SC Form 10 is submitted. The centre should retain copies of any such forms.

If an application for special consideration is accepted, Pearson will review the learner's performance in the part(s) of the examination which have been completed. Pearson will take into account all the available evidence to compensate for the adverse circumstances and make an appropriate award.

The examinations officer will be able to advise on learner eligibility for special consideration.

Special consideration applications must be made no later than 7 days after the final examination.

Special consideration will **not** be given to those students absent because of holidays.

Post-Results Services

Access to scripts

Our Access to Script (ATS) services allow you to request copies of your candidates' marked exam papers. Scripts do not have examiner annotation on them. The marked script allows teachers to evaluate how the student performed on particular questions in relation to what they have been taught; the Principal Examiner's Report and the exemplars that we make available demonstrate how the mark scheme is applied.

Clerical check

This service (Service Type 1) constitutes a check of all clerical procedures which lead to the issue of a result.

This service includes the following checks:

- all parts of the work have been marked
- the totalling of marks,
- the recording of marks,
- the application of any adjustments,
- the application of grade thresholds.

Please note that learners' marks can go up or down.

Review of marking

Requests for a Review of marking (Service Type 2) can be made by the examinations officer via Edexcel Online. Once the request has been received Pearson will arrange for the learner's work to be sent to a senior examiner for remarking. Learners' marks may be confirmed, lowered or raised.

Additional information

Please note that Enquiries About Results and Access to Scripts requests can only be submitted using Edexcel Online. Centres are advised to submit applications at the earliest opportunity, as applications cannot be accepted after the published closing date. There is a fee involved for these services. Note that the fee is waived if a learner's grade is increased following an Enquiry About Results.

More information regarding the different types of Results Enquiry Services available to centres and how to apply for the services can be found online:

<http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html#tab-AccesscriptsATS>

Appendix

Centre Register

The following page provides the Centre Register form that must be completed for the cohort of learners submitting work for Unit 3: Animal Welfare and Ethics

Centre Name		Centre No.	
Unit Name	Unit 3: Animal and Ethics	Unit Code	31646H

NQF BTEC Level 3 in Animal Management
January 2018
Centre Register

This form must be completed and sent to your examiner along with learner work

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

Registration No.	Learner Name	Examiner use only		
		E Mark	TL mark	Comments
Name of Teacher (Print)		Date		

Frequently asked questions

Part A is released one week before part B; does this mean learners can research over this whole window?

No, learners should only be given six hours over the one week period for research and note creation before part B is released.

Does the supervised assessment period (part B) of three hours have to be in one session?

Yes. Part B **must not** be scheduled into multiple sessions. The assessment must take place in one single session. Any breaks in part B must be supervised.

What can be taken in the supervised session in the form of notes?

Learners may bring up to **four** sides of A4 notes into the supervised assessment period. These must be hard copies and can be either handwritten or word processed. If word processed, the font size must be 10 points minimum. If handwritten, the words must be visible to the naked eye. Centres are reminded that extended writing is not permitted in the notes; teachers should be checking this during part A and invigilators should check upon the learner's arrival to the exam hall.

Can the internet be accessed during Part A?

Yes, as the learners need to fully research the task activities to create their notes for Task B.

Can the internet be accessed during Part B?

No research can be undertaken during the supervised assessment sessions; therefore learners should not have any access to the internet or other resources. Learners should only be given access to their empty folder and to appropriate software to complete the task.