



Pearson

**Administrative
Support Guide**

**External Assessments in
BTEC Level 3 Nationals in Applied Science
Unit 3: Science Investigation Skills**

2017 – 2018

Please read this along with relevant information in the qualification specification for unit 3 and general information found in section 5.

Contents

| | |
|---|----|
| Key dates | 3 |
| Entering learners for the assessment and support materials | 4 |
| Submission of work | 6 |
| Special Requirements | 7 |
| Post-Results Services | 9 |
| Appendix A – Centre Register | 11 |

Key dates

| Event | Date | Other information |
|--|---|---|
| Bookings for learners taking assessment to be received | 28 March 2018 | Last date for entry without a late entry fee charge. |
| Teacher/ Technician notes and guidance | Part P : 25 January 2018 | Secured download |
| Set task release date | 23 April 2018 | Secure despatch |
| Supervised assessment period | Practical (Part A): 23 April 2018 Write up (Part B): 04 May 2018 | Practical length is 3 hours over a period of 2 weeks. Write up length is 1 hour and 30 minutes in standard supervised exam conditions. |
| Submission deadline | 15 May 2018 | Submitting work after this deadline may risk work not being marked. |
| Results day | 15 August 2018 | Results released to centres. |

Entering learners for the assessment and support materials

Part P and A of the Unit 3 externally set task will be made available by the 25th January 2018.

Preparation for Part A

The practical investigation outlined in the set task brief must be undertaken by learners over approximately three hours during the first part of the assessment period. The practical investigation must be undertaken under supervised conditions.

Centres are free to arrange the supervised assessment period how they wish provided the three hours for completing the practical investigation are under the level of supervision specified, and in accordance with the conduct procedures.

Learners are expected to perform the practical investigation outlined in the set task during 23/04/2018 – 03/05/2018.

Preparation for Part B

Part B is an exam style question paper and should be kept securely until the start of the supervised assessment period.

Learners are expected to complete Part B under standard supervised conditions for 1 hour and 30 minutes.

Part B will develop the essential skills underpinning practical scientific investigations, as well as drawing on content from Units 1 and 2.

Section 1 of the paper will be based on the content in Unit 3. Learners will require their results/observations from the practical investigation in Part A.

Section 2 of the paper will be drawn from either Units 1, 2 or 3.

Support materials

The following support materials are also available on the Pearson website:

- Sample Assessment Materials
- Additional Sample Assessment Materials

Teachers: if you have any subject specific teaching queries please contact the Subject Advisor team on 020 7010 2190 or e-mail: TeachingScience@pearson.com

Examinations Officers: if you have any questions relating to bookings, registrations, training courses, EOL, invoices, certificates, eligibility, approvals or results please contact Accounts Services on 0344 463 2535 or e-mail: examsofficers@pearson.com

Submission of work

Learner work will be externally assessed and marked. You must **submit the work for all learners taking the examination**. Examiners will be trained and fully standardised across the range of assessment disciplines. The assessment criteria are available on the BTEC Nationals website.

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 May 2018.

You risk work not being marked or a 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. We advise all centres to retain all Part A, stimulus and notes until certificates have been printed.

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 get 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

A photocopy of the learner record sheet is available in lieu of scripts. It provides **a breakdown of the marks achieved by learners** (comments/notes from the examiner are not available). "Access to scripts" requests are submitted on Edexcel Online. You should refer to your examinations officer for further details.

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 totaling 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 reviewing. 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>

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 3: Science Investigation Skills .

| | | | |
|--------------------|--------------------------------------|-------------------|--------|
| Centre Name | | Centre No. | |
| Unit Name | Unit 3: Science Investigation Skills | Unit Code | 31619H |

RQF BTEC Level 3 Nationals in Applied Science - June 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) | | Signature | | Date |
| | | | | |

