



Pearson

Administrative Support Guide

External Assessments in BTEC Nationals in Art and Design

2016 – 2017

Please read this along with relevant information in the qualification specification units 1, 2, 6 and 7 and general information found in Section 5

Contents

Summary of key dates and events.....	3
General information and support materials	5
Unit 1 Visual Recording and Communication.....	7
Unit 2 Critical and Contextual Studies in Art and Design.....	9
Unit 6 Managing a Client Brief.....	11
Unit 7 Developing and Realising Creative Intentions	13
Special Requirements	17
Appendix A – Centre Register	19
Appendix B – Authentication Form	24
Appendix C – Learner Record Sheet	26

Summary of key dates and events

Unit	Date	Event
31827H Unit 1: Visual Recording and Communication	3 January 2017	Externally set task released on website
31833H Unit 7: Developing and Realising Creative Intentions	3 January 2017	Externally set task released on website
Bookings for learners taking external assessment to be made on Edexcel Online	21 March 2017	Submitting bookings after this date may result in delay to allocation of an examiner. It may also result in a late fee.
31832H Unit 6: Managing a Client Brief	27 March 2017	Externally set task released on website
31828H Unit 2 : Critical and Contextual Studies in A&D	3 April 2017	Externally set task released on website
31827H Unit 1: Visual Recording and Communication	2 May-8 May 2017	Window for supervised period
31832H Unit 6: Managing a Client Brief	8 May-12 May 2017	Window for supervised period
31828H Unit 2: Critical and Contextual Studies in A&D	15 May-19 May 2017	Window for supervised period
31833H Unit 7: Developing and Realising Creative Intentions	15 May-19 May 2017	Window for supervised period
31827H Unit 1: Visual Recording and Communication	15 May 2017	Learner work submission deadline (to be sent directly to Examiner using prepaid labels)
31828H Unit 2: Critical and Contextual Studies in A&D	26 May 2017	Learner work submission deadline (to be sent directly to Examiner using prepaid labels)

31832H Unit 6: Managing a Client Brief	26 May 2017	Learner work submission deadline (to be sent directly to Examiner using prepaid labels)
31833H Unit 7: Developing and Realising Creative Intentions	26 May 2017	Learner work submission deadline (to be sent directly to Examiner using prepaid labels)
Results day	16 August 2017	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 enquiries about results (EAR)	20 September 2017	Last date for receipt by Pearson of EAR applications.
Last day for access to scripts (ATS)	4 October 2017	Last date for receipt by Pearson of ATS requests. A photocopy of the learner record sheet is available in lieu of access to scripts.

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 **21 March 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 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/art-and-design-2016.coursematerials.html#filterQuery=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.

Support materials

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

<http://qualifications.pearson.com/en/qualifications/btec-nationals/art-and-design-2016.coursematerials.html#filterQuery=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 2181 or e-mail:

TeachingArtandDesign@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 1 Visual Recording and Communication

Preparatory work

The Unit 1 task will be released on the website on 3 January 2017.

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

It is recommended that learners spend **no more** than 30-35 hours on this work.

Activities 1 and 2 are **not** part of the supervised period.

Submission

Activity 3 is part of a **3 hour supervised period during the week timetabled by Pearson 2 May - 8 May 2017 under controlled conditions**, i.e. in a room set out for a formal examination and supervised by a teacher. If a learner is absent at the time originally scheduled, a later session can be provided but must still be within the timetabled window. The same controlled conditions should be in place for the later session.

For Activities 1 and 2, learners are required to produce A2 sheets.

Learners are required to select and assemble their work using **one** of the following submission methods:

- **4 x A2 Sheets** – physically created on 1 side only – for postal submission using prepaid labels provided by Pearson
or
- **4 Digital images of each of the A2 sheets** – for digital submission. This submission method can be supplemented by a maximum of 4 further images of detail from each A2 board

Technical details:

- Images must be completely legible and clear at a recommended 72 pixels-per-inch (ppi).
- Annotation is not necessary as this is presented separately in Activity 3
- 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)
- MP3 for sounds or music files (such as sound tracks)
- MPEG/AVI for video, multimedia and animation files (including those containing sound)

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.

Activity 3 can be produced using a word processor (preferred) or by hand.

Each file should be named according to the following naming convention:

[centre #]_[registration number #]_[surname]_[first letter of first name]

For example, the file name for Joshua Smith with registration number F180542 at centre 12345 should be named:

12345_ F180542_ Smith_ J

If submitted digitally, memory sticks/DVDs/CDs will be accepted, but will not be returned to the centre.

Any other form of media will be rejected.

The submission deadline is 15 May 2017.

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.

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

Unit 2 Critical and Contextual Studies in Art and Design

Preparatory work

The Unit 2 task will be released on the website on 3 April 2017.

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

It is recommended that learners spend **no more** than 20 hours on this work.

Learners are permitted to bring **four sides of A4** of their research notes and images in the supervised period. These notes are **not** assessed.

Submission

Activities 1 and 2 are part of a **5 hour supervised period during the week timetabled by Pearson 15 May - 19 May 2017 under controlled conditions**, i.e. in a room set out for a formal examination and supervised by a teacher. If a learner is absent at the time originally scheduled, a later session can be provided. The same controlled conditions should be in place for the later session.

For **Activity 1**, learners are expected to submit upto 1800 words.

This **should** be produced using a word processor.

We can accept handwritten, but it must be scanned and then turned into PDF files.

There is no template to be provided for learner work but it must include the written submission and the images.

For **Activity 2**, learners are required to prepare an email. It is **not** a requirement to send the email. If this is not available, then a word processor can be used to complete this.

All emails must then be turned into PDF files.

Each file should be named according to the following naming convention:

[centre #]_[registration number #]_[surname]_[first letter of first name]

For example, the file name for Joshua Smith with registration number F180542 at centre 12345 should be named:

12345_ F180542_Smith_J

Memory sticks/DVDs/CDs will be accepted, but will not be returned to the centre.

Any other form of media will be rejected.

The submission deadline is 26 May 2017.

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.

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

Unit 6 Managing a Client Brief

Preparatory work

The Unit 6 task will be released on the website on 27 March 2017.

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

It is recommended that learners spend **no more** than 20-25 hours on this work.

Submission

Activity 1 is part of a **5 hour supervised period during the week timetabled by Pearson 8 May - 12 May 2017 under controlled conditions**, i.e. in a room set out for a formal examination and supervised by a teacher. If a learner is absent at the time originally scheduled, a later session can be provided. The same controlled conditions should be in place for the later session.

Learners are required to produce a presentation of **no more than 20 slides** with speaker notes.

There is no template to be provided for learner work but must include the speaker notes.

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.

Each file should be named according to the following naming convention:

[centre #]_[registration number #]_[surname]_[first letter of first name]

For example, the file name for Joshua Smith with registration number F180542 at centre 12345 should be named:

12345_ F180542_Smith_J

Memory sticks/DVDs/CDs will be accepted, but will not be returned to the centre.

Any other form of media will be rejected.

The submission deadline is 26 May 2017.

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.

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

Unit 7 Developing and Realising Creative Intentions

Preparatory work

The Unit 7 task will be released on the website on 3 January 2017.

Learners are required to complete the research, development and realisation processes on their own.

It is recommended that learners spend **no more** than 40 hours on Activities 1, 3 and 4.

Submission

Activities 2 and 5 should be taken under **supervised conditions**, i.e. in a room set out for a formal examination and supervised by a teacher.

If a learner is absent at the time originally scheduled, a later session can be provided. The same controlled conditions should be in place for the later session.

Centres are free to arrange the first 2 hours of supervised assessment for Activity 2.

The final supervised assessment for **Activity 5 must be undertaken over 3 hours during the week timetabled by Pearson 15 May - 19 May 2017 under controlled conditions**, i.e. in a room set out for a formal examination and supervised by a teacher.

If a learner is absent at the time originally scheduled, a later session can be provided. The same controlled conditions should be in place for the later session.

The following table provides information about the activities within the set task.

Activity	Guidance
Activity 1	Annotated log. This can be produced in any format as it is produced in unsupervised conditions. This must not be submitted to the examiner for marking.
Activity 2	Written Proposal.

	<p>There is no template to be provided for the written proposal.</p> <p>This can be produced using a word processor (preferred) or by hand.</p> <p>Handwritten proposals must be scanned and then be turned into PDF files.</p> <p>This should be written up under 2 hours in supervised conditions.</p> <p>This Proposal must be submitted to the examiner for marking.</p>
<p>Activity 3</p>	<p>Produce a piece of Art & Design work with a clear purpose in response to the theme.</p> <p>This is produced in unsupervised conditions.</p> <p>Learners will need to be provided with sufficient access to appropriate resources and facilities to undertake this work.</p> <p>This must not be submitted to the examiner for marking.</p>
<p>Activity 4</p>	<p>Digital Portfolio.</p> <p>Learners will need to have sufficient access to IT equipment, cameras, scanners and suitable software to produce a digital portfolio.</p> <p>The file format used must be assessable on either PC or Mac. These can be:</p> <ul style="list-style-type: none"> · PDF for text files (including those that contain pictures) · JPEG FOR IMAGE FILES (such as digital photos) · MP3 for sounds or music files (such as sound tracks) · MPEG/AVI for video, multimedia and animation files (including these which contain sound) <p>The total size of any individual learner's folder must not exceed 25 megabytes.</p>

	<p>It is important to note that work submitted in any other format may not be accessible and may delay the issue of results.</p> <p>You must retain copies of your original images as well as the original work until the EAR deadline.</p> <p>Each file should be named according to the following naming convention: [centre #]_[registration number #]_[surname]_[first letter of first name]</p> <p>For example, the file name for Joshua Smith with registration number F180542 at centre 12345 should be named:</p> <p>12345_ F180542_Smith_J</p> <p>This is produced in unsupervised conditions. The digital portfolio should be between 16-20 pages.</p> <p>The Digital Portfolio must be submitted to the examiner for marking.</p>
<p>Activity 5</p>	<p>Written commentary to accompany each page of the digital portfolio.</p> <p>There is no template to be provided for the written commentary. This can be produced using a word processor (preferred) or by hand.</p> <p>Handwritten commentaries must be scanned and then be turned into PDF files.</p> <p>This should be written up under 3 hours in supervised conditions.</p> <p>The Written commentary must be submitted to the examiner for marking.</p>

Please note: Only Activities 2, 4 and 5 are to be submitted for marking.

Memory sticks/DVDs/CDs will be accepted, but will not be returned to the centre.

Any other form of media will be rejected.

The submission deadline is 26 May 2017.

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.

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

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.

Appendix A – Centre Register

The following pages provide the **Centre Register Form** that must be completed for the cohort of learners submitting work for:

31827H Unit 1 - Visual Recording and Communication

31828H Unit 2 - Critical and Contextual Studies in Art and Design

31832H Unit 6 - Managing a Client Brief

31833H Unit 7 – Developing and Realising Creative Intentions

Centre Name		Centre No.	
Unit Name	Unit 6 - Managing a Client Brief	Unit Code	31832H

NQF BTEC Level 3 Nationals in Art and Design - 2017
Centre Register

This form must be completed and sent to your examiner along with the CD (s)/ USB Memory stick (s)

(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		

Centre Name		Centre No.	
Unit Name	Unit 7 – Developing and Realising Creative Intentions	Unit Code	31833H

NQF BTEC Level 3 Nationals in Art and Design – 2017
Centre Register

This form must be completed and sent to your examiner along with the CD (s)/ USB Memory stick (s)

(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		

Appendix B – Authentication Form

The following pages provide the Authentication Declaration that must be completed by each learner submitting work for:

31827H Unit 1 - Visual Recording and Communication

31828H Unit 2 - Critical and Contextual Studies in Art and Design

31832H Unit 6 - Managing a Client Brief

31833H Unit 7 – Developing and Realising Creative Intentions

The form must be countersigned by the teacher.

Authentication form

This form must be signed by both the learner and the teacher.

Qualification (delete as appropriate):

BTEC Certificate/ BTEC Extended Certificate / BTEC Foundation Diploma / BTEC Diploma (Tech level) / BTEC Diploma / BTEC Extended Diploma

Unit number		Unit name	
Centre number		Centre name	
Registration number		Learner name	

Notice to Learners

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.

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 (Learner).....Date.....

Declaration by the Teacher

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**.

Signed (Teacher)Date.....

Name (Block capitals)

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 btecdelivery@pearson.com

Appendix C – Learner Record Sheet

The following pages provide the Learner Record Sheet. You must complete the header (centre name and number) and **Section A only** for each learner submitting work for

31827H Unit 1 - Visual Recording and Communication

31828H Unit 2 - Critical and Contextual Studies in Art and Design

31832H Unit 6 - Managing a Client Brief

31833H Unit 7 – Developing and Realising Creative Intentions

Section B will be completed by the examiner.

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

Centre Name		Centre No.	
Unit Name	Unit 1: Visual Recording and Communication	Unit Code	31827H

NQF BTEC Level 3 Nationals in Art and Design
LEARNER RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section A: Must be completed by the Centre

Learner Name		Registration Number	
---------------------	--	----------------------------	--

Section B: Must be completed by the examiner

	E MARK	TL		
Understand how recording is used to communicate visually in the work of others				
Demonstrate understanding of visual communication through exploration of different methods of recording				
Demonstrate ability to record to communicate intentions				
Evaluate visual recording and communication skills				
	TOTAL			

Centre Name		Centre No.	
Unit Name	Unit 2: Critical and Contextual Studies in Art and Design	Unit Code	31828H

NQF BTEC Level 3 Nationals in Art and Design
LEARNER RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section A: Must be completed by the Centre

Learner Name		Registration Number	
---------------------	--	----------------------------	--

Section B: Must be completed by the examiner

	E MARK	TL		
Be able to apply an effective investigation process to inform understanding of creative practitioners				
Demonstrate the ability to visually analyse the work of creative practitioners				
Demonstrate understanding of how contextual factors influence creative practitioners' work				
Communicate independent judgements demonstrating understanding of the work of creative practitioners				
TOTAL				

Centre Name		Centre No.	
Unit Name	Unit 6: Managing a Client Brief	Unit Code	31832H

NQF BTEC Level 3 Nationals in Art and Design
LEARNER RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section A: Must be completed by the Centre

Learner Name		Registration Number	
---------------------	--	----------------------------	--

Section B: Must be completed by the examiner

	E MARK	TL		
Demonstrate ability to select relevant information and material to inform ideas				
Develop design ideas relevant to client brief				
Justify the decisions in relation to brief, audience and client demands				
Be able to organise ideas and information for presentation, demonstrating professional practice				
TOTAL				

Centre Name		Centre No.	
Unit Name	Unit 7: Developing and realising Creative Intentions	Unit Code	31833H

NQF BTEC Level 3 Nationals in Art and Design
LEARNER RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section A: Must be completed by the Centre

Learner Name		Registration Number	
---------------------	--	----------------------------	--

Section B: Must be completed by the examiner

	E MARK	TL		
Demonstrate an ability to generate ideas in response to a theme				
Apply understanding of contextual sources to own work and practice				
Explore materials, techniques and processes relevant to creative intentions				
Demonstrate an ability to refine work and ideas by reviewing and evaluating throughout the development process				
Realise creative intentions demonstrating ability to plan and carry out an effective creative process				
Demonstrate an ability to present work which demonstrates development and realisation of final outcome, showing an understanding of professional practice				
TOTAL				