

# **Administrative Support Guide**

2017 - 2018

**External Assessment in BTEC  
Level 3 National in Art &  
Design**

**Unit 7: Developing and  
Realising Creative Intentions  
(31833H)**

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## Summary of key dates and events

Unit	Date	Event/Information
Bookings for learners taking external assessment to be made on Edexcel Online (all units)	28 March 2018	Submitting bookings after this date may result in delay to allocation of an examiner. It may also result in a late fee.
<b>Unit 7:</b> Developing and Realising Creative Intentions (31833H)	3 January 2018	Externally set task released on website
	14 May -18 May 2018	Window for supervised period
	25 May 2018	Learner work submission deadline (to be sent directly to Examiner using prepaid labels)

Event	Date	Event/Information
Results day	15 August 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 enquiries about results (EAR)	21 September 2018	Last date for receipt by Pearson of EAR applications.
Last day for access to scripts (ATS)	4 October 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.

**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 **28 March 2018**.

**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%2FExternal-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](mailto: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 0344 463 2535 or e-mail: [examsofficers@pearson.com](mailto:examsofficers@pearson.com).

## Unit 7: Developing and Realising Creative Intentions (31833H)

### Preparatory work

The unit 7 task will be released on the website on **3 January 2018**. 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 a period timetabled by Pearson 14 May - 18 May 2018 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
<b>Activity 1</b>	<p><b>Annotated Log</b></p> <p>This can be produced in any format as it is produced in <b>unsupervised</b> conditions.</p> <p>This must <b>not</b> be submitted to the examiner for marking.</p>
<b>Activity 2</b>	<p><b>Written Proposal</b></p> <p>There is no template to be provided for the written proposal. This can be produced using a word processor (preferred) or by hand. Handwritten proposals must be scanned and then be turned into PDF files.</p> <p>This should be written up under 2 hours in <b>supervised</b> conditions. This Proposal <b>must</b> be submitted to the examiner for marking.</p>
<b>Activity 3</b>	<p><b>Produce a piece of Art &amp; Design work with a clear purpose in response to the theme</b></p> <p>This is produced in <b>unsupervised</b> conditions. Learners will need to be provided with sufficient access to appropriate resources and facilities to undertake this work.</p> <p>This must <b>not</b> be submitted to the examiner for marking.</p>

<p><b>Activity 4</b></p>	<p><b>Digital Portfolio</b></p> <p>Learners will need to have sufficient access to IT equipment, cameras, scanners and suitable software to produce a digital portfolio. The file format used must be assessable on either PC or Mac. These can be:</p> <ul style="list-style-type: none"> <li>• PDF for text files (including those that contain pictures)</li> <li>• JPEG for image files (such as digital photos)</li> <li>• MP3 for sounds or music files (such as sound tracks)</li> <li>• MPEG/AVI for video, multimedia and animation files (including these which contain sound).</li> </ul> <p>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.</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: <b>centre number_registration number_surname_first letter of first name</b></p> <p>For example, the file name for Joshua Smith with registration number F180542 at centre 12345 should be named: “12345_ F180542_Smith_J”.</p> <p>This is produced in <b>unsupervised</b> conditions. The digital portfolio should be between 16-20 pages. The Digital Portfolio <b>must</b> be submitted to the examiner for marking.</p>
<p><b>Activity 5</b></p>	<p><b>Written commentary to accompany each page of the digital portfolio</b></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. Handwritten commentaries must be scanned and then be turned into PDF files.</p> <p>This should be written up under 3 hours in <b>supervised</b> conditions. The Written commentary <b>must</b> 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.

**When submitting work to the examiner, you should include:**

- ✓ Learner work
- ✓ The authentication forms (one per learner)
- ✓ The centre register
- ✓ The learner record sheet (one per learner).

The submission deadline is **25 May 2018**. 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** 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

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

- 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: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>.

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](mailto: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 learners 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:

- Unit 7: Developing and Realising Creative Intentions (31833H).

<b>Centre Name</b>		<b>Centre No.</b>	
<b>Unit Name</b>	Unit 7: Developing and Realising Creative Intentions	<b>Unit Code</b>	31833H

**NQF BTEC Level 3 Nationals in Art and Design – 2018**  
**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
<b>Name of Teacher (Print)</b>		<b>Date</b>		

## Appendix B: Authentication Form

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

- Unit 7: Developing and Realising Creative Intentions (31833H).

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**

<b>Unit number</b>		<b>Unit name</b>	
<b>Centre number</b>		<b>Centre name</b>	
<b>Registration number</b>		<b>Learner name</b>	

#### 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](mailto:btecdelivery@pearson.com)

## Appendix C: Learner Record Sheets

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:

- Unit 7: Developing and Realising Creative Intentions (31833H).

**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).

<b>Centre Name</b>		<b>Centre No.</b>	
<b>Unit Name</b>	Unit 7: Developing and realising Creative Intentions	<b>Unit Code</b>	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**

<b>Learner Name</b>		<b>Registration Number</b>	
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**Section B: Must be completed by the examiner**

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



