

Administrative Support Guide

2017-2018

Level 3

**External Assessment in BTEC
Nationals in Children's Play,
Learning and Development.**

**Unit 2 – Development of
Children's Communication
Literacy and Numeracy Skills.**

Contents

Contents

Contents.....	2
Summary of key dates and events.....	3
General information and support materials.....	5
Booking	5
Resit.....	5
Accessing externally set task	5
Support Materials	5
Preparatory work.....	6
Maintaining Security.....	6
Submission	7
Special requirements.....	7
Access arrangements	7
Special consideration.....	8
Post Results Service – enquiries about results (EAR’s).....	9
Access to scripts (ATSC)	9
Clerical check (EAR1).....	9
Review of marking external component (EAR2).....	10
Priority post-results review of marking (EAR2P)	10
Additional information	10
Frequently asked questions	11
Links to documents.....	11
Sample material link	11
Link to ICEA document	11
Link to making entries	11
Where is the lead examiner report?.....	11
Authentication Form	11

Summary of key dates and events

January 2018 series	Date	Additional Information
Bookings for Learners	20 October 2017	Submitting bookings after this date will result in a late fee charge. Late fee charges are from 21/10/2017. High late fee charges are from 21/11/2017.
Externally set task Part A released on the website	15 January 2018	Centres to down load Part A task for learners 3 hours preparation from here : http://qualifications.pearson.com
Date for supervised period	17 January 2018 AM	The set task needs to be completed under supervised conditions on Part B for 3 hours on the date specified by Pearson. Learners must complete work in response to the assessment set task for that relevant year. Learners resitting the unit should complete new work in line with the new Externally set task.
Learner work submission deadline	Friday 19 January 2018	Learner work Submission deadline
Results day	14 March 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)	12 April 2018	Last date for receipt by Pearson of EAR2 applications.
Last day for access to scripts (ATS)	29 March 2018	Date by which centres should receive priority copies of scripts for enquire purposes – Access to scripts service.

Summer 2018 series	Date	Additional Information
Bookings for learners taking external assessment to be made on Edexcel Online	28 March 2018	Submitting bookings after this date will result in a late fee charge. Late fee charges are from 29/03/2010. High late fee charges are from 29/04/2010.
Externally set task Part A released on the website	1 May 2018	Centres to down load Part A task for learners 3 hours preparation from here : http://qualifications.pearson.com
Window for supervised period	3 May 2018 AM	The set task needs to be completed under supervised conditions on Part B for 3 hours on the date specified by Pearson. Learners must complete work in response to the assessment set task for that relevant year. Learners resitting the unit should complete new work in line with the new Externally set task.
Learner work submission deadline	15 May 2018	Learner work Submission deadline
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)	20 September 2018	Last date for receipt by Pearson of EAR2 applications.

General information and support materials

Booking

It is essential that centres ensure that their **learners are entered for the unit assessment**. Final bookings for registration fees should be made by the **20th October 2017** for the January 2018 Series and **28 March 2017** for the Summer 2018 series, entries after this date will incur additional fees. This unit is a mandatory unit for this qualification. Bookings should 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. There is a charge for retaking the external assessment.

Accessing externally set task

The set task should be downloaded from the Pearson website. This will be available 2 days before the supervised assessment period set by Pearson. Learners should be given the pre-release download so their learners can start their 3 hour preparatory period in advance of the final supervised assessment period.

Support Materials

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

<http://qualifications.pearson.com/en/qualifications/btec-nationals/childrens-play-learning-and-development-2016.coursematerials.html#filterQuery=category:Pearson-UK:Category%2FExternal-assessments>

and can help you prepare your learners:

- Sample assessment materials (SAMs)
- Additional sample assessment materials
- Specification

Teachers: if you have any subject specific teaching queries please contact the Subject Advisor on 020 7010 2162 or e-mail: TeachingChildcare@pearson.com

Examinations officers: if you have any questions relating to bookings, registrations, training courses, EOL, invoices, certificates, eligibility, approvals or results please contact Service Operations on 0344 463 2535 or e-mail:

examsofficers@pearson.com

Preparatory work

The set task should be carried out under supervised conditions.

Learners should be given three hours for planning and preparation before supervised assessment.

Learners can take up to three sides of A4 notes into the supervised assessment. These notes are **not** assessed and should not be submitted with the learner work.

All learner work must be completed independently and authenticated by the Teacher/Tutor and/or Invigilator before being submitted to Pearson.

Learners must not bring anything into the supervised environment or take anything out without your approval.

Maintaining Security

During the supervised assessment period, the assessment areas must only be accessible to the individual learner and to named members of staff.

Learners can only access their work under supervision.

Any work learners produce under supervision must be kept secure.

During any break, materials must be kept securely.

Any materials being used by learners must be collected in at the end of each session, stored securely and handed back at the beginning of the next sessions.

Learners are not permitted to have access to the internet or other resources during the supervised assessment period.

Submission

A completed Part B should be submitted for each learner.

A fully completed authentication sheet must be completed by each learner; **the prepared notes should not be submitted** with the final outcomes to Pearson.

Please ensure documents are submitted before the deadline set by Pearson.

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:

Special Requirements
Pearson UK
190 High Holborn
London
WC1V 7BH

Tel: 0844 463 2535

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 Service – enquiries about results (EAR's)

Access to scripts (ATSC)

This service allows you to request a copy of an exam paper so you can make a decision about whether to apply for a review of marking (EAR2). It includes a copy of the marked exam paper, sent either electronically as a PDF or as a printed hard copy.

This service is not suitable for candidates with university places at risk. If the candidate require an urgent re-mark centres should progress straight to a priority review of marking (EAR2P). You will not be able to request an EAR2P service if you request this service.

Clerical check (EAR1)

A check of all clerical procedures which lead to us issuing a result. This includes making sure:

- all parts of the task have been marked
- marks have been recorded/added correctly
- special consideration has been applied (where appropriate)
- the grade boundaries have been applied accurately

You may consider this service if the results for one candidate are un-expected compared to the rest of the cohort.

Candidates' marks or grades can go up, down or stay the same

To get a copy of the reviewed exam paper, you should request an Access to Script (ATS) service at the same time as submitting the EAR request. There is a fee for this additional service.

Review of marking external component (EAR2)

A check that our examiners have marked externally assessed components correctly. This includes:

- the clerical check (EAR1) service
- a review of marking of units/components by a senior examiner

You can request us to review the marking of exam papers for individual candidates and the results for each candidate will be reported separately. This service isn't available for internally assessed/externally moderated coursework components.

Candidates' marks or grades can go up, down or stay the same.

To get a copy of the reviewed exam paper, you should request an Access to Script (ATS) service at the same time as submitting the EAR request. There is a fee for this additional service.

Priority post-results review of marking (EAR2P)

This service is the same as the EAR2 service but is processed faster.

It is generally used when a candidate's place in further/higher education depends on the outcome. Candidates' marks or grades can go up, down or stay the same. To get a copy of the reviewed exam paper, you should request an Access to Script (ATS) service at the same time as submitting the EAR request. There is a fee for this additional service.

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-AccessstoscriptsATS>

Frequently asked questions

Can we retake the external assessment? How many times? When can we retake it?

The learner can have one additional resit of this task.

Shall we wait for the submission deadline before submitting work?

Send work as soon as the work has been completed... it is not necessary to wait until the submission deadline.

Links to documents

Sample material link

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

Link to ICEA document

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

Link to making entries

<http://qualifications.pearson.com/en/support/support-topics/registrations-and-entries/academic-registrations-and-entries/making-academic-entries.html>

Where is the lead examiner report?

<https://qualifications.pearson.com/en/qualifications/btec-nationals/childrens-play-learning-and-development-2016.coursematerials.html#filterQuery=Pearson-UK:Category%2FSpecification-and-sample-assessments>

Authentication Form

The following page provides the Authentication Declaration that must be completed by each learner submitting work for Unit 2: Development of Children's Communication, Literacy and Numeracy Skills.

This form must also be countersigned by the teacher.

Authentication form

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

Qualification (delete as appropriate):

Extended Certificate/Foundation Diploma/Diploma/Extended Diploma

Unit number	31598E	Unit name	Unit 2 : Development of Children’s Communication, Literacy and Numeracy Skills
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**.

