



Pearson

Administrative Support Guide

External Assessment in BTEC Nationals in Sport

Unit 22: Investigating Business in Sport and the Active Leisure Industry 2017 – 2018

This booklet should be read in conjunction with the information in Section 7 of the Specification and the relevant information for Unit 22.

Issue 1
January 2018

Contents

1. Summary of key dates and events.....	4
2. General Information.....	6
2.1 Booking	6
2.2 Resit	6
2.3 Accessing the externally set task	6
2.4 Support materials	6
3. Assessment Security.....	7
4. Preparatory work.....	8
5. Supervised sessions guidance	8
6. Submission of work	9
7. Special Requirements	10
7.1 Access Arrangements	10
7.2 Special Consideration	10
8. Post-Results Services	12
8.1 Access to Scripts	12
8.2 Clerical check	12
8.3 Review of marking	12
8.4 Additional information	13

9. Appendix	13
9.1 Appendix A – Centre Register	13
9.2 Appendix C – Learner record sheet	15
10. Frequently asked questions.....	17
10.1 Set Task B – The Learners Work	Error! Bookmark not defined.

1. Summary of key dates and events

Event	Date	Other information
Entry deadline for first entry January 2018	Friday 20th October 2017	Last date for entry without a late entry fee charge.
Part A , released on website	Part A: Wednesday 13th December 2017	Secure download. Learners will be given the research brief before the supervised assessment period. They will be given six hours over the pre-release period to carry out research. This can be done across multiple sessions
Supervised Assessment Period for part B	Thursday 18th January 2018	A supervised assessment period of three hours scheduled by the centre in a single session timetabled by Pearson. Centres are reminded that to carry this out in multiple sessions will constitute malpractice.
Learner work submission deadline	Monday 22nd January 2018	The work must be with the examiner by the 22nd of January 2018. When sending the work, you must allow time for it to be delivered. Therefore, it is advised that centres dispatch work as soon as possible, following the completion of part B, allowing sufficient time for work to arrive by the deadline date.
Results day	Wednesday 14th March 2018	Release of results to learners. Next Generation RQF 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 - Copy)	Thursday 22nd March 2018	This service allows you to request a copy of a marked exam paper.
Last day for Enquiries about Results (EAR)	Thursday 12th April 2018	Last date for receipt by Pearson of EAR applications. This is a check that our examiners have marked externally assessed components correctly. This includes: <ul style="list-style-type: none"> ○ the clerical check (EAR1) service a review of marking of units/components by a senior examiner (EAR2)
Retention of notes from part A	Until Thursday 12th April 2018	Pearson can request to see these notes at any point during the marking and re-marking periods. Therefore, learners' notes must be kept securely until after the post-results deadline.
Access to Scripts Service support	Thursday 19th April 2018	Final date for requesting return of examination scripts to support teaching and learning

2. General Information

2.1 Booking

It is essential that centres ensure that their learners are entered for the unit assessment. Final bookings should be made by the **20th October 2017** for January exams. (See [Centre administration Information manual](#) on the website for January 2018 onwards). These bookings must be made by the Examinations Officer on Edexcel Online.

2.2 Re-sit

Learners are permitted **one** opportunity to retake this externally assessed task. There is a charge for retaking the external assessment.

2.3 Accessing the externally set task

The externally set task for the current year will be available for download from the BTEC website, from the release date, under the 'external assessments' category [here](#).

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.

2.4 Support materials

Support materials are available to help you prepare your learners [here](#). This material includes:

- Sample Assessment Materials (SAMs) which include the Assessment criteria
- Additional Sample Assessment Materials.
- Teaching and learning materials (Delivery guides, Scheme of work and Delivery plans)

If you have any subject specific questions about this unit that requires the help of a Subject Advisor, please contact teachingpeandsport@pearson.com.

Ask The Expert and live chat can be accessed [here](#).

Examinations Officers: if you have any questions relating to bookings, registrations, training courses, EOL, invoices, certificates, eligibility, approvals or results please call the number below to speak to your account specialist or email us and we'll respond to you within two days.

T: 0344 463 2535E: examsofficers@pearson.com

3. Assessment Security

Due to the nature of this assessment, it is necessary to release confidential material to centre staff prior to the assessment window. It is therefore essential that centre staff read the instructions for the [conduct of the assessment](#) before releasing **ANY** material to learners, to ensure that the integrity of the assessment is not inadvertently breached.

Centres must make arrangement for the secure delivery of external assessments. Each external assessment has a defined degree of control under which it must take place. Some external assessments may have more than one part and each part may have a different degree of control. We define degrees of control as follows:

High control

This is the completion of assessment in formal invigilated examination conditions.

Medium control

This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes or the internet to help them complete the task.

Low control

These are activities completed without direct supervision. They may include research, preparation of materials and practice. The materials produced by learners under low control will not be directly assessed.

Refer carefully to the instructions in this guide (ASG), the assessment booklet and the Instructions for Conducting External Assessments ([ICEA](#)), to ensure that the assessment is supervised correctly. An authentication statement will be required confirming that learner work has been completed as directed.

Assessment sittings must be arranged to minimise the possibility of learners colluding.

4. Preparatory work

This is a task-based assessment with time given for research. Learners will be assessed on their ability to evaluate the information and data relating to the information provided in the case study in Part A.

Prior to the assessment it is advised that learners work through the SAMs to understand the requirements of the task.

The preparatory work on part A should be undertaken over a period of **six** hours within the **one** week timetabled window, before part B is released. The **six** hours can be divided into sessions according to the needs of learners.

5. Supervised sessions guidance

Learners must complete the task in the booklet provided with part B. Centres must ensure that the learners do not have access to the internet or other resources during the supervised assessment period. Guidance on maintaining security in the '**Instructions to Teachers/Tutors**' section of part A must be followed.

Up to **four** A4 sides of notes can be taken in, (Two pieces of paper front & back) hand written or in minimum font size **10** if typed.

The written work must be submitted to the Examiner no later than 22nd January 2018. To clarify, this is **not** the final date for sending work. Please ensure you post with the aim that work should reach the examiner on or before the submission date.

During the assessment period, any assessment materials not required by the learners for submission must be collected and held securely by the Exams Officer until after the EAR deadline, at which point they may be recycled or destroyed.

5.1 How to save secure materials

For task completed in the booklet of PART B

All completed work on **Part B** from learners should be collected at the end of the session and stored securely. All of the work from **Part A** must be checked by the Invigilator ensuring that it only contains notes related to the research for **Part B**

6. Submission of work

Learner work will be externally assessed and marked. You must submit the work for all learners taking this examination. The assessment criteria are available on the BTEC Nationals website.

The materials listed below must be sent to the addressee on the postage labels (which will be provided to you)

	Item	✓	Number to be sent
1	Centre Register Form (printed and signed copy)		One copy
2	A completed task booklet		For every learner who sat this exam
3	Learner record sheet (Please find this at the end of this document).		One form per learner

Please note that each learner's submission must be fastened together using a string, tags or similar, so that the work can be read without the need to remove the fastening.

Copies of the forms are provided in the Appendix of this booklet. These forms are also available in Word format on the [website](#). The Centre Registration Form can be filled in electronically, but it **must be printed and signed**.

Please note that the learner's BTEC registration number should be indicated in the relevant field in the forms (GQ, GCSE/GCE learner number should not be used).

Absent learners should be indicated with an "A" on the assessment forms/online attendance register.

All work must be sent in secure packaging.
Centres are advised to retain proof of postage.

7. 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.

7.1 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.

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 (Monday 11th December 2017)

7.2 Special Consideration

Special consideration is applied **following** an examination or assessment. This ensures that a learner 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 learner eligibility, procedures, evidence requirements and deadlines which can be found at the following link:

<http://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/special-consideration.html>

You can apply for special consideration by using JCQ/SC 'Form 10'. The form can be downloaded from the JCQ website here:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-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 Team at Pearson, prior to the marking of learners' work when possible. 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 give advice 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.

8. Post-Results Services

8.1 Access to Scripts

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. "Access to Scripts" requests are submitted on Edexcel Online. You should refer to your Examinations Officer for further details.

8.2 Clerical check (EAR1)

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, down or stay the same

8.3 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.

8.4 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>

9. Appendix

9.1 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 2: Fitness Training and Programming for Health, Sport and Wellbeing.

Centre Name		Centre No.	
Unit Name	Unit 22: Investigating Business in sport and Active Leisure Industry.	Unit Code	21405J

RQF BTEC Level 3 in Sport
January 2018

CENTRE REGISTRATION FORM

This form must be completed and sent to Pearson 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

9.3 Appendix B – Learner record sheet

The following page provides the learner record sheet. You must complete the header (centre name and number) and **section A only** for each learner submitting work for Unit 22. 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/GCE candidate number should not be used)

Centre Name		Centre No.	
Unit Name	Unit 22: Unit 22: Investigating Business in Sport and Active Leisure Industry.	Unit Code	21405J

RQF BTEC Level 3 in-Sport
January 2018
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 examine

ACTIVITY 1	Review of business information
Marks awarded	
Total available marks	16
ACTIVITY 2	Business model analysis
Marks awarded	
Total available marks	16
ACTIVITY 3	Recommendation
	20

ACTIVITY 4	Justification
Marks awarded	
Total available marks	12

10. 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 (Two pieces of paper front & back) into the supervised assessment period. These must be hard copies hand written or in minimum font size **10** if typed.

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. Therefore learners should not have any access to the internet or other resources.

**For more information on Pearson qualifications, please
visit www.pearson.com/uk**

Pearson Education Limited. Registered company number 872828
with its registered office at Edinburgh Gate, Harlow, Es



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

