

Administrative Support Guide

2017 – 2018

**External Assessments in
BTEC Nationals in Computing
31770H - Unit 3: Planning and
Management of Computer
Projects.**

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Summary of key dates and events

January 2018

Event	Date	Description
Entry deadline	20 October 2017	Last date for entry without a late entry fee charged.
Part A supervised assessment period	Monday 8 th January 2018 – Friday 12 th January 2018	Part A is to be completed in a single session under supervised conditions for 3 hours in the one week period.
Part B supervised assessment period	Monday 15th January - Wednesday 17th January 2018	<p>Part B is to be completed in a single session under supervised conditions for 2 hours in the 3 day period.</p> <p>Learners must complete work in response to the assessment set task for the relevant series.</p> <p>Learners resitting the unit should complete new work in line with the new Externally Set Task.</p>
Learner work submitted to your allocated examiner	Friday 19th January 2018	<p>All work needs to be completed on a computer, with submission on a DVD/ Memory Stick to Pearson.</p> <p>Learner work must not be split between storage devices and we recommended that you include multiple learners on the same storage device.</p> <p>When sending the work, you must allow time for it to be delivered to the examiner.</p>

Results day	Wednesday 14 th March 2018	Results available via EDI or Edexcel Online
Last day for Enquiries about Results (EAR)	Thursday 12 th April 2018	<p>Last date for receipt by Pearson of EAR2 applications. A check that our examiners have marked externally assessed components correctly. This includes:</p> <ul style="list-style-type: none"> • the clerical check (EAR1) service • a review of marking of units/components by a senior examiner.
Last day for Access to Scripts (ATS)	Thursday 19 th April 2018	For digital submissions a photocopy of the learner record sheet is available in lieu of Access to Scripts.

June 2018

Event	Date	Description
Entry deadline	Wednesday 28 th March 2018	Last date for entry without a late entry fee charged.
Part A supervised assessment period	Tuesday 8 th May 2018 – Monday 14 th May 2018	Part B is to be completed in a single session under supervised conditions for 2 hours in the 3 day period.
Part B supervised assessment period	Wednesday 16 th May 2018 – Friday 18 th May 2018	<p>Part B is to be completed in a single session under supervised conditions for 2 hours in the 3 day period.</p> <p>Learners must complete work in response to the assessment set task for the relevant series.</p> <p>Learners resitting the unit should complete new work in line with the new Externally Set Task.</p>
Learner work submitted to your allocated examiner	Tuesday 25 th May 2018	<p>All work needs to be completed on a computer, with submission on a DVD/ Memory stick to Pearson.</p> <p>Learner work must not be split between storage devices and we recommended that you include multiple learners on the same storage device.</p> <p>When sending the work, you must allow time for it to be delivered to the examiner.</p>
Results day	Wednesday 15 th August 2018	Results available via EDI or Edexcel Online

Last day for Enquiries about Results (EAR)	Thursday 20 th September 2018	Last date for receipt by Pearson of EAR2 applications. 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.
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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 **learners are entered for their chosen examination series (January or June)**.

It is vital that entries are submitted in order to ensure that an examiner is allocated to your centre.

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 will be available for download from the BTEC website on the date specified for the series. It is available under the "Course Material" category [here](#).

Please note that your Examinations Officer will need to enter their username and password in order to download this secure material. They will then be able to pass this onto you to enable you to set up user accounts prior to the externally set task being completed.

Support materials

The following support materials are available from the Pearson website [here](#).

- Sample Assessment Materials (SAMs)
- Additional Sample Assessment Materials (SAMs)
- Unit 3 Specification
- Sample Marked Learner Work

Teachers: if you have any subject specific teaching queries please contact the Subject Advisor team on 020 7010 2161 or e-mail: TeachingComputerScience@pearson.com

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

Preparatory work

The date the secure examination files will be released are specified in the summary of the key dates at the beginning of this document and in the examination timetables.

Centres must not discuss the details of the examination content with candidates.

The examination

Part A is a single 3 hour session and Part B is a single 2 hour session. Part A must be completed before Part B is begun.

During the sessions candidates are **not** allowed access to any work they may have created prior to the examination. During the completion of Part B, candidates may be provided with locked down copies of their work from Part A.

Centres are allowed to print off copies of the examination paper for candidates to use within each session

Candidates are **not** allowed to remove anything from the examination room between sessions. Examination papers and candidates' notes **must** be collected at the end of each session.

Any unwanted documents produced during any session must be collected and should be destroyed.

Candidates must only be allowed access to their examination user area during the sessions.

Candidates may **not** have access to email or Internet during the examination.

Communication between candidates during each session is **not allowed**.

Edexcel Online (EOL) attendance register

The attendance register for Computing should be completed on Edexcel Online. You should complete this once all learners have finished the assessment and you are ready to send your learners' work to the examiner.

If a learner is absent from the assessment, or has been withdrawn, you must inform us by marking them as 'Absent'. All learners who complete work should be marked as 'Present'.

Submission of work

Learner work will be externally assessed and marked. You must submit the work for all learners taking this set task. The assessment criteria are available in the Sample Assessment Materials on the BTEC Nationals website.

You will be provided with labels containing the examiner address and details, who you will submit all work to. The following materials must be sent to the examiner by the **deadline specified for the series (see relevant table of key dates above)**.

	Item	✓	Number to be sent
1	activity1PID_[Registration number #]_[surname]_[first letter of first name]		One per learner on a digital device
2	activity2gantt_[Registration number #]_[surname]_[first letter of first name]		
3	activity2resource_[Registration number #]_[surname]_[first letter of first name]		
4	activity2cost_[Registration number #]_[surname]_[first letter of first name]		
5	Activity3checkpoint_[Registration number #]_[surname]_[first letter of first name]		
6	Activity4email_[Registration number #]_[surname]_[first letter of first name]		
7	Learner Authentication and Record form (printed and signed copy)		One form per learner
8	Centre Register (printed copy)		One register per cohort

Copies of the forms are provided in the Appendix of this booklet. These forms are also available in Word format on the website. They can be filled in electronically, but they **must be printed and signed**.

Transfer onto DVD/Memory stick(s)

You must submit all assessment material on DVD(s)/Memory stick(s). More than one learner's work can be submitted on each DVD(s)/Memory stick presented. Learners' work must be copied onto memory sticks/burnt to the DVD(s). We require that you create **datafiles** organised in the following way:

- You must create a folder for each learner. Each folder should be named according to the following naming convention:

[Centre #]_[Registration number #]_[surname]_[first letter of first name]

Example: Alex Green with registration number JA00756 at centre 12345 would have work in a folder titled
12345_JA00756_Green_A.

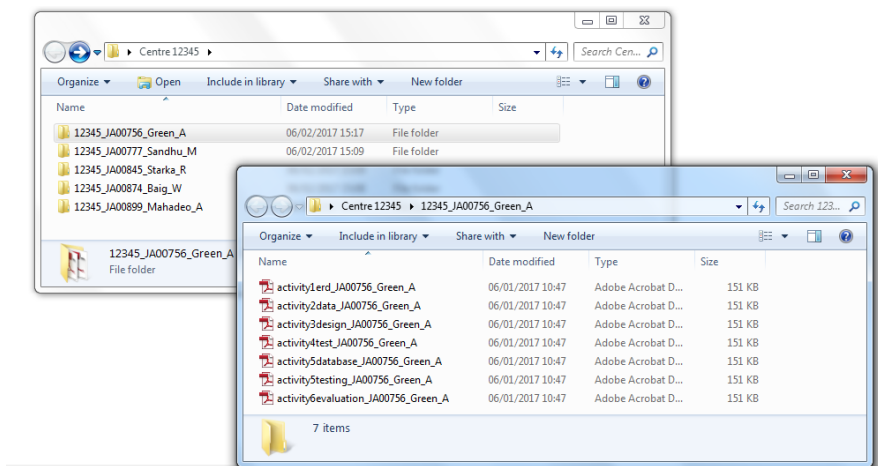
- Each folder must then contain the six pieces of assessment evidence. Each piece of the evidence should be named according to the following naming convention:

[Activity title #]_[Registration number #]_[surname]_[first letter of first name]

Example: Alex Green with registration number JA00756 would have work in the folder titled for activity 1 as:

activity1PID _JA00756_Green_A.pdf

Please see an example below:



The DVD(s)/memory stick(s) and hard protective case should be **clearly labelled** with:

- centre number and name
- 'BTEC Computing – Unit 3 – (series date)'
- DVD/Memory stick number (if more than one is being provided e.g. 1 of 2).

Centres are reminded that **DVDs/Memory sticks are not returned**, therefore you must make a copy for your own records and in case discs are damaged or lost within the postal system. **Any other form of media will be rejected.**

The DVD(s) must be a new, previously unused disc(s).

Before the DVD(s)/Memory stick(s) are sent for marking, the teacher should check that:

- the DVD(s)/Memory stick(s) play in other computers.
- At least one copy has been made of the Learners work in case of postal problems.

Centres should retain copies of Learner work until after the examination session and appeals processes have completed.

Copies of the forms are provided in the Appendix of this Document. These forms are also available in a Word format on the website. They can be filled in electronically, but **they must be printed and signed.**

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

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

Centres are advised to retain proof of postage.

All materials sent to the examiner for this unit, including DVD(s)/Memory stick(s) and forms, will be retained by Pearson.

Sending the work

Each centre is allocated an examiner that will mark their cohort's work. Labels will be provided by Pearson, that state the examiner's name and address.

Centres need to use the labels they are provided with to send the work off to the examiner.

Centres must not send the work to their Standards Verifier or to an examiner for another subject.

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 deadline.

You can apply for special consideration by using '**Form 10**'. The form can be downloaded from the JCQ website [here](#).

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: email: 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

Our Access to Script (ATS) services allow you to request copies of your candidates' marked exam papers. Scripts do not have examiner annotation on them. The marked script allows teachers to evaluate how the student performed on particular questions in relation to what they have been taught; the Principal Examiner's Report and the exemplars that we make available demonstrate how the mark scheme is applied.

Clerical check

This service (EAR1) 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 or down.

Review of marking

Requests for a Review of marking (EAR2) 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.

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 [here](#).

Appendix A – Centre Register

The following page provides the Centre Register form that must be completed for the cohort of learners submitting work for Computing Unit 3: Planning and Management of Computer Projects.

Centre Name		Centre No.	
Unit Name	Unit 3: Planning and Management of Computer Projects	Unit Code	31770H
		Exam Series	

BTEC Nationals in Computing - Centre Register

This form must be completed and sent to your examiner along with the Storage Device
 (All learners entered for the unit must appear on this register. Please indicate an absence or withdrawal with "A")

Registration No.	Learner Name	Storage Device Number	Examiner use only		
			E Mark	TL mark	Comments

Please send DVDs/ Storage devices in hard protective cases. Keep copies of all material sent for the examination securely at the centre.

Teacher's declaration:
 I confirm that I have checked the quality of the Storage Media and made a copy of the work.

Name of Teacher (Print)	Signature	Date

Appendix B – Learner Authentication and Record Form

The following page provides the Learner Authentication and Record Form that must be completed by each learner submitting work for Computing Unit 3: Planning and Management of Computer Projects. You must complete the header (centre name and number) and Section B only for each learner submitting work for Computing Unit 3: Planning and Management of Computer Projects. Section C will be completed by the examiner.

The form must be countersigned by the teacher.

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

Section A: Must be completed by the Centre

Centre Name		Centre No.	
Unit Name	Unit 3: Planning and Management of Computer Projects	Unit Code	31770H

**NQF BTEC Nationals in Computing – January 2018
LEARNER AUTHENTICATION AND RECORD SHEET**

DO NOT ATTACH ANYTHING TO THIS FORM

Learner Name		Registration Number	
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Section B: Must be completed by the Teacher and Learner

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 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 .
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 (Teacher)
Signed (Learner)	Name (Block capitals)
Date	Date

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

Act 1 PID	Act 2 Gantt	Act 2 Resource	Act 2 Cost	Act 3 Checkpoint	Act 4 Email	Total

Appendix C – Frequently Asked Questions

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

There will be opportunities to retake the external assessment in the following year; learners will be required to create new work using the following year's Progression Opportunities. There will be a charge for retaking the external assessment. Please note, learners can only retake this unit once.

Is the assessment criteria for the externally assessed unit in the specification?

No, but the mark scheme is published on the website [here](#).

Shall we wait for the submission deadline before submitting work? No, please send work as soon as the work has been completed. It is not necessary to wait until the submission deadline.

Is there sample material?

Sample Assessment Material (SAMs) and Additional Sample Assessment Material can be found on our website [here](#).

Where can I find the ICEA document?

The Information for Conducting External Assessments can be found on our website [here](#).

How do I make entries?

Information on how to make entries can be found [here](#).

Where can I find the Information Manual?

The BTEC specific section from our Information Manual can be found [here](#).

