

# Instructions for the Conduct of the Examination and Coursework (ICE)

## Physical Education

Entry Level Certificate (ELC)

8930

**Summer 2006**

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Please pass one copy of this booklet to the teacher responsible for the subject as soon as possible.

Teachers are advised to study the instructions and advice given, since failure to follow the details is likely to disadvantage candidates preparing for the examination.

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## Summary of Timetable for Practical Components

	Time	Event
1	Spring Term	Visiting Moderator contacts centre to arrange date for the Final Practical Assessment.
2	Spring Term	Centre enters coursework marks for all candidates on Entry Level Certificate PE34 forms. Edexcel recommends that this be done electronically, using the Excel forms on the Edexcel website <a href="http://www.edexcel.org.uk">www.edexcel.org.uk</a> .
3	At least 7 days before the Final Practical Assessment	Centre sends a copy of the Entry Level Certificate PE34 to Visiting Moderator together with a timetable of activities for the Final Practical Assessment.
4	Agreed date	Final Practical Assessment: centre enters marks for the Final Practical Assessment on the Entry Level Certificate PE34.
5	By 12 <sup>th</sup> May 2005	Centre completes Entry Level Certificate PE34. Centre converts total marks to a level of achievement and enters the level (1, 2 or 3) onto the OPTEMS and sends the <b>top copy</b> to Edexcel.  <b>The second copy of the OPTEMS and a copy of the Entry Level Certificate PE34 forms are sent to the PEP Moderator along with the required Personal Exercise Programmes from the centre.</b>

# 1 Introduction

The information in this booklet is to provide guidance on the conduct of the Physical Education Entry Level Certificate (8930) for accreditation in 2006. The course consists of four elements, all of which must be completed by each candidate.

## **Specification Requirements**

The course consists of four elements:

### **Practical coursework - internally assessed:**

Candidates will be assessed on the level of their fundamental skills and their application of these in an on-going activity session. Candidates will **select four activities** from the National Curriculum practical activity groups, **with at least two activities from different groups.**

### **Final practical assessment - internally assessed and externally moderated:**

This will be a final practical assessment of the candidates' four selected activities. It will be an 'on the day' assessment, allowing candidates to progress from their coursework element and improve with practice. **Centres will design a series of tasks for each activity to be assessed on the day. This will be compiled into a timetable and programme of activities for the assessment and forwarded to an appointed moderator for verification before the assessment day.** These activities will be assessed on a scale of 1-5 in accordance with the Practical Assessment Criteria and will be internally examined but externally moderated by Edexcel. **These should be assessed in conjunction with the GCSE Physical Education Moderation.**

### **Analysis of Performance - internally assessed:**

Candidates will be assessed with a mark out of 10 for their analysis of performance in one of their selected practical activities. The assessment will be based on the candidate's ability to reflect upon the planning, performing and evaluation of a performance and it may be assessed verbally on a short question and answer basis.

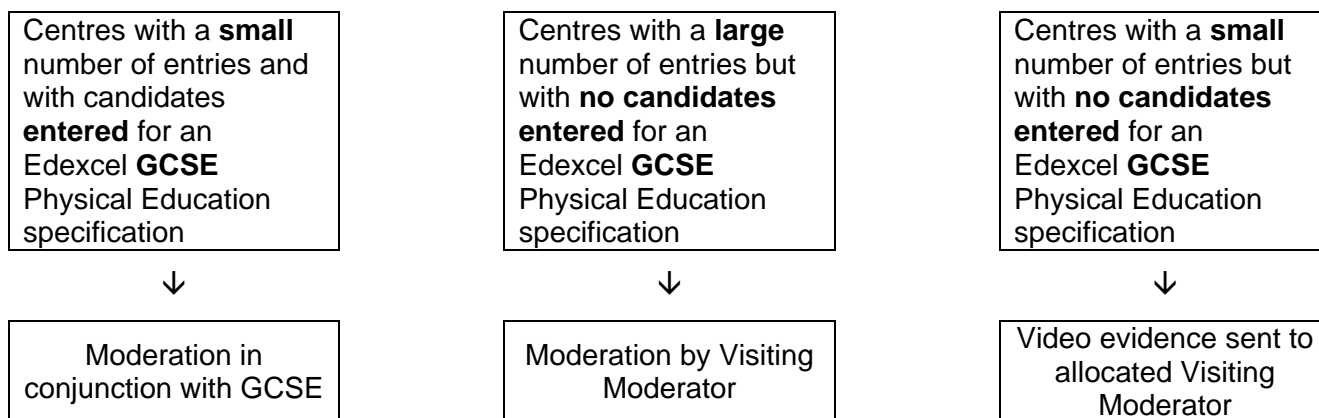
### **Personal Exercise Programme (PEP) - internally assessed and externally moderated:**

Candidates will be required to develop a simple Personal Exercise Programme that will enable them to show an understanding of the relation between physical activity and personal health and exercise. This will require candidates to undertake a piece of small-scale research. The PEP will be based upon set worksheets and seek to establish an understanding of healthy lifestyles. This will be marked out of 10 and be marked internally, and moderated externally by the PEP Moderator.

**The details of your PEP moderator will be on the OPTEMS forms which will be sent to centres in April of the examination year.**

## Overview of the Assessment of the Entry Level Certificate

- Centres enter candidates for the Entry Level Certificate through the Entries and Awards Section at Edexcel.
- All centres are allocated a Visiting Moderator for the practical activities and a Moderator for the Personal Exercise Programme.
- The moderation of the practical activities will be undertaken accordingly:



- All candidates complete a Personal Exercise Programme and the centre forwards the required sample to the PEP Moderator along with the top copies of the Entry Level Certificate PE34 and the second copy of the OPTEMS.
- OPTEMS have a maximum mark of 3 relating to the level achieved.

## 2 Assessment of Practical Skills

- 2.1 For the assessment of Practical Skills candidates must offer **four** practical activities with at least two activities from different Practical Activity Groups. Not all candidates from the same centre need offer the same activities. Candidates must offer activities in accordance with the following criteria:

**Activities not included in the specification may not be offered.**

Candidates may not offer both Rugby League and Rugby Union.

Candidates may not offer both Trekking and Orienteering.

Candidates may only offer one of Rounders, Softball and Baseball.

### 2.2 Practical Coursework Assessment

The first assessment of each activity must be completed and the marks recorded for each candidate on the Entry Level Certificate PE34 mark sheet for **despatch to the visiting moderator 7 days prior** to the agreed visiting moderation date.

Each activity must be marked using the scale of 1-5. Full details of the scheme of assessment are given in the specification.

The specification allows for the completion of coursework and final practical assessment by candidates in some activities in an 'off-site' capacity.

### 2.3 Analysis of Performance

Candidates must demonstrate their ability in Analysis of Performance in **one** of their chosen practical activities. The Teacher-Examiner must award a mark according to the marking criteria in the Analysis of Performance Matrix. **The Visiting Moderator will not sample the teacher's assessment of Analysis of Performance during the moderation visit.**

### 2.4 Final Practical Assessment

The second assessment of each activity will take the form of a final practical assessment, which is marked by the Teacher-Examiner and sample moderated by a Visiting Moderator. It will cover the same activities offered by the candidate in the Practical Coursework Assessment.

The Final Practical Assessment must be completed, **no later than Friday 5<sup>th</sup> May 2006**. It must include a programme of activities agreed by both the centre and the Visiting Moderator, who will attend for at least part of the programme. The Visiting Moderator will contact the centre as soon as possible, after the final entries have been made. Centres will be required to provide a comprehensive timetable of activities.

### 2.5 Internal Standardisation

Centres are reminded that it is their responsibility to ensure that where there is more than one Teacher-Examiner, **internal standardisation has been carried out** to ensure that the work of all candidates is marked to the same standards.



### 3 The Moderation Procedure

**The moderation of candidates for the Entry Level Certificate will be undertaken in conjunction with the moderation of candidates for the Edexcel GCSE Physical Education specification.**

- 3.1 The centre is required to undertake a Final Practical Assessment of **all** candidates within **all their selected** activity areas. This process must be available for moderation by the allocated Visiting Moderator.
- 3.2 The centre must provide, within the Final Practical Assessment, the opportunity for the Visiting Moderator to observe **all Teacher-Examiners** and a sample range of candidates from **at least four activities**, covering at least two National Curriculum Activity areas.
- 3.3 Where candidates are following an offsite activity, which will not be finally assessed within the Assessment programme available to the Visiting Moderator, then video evidence will be required. This should be forwarded to the Visiting Moderator along with the centre's coursework marks, **seven days prior to the visit**.

**Failure to do so may result in marks not being awarded and a practical coursework mark not being awarded.**

- 3.4 The Visiting Moderator will moderate the centre's assessment of practical activities. **They will observe wherever possible a minimum of four activities.** Their role is to review the marking by the centre's staff across the ability range for the sampled candidates. The Visiting Moderator will not normally be present for all activities and, in particular, centres need to make due consideration for the assessment of offsite activities.
- 3.5 The Visiting Moderator will check that the Teacher-Examiner's marking is at the appropriate level within the 1-5 range. Ideally the candidates observed within this range would be Entry Level Certificate, however it is acceptable for them to be GCSE. **The Visiting Moderator may discuss his/her findings in broad and general terms with the centre and determine the level of the candidate.**
- 3.6 Centres providing video evidence of the Final Practical Assessment should refer to the guidelines for the provision of video evidence in the GCSE Physical Education Coursework Guide, Issue 3 (available on Edexcel website [www.edexcel.org.uk](http://www.edexcel.org.uk)).

## 4 Documentation

The following mark sheets are used:

### **Entry Level Certificate PE34**

This is a practical record sheet to be completed with the marks awarded to each candidate for each activity and the Analysis of Performance mark. An Excel version of the ELC PE34 is available to download from the Edexcel website [www.edexcel.org.uk](http://www.edexcel.org.uk). Centres can print additional copies if required, or preferably, can complete the forms electronically.

### **OPTEMS - These forms will be sent to centres in April of the examination year**

Pre-printed mark sheets on three-part stationary with specification number, centre details and candidates names. There will be one sheet for the complete Entry Level Certificate and centres will enter the candidates' final level (1, 2 or 3) on the OPTEMS.

### **Personal Exercise Programme Mark and Authentication Sheet**

A mark and authentication sheet must be forwarded to the PEP Moderator with each Personal Exercise Programme to detail the centres marking of the work and to confirm that it is the candidates' own work. A Word version of the ELC PEP Mark and Authentication Sheet is available to download from the Edexcel website [www.edexcel.org.uk](http://www.edexcel.org.uk). Centres can print additional copies if required, or preferably, can complete the forms electronically.

**Centres should have available a copy of the current Entry Level Certificate Specification and copies of the GCSE Physical Education Specification (Issue 3) and Coursework Guide (Issue 3). Copies are available on the Edexcel website [www.edexcel.org.uk](http://www.edexcel.org.uk) or via Edexcel Publications 01623 467467.**

## 5 Organisation of the Final Practical Assessment

- Centres with candidates following the Entry Level Certificate and with candidates following an Edexcel GCSE Physical Education specification will integrate the candidates with the GCSE groups for assessment by a Visiting Moderator on one visit.
- Centres with a small group of candidates following the Entry Level Certificate but with no candidates following an Edexcel GCSE Physical Education specification will be required to provide video evidence of the final assessment.

**The decision relating to the type of assessment with respect to the size of the group will be the decision of the awarding board.**

- 5.1 Teacher-Examiners should ensure that all aspects of the course follow the specification and that all course assessments are carried out in accordance with the marking criteria provided in the specification.
- 5.2 Marks for the performance of every candidate in each activity undertaken and their marks for Analysis of Performance in one activity must be correctly recorded on the Entry Level Certificate PE34.
- 5.3 The Visiting Moderator will contact each centre, initially by telephone. An agreed moderation date will be established with the Visiting Moderator. The Visiting Moderator will send a copy of form U14 stating the date and time of the visit to the centre. The centre should confirm the arrangements in writing and forward a provisional programme of assessment for the day.

### **Before the Final Practical Assessment**

- 5.4 All final practical assessments must be carried out on the day(s) agreed with the Visiting Moderator and a timetable of activities must be produced for the day(s). This should allow each candidate to be assessed in each of his/her chosen activities. A copy of the timetable should be sent to the Visiting Moderator together with the coursework marks recorded on a copy of the Entry Level Certificate PE34, **at least 7 days before the Final Practical Assessment.**

To aid the moderation procedure the timetable should include comprehensive information on activities and candidates to be assessed, and should also show which Teacher-Examiner is assessing each activity. **A separate sheet identifying individual students by both practical and candidate numbers should be included with the timetable information.**

- 5.5 A **copy** of the Entry Level Certificate PE34 should be despatched to the Visiting Moderator. The form must show the candidates' names, numbers and the practical coursework marks awarded to each candidate for each activity undertaken. The mark awarded for Analysis of Performance should be entered in the appropriate column. This information is essential to allow the Visiting Moderator to prepare for the visit.
- 5.6 The appropriate number of **LARGE, CLEAR** practical numbers for use on blouses/shirts should be prepared in advance of the Final Practical Assessment.

- 5.7 It is essential to ensure in advance, that equipment and facilities will be available and that any travel arrangements to adjacent sites and/or sports centres have been made. The Visiting Moderator should be notified of any activity for which the assessment is to take place offsite. This can be done on the copy of the timetable sent in advance to the Visiting Moderator.

#### **On the day of the Final Practical Assessment**

- 5.8 The Visiting Moderator will attend on the pre-arranged date for the assessment of at least four practical activities. He/she will moderate up to ten candidates in each of the four different practical activities.
- 5.9 The Visiting Moderator will mark independently the practical performance of candidates seen. At the conclusion of **each** activity observed, the moderator will request the marks awarded by the Teacher-Examiner to those candidates selected for assessment purposes. These marks will be used to inform any decisions taken to adjust the centre's assessments in the interests of standardisation.
- 5.10 The centre should submit a special consideration request if there are circumstances that permit the awarding of an aegrotat award. This will be the responsibility of the Centre's Examination Officer.

#### **After the Final Practical Assessment**

- 5.11 The Teacher-Examiner will enter on the Entry Level Certificate PE34 **the marks for each activity undertaken by each candidate in the Final Practical Assessment.** The form should now show the marks for the Practical Coursework Assessment, the Analysis of Performance, the Final Practical Assessment and the Personal Exercise Programme. The Teacher-Examiner **must sign** the Entry Level Certificate PE34 form to indicate that marks have been awarded and recorded in accordance with the regulations. The Examinations Officer **must also sign** the form to confirm that all assessment activities have been completed in accordance with the Instructions for the Conduct of the Examination and Coursework. A copy of this form is forwarded to the PEP Moderator along with the sample of candidates Personal Exercise Programmes for verification of the levels awarded. Centres should also send one copy of this form to the Visiting Moderator and retain a copy for their records.
- 5.12 To moderate the Personal Exercise Programmes, a range of candidates' work covering the top, middle and bottom of the range should be sent to the PEP Moderator. **The sample must include the highest and lowest scoring pieces of work.** The size of the sample is calculated using the table below:

<b>Number of Candidates</b>	<b>Size of Sample</b>
1 - 10	All PEPs
11 - 20	11
21 - 30	12
31 - 40	13
41 - 50	14
51 - 60	15
61 - 70	16
71 - 80	17
81 - 90	18
91 - 100	19
100+	20

5.13 Each candidate's marks for the Practical Coursework Assessment, Analysis of Performance, the Final Practical Assessment and the Personal Exercise Programme should be added together to provide each candidate with a level of performance as detailed in the specification and the tables below. These levels (1, 2 or 3) must be entered on to the **OPTEMS**. The Teacher-Examiner **must sign** the **OPTEMS** to indicate that levels have been awarded and recorded in accordance with the regulations.

Element	Maximum Mark	Total Mark	Entry Level
Practical assessment during the course	20	10 - 19	1
Analysis of performance	10	20 - 39	2
Personal exercise programme	10	40+	3
Final practical assessment	20		

5.14 The **top copy** of each **OPTEMS** should be sent to Edexcel in the envelope provided. The completed **Entry Level PE34** and the **second copy** of the **OPTEMS** form should be sent to the PEP Moderator along with the Personal Exercise Programme sample assignments. The centre should retain a copy of the **Entry Level Certificate PE34** and the remaining copy of the **OPTEMS** for their records.

5.15 **All mark sheets must reach the PEP Moderator no later than May 12<sup>th</sup> 2005.**

## 6 Completion of Mark Sheets

### 6.1 Entry Level Certificate PE34

A mark out of 5 should be entered **for each of the four activities** for the Practical Coursework Assessment and the Final Practical Assessment.

**One mark out of 10** should be entered for the Analysis of Performance.

**One mark out of 10** should be entered for the Personal Exercise Programme.

**The marks for the four components should be totalled to give a final mark, which must then be converted to the appropriate level as detailed in the specification and the tables above.**

Where an activity for the Practical Coursework Assessment or Final Practical Assessment has been missed but the candidate has a viable reason for being absent, an X should be entered for the missing activity(s) in the appropriate box(s). A total for the assessments completed should be entered in the appropriate column(s) and in the total columns on the right of the chart. If all activities for that component have been missed then an X should be entered in the sub-total.

Where an activity in the Final Practical Assessment has been started but cannot be completed an X should be entered and the possibility of applying for special consideration explored.

**If an activity is missed with no justifiable reason a 0 should be entered.**

The Teacher-Examiner **must sign** the form to indicate that marks have been awarded in accordance with the regulations. The Examinations Officer **must also sign** the Entry Level Certificate PE34 forms to confirm that all assessment activities have been completed in accordance with the Instructions for the Conduct of the Examination and Coursework.

## 6.2 OPTEMS

**There will be ONE OPTEMS for the Entry Level Certificate.** OPTEMS are pre-printed on three-part stationary with the specification number, centre details and candidate names in candidate number order. Forms will be sent to all centres together with a supply of blank OPTEMS for candidates not listed and pre-paid envelopes for returning OPTEMS to Edexcel.

The top copy is designed to be read directly by an Optical Mark Reader. It is important therefore to complete the OPTEMS carefully. **Please do not fold or crease the OPTEMS.** The Teacher-Examiner **must sign** the OPTEMS forms to indicate that marks have been awarded and recorded in accordance with the regulations.

## 6.3 PEP Mark and Authentication Sheet

One mark sheet must be completed by the Teacher-Examiner for each piece of work. The mark sheet records the final mark out of 10 and how the marks were allocated for the differing sections of the mark criteria. The mark sheet must also be signed by the Teacher-Examiner and the candidate as authentication of being the candidate's own work.

# 7 Absent Candidates and Special Considerations

7.1 **Where candidates miss any component of the qualification for valid reasons** (e.g. illness or injury) a Special Consideration form should be submitted through the centre's Examination Officer to the Edexcel Special Consideration Department. Candidates should be **marked 'Absent' NOT 'Present but Disadvantaged' on the Special Consideration form.** A short list of comparable candidates with an estimated mark **for the component missed** and an estimated overall level should be given on the form. The Special Consideration form must be supported with evidence of the reason for absence (e.g. doctor's certificate). In the case of the practical elements, an estimated mark out of 5 for any activities missed would be helpful.

7.2 When a candidate is injured during the moderation programme and is unable to take any further part in their assessment activities then an X mark should be recorded. Medical evidence and a special consideration form along with a covering letter from the school should be sent to the Edexcel Special Consideration Department.

7.3 Family holidays are not acceptable grounds for Special Consideration.

7.4 The Final Practical Assessment is an 'on the day' performance and no consideration will be given to candidates who perform with an injury obtained prior to the assessment.

7.5 Centres assessing candidates with physical disabilities should refer to Section 9.

# 8. Off-site Assessment

8.1 Some activities available in the specification may well be taught off-site. If candidates are being taught by trained instructors, for example, at an Outdoor Pursuits Centre, **the Teacher-Examiner must still be responsible for ensuring that the specification requirements are fulfilled** in the activity concerned in respect of carrying out the Coursework and the Final Practical Assessments. Full details are given in the GCSE Coursework Guide. Where the Final Practical Assessment of the off-site activity is not to be held within the moderation programme available to the Visiting Moderator, then video evidence will be required.

## 8.2 Video Evidence

The video submitted as evidence must be on standard VHS format tape capable of being played on a normal domestic machine. A video content outline should be provided.

# 9 Assessment of Candidates with Disabilities

- 9.1 Centres wishing to enter candidates with disabilities, which relate to the candidates' completion of the written coursework must submit a formal application form (JCQ), available from Examination Officers, to Edexcel by **21<sup>st</sup> February 2005**. Appropriate medical evidence will be required with the application.
- 9.2 For the assessment of practical activities, candidates with physical disabilities will be assessed within the context of the assessment criteria with appropriate amendments and adaptations applied by the centre. Accordingly, candidates with physical disabilities should not be referred for special consideration resulting in an aegrotat award.
- 9.3 Guidelines for the inclusion of candidates with physical disabilities are given in the GCSE Coursework Guide.
- 9.4 Centres with physically disabled candidates to be assessed must inform their Visiting Moderator prior to the moderation visit.

## Entry Level Certificate Personal Exercise Programme

<b>Centre Name:</b>		<b>Centre No.</b>	
<b>Teacher Examiner Name:</b>			
<b>Candidate Name:</b>		<b>Candidate No.</b>	
<b>Marking Criteria</b>	<b>Mark out of:</b>	<b>Centre Marks</b>	
Accuracy and understanding of terms	1		
Collection and recording of information	5		
Using information collected	2		
Organisation of the Programme	2		
<b>Total:</b>	<b>10</b>		

### Centre Authentication

**Candidate**

I declare that I have produced the work involved without external assistance apart from any which is acceptable under the scheme of assessment.

Candidate Signature: ..... Date:.....

**Teacher Examiner**

I declare that the candidate's activities have been regularly monitored and that to the best of my knowledge, no assistance has been given apart from any, which is acceptable within the scheme of assessment, and that this has been identified and recorded. I also declare that to the best of my knowledge this is the candidate's own work.

Teacher Examiner Signature: ..... Date: .....



# Entry Level Certificate



## Physical Education

Entry Level PE34

Centre Name: \_\_\_\_\_

Centre Number: \_\_\_\_\_

Cand. No.	Candidate Name	Activity 1	Coursework	Final	Activity 2	Coursework	Final	Activity 3	Coursework	Final	Activity 4	Coursework	Final	AoP	PEP	Total	Level

**DECLARATION TO BE SIGNED BY THE TEACHER-EXAMINER RESPONSIBLE FOR COMPLETING THE MARK SHEET**

I declare that the activities of the candidates in respect of the marks listed on this mark sheet have been kept under regular supervision and that, to the best of my knowledge, no assistance has been given apart from any which is acceptable under the scheme of assessment and has been identified and recorded.

Signed: \_\_\_\_\_

Name of Principal Teacher Examiner: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE CENTRE'S EXAMINATION OFFICER**

I certify that all the activities published in the centre's practical day(s) timetable took place on the specified dates.

Signed: \_\_\_\_\_

Name of Examinations Officer: \_\_\_\_\_

Date: \_\_\_\_\_





Summer 2005

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