



Centre Guidance

GCSE Art and Design

Full Course

(2AD01/2FA01/2TD01/2TE01/2PY01/2GC01)

and

Short Course

(3FA01/3TD01/3TE01/3PY01/3GC01)

Summer 2017

THIS BOOKLET CONTAINS ESSENTIAL DETAILS FOR THE CONDUCT OF THE EXAMINATION. TEACHERS ARE ADVISED TO STUDY THE INSTRUCTIONS AND ADVICE GIVEN, SINCE FAILURE TO FOLLOW THE DETAILS MAY DISADVANTAGE CANDIDATES PREPARING FOR THE EXAMINATION

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1. Summary of key dates and events

Event	Date	Other information
Estimated entry deadline	10 October 2016	Estimated entries must be submitted online to ensure that the correct number of ESA papers are dispatched in January.
5AD02 – 5GC02/ 5FA04 – 5GC04 Externally Set Assignment released on Edexcel website	2 nd January 2017	Secure content – Edexcel Online password required
Despatch of Externally Set Assignment	Throughout 1 st and 2 nd weeks of January 2017	If not received by end of January, please ensure that estimated entries have been submitted.
Date for distribution of Externally Set Assignment to candidates	Please see section 5	The Externally Set Assignment should be given to candidates at the beginning of the preparatory period. Candidates have approximately 20 hours in which to make preparatory supporting studies prior to the 10 hours of sustained focus.
Submission of Application form Centre Consortium Arrangements for Centre-assessed Work	31 January 2017	If the form is not received prior to this date, different moderators may be allocated to the consortium centres.
Actual Entries to be received	21 February 2017	Late fees may be charged after this date
Earliest date for period of sustained focus	2 March 2017	The period of sustained focus lasts for ten hours.
Mark sheets made available to centres online	April 2017	Actual entries must be made by 21 February to ensure candidates are made available for online mark submission
Visiting moderators will contact centres	End of April 2017	Contact will be directly with centres to arrange date/time of the visit.
Marking of work, completion of assessment documentation and online mark submission to Edexcel	7 days Prior to the Moderation visit (or by 3 June if work is to be moderated at Edexcel)	A final mark for each candidate, for each Component, must be submitted to Edexcel via Edexcel Online/via EDI.
Moderation period	2 May – 27 June 2017	Centre visit must be arranged within the moderation period
Receipt of work to be moderated at Edexcel	3 June 2017	Deadline to receive work for postal moderation

GCSE Results day	24 August 2017	Release of results to candidates. Restricted release of results to centres only 23 August
Enquiries About Results (EAR3) deadline	20 September 2017	Last date for receipt by Edexcel of EAR3 applications
Retention of work	Until 20 September 2017	All sampled candidates' work must be retained by the centre until the deadline for requests for Enquiries About Results has passed. Requests for EARs cannot be accepted if work for all candidates in the sample has not been retained by the centre.

2. Moderation checklist: Summary

Before the visit

- Apply for Special Consideration if necessary (through the Examinations Officer)
- Arrange for all work and related paper work for all the consortium centres to be made available at the designated location for the moderation visit
- Arrange date of visit with the moderator sending details of location. Contact will be made directly by the visiting moderator in April.
- Ensure internal standardisation has taken place within each component (Unit 1 Personal Portfolio and Unit 2 Externally Set Assignment) across all teaching groups and across all endorsements
- Make a copy of the Assessment Guidance Grid form and Authentication Form for each candidate
- Mark all components of work, for all candidates, using the Assessment Guidance Grid and transfer a final mark for each component for every candidate on to the relevant Edexcel Online form/EDI form
- Arrange display/folders of work for the candidates in the moderation sample, ensuring that work for each component is clearly identified and accompanied by the Assessment Guidance Grid form and Authentication Form
- Ensure that the work of all candidates entered for the GCSE Art and Design examination is available for the moderator
- Seven days prior to the moderator's visit (or by 3 June if work is to be sent to Edexcel for moderation), submit marks via Edexcel Online or EDI

Visit day

- Ensure all work in the moderation sample is clearly identified and accompanied by the Assessment Guidance Grid form and Authentication Form
- Ensure all paperwork has been correctly completed and is available for the moderator
- Provide, for the moderator, an order of merit for each component if possible
- Give a copy of the Edexcel Online or EDI printout to the moderator
- Provide, for the moderator, a plan/map, showing the location of work in the sample
- Ensure privacy for the moderation

End of moderation

Retain all sampled candidates' work until the deadline for Enquiries About Results has passed or until the outcome of any enquiries has been received

3. Entry information

It is essential that centres ensure that their candidates are entered for all the relevant individual unit(s) rather than just the cash-in code. If candidates are entered for the cash-in code only, entries for the individual units will not be registered and centres will not be sent the relevant Externally Set Assignment papers and other documentation.

Centres will be sent hard copies of the question paper and will have access to the paper online only after they have submitted actual/estimated on the system.

Full Course	
Specification number /Specification Title	Unit Codes
2AD01: Art and Design	5AD01 & 5AD02
2FA01: Art and Design: Fine Art	5FA01 & 5FA02
2TD01: Art and Design: Three-Dimensional Design	5TD01 & 5TD02
2TE01: Art and Design: Textile Design	5TE01 & 5TE02
2PY01: Art and Design: Photography – Lens and Light-based Media	5PY01 & 5PY02
2GC01: Art and Design: Graphic Communication	5GC01 & 5GC02

Short Course	
Specification number /Specification Title	Unit Codes
3FA01: Art and Design: Fine Art	5FA03 & 5FA04
3TD01: Art and Design: Three-Dimensional Design	5TD03 & 5TD04
3TE01: Art and Design: Textile Design	5TE03 & 5TE04
3PY01: Art and Design: Photography – Lens and Light-based Media	5PY03 & 5PY04
3GC01: Art and Design: Graphic Communication	5GC03 & 5GC04

Forbidden combinations and classification code

Centres should be aware that students who enter for more than one GCSE qualification with the same classification code will have only one grade (the highest) counted for the purpose of the School and College Performance Tables. Please note that as from 2015 all the different Art & Design endorsements will have the same classification code (JA2), with the exception of Photography (KJ1).

Once two or more qualifications are known to have the same discount code the following principles are applied to determine which one is discounted:

- i. Where a higher level qualification is taken in the same subject as a lower level qualification, the lower level qualification is not counted. For example a GCE AS will discount a GCSE.
- ii. Where a pupil has more than one qualification in the same subject at the same level, credit will be given to the one with the highest result (determined by its point score).

Students should be advised that, if they take two specifications with the same classification code, schools and colleges are very likely to take the view that they have achieved only one of the two GCSEs. The same view may be taken if students take two GCSE specifications that have different classification codes but have significant overlap of content. Students who have any doubts about their subject combinations should check with the institution to which they wish to progress before embarking on their programmes.

Candidates may enter for more than one specification endorsement in the same examination series. A full submission of work for each component (unit) will be required for each specification endorsement.

These specifications are not available to private candidates.

Unendorsed titles

Candidates entering for the unendorsed titles (2AD01) are required to submit evidence covering two or more of the disciplines (from different endorsements) in the Personal Portfolio (Full and Short Course). Candidates may choose to produce work in one discipline only for the Externally Set Assignments (Full and Short Course).

Endorsed titles

To qualify for the Art and Design endorsed titles candidates must satisfy the requirements as defined in the specification and must do so predominantly through the media and practices of their chosen specialism. The majority of the work submitted for each component must be in the chosen endorsed specialism. For example, a candidate entered for endorsed Textiles Design (therefore working predominantly with textiles for both components) might also submit some photographs for a component, using photography as a tool to address issues through the eyes of a textile artist.

This applies to both components.

The Full Course and the Short Course GCSE is made up of Unit 01 (Personal Portfolio in Art and Design) and Unit 02 (Externally Set Assignment):

Unit	Component	Weighting	Method of Assessment
01	Personal Portfolio in Art and Design	60%	Internally set Internally marked Externally moderated
02	Externally Set Assignment in Art and Design	40%	Externally set Internally marked Externally moderated Approximately 20 hours of preparation time 10 hours sustained focus

4. Submission of work for moderation

It is recommended that the teacher-examiner should advise candidates on the careful selection of their work for assessment.

All the Assessment Objectives must be covered in the Personal Portfolio and in the Externally Set Assignment.

The teacher-examiner must mark all the work of all the candidates for each component.

Each candidate **must** sign an Authentication Form to confirm that the work submitted for assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment. The Authentication Form must also be signed by the teacher-examiner.

Candidates are also asked to give their permission for their work to be used by Edexcel. Work may be used for one or more of the following:

- awarding purposes (setting National Standards)
- moderator selection and training
- archive material
- tutor support material
- training materials (for professional development and training events)

Work which is to be moderated at the centre should be completed and assessed prior to the moderation visit. Submissions of work for those candidates in the moderation sample for each component must be presented together with the Assessment Guidance Grid forms and Authentication Forms on the day of moderation, although the work of all candidates entered for the examination must be available.

The 2017 moderation period is **2 May – 27 June**. Visiting moderators will contact centres in April to make arrangements for the exact date and time of their visit.

There is no minimum number of candidates required for moderation at a centre.

Centres should ensure when arrangements for the visit are being made that they verify with their visiting moderator which qualification they will be moderating.

International centres that are not having a visiting moderator should send the moderation sample to Edexcel for moderation. In this case all candidates' work must be completed and assessed. The work of the sampled candidates together with the Assessment Grids and Authentication Forms for each unit must arrive at Edexcel no later than **3 June** (see section 7 for further details).

Work presented for visiting moderation must be the original artwork. Reproductions of the original artwork, including photographs of non-photographic work, on-screen display of artwork, on-line portfolios or video are not acceptable means of presentation for assessment unless:

- the work is digital in nature (e.g. graphic design, 3D design, digital art, web design)
- the work is created specifically with the intent of implementing a digital medium or format as an integral part of the final piece (e.g. videotape or photographs of site-specific work).

Photographs or print-outs of larger original work may be used as supporting studies in sketchbooks, but the original work for final outcomes should always be presented for moderation. Any original work presented to the centre assessor as supporting studies or as a final outcome should also be available to the moderator during the centre visit.

Centres must use their judgement to ensure that artwork is presented in the most appropriate format to demonstrate the medium of the work, allowing for moderators to view the original work in all cases with the exception of those stated above.

Due to time constraints during visiting moderation, moderators may not be able to view the entirety of video evidence provided for all sampled candidates. In cases where a substantial amount of evidence provided for moderation is video-based, a brief written synopsis of the contents of each video should be included to allow the moderator to fully understand the intention of the piece having viewed a sufficient section of it.

5. Externally Set Assignment (Unit 2)

A copy of the Externally Set Assignment should be given to the teacher-examiner for confidential reference as soon as it is received in the centre in order to prepare for the preparatory supporting studies. The Externally Set Assignment is also available on the Edexcel website (www.edexcel.com) from January 2017.

Candidates have **approximately** 20 hours of preparation time, prior to the period of 10 hours sustained focus, in which to produce preparatory supporting studies. At the beginning of the preparation period the teacher-examiner should distribute the Externally Set Assignment to the candidates.

The period of sustained focus lasts for ten hours. The period of sustained focus can take place from 2 March onwards. The period of sustained focus must be completed, the work assessed by the teacher-examiner and the marks submitted to Edexcel 7 days prior to the moderation visit (for centres having a visiting moderator) and by 3 June (for centres sending work to Edexcel for moderation).

The preparatory supporting studies and the period of sustained focus work must be discrete entities.

The preparatory supporting studies and the period of sustained focus work must be separately identified but will be considered as a whole in order to arrive at a mark for the Externally Set Assignment. Marks will be awarded based on the extent to which the Assessment Objectives have been met across the entire submission for the Externally Set Assignment. The preparatory supporting studies will be as important as the period of sustained focus work in meeting the Assessment Objectives and as such in gaining marks.

Centres must ensure that suitable art room accommodation is available for the period of sustained focus and that candidates are able to work with equipment and materials to which they are normally accustomed, as far as permitted by the examination regulations.

Candidates entering for more than one specification endorsement title must produce separate submissions of work for the Externally Set Assignments. They must be permitted the full time allowed for each specification endorsement entered.

All materials must be supplied by the centre. Pearson Edexcel will not supply paper for the use of candidates in the Art and Design examination.

Pearson Edexcel's regulations require that all persons except members of staff acting as invigilators, or other authorised members of staff, and the candidates actually engaged in each examination shall be excluded from the examination room.

Pearson Edexcel recommends that the timed examination should normally be invigilated by an Art and Design teacher. However, as the Art and Design teacher may be required to give technical assistance to an individual candidate, additional invigilators should be deployed at the exams officer's discretion to ensure the supervision of candidates is maintained at all times.

The work done by the candidates during the period of sustained focus should be unaided and carried out under examination conditions, that is, with the absence of unnecessary noise and movement and with conversation limited to essential requests such as those relating to materials and equipment.

There are some cases where candidates may require technical assistance which may be given by teachers. The following are examples of the technical assistance which may properly be given:

- a) the welding of an armature for a figure, the candidate having determined the proportions and disposition of the components.
- b) the selection of the *type* of dye to be used on a particular material, but not the *colour*. It should however be noted that candidates who offer printmaking in any form will be expected to carry out all necessary processes themselves without the teacher's aid.
- c) the loading of the kiln and the firing of the ware (the latter is in any case not included in the time allowance) but not the preparation of the clay and the shaping or throwing of the ware.
- d) the filing, formatting, rendering and storage of digital image, video or audio data files, but not the editing or manipulation of the content contained in those files which constitute any part of the final presented output, and are therefore part of the creative process. Any other technical (hardware or software) support

related to digital processing that does not in any way assist with the creative decision-making process.

Where an activity is part of the creative process, that activity should be counted within the period of sustained focus and assistance is not permitted. Candidates are advised to keep a time sheet in order to record the time spent on such activities.

The following are **not** to be included in the time allowance for the period of sustained focus:

- a) rest periods for models
- b) arrangement of still-life groups
- c) stretching of screens, preparation of blocks and plates
- d) mixing of photographic chemicals and washing and drying prints
- e) drying of printing inks
- f) the mounting of models and sculptures
- g) drying and firing of pottery and sculpture
- h) casting and mounting of models and sculpture
- i) fixing dye, dyeing yarn, washing and finishing of hand-woven fabrics, stretching of embroidery
- j) the making of a bare model stage.

Ceramic work should be fired and completed before presentation for assessment. It is appreciated that in certain cases considerable time is required for drying-out and firing. It is suggested that candidates working with clay should commence their period of sustained focus sufficiently early to ensure that the work is completed in good time.

Candidates may take into the examination room any preparatory supporting studies, work journal(s), notes or sketches which they have produced and which are to be submitted for assessment along with the work done in the period of sustained focus. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

Candidates are not permitted to undertake any further work on the Externally Set Assignment component upon completion of the timed examination. It is **not** acceptable for candidates to have some preparatory time prior to the period of sustained focus, complete it, and then have some preparatory time for additional work. At the end of the period of sustained focus, candidates must hand in any preparatory supporting studies work to be assessed along with the period of sustained focus work.

Photographs to be used as part of the Externally Set Assignment can be taken during the preparatory studies period and brought into the exam. The timed examination can then be used to process, manipulate, and devise the presentation of the work. All photography brought into the exam should be checked by the invigilator to ensure the

work is the candidates own. Any photography done during the timed examination must be done under the supervision of the invigilator under controlled examination conditions as outlined previously in this section.

Incomplete sustained focus work must be stored in a secure place between examination sessions.

Candidates' preparatory supporting studies taken into the examination room must also be kept securely, and candidates should not be given access to them during the intervals of the sustained focus.

6. Marking work

Teacher-examiners must mark individual components (Unit 01 and Unit 02) separately for each candidate using the GCSE Assessment Guidance Grid. Work must be clearly identified as belonging to a particular component before it can be assessed.

It is essential the marks awarded are based only on evidence of the Assessment Objectives having been met in the work as it is presented.

A total mark out of **20** must be awarded for each of the four Assessment Objectives, giving a final total mark out of **80** for each of the components.

In cases where Assessment Objectives have not been met at GCSE level within a particular component, no marks can be awarded. The category 'no rewardable work' should therefore be used.

An Assessment Guidance Grid form must be completed for each candidate as follows:

**For the Full Course Specifications
(2AD01/2FA01/2TD01/2TE01/2PY01/2GC01) and
Short Course Specifications (3FA01/3TD01/3TE01/3PY01/3GC01):**

- mark out of 80 for Personal Portfolio (Unit 1)
- mark out of 80 for the Externally Set Assignment (Unit 2)

This final mark out of 80 for each component, for each candidate, must be submitted to via Edexcel Online/EDI under the appropriate unit .

It is not possible to moderate work unless the centre has carried out the initial marking as required by the specification and mark sheets for each component have been completed correctly.

Internal Standardisation

Centres are reminded that it is their responsibility to ensure that where more than one teacher-examiner has marked the work in a centre; effective internal standardisation has been carried out **within each component across all teaching groups and across all endorsements**. The marking of all endorsements is considered as one and therefore adjustments applied to one endorsement will affect the marks for other endorsements. This procedure ensures that the work of all candidates at the centre is marked to

the same standard. The statement confirming the accuracy of mark being submitted online **MUST** be ticked.

'I declare that the work of each candidate for whom marks are listed is, to the best of my knowledge, the candidate's own and that where several teaching groups are involved, the marking has been internally standardised to ensure consistency across groups.'

Signed *Date*

It may not be possible for external moderation to take place if effective internal standardisation has not been carried out. If it appears to the visiting moderator that internal standardisation has not been carried out, s/he may withdraw from the centre. The centre will then be required to remark all candidates' work and carry out internal standardisation; another moderation visit will then be scheduled at the centre's expense.

7. Mark Submission

All centres will no longer receive Optically-read Teacher Examiner Mark Sheets (OPTEMS) for each Component which has been entered. All marks are to be submitted online.

Specification	Component	
Short Course 3FA01/3TD01/3TE01 /3PY01/3GC01	Unit 01: (Personal Portfolio)	Unit 02: (Externally Set Assignment)
Full Course 2AD01/2FA01/2TD0 1/2TE01/2PY01/2GC 01	Unit 01: (Personal Portfolio)	Unit 02: (Externally Set Assignment)

Centres will have the option of submitting their marks to Edexcel in one of the following ways:

EITHER

- by submitting marks on Edexcel Online (for registered centres).

OR

- by recording marks on computer for transfer to Edexcel by means of Electronic Data Interchange (EDI).

However the centre chooses to submit its marks the deadline for mark submission is as follows:

For centres having a visiting moderator:

The marks for each component must be sent to Pearson Edexcel **7 days prior to the moderator's visit**. As the deadline for mark submission is linked to the date of the moderation visit, this deadline will differ for each centre.

For centres sending work to Pearson Edexcel for moderation:

The marks for each component must be sent to Pearson Edexcel to arrive **no later than 3 June**.

7.1 Edexcel Online

For Edexcel Online mark submission registered users should log on and navigate to the mark entry screen. Navigate to the screen by selecting the appropriate qualification from the tabs at the top of the window, then select "Search by Course" from the "Candidates" menu option. Select the Course and Session from the drop down menus then click "Next." Select the "Papers" link next to the Component you wish to submit marks for then the "Coursework Marks" link to navigate to the mark entry screen.

On the Edexcel Online mark submission screen you may enter some or all candidates in a session. Key a mark for each candidate in the mark field beside each candidate. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed it will not be possible to amend a candidate's mark, where it has been keyed, however it will be possible to view it. Candidates for whom a mark has not been keyed will remain available to enter a mark in subsequent Edexcel Online sessions.

A copy of the Edexcel Online printout should be presented to the moderator when he/she arrives at the centre. After the moderation visit the moderator will retain their copy of the Edexcel Online printout.

A further copy of the Edexcel Online printout (not the moderator's copy) **must** be retained by the centre.

7.2 EDI

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider.

A copy of the EDI printout should be presented to the moderator when he/she arrives at the centre. After the moderation visit the moderator will retain their copy of the EDI printout.

A further copy of the EDI printout (not the moderator's copy) **must** be retained by the centre.

- (a) 0 (zero marks) should be entered only if work submitted has been found to be worthless. It should **not** be used where candidates have failed to submit work

- (b) X in the marks box and an X in the encoded section for any candidate who has been absent or has failed to submit any work, even if an aegrotat award has been requested.

Centres are reminded that it is their responsibility to ensure that internal standardisation of the marking has been carried out within each component across all teaching groups and across all endorsements.

7.2 CENTRE MARKS AMMENDMENTS

PRE-RESULTS

It is the centre's responsibility to ensure that online mark submissions are correctly completed. It is not the moderator's responsibility to check that the marks awarded to the candidate have been correctly totalled on the Assessment Grid and correctly entered.

If marks that have already been submitted require amendment, it is the centre's responsibility to notify Pearson Edexcel of the amended mark. This can be done by contacting the Coursework Processing Team at courseworkmarks@pearson.com

A valid reason for amendment must be provided. The late submission of additional work does not qualify as a valid reason.

POST-RESULTS

If an error is found with the marks that were originally submitted by the centre after the issue of results, the centre should contact Pearson Edexcel via the Post-Results line. Centres should note that amending the centre mark of one candidate at the centre might have an effect on the final marks and subsequently the grades issued to all candidates at the centre.

Upon receipt of post-results amended mark(s) Pearson Edexcel will analyse the effect the amended mark(s) will have on the marks /grades for all candidates at the centre. If the amended mark(s) will lead to a downward adjustment to marks/grades for any candidate at the centre apart from the specific candidate(s) for whom the error was reported, Pearson Edexcel will contact the centre to notify them of the effect the amended mark(s) will have and to obtain the centre's approval prior to the actual amendment of the mark.

In all cases Edexcel will require proof that an error has been made prior to amending any mark.

8. The moderation sample

The moderation sample is comprised of the following:

- candidates whose names have been ticked on Edexcel Online for each component
- the candidate achieving the **highest** mark and the candidate achieving the **lowest** mark ACROSS ALL ENDORSEMENTS for each component in the centre. **Please note**

these candidates may not necessarily be selected online. It is the centre's responsibility to ensure that the work of these candidates is presented for moderation.

- At least **two non asterisked candidates** for each unit which the moderator will select.

The work for all other candidates **must** be available as the moderator may request to see additional samples.

The candidates whose names are ticked online will be chosen at random by Pearson Edexcel and will be drawn from the centre's entry across all endorsements. As a minimum sample, the first ten candidates will be chosen and after that, one candidate in every ten, so that, for example, a centre with an entry of ten or fewer candidates would show all of these; a centre with an entry of twenty candidates would show eleven of these; a centre with an entry of thirty candidates would show twelve of these and so on. If the asterisked sample across units or endorsements is not representative of marks or candidates the moderator may choose to sample additional candidates.

There will be a separate sample for each component. Candidates whose names are ticked on the Personal Portfolio component on Edexcel Online should submit all their selected Personal Portfolio work; candidates whose names are ticked on the Externally Set Assignment component on Edexcel Online should submit all their selected Externally Set Assignment work (preparatory supporting studies and period of sustained focus work).

Please note that if any candidate indicated as being part of the sample is absent, the centre should present the work of another candidate (of similar ability), as part of the sample. This should be indicated to the moderator.

8.1. Identification of work

Each piece of work submitted for moderation must be identified with the centre number, candidate name and number. The different components of the Personal Portfolio submission (Unit 1) and Externally Set Assignment (preparatory supporting studies and period of sustained focus work) must also be clearly identified.

Labels are provided in Appendix B. If centres choose to identify candidates work using their own labels, they must ensure all of the above information is included and labels are clearly eligible.

9. Moderation of work at Edexcel

For centres sending work to Pearson Edexcel for moderation, complete submissions of work for the relevant components for those candidates in the moderation sample including Assessment Guidance Grid forms and Authentication Forms should be sent to the Edexcel at the address below.

No other work should be submitted for moderation. However, the work for all other candidates should be kept securely at the centre.

If any candidate indicated as being part of the sample is absent, the centre should send the work of another candidate achieving similar marks, for that component, as part of

the sample. A letter informing Pearson Edexcel of the substitution should be included with the candidates' work and assessment documentation.

The marks should be submitted to Edexcel via Edexcel Online or EDI

All documentation listed below should be included in the parcel and sent to Edexcel **no later than 3 June**.

- ◆ **Assessment Guidance Grid**
- ◆ **Authentication Form** for each candidate in the sample
- ◆ **Art Work** for each candidate in the sample
- ◆ **A copy of Edexcel Online/EDI printout**
- ◆ **Order of Merit Form** to help organise the centre marks into rank order
- ◆ **Request for Return of Work Form** – if you wish to have candidate work returned

The parcel should be clearly labelled **GCSE Art and Design** and sent to the address detailed below:

GCSE Art Moderation
Pearson/Edexcel
Lowton House
Hellaby Industrial Estate
Rotherham
South Yorkshire
S66 8SS

The parcel should be clearly marked on the outside with the centre name, centre number and specification code. Please enclose a copy of the Edexcel Booking form in each parcel.

Each piece of work submitted for moderation must be labelled with the centre number, candidate name and number.

The different components of the Personal Portfolio submission (Unit 1) and Externally Set Assignment (preparatory supporting studies and period of sustained focus work) must also be clearly identified. Labels are provided in Appendix B of this booklet. If centres choose to identify candidate's work using their own labels, they must ensure all of the above information is included.

The artwork should be packed flat. Work must be dry. Work in chalk or pastel must be fixed. Three-dimensional work must be packed carefully to avoid damage in transit. Good photographic records of 3D work are acceptable as an alternative. Work journals/supporting studies must be included.

Parcels must **not** be sent by recorded delivery. A tracking postal method should be used to send candidates' work for moderation.

Size restrictions on work sent to Edexcel for moderation:

The following maximum dimensions of work should be noted:

- the maximum size of any individual piece of two-dimensional work **must not exceed A1**
- all two dimensional work must be packed flat. Work may be in any suitable medium provided that drawings and paintings may be packed and moderated without their smudging or sticking, and provided that the work may be delivered to Pearson Edexcel, handled and moderated without difficulty. Paintings may be on paper, canvas removed from its stretcher, light card or other light weight material
- paintings on hardboard, plasterboard or heavy material must not be despatched. Work must be packed in such a way as to avoid damage in transit. Staples should not be used when mounting work
- three-dimensional examination work must not exceed 460mm in any dimension and should not exceed 22kg in weight per candidate. Three-dimensional work must be packed carefully to avoid damage in transit. Good photographic records of 3D work are acceptable as an alternative.

Pearson Edexcel will not acknowledge the receipt of work, but a centre will be informed if any parcel or package, the despatch of which has been notified to Edexcel, fails to arrive within ten working days or is received in a damaged condition.

All the work submitted will be retained until the results of the examination have been published. Centres may then collect work, request postal return and defray the costs of packing and postage, or make Enquiries About Results (EAR). The work will be available for collection in October/November.

Requests for the return of work will only be accepted from the centre concerned and not from individual candidates. This offer is subject to the following conditions:

- a) that centres complete and return the request form (to be photocopied from Appendix A) to the GCSE Art Moderation Centre at the address on the form no later than 3 June
- b) that centres make their own arrangements to collect work within a specified period. (Three-dimensional work cannot be pre-packed for collection, nor packaging of any sort provided). For those centres unable to collect their candidates' work Edexcel is prepared to return flat work only by inland post after the general arrangements for the collection of work are complete. International centres will be invoiced £25 administration/repacking fee, plus the DHL courier charge which is determined by the weight and destination.
- c) in the first instance centres should annotate the request for return of work form (see Appendix A) to indicate their willingness to bear the costs involved.
- d) the work will not be handed over unless the collector has a letter of authority from the centre.

Upon receipt of requests for return of work, it would be taken that the centre has agreed to be invoiced for the postage costs. Centres that wish to make further enquiries regarding the return of their candidates work may do so by contacting us at internationalcoursework@pearson.com and/or at creative.arts@pearson.com prior to the beginning of despatch of candidates' work in October 2017.

Request for the return of all 2017 candidates work must be made before March 2018. We are not in a position to return any work after this date.

10. Moderation of work at the centre

Where centres choose to have a visiting moderator, complete submissions of work for the relevant components for those candidates in the moderation sample must be presented for moderation.

The work in the moderation sample for each component may be presented in one of the following forms:

- a display
- in folders

Work presented as a display

Those centres who present the work of all candidates on display panels for the purposes of an exhibition must find some way to identify the work of the candidates in the moderation sample on the day of the moderation visit. There is no prescribed method for doing this. Centres may for example wish to display the work in the moderation sample in a completely separate area.

It is helpful if the teacher-examiner can provide a location map of the work of the candidates in the moderation sample, along with an order of merit.

Whatever the chosen means of presentation, each candidate's presentation must be clearly identified.

Work presented in folders

Work for the different component samples should be presented in separate folders and clearly identified. Folders for each of the separate components should be grouped together in candidate number order.

Moderators must be provided with a large working surface on which to view the folders.

It would be helpful if the centre could provide the moderator with an order of merit for each component.

The work of all other candidates must be available as the moderator will ask to see extra samples.

International Centres

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) please see Appendix D. The deadline for the return of the MRF is the **15th of January 2017**. If your centre is not entering any candidates for Art & Design in the May/June **2017** window, please strike through the form and return it to us by the deadline.

If a visiting examiner is requested, the full cost will be charged to the centre plus an administrative charge of £150.00. This facility is not guaranteed to centres requiring a visiting examiner/moderator; it will only be granted based upon the availability of examiners/moderators for that examination session

Where postal moderation is requested the centre will be liable for all postage costs.

Pearson Edexcel will contact centres before 1 May 2017 to confirm a visit date. Dispatch details for postal moderation is provided in section 9. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

10.1. Consortium centres

While candidates should be entered through their own centres (home centres), the work of the candidates in the moderation sample should be exhibited at the **host centre** (the centre acting as host for the moderation of all candidates in the consortium). The work of all candidates in the consortium, whether asterisked or not, must be available at the location where the moderation is to take place. Where all candidates are not taught and assessed as one group, internal standardisation should be carried out between all centres in the consortium. All relevant assessment documentation should be made available. All other instructions relating to moderation visits apply.

For the purposes of entering final marks into the system separate Edexcel Online/EDI forms must be completed for each participating centre in the normal way, showing a mark for every candidate for each component.

Pearson Edexcel should be notified of any consortium arrangements by means of the Joint Council form Application Centre Consortium Arrangements for Centre-assessed Work. It is essential that this form is completed and sent to the Art Allocations Team prior to **31 January** to ensure the same moderator is allocated to all centres within the consortium.

Centres entering candidates for multiple endorsements must be aware that all work across all endorsements must be brought together in the host centre for the moderation visit. It is not possible to separate endorsements due to different teaching sites. Marks across all endorsements within each unit will be processed together for all centres in the consortium.

10.2. The moderation visit

Moderation will take place between **2 May and 27 June**.

The moderation of marks for all components within the GCSE Art & Design specification titles will take place during the same visit. It is essential that where Art & Design specifications are being taught across departments within a centre that all parties agree on a mutually satisfactory date. If a moderator has to return to a centre to moderate an endorsement that was missed on the original visit, the centre will be charged for the return visit.

Centres will be contacted directly by their visiting moderator in April. Centres should agree with the moderator a mutually convenient date and time when the moderator will visit the centre. Edexcel is unable to arrange moderation dates either on behalf of the centre or the moderator. Should difficulties occur in agreeing the date of the moderation visit, the **moderator** will inform Pearson Edexcel and another moderator may be allocated. **However it is important that centres have a range of possible dates**

available. Edexcel cannot guarantee that a moderator will be available on a specific date in a specific geographical location. Please note also that it may not be possible to accommodate any last minute changes to the agreed moderation visit date.

The visiting moderator will notify Pearson Edexcel of the agreed arrangements. Confirmation of the agreed date and time will also be sent to the centre by the moderator. Specific moderators cannot be requested by the centre. Centres are allocated to moderators by Edexcel based on location, availability and previous moderation experience.

The following documentation must be available to the visiting moderator at the start of the moderation visit:

- copies of the **Assessment Guidance Grid** for each candidate in the moderation sample (Assessment Guidance Grid forms for all other candidates must also be available)
- **Authentication Form** for each candidate in the moderation sample (Authentication Forms for all other candidates must also be available)
- A copy of the **Edexcel Online/EDI printout** for each component within each specification title.

It is the teacher-examiner's responsibility to ensure that internal standardisation has taken place; all documentation is present and has been completed correctly. If the assessment documentation is missing or has been completed incorrectly, or internal standardisation has not taken place the moderation visit may be prolonged. In some instances it may be necessary for the visiting moderator to withdraw from the centre; another moderation visit will then be scheduled at the centre's expense.

The moderator will ask the teacher-representative to introduce the work to them and set it in context, explaining how the candidates have worked towards the examination. Pearson Edexcel values this dialogue between the teacher-representative and moderator. **During the visit the visiting moderator will deal with one teacher-representative only.** The teacher-representative should be readily available throughout the visit in case they are required.

Under the Safeguarding Children policy representatives of Pearson Edexcel should never be on their own with children or vulnerable adults whilst performing Assessment Associate duties. Centres are expected to provide a responsible adult to accompany the Assessment Associate in these circumstances or, if appropriate, the candidates are to be barred from entering the allocated area for the period when it is occupied by the Assessment Associate. If the centre cannot provide this AAs must withdraw assessment services in order that the Safeguarding Children policy is maintained.

At the time of moderation there must be no students in the areas where the work is displayed. The moderator must be given privacy in which to undertake the moderation.

Visiting moderators will review the submissions of work for those candidates in the moderation sample for each component in order to ensure that the centre's marking is:

- in accordance with the marking criteria stipulated
- in conformity with the overall standards of the examination.

Moderator recommended marks remain confidential at all times and will not be disclosed to the teacher-representative either at the end of the moderation visit or after the issue of results in August.

The duration of the visit may vary for each unit within the qualification. Please note that it is not possible to guarantee a specific end time for the visit. Please communicate to the moderator any specific scheduling issues that may affect the day of the moderation when agreeing the visit date to ensure the moderator is prepared.

10.3. Further visits

A further visit by a senior moderator **may** be requested by the visiting moderator in the following situations:

- (i) if effective internal standardisation does not appear to have taken place
- (ii) if there are any aspects of the work and the moderation which the visiting moderator believes should be the subject of further consideration.

In this case the visiting moderator will inform the centre of their intention to refer the situation to a senior moderator for consideration. Candidates' work must be retained in the same conditions as viewed by the original visiting moderator.

The senior moderator will review the situation and contact the centre directly as soon as possible after the original moderation visit has taken place to inform the centre whether a further visit is required or not. If a further visit does take place, the senior moderator may, in certain circumstances, find it necessary to recommend to Pearson Edexcel that the original moderator's recommended marks be amended. Should this be the case, the recommendations of the senior moderator will stand.

Please note that under normal circumstances centres cannot request a second moderation visit.

11. Final mark procedure

The following is an explanation of the procedure for determining the final coursework marks of candidates based upon the marks awarded by the centre and the moderator.

All centres have this procedure applied, even those for which all candidates' work is seen by the moderator. This is to ensure that all centres are treated equally, whether the entry is large or small.

For the candidates sampled by the moderator, the marks awarded by the centre and the moderator are compared and if the differences all lie within a given range then the centre's marks are **accepted**.

If at least one candidate's mark is outside the designated allowable difference then an adjustment to candidates' marks is **considered**.

However if the 'adjusted' marks for all candidates lie within the given range when compared to the centre marks then, again, the decision would be to **accept** the centre's marks.

If the condition stated above is not satisfied then the 'adjusted' marks will be **recommended**. Please note that this adjustment is applied by component across all teaching groups and across all endorsements to every candidate at the centre. This is why internal standardisation is essential.

12. Retention of work

After moderation the work of all the candidates in the sample for each component (including the highest achieving candidate and the lowest achieving candidate per component) **must be retained by the centre until 20 September** when the deadline for requests for Enquiries About Results (EARs) has passed.

Requests for EARs cannot be accepted if all the work of all the candidates seen by the original moderator for the relevant component across endorsements has not been retained by the centre.

If there are no requests for EARs for candidates in the centre, work can be returned to candidates immediately after this deadline.

However, if a centre submits any requests for EARs, **no work should be returned to any candidates at that centre** until notification of the outcome of the Enquiry has been received.

13. Special Consideration

Special consideration is given following an examination to ensure that candidates who suffered temporary illness, injury or indisposition at the time of the examination are given some compensation for their difficulties.

Applications for special consideration must be made online through the Examinations Officer, using the appropriate documentation. Where required JCQ/SC Form 10 must be completed in detail and submitted by the deadline published in the Information Manual. Candidates will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Pearson Edexcel. Please therefore ensure that full details of dates when the candidate was suffering from the illness, injury or indisposition are given along with any appropriate supporting evidence. No special consideration can be made unless this form is submitted. The centre should retain copies of any such forms.

In all cases, the teacher-examiner must award marks for each component as for any other candidate that is, based only on the evidence of the Assessment Objectives having been met in the work as presented for moderation. This is to ensure that the teacher-examiner and the moderator are basing their judgements on exactly the same evidence.

If an application for special consideration is accepted, Pearson Edexcel will review the candidate's performance in the part(s) of the examination which have been completed, taking into account all the available evidence, to compensate for the adverse circumstances and make an appropriate award. In many cases it may be possible only to give a very limited allowance, as Pearson Edexcel must seek to ensure that the grade accurately reflects the standard which the candidate has been able to attain.

The Examinations Officer will be able to advise on candidate's eligibility for special consideration.

Lost/damaged coursework

Centres are advised that if any art work is lost, damaged or stolen they should complete the appropriate Lost Coursework form which is available from the JCQ website:

Forms submitted for work lost due to candidate or centre negligence will not be considered.

14. Malpractice

Upon submission of work for assessment each candidate must sign the Authentication Form to confirm that the work submitted has been carried out without assistance other than that which is acceptable under the scheme of assessment. The teacher-assessor should also sign this form to confirm that the work is the candidate's own.

If malpractice is suspected/discovered prior to the signing of declarations of authentication it is the responsibility of the Head of Centre, acting on behalf of Pearson Edexcel, to carry out an investigation. Full details of the required procedures can be found in the JCQ document *Guidance for Dealing with Instances of Suspected Malpractice in Examinations*. Centres must not give credit for any work submitted which is not the candidate's own work.

Malpractice discovered prior to the signing of declarations of authentication need not be reported to Pearson Edexcel. Any malpractice discovered after the signing of the Authentication Form by the centre must be reported to Pearson Edexcel at the earliest opportunity using form JCQ/M/01.

Candidate work submitted for each individual endorsement or unit must be unique. The same work cannot be submitted to fulfil the requirements for any other unit or qualification.

15. Estimated grades

Edexcel acknowledges the fact that centres, for various reasons, are required to predict grades for their candidates early on in the examination calendar. The prediction of grades in any given year must accurately reflect the candidates' achievement based on the work done thus far in the course. Such predictions can only be based on the previous year's grade boundaries where available (bearing in mind these are subject to change year-on-year), the grade descriptions in the specification and the teacher-examiner's professional judgement. The grade descriptions are designed to give a general indication of the overall level of performance likely to be demonstrated by a candidate achieving a particular grade.

When it comes to the final assessment of candidates' work and the submission of marks to Pearson Edexcel, marks for each component must be awarded by the teacher-examiner based on the evidence in the work of candidates' fulfilment of the Assessment Objectives. The criteria statements on the **Assessment Guidance Grid form** must be matched to candidates' work in order to award marks. The assessment criteria give a more precise indication of how a candidate's performance relates to marks.

However, neither the grade descriptions nor the assessment criteria can indicate exactly where a grade boundary will fall in any examination series. **At the time of assessment and moderation marks do not equate to grades.**

16. Grade awarding

GCSE Art and Design is a criterion referenced examination. Decisions regarding the grade boundaries are based on the professional judgement of the Chair, Chief Examiners and the Awarding Committee and are made by reference to candidates' work. However, statistical information is taken into consideration, together with archive work from previous years, to ensure year on year comparability.

Pearson Edexcel follows the procedures laid down in the Code of Practice for all awarding bodies when establishing the grade boundaries. The key grade boundaries for GCSE Art and Design are established in the following order: C, A and F.

The sample of work for awarding will be drawn from across the country, covering a range of marks on and around the notional grade boundaries in all endorsements. The sample drawn must be of a sufficient size and mark range on which to base sound awarding judgements.

17. Understanding your results

UMS Marks

UMS stands for Uniform Mark Scale. The Uniform Mark Scale is used to convert candidates' component 'raw' marks into uniform marks. This is done in order to standardise marks from year to year. For example, a candidate who just achieves a grade A in a unit one year will receive the same uniform mark as a candidate achieving that same level the following year, regardless of their raw marks.

All raw unit marks are converted to UMS before they are combined to calculate the candidate's overall grade for the qualification. The raw grade boundaries are subject to change each year using the system described above but UMS grade boundaries are constant and do not change. UMS also takes account of unit weightings. The UMS conversion is a graph based conversion that plots the boundary marks in terms of raw marks against UMS marks. These are joined point to point and the line is used to convert any raw mark in the spectrum to UMS. Overall outcomes (cash-ins) are calculated using UMS only; there are no raw mark boundaries for the overall qualification.

Centres can access further information and the UMS Mark Converter Tool on the Edexcel website using the link below:

<http://qualifications.pearson.com/content/demo/en/support/support-topics/results-certification/understanding-marks-and-grades.html/student>

Moderator's Reports

Moderator Reports are written to give you general feedback on your assessment practice. These can be downloaded from Edexcel Online on results day and will usually be available under the first unit at the required level on the drop down list.

Where centres have entries for multiple endorsements, all endorsements will be addressed in the same moderator report for the relevant unit. The appropriate moderator report can be accessed using the 'lead' unit, generally beginning with 'AD' or 'FA'.

18. Enquiries About Results

The deadline for centres to request **EAR Service Type 3** is **20 September 2017**. **Centres must not contact visiting moderators directly if they have a query about their results.** All such queries must be addressed through the Pearson Edexcel Post Results Service via the Examinations Officer. Information regarding the Enquiry About Results (EARs) procedure is given in the Information Manual sent to Examinations Officers. Please note there is a specific section relating to GCSE Art and Design, which must be referred to prior to submitting a request for an EAR.

Requests for enquiries should be submitted to Pearson Edexcel through the Examinations Officer as soon as possible after the issue of results. Requests for the **Service Type 3** enquiries can be made by the Examinations Officer via Edexcel Online.

Please note that requests for EARs cannot be accepted if work seen by the original moderator for the relevant component across all teaching groups and across all endorsements has **not** been retained by the centre (see section 12 for details).

Appendix A – Request for Return of Work Form

Request for Return of Work form for centres sending work to Edexcel for moderation

The following form should be photocopied (or printed), completed and returned to the Edexcel Art and Design Coursework Centre at the address on the form or email to internationalcoursework@pearson.com by **3 June**.

Upon receipt of requests for return of work, it would be taken that the centre has agreed to be invoiced for the postage costs. Centres are invoiced a £25 administration/repacking fee, plus the DHL courier charge which is determined by the weight and destination.

Artwork will only be despatched once agreement to the estimated postage costs has been confirmed. The correct invoices are sent to centres only after the work has been despatched.

Centres that wish to make further enquiries regarding the return of their candidates work may do so by contacting us at internationalcoursework@pearson.com and/or at creative.arts@pearson.com prior to the beginning of despatch of candidates' work in October 2017.

Request for the return of all 2017 candidates work must be made before March 2018. We are not in a position to return any work after this date.

Request for the return of practical art work - June 2017 examination

Please complete and return this form to:
 GCSE Art & Design
 Edexcel
 Lowton House
 Lowton Way
 Rotherham
 S66 8SS
 United Kingdom

NB: If completed by hand please write clearly, using block capitals

Subject	
Units to be returned to centre	
Centre Number	
Centre Name	
Centre Address	
Postcode	
Email address	
Fax number	
Telephone number	

I request the return of the centre's Art Practical work subject to the conditions under which the offer is made. (*Please tick as necessary).

*I will arrange for the work to be collected from Pearson, Lowton House, Hellaby, Rotherham.

*I would like the work returned by post. Please inform me of the handling charge and postage.

International Centres:

*I would like the work returned by post. Please inform me of the handling charge and postage.

Signature	
Name	
Position	
Date	

Appendix B - Labels

Labels for art work

See section 6.1 for details of the identification of art work.

Please note copies of these labels are also available on the GCSE Art and Design pages of the Pearson Edexcel website (www.edexcel.com).

If centres choose to identify candidates' work using their own labels, they must ensure that all of the information overleaf is included.

PERSONAL PORTFOLIO (Unit 1)	PERSONAL PORTFOLIO (Unit 1)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
PERSONAL PORTFOLIO (Unit 1)	PERSONAL PORTFOLIO (Unit 1)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
PERSONAL PORTFOLIO (Unit 1)	PERSONAL PORTFOLIO (Unit 1)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
PERSONAL PORTFOLIO (Unit 1)	PERSONAL PORTFOLIO (Unit 1)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
PERSONAL PORTFOLIO (Unit 1)	PERSONAL PORTFOLIO (Unit 1)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
PERSONAL PORTFOLIO (Unit 1)	PERSONAL PORTFOLIO (Unit 1)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
PERSONAL PORTFOLIO (Unit 1)	PERSONAL PORTFOLIO (Unit 1)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:

EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)	EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)	EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)	EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)	EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)	EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)	EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:

Appendix C – Booking form

Booking Form

Please enclose a copy of this form with each parcel sent to Pearson Edexcel for moderation.

GCSE Art & Design

Centre Number	
----------------------	--

Check box to indicate Edexcel Online/EDI printout(s) included

Please record items packed for each candidate by category below

Candidate Number	Candidate Name	Unit	Matrix (✓)	Book(s)	Flat	3D	Textiles
<i>For Example 0001</i>	<i>For Example A.N.Other</i>	<i>1,2,3</i>	<i>✓</i>	<i>1</i>	<i>2</i>	<i>0</i>	<i>0</i>
<i>For Example 0002</i>	<i>A. N. Other</i>	<i>1,2,3,</i>	<i>✓</i>	<i>1</i>	<i>5</i>	<i>0</i>	<i>0</i>

Date items packed	
Packed by	

Send work along with this form to:
 GCSE Art & Design
 Moderation
 Edexcel
 Lowton House
 Lowton Way
 Rotherham
 S66 8SS
 United Kingdom

Instructions

1. Please pack 1 centre per package.
2. Please record Centre Number on form.
3. Please include Edexcel Online/EDI printout for candidates listed.
4. Please record details in appropriate boxes as per example.
5. Please include the MATRIX for each candidate.

Appendix D – International Moderation Requirement Form

International Centres

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) below. The deadline for the return of the MRF is the 15th of January 2017. If your centre is not entering any candidates for Art & Design in the May/June 2017 window, please strike through the form and return it to us by the deadline. Please could you complete the attached form and return it to the Creative Arts Team by e-mail at creative.arts@pearson.com.

Please note that where a visiting moderator is requested the centre will be liable for the moderator's subsistence as well as travel expenses. Where postal moderation is requested the centre will be liable for all postage costs.

Edexcel will contact centres before 1 May 2017 to confirm a visit date. Dispatch details for postal moderation is provided in section 9. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

Centre Name	
Centre Number	

Section 1 – Art & Design:

Please indicate whether you require a postal or visiting moderation for Art & Design Specs. **Postal/Visit**

Specification	Postal/ visit
GCSE Art & Design (Specification [2AD01 – 2GC01])	
GCSE Art & Design (Specification [3FA01 – 3GC01])*	
GCE Art & Design (Specification [8AD01/9AD01 – 8CC01/9CC01])	
Applied GCE Art & Design (Specification [8711/8712] & [9711/9712/9713])	

*Short Course.

Section 2 – Consortium Centres:

If you intend to have your work moderated in a consortium with other centres, please complete the following details.

My centre will be acting as the 'Host Centre'. Please list opposite the other centres involved in the consortium that will also be exhibiting at your centre	
My centre will NOT be acting as the 'Host Centre'. Please indicate opposite the centre where you will be exhibiting your work	

Section 3 – Additional Information:

Please add opposite any other information you feel would be helpful to us in the allocation of a moderator to your centre	
---	--

Please provide us with the contact name and details for the person at your centre who should be contacted by the allocated moderator.

Contact Name	
Telephone Number	
Fax Number	
Email address	

Appendix E – Order of Merit Form

This form aids the centre marking and moderation process in centres. It is not required, but will help the moderator to clearly see the ranking of candidates from highest to lowest as determined by the centre assessor(s). It is especially helpful when marking and moderating across multiple endorsements.

Instructions:

Please complete **one form per unit**, enter all candidates according to their mark in descending order, with the highest marked candidate at the top and lowest at the bottom. Highlight candidates to be sampled according to the ticks on the Edexcel Online.

If you teach more than one endorsement, please integrate them on this form into a single order of merit. This allows direct comparison of similar marks across endorsements (e.g. a mark of 68 in any endorsement will display similar visual and written characteristics against the assessment criteria) and helps to ensure that effective internal standardisation has taken place. You may also like to colour code the endorsements.

Please provide a copy of your completed form for each unit to the moderator to aid in the moderation visit.

Centre Name		Centre No.		Unit No.	
Endorsement (i.e. FA, PY, TE)	Candidate No.	Candidate Name	Centre mark	Moderator Mark (for moderator use only)	Notes

Appendix F – Edexcel contact list

<p>Teacher Services Subject Advisor Susan Young</p>	<p>Email: TeachingArtandDesign@pearson.com Tel: 0844 576 0032</p>
<p>Customer Services for Exams Officers</p>	<p>Tel: 0844 463 2535</p>
<p>Moderator allocation team</p>	<p>Email: artvisitingdeployment@pearson.com</p>
<p>Assessment Team</p> <p>Zak Santally – Qualification Delivery and Award Manager Stephen Asiamah – Subject Leader Atique Akhtar – Subject Leader Emily Moore – Subject Co-ordinator</p>	<p>E-mail: Creative.Arts@pearson.com</p>
<p>Exams Officers (for entry queries)</p>	<p>Email: examsofficers@pearson.com</p>
<p>Special Requirements Department (for special considerations queries)</p>	<p>Webpage: www.edexcel.com/special-considerations Email: specons.online@pearson.com uk.special.requirements@pearson.com</p>
<p>Pearson/Edexcel One90 High Holborn London WC1V 7BH www.edexcel.com</p>	