

GCSE PE

Full/short course

5PE01/5PE03

5PE02/5PE04

2PE01/3PE01

Instructions for the Conduct of Controlled Assessment (ICCA) document

Summer 2017

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Introduction

The information in this booklet provides guidance on the conduct of the following Pearson GCSE Physical Education examinations

Full course – 5PE02

Short course – 5PE04

Please ensure reference is made to the most up to date [specification](#) (Issue 6) and the [Controlled Assessment Guide](#) and [Controlled Assessment forms](#).

Full course

Unit 1: The Theory of Physical Education (externally assessed)

The written examination takes place on Friday 19 May 2017 (pm). The paper includes multiple choice, short answer and extended answer questions.

Unit 2: Performance in Physical Education (internally assessed under controlled conditions and externally moderated)

Students are required to offer four performances, in practical contexts, in the role of either player/participant, official or leader. At least two of the four performances must be in the role of player/participant. Performances must be taken from a minimum of two different activity groups.

If a candidate is being assessed as a leader and/or official in an activity – the activity is in the same group as if a player/performer e.g. football as a player/participant is in Group A. Football as a leader is therefore in Group A.

Short course

Unit 1: The Theory of Physical Education (externally assessed)

The written examination takes place on Friday 19 May 2017 (pm). The paper includes multiple choice, short answer and extended answer questions.

Unit 2: Performance in Physical Education (internally assessed under controlled conditions and externally moderated)

Students are required to offer two performances, in practical contexts, in the role of either player/participant, official or leader. At least one of the two performances must be in the role of player/participant. Performances must be taken from a minimum of two different activity groups. Please see pages 38-40 in the specification for the Activities and Activity Groups and click [here](#) for activities that could be applied to offer through Meeting Local Needs.

Internal standardisation

Centres are reminded that it is their responsibility to ensure that, where there is more than one teacher/assessor, internal standardisation has been carried out to ensure that the work of the candidates is marked to the same standards.

Key dates

Summary of key dates and events

	Event	Date	Other information
1	30/10/16	Deadline for the submission of Meeting Local Needs (MLN) application	Centres wishing to assess candidates for June 2016 exam series, on activities not listed in the Controlled Assessment Guide, can apply for Meeting Local Needs. Please remember you must apply to MLN to offer indoor climbing.
2	30/01/2017	Submission of application for consortium arrangements for centre assessed coursework	Centres assessed as part of a consortium, whereby final results of moderation will apply to all candidates/centres in the consortium.
3	01/02/2017 -28/02/17	Moderators contact centres and finalise moderation	Moderators will contact centres and confirm either 1. Arrangements for moderation visits (more than 20 candidates) Or 2. video/DVD submission date (for centres with fewer than 20 candidates choosing to be moderated via video/DVD evidence). The teacher will complete the Initial Contact Questionnaire (ICQ)
4	20/02/17	Final date for entering candidates	Final entries must be made by the deadline shown. After this date late entry/amendment

		for assessment in summer 2016	fees will be charged (UK centres).
5	01/03/17	Start of moderation window	Start of moderation window for GCSE Physical Education Unit 2 full course (5PE02) and short course (5PE04).
6	At least 10 days before the moderation visit	Paperwork from centre to be sent to the moderator	<p>The moderator should receive the following forms:</p> <ul style="list-style-type: none"> • PE2AS – activity sheet for all assessments • PE2AP - Analysis of Performance – completed and signed • PE2MS –Mark Sheet (with a mark for any activity that has been formally assessed as a performer, the leader/official roles and AoP marks) • A timetable of ALL Assessments - to include a both the breakdown/timetable of the moderation day and all other controlled assessment.
7	05/05/17	Last date for centre moderation to take place	All moderation visits must have taken place by 5 May.
8	Within 10 days of the centre visit or 5 days of the centre’s last assessment day	Paperwork to be sent to the moderator after the moderation day/formal assessment	<p>Moderators should receive</p> <ul style="list-style-type: none"> • PE2MS • EdexcelOnline/OPTeMs form <p>within 10 days of the centre visit or 5 days of the centre’s last assessment day</p>

9	05/05/17	Last date for moderators to receive video/DVD evidence for moderation	The video/DVD evidence must be received by the moderator by this date. Click here for guidance on submitting video/DVD evidence.
10	15/05/17	Last date for Pearson to receive final controlled assessment marks.	Final marks must be submitted to Pearson by 15 May. Click here to see how to submit marks on Edexcel Online
11	03/07/16	Special consideration applications	Deadline to apply for special consideration .
12	24/08/17	GCSE Results day	<p>Release of results to candidates (results available to centres from 24/08/16). Individual centre moderators report available on Edexcel Online.</p> <p>Moderator and Examiner reports will also be available on ResultPlus</p> <p>Please note that an Enquiry about Results (EAR) is only available for unit 1 and unit 3. It is not possible to request an EAR for unit 2 or unit 4.</p>
13	30/10/2017	Date by which certificates are released.	

Before moderation

Are you a new centre?

If you are a new centre entering candidates in summer 2016 for the first time with Pearson, we recommend you submit your entries as soon as possible after Christmas to ensure you are allocated a moderator as early as possible. You will only be allocated a moderator once you have formally entered your candidates.

You must enter the candidates for:

Full course	Short course
5PE01 – The Theory of Physical Education	5PE03 - The Theory of Physical Education
5PE02 – Performance in Physical Education	5PE04 - Performance in Physical Education
2PE01 – cash-in code (Award)	3PE01 – cash-in code (Award)

Did you enter candidates for GCSE PE with Pearson in Summer 2016?

If you entered candidates for the GCSE PE (full course and/or short course), you will automatically be allocated a moderator. Your moderator will contact you in February to organise the moderation visit. All dates for moderation visits must be organised and agreed by **28 February**. The moderation window is 1 March – 5 May. If you have not heard from your moderator by 1 March please do not hesitate to contact us at teachingpeandsport@pearson.com.

Centres with 20 or more candidates

If your centre has 20 candidates or more, a moderator will contact you and organise a moderation visit at your centre between 1 March and 5 May

Initially, the moderator will contact each centre by telephone/email. The [Initial Contact Questionnaire](#) should be completed by the centre and must be sent to the Visiting moderator so that the moderation day can be planned effectively.

A moderation date will be agreed. The visiting moderator will send a copy of form **E14** confirming the date and time of the visit to the centre. The centre should confirm, to the moderator, the arrangements **in writing or by email** and forward a provisional programme for the day.

During the visit the moderator will want to sample a minimum of 40 performances across the whole cohort. The moderator must see ALL candidates and record all the marks. The moderator will select a sample but the centre will not know which candidates are part of the sample. For example, for a centre with candidates studying the following activities:

Activity	No of candidates
Hockey	18
Netball	15
Fitness	24
Climbing	16
Swimming	7

Trampolining	28
Tennis	15

The moderator will see the following:

1. at least four activities and a range of activities. However, every candidate who is offering the activity must be assessed. Using the above example, if hockey is an activity shown on moderation day, all 18 candidates who are being assessed in hockey should be assessed on the day. (unless the candidate is injured/ill).

However, if you have a large number of candidates in an activity then the number of candidate that must be seen on the day will be agreed with the moderator before the moderaton day.

2. a sample of candidates offering the role of leader/official either in a 'live' situation or by interview
3. see a minimum of 10 AoPs (including 10 PEPs). Time must be allocated for the moderator to moderate the analysis of performance in the format that they were assessed:
 - a. be present during question and answer session(s)
 - b. listen to presentation(s)
 - c. look at the PEPs and any written analysis of performance.

Please note: all PEPs must be made available for the moderator. If the centre used a range of formats for the AoP, the moderator will look at candidates' work from each format.

The activities shown on the day will be negotiated between the centre and the moderator but will be based on the information provided in the ICQ, therefore it is important that the information is as accurate as possible. The paperwork must be submitted to the moderator at least 10 days before the moderation visit.

If the centre has a large number of candidates (over 100) it is possible that the moderator will arrange to attend for a second day of the controlled assessment process.

The moderator is required to sample several tasks on the day. It is possible that these requirements will not all fit into the normal school timetable and therefore the length of the school day may need to be extended. The centre and the candidates should be mindful that there may be an extension to the length of the normal school day.

Centres with fewer than 20 candidates

For centres with fewer than 20 candidates, there are two options available.

1. Submit video/DVD evidence

- a minimum of 40 performances from different activity groups and a range of candidates.

- evidence of candidates, if applicable, offering the role of leader/official
- a minimum of 10 AoPs and 10 PEPs.

The moderator will liaise with the centre to determine which candidates' work must be submitted. If the centre has 10 or fewer candidates the moderator will need to be sent video/DVD evidence of all performances, all AoPs and all PEPs.

The video/DVD evidence of the practical assessment and the AoPs (including the PEPs) must be **received** by the moderator by 5 May.

DVD evidence should be produced in a 'free to view access' IT application, such as Windows Media Player or Quicktime (please inform your moderator which format you intend to use at the first possible opportunity so that further arrangements for viewing the materials can be made if necessary).

2. Join with another Pearson centre

Centres with fewer than 20 candidates and want to join with another centre must ensure the following guidelines are followed before finalising the arrangements:

- no more than two centres joining at a time
- the total entry of the 2 centres must be a minimum of 20 candidates
- centres are not required to have identical activities but where they have similar activities running, they should have preliminary agreement on how the activity will take place.
- one of the two centres has to host the moderation day
- a timetable must be agreed by both centres and sent to the moderator at least 10 days before the moderation visit
- centres must be in agreement before contacting Pearson and stay in contact about the moderation day arrangements.

The moderation of the two centres will be done separately where possible. Each centre must complete and submit an ICQ and send to the moderator. As the arrangements have to be voluntary for all parties, Pearson will not make these arrangements - it is fully the centres' responsibility to make the arrangements. Once the agreement is made between the two centres, you must notify your moderator, if you have already been contacted by one, that you are having a joint moderation. The centre number for both centres must be provided. Each centre will receive a separate moderator's report when results are published.

Applying to offer an activity through Meeting Local Needs (MLN)

Are you looking to offer an activity for GCSE PE that is not listed in the [specification](#)?

Please remember indoor climbing can only be offered through Meeting Local Needs. You must not assess indoor climbing using the outdoor climbing criteria. Candidates will be awarded a mark of zero if you have not gained approval to offer indoor climbing through MLN.

If you would like to offer an activity not listed in the specification then you can apply to offer it through Meeting Local Needs (MLN). For further information please click [here](#).

All applications must be submitted to Pearson by **30 October** in the academic year of first teaching.

If you are given approval to offer an activity through Meeting Local Needs, it is for the lifetime of the specification unless circumstances at your centre change – and you must notify Pearson. Each year, your moderator will ask to see the confirmation, so please keep it somewhere safe. If you have lost the confirmation email please contact the assessment team at physicaleducation@pearson.com and they will be able to resend the confirmation.

Please note: you can only offer and assess an activity on the MLN list providing you have been given approval by Pearson through the MLN process. If you offer/assess an activity on the MLN list without approval, your candidates may be awarded a mark of zero in that activity.

Applying to assess outside of the window

For GCSE PE, all activities must be formally assessed during the moderation window (1 March – 5 May). However, we are aware for certain practical activities, it is not possible to perform the assessment of the candidate's performance during the moderation window due to extenuating circumstances. Activities such as skiing, trekking, specialist outdoor activity weeks have specific requirements, and centres can apply to assess their candidates outside of the moderation window within a reasonable time difference. Centres who wish to assess outside of the window should seek permission from the assessment team at physicaleducation@pearson.com before candidates participate in the activity and before they are formally assessed.

Please note: the centre should keep the confirmation email or letter and inform the moderator of the arrangement when making plans of a moderation visit.

Assessment of candidates with disabilities

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.

When do I need to assess the candidates?

The controlled assessment tasks within unit 2 will be assessed in two ways.

2.1. Practical Performance

Player/Participants: activities associated with this role must be formally assessed and marked within the moderation window in the final year of assessment, unless you have been given permission by the assessment team to assess your candidates outside of the window.

Leader or Official: activities associated with these roles can be formally assessed at any point during the course, but must have been formally assessed before moderation day. However marks cannot be submitted until the final year of assessment during the moderation window. Candidates offering these roles may be required to demonstrate their skills for the purpose of moderation either during the centre visit or, for centres with less than 20 candidates via DVD evidence. The marks previously awarded by the teacher/assessor will be verified by the visiting moderator.

2.2 Analysis of Performance, including Performance Exercise Programme Tasks 2.2.1 - 2.2.5 (see pages 44-49 of the specification) may be completed and formally assessed at any appropriate point during the course. The completed tasks must be kept securely, and will be moderated during the moderation window (1 March to 5 May) on the arranged centre visit date, or for centres with fewer than 20 candidates via video/DVD evidence.

For all two year courses starting September 2014, candidates will be applying for their GCSE award in summer 2016 and will be required to sit all their examinations at the end of the course.

Who can assess the candidates?

In most cases the PE teacher(s) will assess the candidates, however there are some activities that are listed in the specification (or on the MLN list) that you offer but are delivered by an external coach/instructor. Please remember you can only offer an activity that is on the MLN list if you have been given permission by Pearson. Click [here](#) for more information about MLN.

If you allow your candidates to select an activity that is listed in the specification (or you have been given permission to offer an activity through MLN) and it is delivered by an external coach (ie not a member of the PE team), you should make early contact with the coach/instructor. The coach/instructor must be given a copy of the skills, knowledge and understanding requirements together with the [assessment criteria](#) for the activity. The coach/ instructor should ensure that the requirements are covered and at a suitable point award an estimated mark to the candidate. The candidate should then undertake a controlled assessment within the 'window - 1 March – 5 May' when the final mark will be awarded. It is advisable for the teacher/examiner from the school to be present but where this is not possible, assessment must be recorded (eg video/DVD) and **MUST** be made available should the moderator want to see the performance.

If the coach/instructor is assessing the candidate(s) we recommend that the coach/instructor also writes a storyboard/commentary so that you, as the teacher, are confident why the marks were awarded and you can justify why the candidate was awarded the particular mark.

The submission of the estimated marks and final marks for all the practicals and the AoP for all candidates is the responsibility of the centre.

Please note that an external coach/instructor is anyone who is not a member of the PE team and has not been standardised by the PE team.

The moderation process

Teacher/assessors must ensure that all aspects of the course follow the specification and that all controlled assessments are carried out in accordance with the marking criteria in the [Controlled Assessment Guide](#).

The teacher/assessor must finalise the four activities candidates will be assessed in (2 for the short course), ensuring candidates have chosen activities from at least two activity groups. If a candidate offers leadership/officiating the activity will fall into the SAME activity group as the performer. Leader/Official is NOT a separate activity group.

All assessment must be carried out under controlled conditions and the teacher/coach/instructor/leader/assessor are not permitted to coach/teach the candidates at any time during this assessment.

Player/performer

All candidates must be assessed during the course, using the assessment criteria in the [Controlled Assessment Guide](#), in their chosen activities - the marks awarded at this time are 'estimated' marks' – these marks must be transferred onto the [PE2AS](#) form and submitted in the 'Est Marks' column. The teacher/assessor must make all assessment decisions. The estimated mark can be awarded at any time during the teaching of the course. It is advised that centres base the estimated mark on the most recent performance of a candidate as this is an indication of the candidates ability. The centre can decide how and when to award the mark.

When your moderator contacts you, you will be asked to send (on the [PE2AS](#) form) the estimated marks you have awarded for each candidate in every activity so the moderator can select which candidates he/she will see on the moderation day (or which candidates need to submit video/DVD evidence, for centres submitting evidence in this format). Please note that the marks you send to the moderator are NOT final centre marks.

Please remember: If a candidate offers fitness, the mark the candidate is awarded on moderation day is the mark that is submitted to Pearson. Therefore, candidates should be formally assessed in their best method of training, and it must be one that they have used in their PEP. A candidate may be given zero, if the method of training assessed on the day is not one shown in their PEP.

Final centre marks must be awarded in the moderation window.

Centres must provide the moderator with an estimated mark (on the PE2AS form) for every candidate for their chosen activities.

Leadership/officiating

If a candidate offers leadership, a candidate must lead a group, in a specific activity, for 9-12 hours and they must keep a log book, showing the date of each session, aim, group, **a signature from both the teacher/assessor and the candidate**. The candidate must also have lesson plans for each session.

Again for the officiating role, the candidate should officiate in all the main roles of the activity. The candidate must keep a log, showing the date, the session, a signature from both the teacher/official and the candidate. The candidate should also produce a brief summary after each session (what went well, what needs to be worked on etc).

A controlled assessment session for a leader and/or official should be arranged following the end of the unit of work. The teacher/assessor should award the candidate a final mark using the generic criteria which is on pages 33 and 36 of the [specification](#). This should be entered on the [PE2MS](#) when the paperwork is sent to the moderator

Analysis of Performance

Assessment for the AoP (tasks 2.2.1 – 2.2.4) can be taken at any point during the course, but at least 10 days **before** the moderation day. Candidates must be assessed, using the criteria in the [specification](#) on pages 47-49, at any point before the moderation visit.

Candidates must demonstrate their ability to analyse a performance in **one of their chosen practical performance activities**.

The analysis of performance must be based on one of the physical activities undertaken in the role of player/participant in *Section 2.1: Practical performance*. The analysis of performance cannot be based on the roles of official or leader.

The first four components of the AoP (2.2.1 - 2.2.4) can be assessed in one of the following formats:

- question and answer
- presentation
- written report.

When your moderator contacts you, you will be asked to send (on the [PE2AP](#) and [PE2MS](#) forms) the final centre marks you have awarded for each candidate for the AoP, at least 10 days before moderation day. The moderator will then select a sample for the moderation visit.

Personal Exercise Programme (PEP)

Component 2.2.5 (the Personal Exercise Programme) can be based on a different physical activity to the other sections of the Analysis of Performance, but must be based on an activity undertaken in the role of player/participant in *Section 2.1: Practical performance*.

All PEPs must be submitted in written format (hand or electronic) and must be available for the moderator.

Authenticity control

Candidates must complete all work under informal supervision. This means that all work, which forms part of the assessments, must be completed in a way that

enables the teacher/assessor to accurately record the contribution of individual candidates and ensure that plagiarism does not take place.

Preparation may be completed under limited supervision (some work may be completed without direct supervision but this cannot contribute towards the submitted assessment). All written work and preparation notes must be retained by the teacher after each session.

The teacher/assessor must mark all performances using the published assessment criteria ([Controlled Assessment Guide](#)). The teacher/assessor must make all assessment decisions.

Forms to complete

Pre-moderation

1. Initial Contact Questionnaire ([ICQ](#)) - please complete as fully and accurately as possible as this provides vital information for the moderator to gain an overall picture so planning can begin.
2. [PE2AS](#) – Activity sheets for every controlled assessment session in the role of player/participant must be completed to include the name of the teacher/assessor, the date, the time of the session, the candidates' practical number and their estimated mark. A copy of these assessment sheets should be sent to the moderator to be received at least 10 days before the visit.
3. [PE2AP](#) – the final mark for the AoP (including the PEP) – out of 20. If dividing the mark out of 20 by two generates a fraction, this number should be 'rounded up' as the mark out of 10 must be a whole number. For example, 17 out of 20, when divided by two is eight and a half, which should be rounded up to nine, which is the mark that should be submitted

A copy of the PE2AP should be sent to the moderator to be received at least 10 days before the visit.

4. [PE2MS](#) – the teacher/examiner should insert the
 - final mark for leader (if applicable)
 - final mark for official (if applicable)
 - final mark for the AoP.

Please do not fill any marks for the player/performer unless

a) you have formally assessed the candidates in the moderation window

or

b) you have been given permission by the assessment team to assess outside of the window.

A copy of PE2MS should be sent to the moderator to be received at least 10 days before the visit.

5. [Candidate declaration form](#) - each candidate must complete and sign a candidate declaration form. These forms, which should be attached to their PEP, must be available for the moderator to view on the moderation day.

6. [PE2VE](#) –if you are submitting video/DVD evidence, it must be supported by a PE2VE form.
7. [Controlled Assessment Fitness Training Assessment Sheet](#) – If Fitness is being shown on moderation day, all candidates must complete this form, or a form created by the centre.

In addition, a timetable for the entire assessment process, including a detailed breakdown/timetable of the moderation day, must be sent to the moderator to be received at least 10 days before the visit.

Preparation for moderation

Prior to the moderation day the teacher/assessor must book all venues - organise any travel arrangements to sports centres/different sites etc.

Prepare all necessary equipment – have all the candidates got the clothing required for personal survival, the correct weights for athletics throwing events eg shot.

On moderation day

All teacher/assessors must have a copy of the [Controlled Assessment Guide](#) (and individual assessment criteria for any activity approved through MLN, if applicable) to ensure all controlled assessment is carried out in accordance with the marking criteria. The teacher assessor must have the individual assessment criteria throughout the assessment of each activity.

On moderation day all candidates involved in the controlled assessment, for all activities planned on the day should have large, clear identifiable practical numbers/letters on their clothing – both displayed on the front and back.

On moderation day the centre must provide the visiting moderator, where possible, the opportunity to observe all teacher/assessors.

The visiting moderator will mark, independently, a sample of the practical performance of candidates seen. When planning the activity, please ensure you do not use static drill practices that are not game related and unsuitable for the mark awarded. At the conclusion of each activity observed, the moderator will request the marks awarded by the teacher/assessor for **all** of the candidates who have participated in the session. These marks will be used to inform any decisions taken to adjust the centre's assessments in the interests of standardisation.

N.B. AS THIS IS AN ASSESSMENT UNDER CONTROLLED CONDITIONS, TEACHERS /COACHES/INSTRUCTORS/ASSESSORS ARE NOT PERMITTED TO COACH /TEACH THE CANDIDATES AT ANY TIME DURING THE PRACTICAL ACTIVITY

If candidates have chosen a practical performance in the role of leader or official, the moderator will select a sample, appropriate to the numbers involved, and have arranged either to observe a 'live' demonstration of their performance in that

particular role or conduct an interview with the candidate, as well as look at individual log books, DVDs (if available) and other supporting evidence.

The visiting moderator will select a sample of candidates for the Analysis of Performance. The marks previously awarded by the teacher/assessor will be verified by the visiting moderator. Depending on the format chosen to sample the candidates, time must be allocated for the moderator to:

- view the written work
- listen to the presentation
- be present at a question and answer session. The teacher runs the session and the moderator can/will ask questions).

Centres must present the confirmation email/letter from the assessment team giving the centre permission to:

1. formally assess outside of the moderation window
2. offer an activity through Meeting Local Needs.

At the end of the day the moderator will offer a verbal debrief, to all/some of the teachers/assessors involved with the controlled assessment.

Forms to be completed on the moderation day

1. [PE2AS](#) – award final marks (in the TE column) for the candidates in the activities assessed on the moderation day. The moderator will ask for the mark but will not collect the form. The teacher must keep the form and transfer the marks to the PE2MS
2. [Controlled Assessment Fitness Training Assessment sheet](#).

Candidates who are injured and unable to participate on the moderation day

1. I have a candidate who was injured in March playing football and I do not think he will be able to be assessed on moderation day. What should I do?

If the candidate is injured and you do not think he will be able to be assessed on the moderation day then you have a few options:

a. the candidate offers two activities as a leader and/or official - and you request special consideration in two activities (as a performer).

b. If you believe the candidate may not be fit for the moderation visit but could be fit by 5 May then you can assess the candidate after the moderation day but before 5 May (Pearson must receive all paperwork by 15 May). As soon as the moderator contacts you, you must explain that you have a candidate who is injured. You must liaise with your moderator when the assessment for the individual candidate will take place and the moderator may request that you send evidence of the assessment (eg video). If you assess the candidate in activities at a different date to the moderation day, the marks that you award to the candidate (provided you have assessed the candidate in four activities for full course or two activities for short course) should then be submitted on the PE2MS and OPTMS form and you do not need to request special consideration.

c. you request special consideration for all four activities. If you request special consideration - you must ensure that the doctors note says that the candidate was ill/injured on the day of moderation.

Please note that in order for a centre to request special consideration, the candidate must have completed 50% of the qualification, ie the theory 40% and the whole of the AoP (including the PEP) - 12%. You must assess the candidate in the AoP and the candidate must sit the GCSE PE theory exam for you to be able to request special consideration. If you do not assess the candidate in the whole of the AoP (which includes the PEP), you cannot request special consideration as the candidate will not have completed 50% of the whole qualification.

2. I have a candidate who sustained an injury the day before moderation day what do I do?

a. If the candidate is not able to participate on moderation day but could be fit by 5 May then you can assess the candidate after the moderation day but before 5 May (Pearson must receive all paperwork by 15 May). You must liaise with your moderator if an assessment for the individual candidate could take place after the moderation day and the moderator may request that you send evidence of the assessment (eg video). If you assess the candidate in activities at a different date to the moderation day, the marks that you award to the candidate (provided you have assessed the candidate in four activities for full course or two activities for short course) should then be submitted on the PE2MS and OPTMS form and you do not need to request special consideration.

b. you request special consideration for all four activities. If you request special consideration - you must ensure that the doctors note says that the candidate was ill/injured on the day of moderation.

Please note that in order for a centre to request special consideration, the candidate must have completed 50% of the qualification, ie the theory 40% and the whole of the AoP (including the PEP) - 12%. You must assess the candidate in the AoP and the candidate must sit the GCSE PE theory exam for you to be able to request special consideration. If you do not assess the candidate in the whole of the AoP (which includes the PEP), you cannot request special consideration as the candidate will not have completed 50% of the whole qualification.

3. My candidate is in Year 11 and has just broken his leg (January) and will be in plaster for six weeks. He has not completed his PEP and I do not think he will be able to participate in the moderation day. What should I do?

If the candidate is in plaster for six weeks from January, he should be out of plaster at the end of Feb/beginning of March, and could then begin his PEP. The PEP can be on rehabilitation and the PEPs that have been seen on rehabilitation have been of a very high standard. Obviously the candidate must not do anything against the advice of the medical team, but usually when the plaster comes off, candidates are advised to begin a rehabilitation programme straight away.

You officially have until 15 May to submit all your marks. As soon as the moderator contacts you, you must explain that you have a candidate who is injured and is completing the PEP after moderation. You must liaise with your moderator, who may request that you send the PEP once it is completed before 15 May.

The candidate must complete the whole of the AoP (tasks 2.2.1 – 2.2.5) to be able to request special consideration).

In relation to the practical you have a number of options.

- a. The candidate offers two activities as a leader and/or official - and you request special consideration in 2 activities (as a performer).
- b. If you believe the candidate may not be fit for the moderation visit but could be fit by 5 May then you can assess the candidate after the moderation day but before 5 May (Pearson must receive all paperwork by 15 May). As soon as the moderator contacts you, you must explain that you have a candidate who is injured. You must liaise with your moderator when the assessment for the individual candidate will take place and the moderator may request that you send evidence of the assessment (eg. video). If you assess the candidate in activities at a different date to the moderation day, the marks that you award to the candidate (provided you have assessed the candidate in four activities for full course or two activities for short course) should then be submitted on the PE2MS and OPTEMS form and you do not need to request special consideration.
- c. You can request special consideration for all four activities. If you request special consideration - you must ensure that the doctor's note says that the candidate was ill/injured on the day of moderation.

Please note that in order for a centre to request special consideration, the candidate must have completed 50% of the qualification, ie the theory 40% and the whole of the AoP (including the PEP) - 12%. You must assess the candidate in the AoP and the candidate must sit the GCSE PE theory exam for you to be able to request special consideration. If you do not assess the candidate in the whole of the AoP (which includes the PEP), you cannot request special consideration.

4. What happens if a candidate did not turn up for the moderation day (formal assessment) without an explanation?

If a candidate just did not turn up for the formal assessment then they should be awarded a mark of zero in the missed activities.

Post moderation

After the moderation day the centre must assess the remaining activities based on the debrief from the moderator.

The centre must ensure that candidates have been formally assessed in four activities for the full course, and two activities for the short course, and a mark for the AoP, and complete the PE2MS form.

If possible, assess any candidate who missed the moderation day through illness or injury – then you do not need to apply for special consideration. If this is not possible, you must apply for special consideration for any candidates who could not be assessed before the 5 May deadline due to legitimate medical condition, illness or injury.

We advise you assess the candidates where possible so you do not have to apply for special consideration. Click [here](#) for more information about applying for special consideration.

The overall total mark is out of 50 for the full course and 30 for the short course.

Full course

Four activities, each activity marked out of 10 = $4 \times 10 = 40$.

AoP out of 20 - this mark must be divided by 2 to give a mark out of 10.

This gives a total mark out of 50

In the Analysis of Performance, if dividing the mark out of 20 by two generates a fraction, this number should be 'rounded up' as the mark out of 10 must be a whole number. For example, 17 out of 20, when divided by two is eight and a half, which should be rounded up to nine, which is the mark that should be submitted.

Short course

Two activities, each activity marked out of 10 = $2 \times 10 = 20$.

AoP out of 20 - this mark must be divided by 2 to give a mark out of 10.

This gives a total mark out of 30.

In the Analysis of Performance, if dividing the mark out of 20 by two generates a fraction, this number should be 'rounded up' as the mark out of 10 must be a whole number. For example, 17 out of 20, when divided by two is eight and a half, which should be rounded up to nine, which is the mark that should be submitted.

Forms to be sent to the moderator after moderation

- PE2MS, all marks entered and declaration signed by both the Teacher and the Examinations Officer. The PE2MS, must reach the Visiting moderator within 10 days of the centre visit or five days of the centre's last assessment day and under no circumstances after 15 May
- Edexcel Online print out (signed by the teacher)/OPTEMS form
- Any DVD assessments which had not previously been submitted.

Submitting final controlled assessment marks to Pearson

- Please submit your coursework/controlled assessment marks on Edexcel Online or using the appropriate OPTEMS form. For video/DVD guidance on how to submit marks on Edexcel Online click here: (<http://www1.edexcel.org.uk/fs-training/Marks-submission/>). Final marks must be submitted to Pearson by 15 May 2017.

Additional Guidance on the Delivery of the Controlled Assessment unit (5PE02 and 5PE04)

There is an [additional guidance document](#), to support centres who are delivering the GCSE Physical Education controlled assessment unit (5PE02 & 5PE04). It provides centres with guidance from our Chief Examiner Tony Scott to give you additional guidance and support for these controlled assessment units.

Support

We hope that we have provided you with all the information to have a successful moderation, but if you have any further queries about the process you can contact the PE Subject Team on 0207 010 2188 or via teachingpeandsport@pearson.com