

Centre guide on using the PE2MS

This guidance document explains how the PE2MS spreadsheet is used as part of the moderation submission for GCSE PE 1PE0_03: Practical Performance. This is in addition to submitting the total final mark for each candidate in the cohort on Edexcel Online.

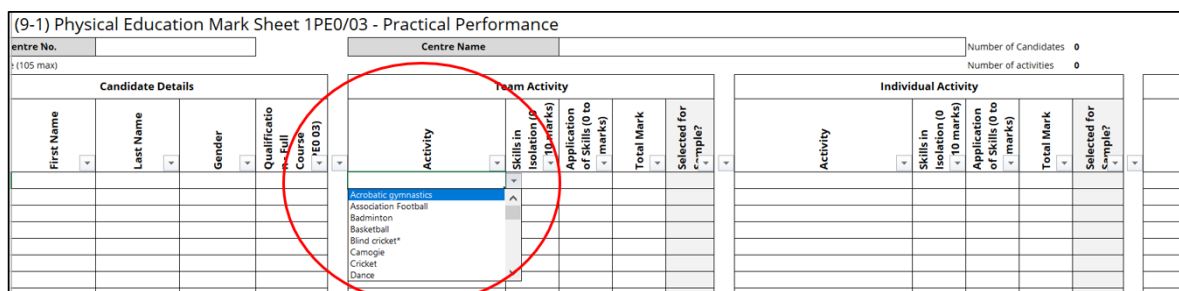
The PE2MS is available to download and use from our subject [webpage here](#). On the webpage, there are two versions of the PE2MS, depending on the centre's cohort size: one version with a cohort of up to 60 candidates and the other version for a cohort of up to 150 candidates. Only one PE2MS must be completed and submitted for the whole cohort at the centre.

On the PE2MS, the teacher-assessor is only required to fill in the details on the first tab of the spreadsheet. The second and third tab, 'Sample' and 'Clerical Error Check', is restricted to the allocated moderator when the work has been received during moderation. On the first tab, the teacher-assessor must complete the following details:

- Centre number
- Centre name
- Candidate number – it is advised to list candidates in numerical order for better tracking. Cells will be highlighted in amber if a duplicate candidate number was used.
- Candidate's first name
- Candidate's last name
- Gender (select via the dropdown options)



The teacher-assessor then is required to input three activities across the three available activity columns for each candidate. The activity list should be selected via the dropdown option as the activity list is prescribed by the [specification](#), which has been set by the Department for Education. Therefore, any activities outside of the prescribed list that been stated on the PE2MS will not be accepted and may be considered as malpractice.



In addition, there is conditional formatting to highlight any activity combinations that are not permitted, as per the specification. For example, if Acrobatic gymnastics and Gymnastics were selected for a particular candidate, the cells for both activities will be highlighted in red – this is to notify you that the combination of both activities is not permitted for assessment and the candidate will need to pick an alternative activity to proceed with assessment. For more information concerning forbidden combinations, please refer to the [specification on page 22-24](#).

(9-1) Physical Education Mark Sheet 1PE0/03 - Practical Performance

Centre No. (105 max) Centre Name Number of Candidates 0 Number of activities 2

Candidate Details				Team Activity					Individual Activity				
First Name	Last Name	Gender	Qualification - Full Course (ED 03)	Activity	Skills in Isolation (0 to 10 marks)	Application of Skills (0 to 25 marks)	Total Mark	Selected for sample?	Activity	Skills in Isolation (0 to 10 marks)	Application of Skills (0 to 25 marks)	Total Mark	Selected for sample?
				Acrobatic gymnastics					Gymnastics				

Once the formal internal assessment has been carried out at the centre, the teacher-assessor will be required to record the mark for each candidate across three activities. Within each activity column, there are two separate sets of marks within the activity: skills in isolation/unopposed situations mark out of 10 and an application of skills mark out of 25 – marks can be selected via the dropdown options. Then the total mark within the activity (out of 35) will be calculated automatically.

(9-1) Physical Education Mark Sheet 1PE0/03 - Practical Performance

Centre No. (105 max) Centre Name Number of Candidates 0 Number of activities 2

Candidate Details				Team Activity					Individual Activity				
First Name	Last Name	Gender	Qualification - Full Course (ED 03)	Activity	Skills in Isolation (0 to 10 marks)	Application of Skills (0 to 25 marks)	Total Mark	Selected for sample?	Activity	Skills in Isolation (0 to 10 marks)	Application of Skills (0 to 25 marks)	Total Mark	Selected for sample?
				Acrobatic gymnastics	0				Sculling				

Once the total mark for each of the three activities have been recorded, the total mark across the three activities (out of 105) will be calculated automatically at the far right of the spreadsheet. In that column, cells will be highlighted in amber which indicates if they are the highest and the lowest overall scoring candidates within the cohort. This is important as the teacher-assessor must be prepared to submit the work of both the highest and the lowest scoring candidates for external moderation as per the specification requirements on [page 28](#).

Total
Centre total mark
39

If a candidate has been formally assessed in an activity but is now injured/ unable to take part, you should submit the marks awarded, you do not need to apply for special consideration. However, if a candidate is injured or absent during the whole course of study and is unable to partake in one or more activities or provide recorded evidence of the performance, you should mark the candidate with an 'X' (absent) which is available in the dropdown option at the bottom on the mark columns. Then, an application for special consideration/allowance can be requested if they meet the JCQ's conditions. For more information about special consideration and to make an application, please visit the dedicated [webpage here](#).

