



International GCSE Art and Design (9–1)

Remote Delivery Guidance

Contents

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Introduction	3
Component 1: Personal Portfolio	3
Component 2: Externally-set Assignment	4
Preparatory studies	4
10-hour period of sustained focus under exam conditions	5
Remote invigilation checklist	7
Once assessment is complete	7
Contact us	8

Remote Delivery Guidance

Introduction

This guidance is intended for the use of online centres delivering our International GCSE Art and Design qualification through a fully remote approach. This document relates to the following endorsed titles:

- 4FA1 – Fine Art
- 4GC1 – Graphic Communication
- 4PY1 – Photography
- 4TD1 – Three-Dimensional Design
- 4TE1 – Textile Design

It is important that centres delivering this course remotely follow the guidance in this document to ensure that the correct processes are followed. This guidance should be used in addition to the [Administrative Support Guide](#) on the [International GCSE Art and Design course materials page](#) under 'Forms and administration' > 'Guidance for centres'.

What is remote delivery?

Remote delivery is when a subject/qualification is delivered completely online. This may be due to a variety of factors, e.g., students unable to attend a centre.

This guidance is intended to support online centres, making our qualifications more accessible to more candidates.

Component 1: Personal Portfolio

As with in-person classes, regular online classes should be scheduled and delivered so that students are appropriately monitored throughout the course.

All online classes must be delivered on a platform that allows the candidates to have their camera on to enable the teacher to monitor their progress. Classes should be recorded and

stored until the release of results. If the centre requested a review of marking (RoM) or a subsequent appeal, they should wait until this has been completed before deleting any work or recordings.

Candidates are free to work on their Component 1 work outside of classes, however, the teacher should be able to see a clear development of ideas to ensure that they can authenticate the work. Additional control measures could be put in place to support the teacher, e.g., candidates submitting timestamped images of their work between classes, teachers checking online/digital portfolios between classes.

For asynchronous delivery approaches, centres must hold regular check-ins with candidates to ensure that work can be authenticated. These sessions must be recorded in line with the guidance for online classes. Centres should also encourage candidates to document their creative process outside of scheduled sessions. This may include timestamped photographs or short videos showing work in progress, which help verify authenticity and development of artwork.

For all delivery approaches, it is the centre's responsibility to ensure that sufficient monitoring of candidate progress has taken place throughout the course. Teachers must sign the authentication form to confirm that work submitted for assessment has been carried out without assistance other than that which is acceptable according to the rules of the specification.

Component 2: Externally-set Assignment

Preparatory studies

Regular online sessions should be maintained to allow for sufficient monitoring of candidate progress whilst they work on their Component 2 preparatory studies. Classes should be recorded and stored until the release of results. If the centre requested a review of marking (RoM) or a subsequent appeal, they should wait until this has been completed before deleting any work or recordings.

The preparatory studies have no set time period. It is the responsibility of the centre to devise their own suitable preparatory study period before the start of the 10-hour period of sustained focus.

It is the candidate's responsibility to ensure that after the preparatory study period has finished, that they have completed all necessary preparatory work to prepare them for the 10-hour period of sustained focus. The 10-hour period of sustained focus is intended for candidates to produce their final outcome(s), not continue preparatory studies.

10-hour period of sustained focus under exam conditions

The preparatory studies and the timed examination work must be separately identified but will be considered as a whole when being marked by the examiner.

Candidates must submit their complete preparatory studies to the teacher before the start of the 10-hour period of the sustained focus and should only have access to their preparatory studies during the sustained focus sessions.

Each session of the controlled assessment must take place on a platform that allows for remote invigilation and allows the invigilator to have full view of each candidate and their surroundings. Each session must be recorded, and a register should be kept to confirm which candidate attended which session. Platforms such as Invigilator would be suitable.

The sessions must be completed under formal exam conditions and monitored by an invigilator. The ratio of candidates to an invigilator should be a maximum of 12:1. This ratio is a maximum and is dependent on factors such as screen size. All candidates and their surroundings must be clearly visible at all times. The platform used to invigilate candidates must also enable screensharing, so that the invigilator can monitor the candidate's screen.

The invigilator does not have to be the Art teacher, however, the Art teacher should be available in case a candidate requires subject specific assistance.

Internet access is not permitted at any point during the controlled assessment. Candidates must ensure that all work requiring internet access is completed before the start of the 10-hour period of sustained focus.

Technology support must be on call for the entirety of each session. If the feed of a candidate breaks during the controlled assessment, then the technology support team should be able to access the candidate's computer remotely and get them back online quickly. The recording should continue throughout.

Before the start of the controlled assessment

It is the candidate's responsibility to ensure that they have all necessary materials with them before they begin the controlled assessment. The controlled assessment time is a set period for candidates to work on their final outcome(s). Whilst they can use their preparatory studies to support this, they should not use the 10 hours to further work on their preparatory studies.

Before the time starts for the session, each candidate must show their surroundings, the materials that they have with them and show the invigilator if they have anything in their pockets or under the desk to ensure that the formal exam conditions are not breached. This process should be included in the recorded session but not count towards the 10 hours.

Please refer to the [Administrative Support Guide](#) for further guidance and information relating to the controlled conditions of the Component 2 sustained focus period.

During the controlled assessment

The entirety of the session should be recorded, including any scheduled breaks or any unscheduled breaks e.g., bathroom breaks. The recordings should be stored until after the release of results. If the centre requested a review of marking (RoM) or a subsequent appeal, they should wait until this has been completed before deleting any work or recordings.

The invigilator must be able to clearly see each candidate and their surroundings for the duration of the session.

Between sessions

At the end of each session and before the start of the next, candidates should submit to their teacher a photograph of their physical work that is time and date stamped. This enables the teacher to confirm that the candidate has not continued to work on their submission outside of the controlled assessment. If the candidate has worked in a digital format, then the teacher should remove the 'edit' access from the candidate until the start of the next session.

After the controlled assessment

After each session, candidates should follow the steps explained under 'Between sessions'.

Once the full 10 hours has been complete, candidates must do one of the following:

If the candidate has worked in a physical format, they must submit photographs of the work to the teacher before ending the session. The teacher must supervise this activity and receive any photographs before allowing the student to end the session.

If the candidate has worked in a digital format, then the teacher must remove any editing access from the candidate before the session is ended.

The teacher/invigilator must inspect the quality of each image uploaded by the candidate to ensure that they are sufficient for moderation. This must be done before the candidate leaves the exam session in case the candidate is required to take any further photographs.

Any photographing of work does not contribute to the 10 hours and can be done once the 10 hours are complete.

Remote invigilation checklist

- ☐ Ensure online platform allows recording for the entirety of each session including breaks.
- ☐ Ensure each candidate and their surroundings are clearly visible and have been shown to the invigilator as covered in 'Before the start of the controlled assessment'.
- ☐ Ensure ratio of candidates to invigilator is a maximum of 12:1 (dependent on screen size).
- ☐ Ensure an art specialist (i.e. Art teacher) is available in case a candidate requires subject specific support.
- ☐ Ensure IT support is available for the duration of the period of sustained focus.
- ☐ Ensure contingency plan is ready in case a candidate's feed is broken.
- ☐ Ensure candidate has all materials and resources ready before the start of the period of sustained focus.
- ☐ Ensure that the [Administrative Support Guide](#) is adhered to.

Once assessment is complete

Once assessment is complete and candidates have handed in their full Component 1 and Component 2 portfolios, the teacher must ensure that these are securely stored until the release of results. If the centre requested a review of marking (RoM) or a subsequent appeal, they should wait until this has been completed before deleting any work or recordings.

Candidates must not have any access to their work once it has been submitted to the teacher ready for external assessment. Similarly, once the candidate has completed their 10-hour sustained focus period, their Component 2 submission must be stored securely, without candidate access.

Candidates must have a tamper proof envelope to store their work in until the release of results, or any subsequent RoMs/appeals. Should the work be required, then the candidate will be required to open the envelope. It is the responsibility of the candidate to supply the envelope.

Three-dimensional work, or work that is not suitable for storage in an envelope must have high quality photographs and videos taken from a variety of angles to show the entirety of the work. These photographs and videos must be kept securely by the centre until the

release of results, or any subsequent RoMs/appeals. Should the work be required, then the centre will be required to share the evidence.

For full information on the submission process, please refer to the [Administrative Support Guide](#).

Contact us

For additional support or guidance, please refer to the contact information provided on the [International GCSE Art and Design](#) qualification page.

Alternatively, you may reach out via the [Support Portal](#).