



Administrative Support Guide  
(Previously Centre Guidance)  
Including Digital Submission Guidance

Pearson Edexcel Level 2  
International GCSE in Art and Design

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

This guidance document contains information outlining processes, procedures and requirements related to the assessment of International GCSE Art and Design.

Please also refer to the International GCSE Art and Design [qualification page](#) for more information.

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Alternatively, to contact our assessment teams, please use the [Support Portal](#).

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## 1. Key Dates

| Event   | Deadline       | Other information   |
|---|----------------|---|
| Externally Set Assignment brief released on website | 2 January 2024 | Secure content released – Edexcel Online account required to access.                                |
| Deadline for actual entries                         | 21 March 2024  | Late fees may be charged after this date.   |
| Submission deadline                                 | 31 May 2024    | All work to be submitted for assessment on Learner Work Transfer no later than this date.           |
| International GCSE Results day                      | 22 August 2024 | Release of results to candidates. Restricted release of results to centres only, on 21 August 2024. |
| Review of Marking request deadline                  | TBC            | Last date to request a Review of Marking.   |

## 2. General Information

It is essential that centres ensure that their candidates are entered for all the relevant units and titles.

| Unit Code | Specification Title      | Component Codes |
|-----------|--------------------------|-----------------|
| 4FA1      | Fine Art                 | 4FA1/01 4FA1/02 |
| 4GC1      | Graphic Communication    | 4GC1/01 4GC1/02 |
| 4PY1      | Photography              | 4PY1/01 4PY1/02 |
| 4TD1      | Three-Dimensional Design | 4TD1/01 4TD1/02 |
| 4TE1      | Textile Design           | 4TE1/01 4TE1/02 |

Candidates may enter for more than one specification title (endorsement) in the same examination series. Candidates entering for more than one specification must produce separate and different work for each specification.

This qualification is available to both UK and International centres.

To qualify for all 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. However, a candidate entered for the Textile Design title for example, (working predominantly with textiles) might also submit some photographs, using photography as a tool to address issues through the eyes of a textile artist.

This applies to **all** Components.

Although candidates entering for all titles will be expected to show evidence of the skills and understanding relating to their chosen specialisms in Component 1 and 2, these Components may also carry evidence of general knowledge in terms of Art and Design.

The GCSE Art and Design qualification is made up of two Components: Component 1 (Personal Portfolio) and Component 2 (Externally Set Assignment).

| Component Number     | Component                                   | Weighting                  | Method of Assessment  |
|----------------------|---|----------------------------|---|
| 4FA1/01 –<br>4TE1/01 | Component 1<br>Personal Portfolio           | 50%<br>72 marks available  | Internally set<br>Externally marked                               |
| 4FA1/02 –<br>4TE1/02 | Component 2<br>Externally Set<br>Assignment | 50 %<br>72 marks available | Externally set<br>Externally marked<br>10-hour sustained<br>focus |

### 3. Externally Set Assignment (Component 2)

The International GCSE Art and Design Externally Set Assignment will be released on the website on 2 January 2024. A copy of the Externally Set Assignment should be given to the teacher-examiner for confidential reference as soon as it is released in order to prepare for the preparatory supporting studies. Centres should use the following guidance to help them access the assignments.

#### **What is secure content?**

'Secure content' is the phrase we use for any document (PDF, Word etc) or page on the website to which access is restricted. In order to access secure content, you will need an Edexcel Online username and password. Only staff in centres that are running a particular Pearson Edexcel qualification will be able to view secure content for that qualification. For example, a secure International GCSE Art and Design document will only be available to staff from a centre that offers this qualification.

#### **How do I get a username and password in order to access secure content?**

If you already have an Edexcel Online account, you can use your existing name and password to access secure content. If you do not have an Edexcel Online account, you will need to consult your Exams Officer. Your Exams Officer can set up access for you. Please do not contact Pearson directly to request an account.

#### **What does my Exams Officer need?**

The Exams Officer will require an Edexcel Online account.

#### **How does my Exams Officer give teachers access to secure content relevant to the International GCSE Art and Design externally set assignments?**

When an Edexcel Online Administrator (your Exams Officer) sets up a new user in Edexcel Online, they will be asked to specify what level of access the new user needs by ticking the appropriate user profile boxes. This ensures that users are only able to access appropriate screens within the service. You only need a username and password to access the secure content. You do not need any of the user profiles offered just to access the secure content.

#### **What do I do after my Exams Officer has given me a username and password?**

Once you have these, you can access the secure content protected externally set assignments from the International GCSE Art and Design page on the Pearson Edexcel website.

#### **Who do I contact if I have a problem?**

Please contact the Edexcel Online Support team: 020 7010 2181

## 4. Examination Conditions

The Externally Set Assignment (ESA) will be released on 2 January of each year for the International GCSE Art and Design Component 2. **The timed examination is 10 hours of sustained focus.**

During the preparatory period – which has no set time period and should be decided by the teacher-examiner – candidates will be expected to investigate a wide range of work and sources. At the beginning of this period the teacher-examiner should distribute the Externally Set Assignment paper to the candidates.

The timed examination must be sat and submitted for assessment no later than 31 May 2024.

**The preparatory supporting studies and the timed examination work must be discrete entities.**

The preparatory supporting studies and the timed examination 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 timed examination work in meeting the Assessment Objectives and as such in gaining marks.

Centres must ensure that suitable art room accommodation is available for the timed examination 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 title must produce separate submissions of work for the Externally Set Assignments. They must be permitted the full time allowed for each specification 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 sustained focus period 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. Candidates are not permitted to listen to music.

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 timed examination period 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 examination:

- 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, where appropriate, 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 timed examination sufficiently early to ensure that the work is completed in good time.

Candidates may take into the examination room any preparatory supporting studies which they have produced, and which are to be submitted for assessment along with the work done in the period of the timed examination. 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 must not access their work outside of assessment time. Candidates are not permitted to undertake any further work on the Externally Set Assignment component upon completion of the 10-hour sustained focus period. Work must not be added to or altered after the timed supervised period has ended. 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 examination 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.**

## 5. Private Candidates

This subject is available to private candidates. Private candidates will need to enter through a registered centre and attend the centre at regular intervals throughout the course to enable the teacher to authenticate the work. Private candidates must complete the 10-hour sustained focus period at the centre they are entering through.

## 6. 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 to the **Special Requirements Section** at **Pearson Edexcel** once the work has been submitted for assessment. 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 documents.

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, considering 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.

## 7. Malpractice

Upon submission of work for external 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.

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 'Suspected Malpractice in Examinations and Assessments: Policies and Procedures'. 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/M1.

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

## 8. Grade Awarding

International GCSE Art and Design is a criterion referenced examination. Decisions regarding the grade boundaries are based on the professional judgement of the Chair, Principal 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 organisations when establishing the grade boundaries. The key grade boundaries for International GCSE Art and Design are established in the following order: 4, 7 and 1.

The sample of work for awarding will be drawn from across the entry for the June 2024 examination covering a range of marks on and around the notional grade boundaries in all endorsed titles. The sample drawn must be of a sufficient size and mark range on which to base sound awarding judgements.

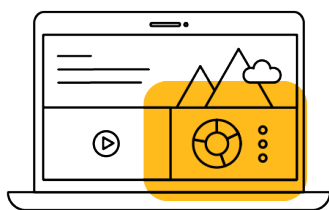
## 9. Accessing Results

As this qualification is 100% externally assessed, centres will not receive a tailored feedback report on results day. Instead, centres can access a breakdown of their marks for each assessment objective for each candidate.

This information is released on results day and can be accessed via [Results Plus](#).

You can access this information by logging onto Results Plus (linked above) > ResultsPlus Analysis > Download Results > Select Qualification (GCSE) and Session > Select subject

|   |           |                                      |
|---|-----------|--------------------------------------|
| 4FA1 GCSE ART & DESIGN:FINE ART                   |           |                                      |
| 4FA1 ART & DESIGN:FINE ART: ART & DESIGN:FINE ART | June 2023 |                                      |
| Paper 01: PERSONAL PORTFOLIO                      | June 2023 | <a href="#">Download CSV</a>         |
| Paper 01T: TRANSF.PERSONAL PORTFOLIO              | June 2023 | Results not available for this paper |
| Paper 02: EXTERNALLY SET ASSIGNMENT               | June 2023 | <a href="#">Download CSV</a>         |



# Digital Submission Guidance

All work must be submitted for assessment via our online assessment platform, Learner Work Transfer (see Appendix A for information on how to access LWT). All work must be submitted by 31 May 2024.

Candidates should only submit **one** project for Component 1. The project submitted should represent all four assessment objectives equally in a holistic and integrated way.

This qualification is 100% externally assessed, therefore, centres **do not** need to submit a completed assessment grid with each candidate submission.

For each component, students can submit:

## Either

- images/scans of the three A2 sheets of supporting studies
- images/scans of the one A2 sheet of final outcome(s).

## Or

- A PowerPoint containing no more than 20 slides.

**A signed authentication sheet must be included with each submission for each component. Missing authentication sheets will result in the examiner being unable to mark the submission.**

Attendance registers for the Component 2 controlled assessment periods should also be included and uploaded under *Administration Materials*.

Accepted file formats can be found below. Candidate submissions should **not** be in the format of:

- .zip folders
- .rar files
- Sway links

All images submitted must be of reasonable quality, with any annotation readable, so that the examiner can sufficiently view and assess the work submitted. Candidates should not submit multiple pages of work on one PowerPoint slide.

| Accepted File Formats for Images |
|----------------------------------|
| .jpeg                            |
| .gif                             |
| .jpg                             |
| Animated GIF                     |
| .png                             |
| .tiff                            |
| .tif                             |

| Accepted File Formats for Digital Portfolios |
|--|
| .doc   |
| .docx  |
| .oft   |
| .pfd   |
| .pdf   |
| .ppt   |
| .pptx  |
| .pub   |
| .odt   |

### Submission checklist

Each candidate for each component must have:

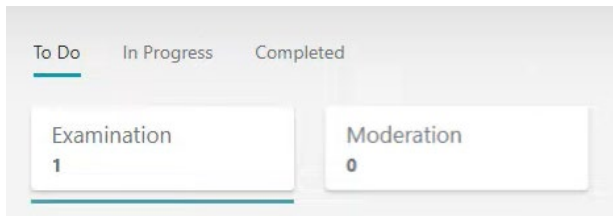
- A signed authentication sheet.
- A clear development of ideas.
- A clear final outcome.

## Appendix A: Using Learner Work Transfer

We have produced two video tutorials demonstrating how users can access and navigate the Learner Work Transfer (LWT). Pop-ups must be enabled in order to access LWT.

[Logging in and navigating LWT](#)  
[Managing moderation requests](#)

Once LWT opens, there will be two boxes at the top, one for Examination and the other for Moderation, if you click Examination then your International GCSE Art and Design request should appear.



When the work is ready, upload the submission for each candidate entered to LWT.

All candidates entered must either submit work for assessment or be marked as *Absent* or *No Evidence*.

When work is uploaded, it will show as *scanning*. Sometimes, this may take a while. If it has taken more than 48 hours for a piece of work to upload, please [contact us](#).

Once the work has uploaded, please press *Submit Request*.

The examiner might request missing material e.g., authentication forms, once the work is submitted for assessment. In this case, the examiner will return the request to the centre to upload the requested material. Once the work is uploaded, the centre will need to submit the work again using the *Submit Request* function.