

Information for Centres June 2014

Principal Learning

Creative and Media



Creative and Media Information for Centres

June 2014

The following notes and general information are prepared for Heads of Departments at schools and colleges who enter candidates for Edexcel Principal Learning in Creative and Media.

1. Key Dates June2014

5th June	<ul style="list-style-type: none"> ❖ Final date for the submission of marks for internally assessed units ❖ Final date for the submission of work to the moderator for the externally assessed Creative and Media Units *
27th June	Final date for submitting special consideration requests
14th August	Publication of provisional Level 3 Principal Learning examination results(hard copy format)
21st August	Publication of provisional Levels 1 and 2 Principal Learning examination results (hard copy format)

** Any work sent after this date may not be moderated, and your learners will not be awarded a result for this unit.*

2. Submitting Marks and Samples - reminder

- Centres must submit marks on Edexcel Online and post the required sample of learner work for each unit to the moderator by 5th June.
- After marks are submitted it will not be possible to amend them, however it will be possible to view them
- If marks have been submitted and require amendment, please contact Edexcel Customer Services on **0844 463 2535**, stating your centre number, subject, paper and candidate details, along with the amended mark. A valid reason for amendment must be provided
- Amendments can also be emailed to **courseworkmarks@pearson.com**.

3. Administration of Samples

- Please submit the learners' work only. Do not, for example, send large project booklets that have only been half used and contain lots of blank pages
- The work should be clearly annotated by the assessor, with learning objectives highlighted
- Group work must be differentiated for each individual learners
- Any electronic evidence sent must be in an acceptable file format (See Appendix B). Centres must check CDs, DVDs can be accessed on any system PC, Mac and DVD player
- If more than one unit is being sent, work must be organised by unit
- If possible, the work for each consortium should be despatched together
- 3D work should be photographed or videoed - **do not** include actual objects
- The work for each learner must be headed with a Candidate Record Sheet (see appendix A)
- Candidate Record Sheets must have a total mark for mark band A and separate mark for paper 1B
- Candidate Record Sheets must detail the location of all evidence within the portfolio.

4. Externally Assessed units

Units CM106_01, CM207_01, CM305_01, CM306_01

- Learners are required to complete the reports for these units electronically. The templates for the reports can be downloaded from:
<http://www.edexcel.com/quals/diploma/creative-media/Pages/default.aspx>
 The templates are filed on the website under the heading 'Candidate Response Booklets'
- Learners must complete the template with their name and candidate number
- Documents for each learner should be saved on a disc and sent to the allocated Examiner. Please note the word counts specified
- The appendices can include anything that has clear relevance to what is being discussed in the report. Carefully selected illustrative materials should be used
- Illustrative materials must be presented as additional files and not be embedded into the actual report
- These are not moderated coursework units. You do not have to carry out an internal moderation process for them. They should be treated like exams and be carried out in exam conditions with supervision by an invigilator
- Learners can take into the room materials they will be referring to in the report, but must not be allowed to communicate with anybody or have internet access whilst completing the task

- The time allocated for the tasks can be split over different sessions if it proves to be more productive. However if you do this, the work should be taken away after each session and learners must not be allowed to access it in between
- The reports and evidence must be sent to the examiner by the deadline, 5th June
- Centres must read the "Guidance on assessment of this unit" section of the specifications for more details on the assessment of these units.

5. Post Results

On receipt of your results in March, you will have access to the moderator's report for each unit, and the final unit marks for each learner from:

<http://www.edexcelonline.co.uk>

- You will find it useful to look at the final marks, especially if the grades awarded for any learners are not what you were expecting
- The moderator's report gives feedback on the outcome of your centre's moderation for each unit and will help explain the reason for any adjustments
- If your marks have been adjusted and you are concerned, you can apply to have the sample re-moderated.

6. Feedback from the Senior Examiners

The Senior Examiners produce reports on the overall performance of learners on each unit.

Both the Examiner's reports and exemplar material can be downloaded from:

<http://www.edexcel.com/quals/diploma/creative-media/Pages/default.aspx>

Centres are advised to read all of the Examiners Reports available and follow the advice given. Centres who have entered learners in the previous exam series, can access individual moderator reports for the centre.

7. Useful Resources

Edexcel continue to support its centres by providing the following useful materials:

- Teacher Support Materials
- Frequently Asked Questions
- Live Exemplar Work with Commentaries

These can be accessed through our Creative & Media website at

<http://www.edexcel.com/quals/diploma/creative-media/Pages/default.aspx>

Edexcel Contacts

Customer Services for Teachers	Tel: 0844 576 0032
Customer Services for Exams Officers	Tel: 0844 463 2535
Creative and Media Subject Team	E-mail: creativemedia.assessment@pearson.com
Special Requirements Department (for special considerations queries)	E-mail: speccons.online@pearson.com
<p>Edexcel One90 High Holborn London WC1V 7BH</p> <p>www.edexcel.com</p>	

Appendix A

Principal Learning Candidate Record Sheet

Both the learner and assessor must sign this form.

Part One

Centre Name:		Centre Number:	
Line of Learning :		Level:	Unit:

I hereby certify this work has been produced without external assistance beyond that which is acceptable under the scheme of assessment and is recorded.

Assessor Name:	Assessor Signature:	Date:

Learner Name:	Learner Signature:	Candidate Number:	Date:
I give permission for Edexcel to use my work for training purposes			Tick

Marking grid A - Moderated

Learning Outcome	Description of evidence	Page ref:	Assessor Mark	Edexcel Use Only Mod Mark
Total A Mark				
Each piece of evidence has been fully annotated showing where marks have been given for each learning outcome				
Any assignment briefs the learner used have been included with the evidence				

Marking grid B - Ephemeral

Learning Outcome	Description of evidence	Page ref:	Assessor Mark	Mod Mark
Total B Mark				

Comments:

Appendix B

Q - How do I submit the learners' work to the Examiner?

Work are submitted to the examiner on CD-ROM. One CD per unit should be prepared. Learners' work must be burnt to CD+/-R. A back-up copy of each CD should be retained in case CDs are damaged or lost within the postal system.

Q - How should I format the CD that is sent to the moderator?

Each learner's work submitted to Edexcel must be in one of the following formats:

- .doc Microsoft Word document
- .rtf Rich Text Format
- .pdf Portable Document Format (Adobe Acrobat)
- .JPEG for image files (such as digital photographs)
- .MP3 for sound or music files (such as sound tracks or sound effects)
- .FLV (preferred) or MPEG for video, multimedia and animation files (including those which contain sound)

If you are able to use Word to create your work then you should do so. It will be much simpler for you if you can use Word, because then your work is more likely to be compatible with other computers and it will also be easier to hand in.

If you do not have access to a PC with Word, then try to use an equivalent word processing programme. When the final document is complete it can then be saved as a Rich Text Format document or converted to a pdf file.

Q - How should candidates work be organised and named on the CD?

A separate folder on the top-most level of the folder tree should be used for each of the learner's work. Each folder should be named according to the following naming convention:

[centre #]_[candidate number #]_[surname]_[first letter of first name]

For example, John Smith with candidate number 9876 at centre 12345 would have work in a folder titled, "12345_9876_Smith_J"

Q - Should I test the CD prior to despatching it to the moderator?

Yes. Prior to the CD being despatched to the moderator it should be thoroughly tested to ensure that the files have burnt to the CD correctly, and that all files within each folder can be accessed.

Q - How should I label the CD that is sent to the Examiner?

A label should be stuck on the top of the CD itself with the following information clearly marked:

- UNIT, EXAM SERIES
- CENTRE NUMBER, CENTRE NAME.
- Centre contact: NAME
- EMAIL
- TELEPHONE NUMBER