Frequently Asked Questions

Unit CM305 – Evaluation

Q - What is this unit all about?

This unit is about the journey the candidate has been on during their multidisciplinary experience. Candidates will write about work that they have completed during their course. They will do this in the context of two or more disciplines.

Q - What else do they need to do?

Candidates must be able to discuss their ideas, working methods, progress, achievements and their creative and personal development. They must be able develop and store records of their work in progress in whatever format they want to use. They should also get feedback from friends, colleagues, clients and audiences at every available opportunity. This will help them when they come to write up their work for this unit.

Q - How will they be able to do this?

The unit is 90 Guided Learning Hours. The candidates will have sufficient time to prepare materials for this unit with the help of their teacher. The unit should be spread over the whole course not just at the end of the course. Candidates will be able to access one-to-one reviews with teachers and groups sessions with peers. This should be built in to the timetable at regular intervals.

Q - How do I access the examination paper?

The paper can be found on the Edexcel website under the Creative and Media Diploma section. The paper must be completed by the candidate and then sent to the examiner in a PDF format, usually on a CD or DVD.

Q - Does the examination change every year?

No. This is a coursework examination and the requirements for the examination are provided in the specification.

Q - Can I help my learners?

A teacher can discuss the wording and requirements of the paper before they start to write but they must not:
- Provide individual candidates with advice or instruction about how to phrase their answers
- Read or in any way comment on the writing in progress
- Provide prepared frameworks for their candidates to use when writing their responses

Q - When can the candidates undertake this work?

The candidates can undertake this work at any time. However, it is better to do this work towards the end of the course when they will have had the most experience of working on a range of projects. There are two windows for examination - January and June each year.

Q - Do the candidates have to work under examination conditions?

The work can be spread over more than one session. Candidates have a maximum of four hours to write up their responses. If the work is spread over more than one session the teacher must ensure that the work completed so far is securely stored and that candidates cannot access their own or other candidates work without supervision. After the candidate has started the writing process the teacher must ensure that the work is safely stored in a folder with each candidate having their own folder.

Q - Can the candidates access their notes when writing their work?

Yes. Candidates are allowed to access their records and notes when writing. The invigilator must ensure that these are bone fide records and notes and that they contain nothing that would give the candidate an unfair advantage.

Q - What else do the candidates have to do?

Candidates must submit with their responses files of materials to illustrate and support their responses. These will not be marked by the examiner - it is purely used to help the examiner to understand what the candidate is writing about.

Q - Is this material included in the four hours of writing time?

No. This material can be prepared outside of the four hours and then added to the candidates folder preferably before they start the writing process as it will help them produce their evidence.

Q - Can the candidates access the internet when writing their responses?

No. Access to the internet must be blocked when the candidates are writing.

Q - What about files used in the illustrative materials?

A - There is guidance in the specification on the file types and sizes that can be used for the illustrative materials.

Q - Is there a word count for the written work?

Yes.

For section 1 it is 1,500 words
For section 2 it is 750 words
For section 3 it is 750 words

Candidates must include a word count at the end of each section

The examiner will not read more than the allowed number of words.

Q - What are the main themes of each section?

Section 1 – candidates must choose two different projects they have worked on and use the prompts in the paper to discuss their wok on these projects

Section 2 – The candidate will choose a discipline and answer the prompts on the paper

Section 3 – Candidates will describe their progression plans using the prompts on the paper.

Q - Do I have to mark the work?

No. The work is externally marked by an examiner. The teacher must not interfere with the work once the writing process has started. However, the teacher or examinations officer must be able to put the written work into a PDF format and store this on a CD or DVD format.

Q - Why do the candidates have to bring together two or more disciplines?

As this is a multidisciplinary course the learners will automatically have covered more than one discipline in the work they choose to discuss. They have to look at two different projects they have worked on and it will be here that the candidates will identify the disciplines they have covered, how the disciplines worked together and how they used these disciplines to produce work for the projects.

Q - How do I ensure that this is the candidates own work?

Each candidate will include with their file an electronic version of the signed authentication statement. The invigilator will ensure that each learner producers their own work without an outside influences.

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

A - Work is 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 Examiner?

A - 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)

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 - 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 dispatching it to the Examiner?

A - Yes. Prior to the CD being dispatched to the examiner 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 - 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