



# Administrative Support Guide

## BTEC Level 1 / Level 2 Tech Award in Art & Design Practice

First teaching September 2022

**Component 2: Responding to a Brief**  
**BAD02**

# Document Classification and Version Control

<b>Version</b>	<b>Amendment</b>	<b>Date</b>
1.0	Document created	30/10/2023
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1.2	Pg 11 - Learners' work labelling	29/01/2024

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## General Information

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- [Exams Officers](#)
- [Teachers](#)

### Registration of Learners for Art & Design

#### Registration of Learners at Qualification Level

Learners should be registered for the qualification at Edexcel Online using the following title and code by the 01 November BTEC registration deadline.

- Art & Design: RAD2

Please see our [support pages](#) for further guidance on how to register learners.

#### Learner Entries for Individual Components

You will need to enter your learners for each individual component once they are ready to undertake the assessment:

Component Title	Type of Assessment	Entry Code
2: Responding to a Brief	Externally Assessed Set Task	BAD02

## Key Dates Schedule

Please follow this link to the [BTEC New Tech Awards schedule](#)

## Key Links

### Special Requirements

Click [here](#) for information on **special considerations**

Click [here](#) for information on **access arrangements**

### Post Results Services (PRS)

Click [here](#) for information on:

- Review of Marking and Moderation (RoMMs)
- Appeals

### Training from Pearson

Click [here](#) to register your interest for forthcoming **training and CPD events**

### Entry, Results, Exams dates

Click [here](#) for information on **entry deadlines** and **results dates**

Click [here](#) for information on **exam timetables**

### Support Materials for Component 2

Please visit our qualification pages for support materials including:

- Sample Assessment Materials [here](#)

# General Guidance for Externally Assessed Component

## Administration

All externally assessed set tasks are released digitally on the Pearson website as padlocked secure content. An Edexcel Online password is required to access and download the externally assessed set tasks when they are released.

There will be one release each year for the externally assessed component of the Tech Award in Art & Design Practice:

- January release for May/June assessment series

Centres are required **to enter learners for each assessment**. They must be entered by the deadline for the series in which the learner wishes to sit them, and late fees will apply for late entries. Entry for the externally assessed component will ensure that we have supplied you with all relevant information.

The externally assessed set task may only be used within the assessment series that the learner is entered for and cannot be held for use in a later window.

For information on registration and entry processes and quality assurance please visit our [Pearson Support pages](#).

## Overview of Assessment Availability – Tech Awards 2022 – Art and Design Practice

		Early September	September to December	May to June	August
Annual May/June Assessment Series	Internally assessed components	Release of PSAs for internally assessed component	Learners sit internal assessments. Internal marking (including internal resubmissions and re-marking)	Moderation window Deadline for submission of centre marks - <b>48 hours prior to the agreed visit date</b>	Results
	Externally assessed component	Mid-January Release of Set Task for Externally Assessed component (from 2024)	January to May Learners sit external assessment	May Submission deadline for External Assessment	

## Resits

The external assessments for creative subjects are task-based and conducted over a longer period of time and therefore available in the May/June series only. As such, on-programme resits for these subjects are not available due to the terminal assessment rule. In order to meet the terminal rule requirement, a learner must take the external assessment in their final series, i.e. the one in which they are requesting certification for the qualification. For further information on resits, please see the [Centre Guide to Quality Assurance – BTEC Tech Awards](#).

## Component 2: Responding to a Brief

### Introduction

The key purpose of this assessment is for learners to demonstrate that they can identify and effectively use an appropriate selection of skills, techniques, concepts, theories, and knowledge from across the whole qualification in an integrated way. This external component assesses how learners can apply their research, ideas generation and practical skills within the constraints of a brief, demonstrating an understanding of the requirements of a brief as they develop, produce, and present a response to a brief.

This assessment will be offered once a year during the May/June series. The timing of the assessment includes a preparatory period prior to a 20 hour assessment, including 8 hours of informal supervision and 12 hours of formal supervision, taken during the period timetabled by Pearson. While the timings for each task are approximate to allow for some flexibility in centres, it is suggested that learners be given the overall 20 hours for the total of the assessment as a minimum, to ensure they can fully evidence their skills and address all assessment criteria.

#### This assessment contains:

Type of Assessment	Information	Level of supervision and control	Dispatch Method
Externally assessed set task	Learners will produce a portfolio of work and a development review in response to a creative brief. They will be assessed on their demonstration of: <ul style="list-style-type: none"><li>• their understanding of the requirements of the brief</li><li>• the development and production of a response to a brief</li><li>• presenting a response to a brief</li></ul>	Supervised conditions	Secure download via <a href="#">Secure Tests</a> . To be accessed only by exams officers with an Edexcel Online access

### Levels of Control

The assessment evidence is produced under supervised conditions to ensure that learners' work is authentic and that all learners have had the same assessment opportunity. The supervision takes place in a session/s timetabled by the centre.

The levels of control outlined below must be adhered to and enforced by teachers following the release of the assignment to learners.

#### Supervised Conditions

- The estimated hours stated for completion of each task in this set assignment refer to supervised hours.
- The supervised conditions take place in a session/s timetabled by the centre.



- Designated assessment areas must only be accessible to the learner and to named members of staff.
- At the end of the **informally** supervised sessions, all materials produced by learners must be kept securely and no items may be removed by the learner.
- Any work learners produce under **formal** supervision must be kept securely between sessions and during breaks and must not be taken in or out of the sessions.
- Learners will have access to their work from previous activities. However, as each activity is completed, work cannot be added to or updated.
- Only permitted materials can be brought into the **formally** supervised assessment and no materials should be removed.
- Learners may conduct certain informative or practical activities outside of the classroom environment where it is not possible to do them in class, such as visiting/documenting off-site locations or events or conducting interviews.
  - They may bring the resulting materials into the supervised assessment.
  - These materials must be checked to ensure they do not contain any pre-prepared responses or outcomes to tasks and must be authenticated as the learner's own work.
  - This may be done through meaningful dialogue with learners about the work, how it was produced and how they intend to use it towards the assessment.
- During supervised sessions, all work must be completed independently by the learner.
- Teachers/tutors will be able to support learners with matters such as safety, working space, materials, and equipment. However, teachers must not give feedback about work in progress or suggest how work might be improved or developed.
- Learners can access the internet for the **informally** supervised Activity 1 only, but this must be monitored by the teacher.
- Mock assessments, including templates used as part of mocks, are encouraged as part of the teaching and learning process. However, the material or completed work for mock assessments are not considered course notes so should not be used during assessment.
- Once an assessment has begun, learners must not be given feedback that relates specifically to their evidence and how it can be improved, as learners must work independently.
- You must ensure that learner evidence is authentic by supervising them during the assessment period according to the requirements of set task.
- You must take care not to provide direct input, instructions or specific feedback that may compromise authenticity.

## Assessment Evidence

Evidence requirements for each task are listed below:

Task	Evidence	Information
Activity 1	Recording of project development on 5-6 pages including evidence and/or images of: <ul style="list-style-type: none"><li>• research of ideas</li><li>• exploration of materials, techniques, and processes</li><li>• review and refinement of progress</li></ul>	Completion time for assignment: <ul style="list-style-type: none"><li>• Approximately 8 informally supervised hours</li></ul>
Activity 2	Writing the development review on the template provided. Saving the development review securely as a PDF at the end of the 1.5 hours.	Completion time for assignment: <ul style="list-style-type: none"><li>• Approximately 1.5 formally supervised hours</li></ul>
Activity 3	Making and recording the final response on 2-3 pages including evidence and/or images of: <ul style="list-style-type: none"><li>• final response in development</li><li>• final response</li><li>• qualities and details</li><li>• different angles of 3D work (where applicable)</li></ul> Saving images for Activity 4.	Completion time for assignment: <ul style="list-style-type: none"><li>• Approximately 8 supervised hours</li></ul>
Activity 4	6–8-page digital and/or physical portfolio or collection of the body of work saved as a PDF.	Completion time for assignment: <ul style="list-style-type: none"><li>• Approximately 2.5 formally supervised hours</li></ul>

## Guidance for Teachers

### Before the assessment

Teacher/assessors must ensure that:

- They have read and understood the instructions for administration of BTEC Tech Awards assessments provided in this document.
- They have understood the delivery of the assessment and read the JCQ Instructions for Conducting Coursework which can be found [here](#).

- Learners have been registered onto the correct qualification.
- Learners are entered for assessments by the deadline for the series they wish to sit them.
- Learners have been prepared through a suitable period of teaching and learning before assessment takes place.
- Learners are made aware of the timetabled sessions during which they should complete monitored preparation (where relevant), when they will undertake supervised assessment and the levels of supervision for the assessments.
- They have issued the set task, allowing sufficient time for learners to complete it.
- They have directed learners to read the information given in the vocational context and each task section of this assignment carefully. Tasks often link to one another, so it is important to check that learners understand all tasks before they start the assignment.
- Learners must not be given writing frames, prepared formats, templates, or any other forms of scaffolding.

### **During the assessment**

Teacher/assessors must ensure for the duration of the assessment:

- All work must be completed independently by the learner under the monitoring and supervision conditions outlined in the levels of control.
- Work must be produced in response to the assignment and no work completed during teaching can be used or adapted for this purpose.
- Guidance or support can be given to learners only in order to clarify:
  - the requirements of tasks
  - the evidence they need to produce
  - any resources they are allowed to access.
- Learners cannot receive any guidance or instruction about how to improve work to meet mark bands or solutions to questions or problems in the tasks.
- Learners may produce notes as part of their practical/exploration sessions and these notes can be used to generate their final portfolio of work. Learner must not however be given any support or feedback in writing or editing notes.
- Any permitted group or collaborative work must be clearly defined.
- Appropriate steps must be taken to prevent plagiarism and/or collusion through supervision and regular checks of work as it develops.

## After the assessment

### Submission of evidence for external assessment

The following will need to be submitted for each learner for external assessment:

Item	Number to be sent
1 Activities 1, 3 and 4: a 6–8-page A3 completed portfolio of work in response to the set task, saved as a PDF. This may include various formats of evidence as stated in the set task and summarised in the Assessment Evidence section above.	Portfolio per learner
2 Activity 2: a completed development review, saved as a PDF	One per learner
3 A completed authentication sheet for each assessed learner confirming that all work was complete independently as part of the authentication submitted to Pearson	One per learner

### Guidance on preparing evidence for submission

Where digital evidence is used, consideration should be given to the quality and clarity of images/scans, audio and/or video submitted as evidence.

Images included should be of sufficient size to clearly show the quality/nature of the work being demonstrated.

Digital files should be saved in an accessible format that does not require specialist software to access.

Centres will need to submit digital files through Learner Work Transfer (LWT). Learner's work can be labelled by activities, and by learner's name and candidate number

- Candidate Name/number Activity 2: Development Review
- Candidate Name/number Activity 4: Client Portfolio
- Candidate Name/number Activity 2: Development Review
- Candidate Name/number Activity 4: Client Portfolio

### External assessment

Pearson will allocate standardised examiners to mark the evidence remotely.

Your centre will need to submit digitised learner work through Learner Work Transfer (LWT) by 10 May.

We review the quality of marking throughout the marking period and ensure that our examiners mark

to the agreed marking scheme during this time.



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