

**To be opened on receipt
To be completed before 31 May 2012**

AS GCE ART AND DESIGN

F421–F426/IT Controlled Assignment

INSTRUCTIONS FOR TEACHERS

JUNE 2012



INSTRUCTIONS TO TEACHERS ABOUT THE CONTROLLED ASSIGNMENT

1. Teachers may have brief access to the Assessment Materials before the 1 February for preparation purposes only. This must take place in a secure area in the presence of the Examinations Officer. Access is granted for a maximum of one hour which centres can break down as appropriate. Only brief notes may be taken and copying of the paper is not permitted.
2. The question paper must be given to candidates on 1 February 2012 or as soon as possible after this date. **PLEASE NOTE this is a different and separate paper from A2 Controlled Assignment (F441–F446).**
3. Candidates must have a minimum of 3 weeks to plan and prepare their work.
4. It is important that all candidate responses are appropriate to the entry code for the unit. For candidates taking an endorsed qualification this must be from the same endorsement as taken for the coursework portfolio unit.
5. Critical and Contextual Studies candidates **must** choose a starting point from Section 4 or 5 only.
6. Candidates should be encouraged to discuss their work with their teachers. It is the responsibility of the teacher to give guidance during the preparatory period so that candidates are able to demonstrate their true ability.
7. During the Controlled Assignment, candidates will have 5 hours of supervised time in which to realise their response(s).
8. The work must be the candidates' own unaided work. Once the 5 hours supervised time period has begun, candidates must not have access to the preparatory work or work in progress, outside the examination room set time period. Candidates may not continue to work on the preparatory work after the time period has expired.
9. Centres are reminded that the rules and regulations laid down by OCR and the JCQ concerning examinations must be complied with at all times during the 5 hour Controlled Assignment.
10. During the 5 hours supervised time and until the completion of the Enquiry about Results process, **the work must be retained in the Centre under secure conditions.**
11. The marking of the Controlled Assignment must be completed by 31 May 2012. Separate instructions about the moderation of all units will be distributed in April 2012.

12. Copyright information can also be found at www.ocr.org.uk/qualifications/type/gce/amlw/art-design/documents/index.html

F421–F426 Controlled Assignment – Copyright Acknowledgements	
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13. This document consists of **2** pages. Any blank pages are indicated.



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