

GCE 2008 Biology Advanced Subsidiary (AS) - 6BI03

September 2010 - March 2011

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GCE 2008 AS Biology - Visit / Issue Report
Consultancy Service

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VISIT / ISSUE REPORT CONSULTANCY SERVICE

Guidance notes for centres

Regardless of whether you are marking your own Visit / Issue reports and submitting them for moderation, or sending them to Edexcel to be marked; it is useful for centres to appreciate what makes a good Visit / Issue Report and to get some early feedback on whether the reports are meeting the requirements of the assessment criteria.

Therefore, during the academic year, a centre may send **UP TO THREE** examples of Visit / Issue reports electronically for advice and comment on the application of the assessment criteria. Please send the work your electronic copies to: assie.storey@edexcel.com

Centres should ensure that the work is sent in a readable format. This applies especially to centres using Word 2007, who should either use the "Save as..." facility to save it as a Word 2003 file, or save it as an Adobe pdf file.

If the reports are very large files, it may be more convenient to send them on a CD or, exceptionally, as hard copy to:

The Subject Leader - GCE Biology
Edexcel
190 High Holborn
London
WC1V 7BH

It is often useful to send one piece of work that you think is high-scoring and one or two pieces of work that you think are in the mid-range. The sample can be sent at anytime between September and March.

Your assessments should be recorded, with reasons and other evidence, using the INFORMATION GRID on the back page of this document. The work will be assessed by a Senior Moderator, within two weeks but up to four weeks should be allowed.

You will benefit most from this service if the information grid is fully completed and the work is annotated. This will enable the Senior Moderator to focus more closely on your comments. Please also note that the Senior Moderator will only comment on areas of strength and weakness. The Senior Moderator will NOT be able to comment on work that has not been assessed.

The samples can be sent at any time during the year but work intended for submission in May should be sent by **31st March**. Please note that work received after this date will not be considered for consultancy.

We are continuing the practice of not charging a fee for this service.

The work submitted to Edexcel will not be returned to you so please keep a copy on disc within the centre. Edexcel can bear no responsibility for work which is lost or becomes unreadable in transit.

Please note work submitted during the coursework consultancy service will not necessarily form part of the sample requested for moderation. However, please enclose a copy of the report from the Senior Moderator after the consultancy service, when you send your work in for formal moderation or marking.

The consultancy service does not give any guarantees as to the outcome of the published final marks on results day.

Training for Edexcel events

Please note that work submitted to EDEXCEL may be used as exemplar material for teacher INSET meetings, and / or for moderator training (as is the case with coursework submitted for moderation or marking).

Training from Edexcel events (INSET meetings) has been designed to support centres with the delivery of GCE Physics qualification. This is aimed at raising attainment and also building upon existing good practice. Please see details of these events available on the Edexcel website at:

<http://www.edexcel.com/resources/training/Pages/default.aspx>

Science Subject Advisor

This Subject Advisor service has been designed to support our science qualifications. Led by the Subject Advisor, Stephen Nugus, the service will help solve your queries relating to our science qualifications and provides means of sharing ideas, information and concerns.

The service also offers **all** teachers of science the opportunity to discuss and share science-related issues.

Central to the service is our online [Science Community Forum](#) which provides you with an opportunity to speak to other teachers, raise concerns and ask advice. Whether you have concerns about new specifications or assessment, or you want to know what books and resources to use to support your teaching, you can use our Science Community Forum as a means to find out more. You can also read documents and use links that Stephen Nugus has posted.

You can use the site and the materials posted on it to help with your planning and teaching of our current science qualifications. You can also provide us with feedback as to how we can improve our qualifications, our support and our services.

To speak to the Science Subject Advisor, please call 0844 576 0037

From outside the UK: +44 844 576 0037

OR

email Stephen Nugus, our Science Subject Advisor for Science, directly at

ScienceSubjectAdvisor@edexcelexperts.co.uk

Ask the Expert

To make it easier for you to raise a query with us online, we have merged our **Ask Edexcel** and **Ask the Expert** services.

There is now one easy-to-use web query form that will allow you to ask any question about the delivery or teaching of Edexcel qualifications. You'll get a personal response, from one of our administrative or teaching experts, sent to the email address you provide.

For any further information about GCE Biology, please contact gcebiology@edexcelexperts.co.uk.

