

**NOTICE TO CENTRES****GCE CHEMISTRY (8CH01/9CH01)****SECURITY OF EDEXCEL-SET INTERNAL ASSESSMENT TASKS**

1. Any downloaded materials must not be stored in an electronic format but as hardcopy in a secure locked steel or metal cabinet or similar container.
2. One copy of the required assessment task may be printed for each candidate. Spare copies of the paper must not be reproduced. All printed copies must be stored as indicated in (1) above. Numbered mark schemes must be stored in the secure cabinets with a system in place to monitor usage. When teachers collect a mark scheme they should sign a form that indicates which numbered copy has been allocated to them.
3. Candidates must be advised by their teacher when the assessment task is to be completed.
4. It is not required that all students in the centre complete the same task at the same time.
5. The assessment must take place under controlled conditions within the normal teaching environment and specified time duration. Teachers must ensure that any displays in the teaching environment are covered to prevent any assistance being given to the candidate.
6. Completed assessment tasks must never be given back to candidates, even on completion of the course.
7. Completed assessment tasks must be stored in a secure steel or metal cabinet in a locked room.
8. The centre must dispose of used assessment tasks in a secure manner when:
  - (a) certification has been obtained for all of the candidates in a given cohort;
  - (b) the outcome of an enquiry about results or an appeal against the award is known. Completed assessment tasks may be required as part of the investigation of the appeal.
9. Candidates must not re-sit any specific assessment task. The mark submitted for an assessment task must be achieved on the first (and only) attempt. Additional tasks may be completed and the highest scoring task may be submitted.