

Centre Guidance

GCE in Performing Arts Summer 2011

Please pass one copy of this booklet to the teacher responsible for the subject as soon as possible.

THIS BOOKLET CONTAINS ESSENTIAL PHOTOCOPIABLE MATERIAL AND DETAILS OF NEW PROCEDURES. FURTHER COPIES OF THIS BOOKLET CAN ALSO BE FOUND ON THE EDEXCEL WEBSITE (www.edexcel.com).

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Summary of key dates and events

Event	Date	Other information
Final date for registration of first year students.	15 November 2010	All candidates must be registered prior to unit entries.
Final date for Unit entries	21 March 2011	If estimated entries have not been received previously, the allocation of a visiting moderator may be delayed.
Submission of Application form Centre Consortium Arrangements for Centre-assessed Work	31 January 2011	If the form is not received prior to this date, different moderators may be allocated to the consortium centres.
Despatch of OPTEMS to centres	April 2011	Full despatch schedule will be displayed on the Edexcel website during March.
Visiting moderator to make contact with centre	By 18th of March 2011	Contact will be directly with centres to arrange date/time of the visit.
Marking of work for Portfolio Units, completion of assessment documentation and return of top copy of OPTEMS/marks to Edexcel	3 days prior to the moderation visit	A final mark for each candidate, for Portfolio Units, must be submitted to Edexcel on the OPTEMS/via Edexcel Online/via EDI.
Moderation period	1 April - 30 th June	Only the work of those candidates in the moderation sample should be presented for moderation, however all work should be available.
Retention of work	Until 20 September	The centre must retain all sampled candidates' work until the deadline for requests for 'Enquiries About Results' has passed. Requests for EARs cannot be accepted if work for all candidates in the sample has not been retained by the centre.

Moderation Checklist: Summary

Before the visit

- Apply for Special Consideration if necessary (through the Examinations Officer)
- Agree date of visit with the moderator sending details of location, if applicable
- Ensure internal standardisation has taken place within each unit across all teaching groups and across all specialisms
- Make a copy of the Authentication Form for each candidate
- Mark units 1, 2, 4, and 5/6 for all candidates, using the appropriate Assessment Grids and transfer a final mark for these units for every candidate on to the relevant OPTEMS/Edexcel Online form/EDI form.
- Mark the unit 3 working process log and the unit 7 supporting interpretation document for all candidates.
- Arrange display/folders of work for the candidates in the moderation sample, ensuring that work for each unit is clearly identified and accompanied by the Assessment Grid and Authentication Form
- At least 3 days prior to moderation visit - send the **top copy** of the completed OPTEMS to Edexcel in the envelope provided/submit marks via Edexcel Online or EDI

Visit day

- Ensure all work in the moderation sample is clearly identified and accompanied by the Assessment Grid and Authentication Form for each Unit.
- Ensure all paperwork has been correctly completed and is available for the moderator
- A plan/map should be provided, showing the location of work in the sample
- Ensure privacy for the moderation
- Give the **second copy** only of the OPTEMS or a copy of the Edexcel Online or EDI printout to the moderator

1. Entry information

All Advanced GCE (Single Award) qualifications comprise six equally-weighted units and contain an Advanced Subsidiary (Single Award) subset of three AS units.

The AS (Single) contributes 50% of the total Advanced GCE marks. The A2 (Single) comprises the other 50%.

It is essential that centres ensure that their candidates are entered for all the relevant individual unit(s) rather than just the cash-in code. If candidates are entered for the cash-in code only, entries for the individual units will not be registered and centres will not be sent the relevant documentations such as the OPTEMS.

Cash-in Code / Specification Title	Unit Codes
Advanced Subsidiary (Single)	
8781	6980, 6981, 6982
Advanced (Single)	
9781	6983, 6984, 6985, 6986

There is no restriction on the number of times a unit may be attempted prior to claiming certification for the qualification. The best available result for each unit will count towards the final grade. Coursework units can be improved upon and re-submitted.

This specification is not available to private candidates.

Overview of Units

Unit	Title	Unit Code	Level	AS	GCE	Assessment mode	Assessment availability
1	Developing Skills for Performance	6980	AS	Compulsory	Compulsory	Internal	May/June
2	Planning for a Creative Event	6981	AS	Compulsory	Compulsory	Internal	May/June
3	Performing to a Commission	6982	AS	Compulsory	Compulsory	External	May/June
4	Employment Opportunities in the Performing Arts	6983	A2		Compulsory	Internal	May/June
5 *	Advanced Performance Practice	6984	A2		Optional	Internal	May/June
6 *	Advanced Production Practice	6985	A2		Optional	Internal	May/June
7	Production Delivery	6986	A2		Compulsory	External	May/June

* Learners must do *either* Unit 5: Advanced Performance Practice *OR* Unit 6: Advanced Production Practice

2. Submission of work for moderation

Candidates are responsible for the selection of work to be submitted, but should be advised by the teacher-assessor. Only the selected work will inform the mark.

The teacher-examiner must mark all the work of all the candidates for each unit, however only the work of the candidates in the moderation sample should be presented for moderation. All work must be available if requested by the moderator. (Details of the sample required can be found on page 16)

Each candidate **must** sign an Authentication Form to confirm that the work submitted for assessment has been carried out without assistance other than, that which is acceptable under the scheme of assessment. The Authentication Form must also be signed by the teacher-examiner.

The moderation period is 1 April - 30th June. Visiting moderators will contact centres in March to make arrangements for the exact date and time of their visit .

3. Summary of examination requirements

AS (Single Award)		
UNIT 1 Developing Skills for Performance	UNIT 2 Planning for a Creative Event	UNIT 3 Performing to a Commission

Advanced (Single Award)		
UNIT 1 Developing Skills for Performance	UNIT 2 Planning for a Creative Event	UNIT 3 Performing to a Commission
UNIT 4 Employment Opportunities in the Performing Arts	OPTIONAL Unit 5: Advanced Performance Practice or Unit 6: Advanced Production Practice	UNIT 7 Production Delivery

Teacher-examiners are advised to read and understand the assessment evidence required for each unit as stated in the specification.

It is particularly important that both the assessment guidance and assessment grids for each Unit are followed when marking candidate work. The assessment guidance and grids for each Unit are provided in the specification.

4. External Assessment

External assessment is through:

Unit 3: Performing to a Commission (AS)	Commission Briefs
Unit 7: Production Delivery (A2)	Production Briefs

The Briefs can be found on the Edexcel website www.edexcel.com

Please refer to these documents for full details.

Important - Changes in moderation for External Units

Units 3 and 7 will now be subject to the same moderation process as all other units. The moderator will make a note of the centre assessor's marks and which descriptors have been applied from the assessment criteria guidance, but will NOT DISCUSS the work or DIVULGE marks.

Assessment will be carried out by centre assessors, whose decisions will be subject to moderation by Edexcel's external moderators during the centre visits.

Unit 3 working process logs and Unit 7 supporting interpretation documents for all candidates must be marked and available for moderation prior to the practical performances.

The minimum number in a team is three and the maximum is eighteen. No more than 12 performers who are being assessed should appear in a production. The additional candidates from the team must be assessed in a different skill through the presentation.

There are no set hours in which the performance must be carried out. The deadline for all work must be completed and assessed by the end of June.

Copies of ALL recordings [DVD or Video] of the practical assessments (units 3 & 7 and units 5 & 6) must be sent to the Principal Examiner for these units no later than one week after the practical examination (details of the Principle Examiners will be provided in a letter from your visiting moderator). Candidates must be clearly identifiable on the recording and recording must not be edited. Centres MUST ensure all recordings are labelled correctly with the SUBJECT, UNIT NUMBER and CENTRE NUMBER.

Centres should note that these units are moderated in summer only and that there is no November or January moderation series.

4.1. International Centres

International centres should follow the procedures as outlined throughout this guidance document.

Please also note the following points before sending work for moderation:

- Recordings should be of good quality and on posted on DVD (wherever possible).
- Eliminate any unnecessary folders and materials for displaying portfolios, as it is more expensive to ship and difficult to package and store. Keep portfolios to A4 wherever possible as A3 or larger is not necessary.
- If your centre has more than 10 candidates, the sample sent should include the work of at least 10 candidates, and MUST include the highest and lowest scoring candidates.

All work should be clearly labelled with unit and candidate details. In addition to the candidate work, you must also include with your submission:

- copies of the unit Assessment Grids for each candidate in the moderation sample
- Authentication Forms for each candidate in the moderation sample
- The second (yellow) copy of the OPTEMS for each unit within each specification title (or Edexcel Online/EDI printout).

Send all work directly to the moderator, whose details can be found on the OPTEMS and on Edexcel Online, listed as the moderator for your centre. You must send all candidate work to the moderator no later than 3rd June 2011.

5. Marking work

Teacher-assessors must mark individual units separately for each candidate using the appropriate Assessment Grids for each Unit.

Copies of the Assessment Grids for AS and A2 can be found in the specification.

For guidance on applying the Mark Bands please refer to Page 97 in the specification and also the Assessment Guidance for each unit.

Portfolios and written evidence supporting units 3 and 7 will be marked by the centre and externally moderated by Edexcel. Each of the internally assessed units has an assessment criteria grid, divided into four broad mark bands, showing how to award marks in relation to the task and the assessment objectives. These should be used in conjunction with the Assessment Guidance descriptors following each grid. The assessment criteria grids indicate the required assessment outcomes and the descriptors the quality of the outcomes needed for achievement in each of the mark bands.

The teacher-assessor should ensure that:

- All marks are recorded accurately and the arithmetic is correct
- The total mark is transferred correctly onto the OPTEMs or via EDI for units 1,2,4 and 5/6.
- Marks for the unit 3 working process log and the unit 7 supporting interpretation document for all candidates must be available during the moderation visit.
- The candidate and the teacher, as appropriate, sign any required authentication

It is not possible to moderate work unless the centre has carried out the initial marking as required by the specification and Assessment Grids for each unit have been completed correctly.

For internal record-keeping centres may wish to make a copy of the Assessment Grid for each candidate and use it to record the mark for that unit. The GCE Code of Practice requires assessors to show clearly how credit has been assigned.

Internal Standardisation

Where marking for this specification has been carried out by more than one assessor in a centre, there must be a process of internal standardisation to ensure that there is consistent application of the criteria laid down in the assessment criteria grids.

This procedure ensures that the work of all candidates at the centre is marked to the same standard. The statement confirming this on the OPTEMS or the EDI printout MUST be signed.

'I declare that the work of each candidate for whom marks are listed is, to the best of my

knowledge, the candidate's own and that where several teaching groups are involved, the marking has been internally standardised to ensure consistency across groups.'

Signed Date

It may not be possible for external moderation to take place if effective internal standardisation has not been carried out. If the visiting moderator suspects that internal standardisation has not been carried out, s/he may withdraw from the centre. The centre will then be required to remark all candidates' work and carry out internal standardisation; another moderation visit will be then be scheduled at the centre's expense.

6. Completion of documentation (OPTEMS/Edexcel Online/EDI)

In March/April all centres will receive Optically read Teacher Examiner Mark Sheets (OPTEMS) for each unit which has been entered.

Centres will have the option of submitting their marks to Edexcel in one of the following ways:

EITHER

- by recording marks on the OPTEMS and posting these to Edexcel in the envelope provided. If the centre does not have a pre-addressed envelope the address is printed on the side of the OPTEMS.

OR

- by submitting marks on Edexcel Online (for registered centres).

OR

- by recording marks on computer for transfer to Edexcel by means of Electronic Data Interchange (EDI).

However the centre chooses to submit its marks, the deadline for mark submission is as follows:

The marks for units 1, 2, 4, 5 and 6 must be sent to Edexcel three days prior to the moderation visit. The recording of the performances for units 5 and 6 [with candidates clearly identified at the start of the recording] to be sent to the Principal Moderator responsible for these units no later than one week after the moderation.

The marks for units 3 and 7 [practical and written components] must be sent to Edexcel within ONE week after the moderation visit. And the recording of the performances [with candidates clearly identified at the start of the recording] to the Chief Examiner no later than one week after the practical examination.

6.1 Centres using OPTEMS

OPTEMS will be pre-printed on three-part stationery with the unit code, centre details and candidate names in candidate number order. A number of blank OPTEMS for candidates not listed will also be supplied.

Where a centre has entered for more than one specification, they will receive a separate set of OPTEMS for each unit within each specification title.

Before completing the OPTEMS please check the unit code and centre details to ensure that the correct sheet is being completed.

All candidates entered by the deadline date of 21st March 2011 will be listed on the OPTEMS.

Additional candidates (late entries)

Candidates are listed according to the latest entry information received from your centre at the time of printing. Additional candidates should not be added to the form without first receiving confirmation from the Edexcel Service Operations that the entry has been made. If such confirmation has been received, candidate details should be entered in the blank spaces at the bottom of the form (if applicable) or on a blank form (supplied). If a blank OPTEMS is used the correct unit code, centre details, candidates' names and candidates' numbers must be added accurately. It is only acceptable to notify Edexcel of marks in this way if confirmation that the entry to be made has been received from Service Operations: the addition of candidate details to existing documents such as the OPTEMS will not generate an entry.

OPTEMS must be completed for all units of the specification. A total mark out of 60 for each unit should be entered on the relevant OPTEMS in the box labelled 'Marks'.

The top copy is designed so that the marks can be read directly by an Optical Mark Reader. It is important therefore to complete the OPTEMS carefully in accordance with the instructions below. **Please do not fold or crease the sheets.**

The OPTEMS should be completed **using an HB pencil**. Please ensure that you work on a firm flat surface and that figures written in the 'Marks' box go through to the second and third copies.

Encode the mark on the right-hand side by filling in the circles on the appropriate marks as indicated on the OPTEMS. Please ensure that the HB pencil marks do not extend outside the circles. Take care to remember the trailing zeros for candidates scoring 10, 20, etc and the leading zero for single figures.

If you make a mistake rub out the incorrect marks completely. Amend the number in the 'Marks' box and in the encoded section, but **please remember to amend separately the second and third copies** to ensure that the correct mark is clear.

Every candidate listed on the OPTEMS must have either a mark or one of the following codes in the 'Marks' box:

- (a) 0 (zero marks) should be entered only if work submitted has been found to be worthless. It should **not** be used where candidates have failed to submit work
- (b) X in the marks box and an X in the encoded section for any candidate who has been absent, withdrawn or has failed to submit any work, even if Special Consideration or an aegrotat award has been requested.
- (c) T should be entered for any candidate intending to transfer a previously attained mark for the unit concerned. In such cases, please contact Edexcel to amend the candidate entry to the transferred coursework option.

The authentication and internal standardisation statement on the OPTEMS must be signed. Centres are reminded that it is their responsibility to ensure that internal standardisation of the marking has been carried out within each unit across all teaching groups and across all specialisms.

Once completed and signed the three-part sets should then be divided as follows:

- (a) **top copy** of the completed OPTEMS for each unit [1,2,4,5/6] must be despatched to Edexcel **three days prior to the moderation visit**, in the envelope provided. Except for Units 3 and 7 which must be despatched to Edexcel within **ONE week of the moderation visit**.

If the centre does not have a pre-addressed envelope the address is printed on the side of the OPTEMS. Please remember that this form must not be folded or creased

- (b) **the centre should retain second and third copies**. The second copy only should be presented to the moderator when s/he arrives at the centre. Please do **not** send the second copy to the moderator prior to the moderation visit. After the moderation visit the moderator will retain the second copy
- (c) **The centre at the end of moderation must retain third copy**. It will be required at any further visit made by senior moderators .

Amendments (pre-Results Day)

It is the centre's responsibility to ensure that OPTEMS are correctly completed. It is not the moderator's responsibility to check that the marks awarded to the candidate have been correctly totalled on the Assessment Matrix and correctly transferred from the Matrix to the OPTEMS.

If marks that have already been submitted require amendment, it is the centre's responsibility to notify Edexcel of the amended mark. This can be done by contacting the Closure & Completion Team (see page 22 for contact details).

A valid reason for amendment must be provided. The late submission of additional work does not qualify as a valid reason.

Amendments (post-Results Day)

If an error is found with the marks that were originally submitted by the centre after the issue of results, the centre should contact Edexcel via the Post-Results line. Centres should note that amending the centre mark of one candidate at the centre might have an effect on the final marks and subsequently the grades issued to all candidates at the centre.

Upon receipt of post-results amended mark(s) Edexcel will analyse the effect the amended mark(s) will have on the marks /grades for all candidates at the centre. If the amended mark(s) will lead to a downward adjustment to marks/grades for any candidate at the centre apart from the specific candidate(s) for whom the error was reported, Edexcel will contact the centre to notify them of the effect the amended mark(s) will have and to obtain the centre's approval prior to the actual amendment of the mark.

In all cases Edexcel will require proof that an error has been made prior to amending any mark.

6.2 Centres using Edexcel Online

For further information regarding the submission of marks via Edexcel Online please refer to the User Guide on Edexcel Online.

A copy of the Edexcel Online printout should be presented to the moderator when he/she arrives at the centre. After the moderation visit the moderator will retain their copy of the Edexcel Online printout.

A further copy of the Edexcel Online printout (not the moderator's copy) must be retained by the centre. It will be required at any further visit made by senior moderators.

6.3 Centres using EDI

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider. The deadline for the submission of marks via this method is as indicated in section 6.

A copy of the EDI printout should be presented to the moderator when he/she arrives at the centre. After the moderation visit the moderator will retain their copy of the EDI printout.

A further copy of the EDI printout (not the moderator's copy) must be retained by the centre. It will be required at any further visit made by senior moderators (see section 8.3 and section 10).

6.4 Deadlines

The deadline for the return of OPTEMs is shown on the front of the form, and is defined as the date of receipt by Edexcel, not the date by which the centre should post these forms. The deadline for the GCE in Performing Arts OPTEMs to be returned to Edexcel is **3 days prior to the moderation visit**.

If centres attempt to return marks after the deadline, these returns will be flagged and Edexcel will be unable to guarantee the delivery of results on time.

It is strongly recommended that, where late or incorrect mark returns have been made, centres should warn candidates that their results may be late. This is particularly important where progress to higher education is at stake, so that negotiations can take place with admissions authorities.

7. Providing the sample for the moderator

GCE Performing Arts will have asterisked OPTEMs, although centres should have all of their candidates' work available for the visiting moderator if needed.

Centre's which have more than 10 candidates should provide 10 or more complete portfolios which must include as wide a range of student work as possible, covering **all specialisms**.

These portfolios **MUST** include:

- A unit portfolio for the candidate with the **HIGHEST** mark for each unit
- A unit portfolio for the candidate with the **LOWEST** mark above zero for each unit

The appropriate Assessment Grid and Authentication Form for each unit must accompany each sample candidate's work.

Each candidate's portfolio should contain only the work used when awarding marks for the assessment. No additional candidates work can be added after centre assessment has been carried out.

8. Moderation of work at the centre

The work in the moderation sample will be presented in the following forms:

- a performance
- in folders

Work presented as a performance/presentation.

On the day of the moderation visit centres who present the work of candidates in a performance or production skill must find some way to identify the work of the candidates.

Production candidates must give a five to ten minute presentation to the moderator. This will be an opportunity to explain their response to the commission in terms of their own specialism.

Work presented in folders

Candidate portfolios can be presented as a whole, but work for the different units should be clearly identified with **evidence location indicated** on the Assessment Grids for each unit.

Moderators should be provided with a large working surface on which to view the folders.

8.1. Consortium centres

Centres with fewer than five candidates may wish to form a consortium with other centres for the purposes of a moderation visit.

While candidates should be entered through their own centres, the work of the candidates in the moderation sample should be exhibited at the **host centre**. All relevant assessment documentation should be made available. All other instructions relating to moderation visits apply.

For the purposes of entering final marks into the system separate OPTEMS/Edexcel Online/EDI forms must be completed for each participating centre in the normal way, showing a mark for every candidate for each unit.

Edexcel should be notified of any consortium arrangements by means of the Joint Council form Application Centre Consortium Arrangements for Centre-assessed Work. It is essential that this form is completed and sent to the GCE Performing Arts Assessment Team prior to **31 January** to ensure the same moderator is allocated to all centres within the consortium.

8.2. The moderation visit

Moderation will take place between 1st April and 30th June 2011.

The moderation of marks for all units within the GCE Performing Arts specification will take place during the same visit. It is essential that where Performing Arts specifications are being taught across departments within a centre that all parties agree on a mutually convenient date.

Centres will be contacted directly by their visiting moderator in March. Centres should agree with the moderator a **mutually convenient date** and time when the moderator will visit the centre. Edexcel is unable to arrange moderation dates either on behalf of the centre or the moderator.

Should difficulties occur in agreeing the date of the moderation visit, the moderator will inform Edexcel and another moderator will be allocated. **However it is important that centres have a range of possible dates available.**

Edexcel cannot guarantee that a moderator will be available on a specific date in a specific geographical location.

Please note also that any last minute changes to the date by the centre may not be able to be accommodated.

The visiting moderator will notify Edexcel of the agreed arrangements. The moderator will also send confirmation of the agreed date and time to the centre.

The following documentation must be available to the visiting moderator at the start of the moderation visit:

- copies of the unit Assessment Grids for each candidate in the moderation sample
- Authentication Forms for each candidate in the moderation sample
- second copy of the OPTEMS for each unit within each specification title (or Edexcel Online/EDI printout).

It is the teacher-examiners responsibility to ensure that internal standardisation has taken place, all documentation is present and has been completed correctly. If the assessment documentation is missing or has been completed incorrectly, or internal standardisation has not taken place the moderation visit may be prolonged. In some instances it may be necessary for the visiting moderator to withdraw from the centre; another moderation visit will then be scheduled at the centre's expense.

During the visit the visiting moderator will deal with one teacher-representative only (the Head of Department or other elected representative). The teacher-representative for the department should meet with the visiting moderator at the beginning of the visit, to show them the work. The teacher-representative should be readily available throughout the visit in case they are required.

At the time of moderation there must be no students in the areas where the work is presented. The moderator must be given privacy in which to undertake the moderation.

Visiting moderators will review the submissions of work for the relevant units for those candidates in the moderation sample in order to ensure that the centre's marking is:

- in accordance with the marking criteria stipulated
- in conformity with the overall standards of the examination.

Moderator recommended marks remain confidential at all times and will not be disclosed to the teacher-representative either at the end of the moderation visit or after the issue of results in August.

Sub-sampling:

The moderator will review the work of those candidates in the moderation sample to establish the accuracy of the centre's marking within each unit. Please note further samples may be requested by the moderator in order to conduct this procedure.

It is possible that, in some circumstances, the moderator will **not** review the full random sample for a unit. For example, this might occur when after moderating the work of the highest achieving and the lowest achieving candidates and 50% of the chosen candidates per unit, the moderator is in complete agreement with the centre's marks.

8.3. Further visits

A further visit by a senior moderator **may** be requested by the visiting moderator in the following situations:

- (i) if effective internal standardisation does not appear to have taken place
- (ii) if there are any aspects of the work and the moderation which the visiting moderator believes should be the subject of further consideration.

In this case the visiting moderator will inform the centre of their intention to refer the situation to a senior moderator for consideration. Candidates' work must be retained in the same conditions as viewed by the original visiting moderator.

The senior moderator will review the situation and contact the centre directly as soon as possible after the original moderation visit has taken place to inform the centre whether a further visit is required or not. If a further visit does take place, the senior moderator may, in certain circumstances, find it necessary to recommend to Edexcel that the original moderator's recommended marks be amended upwards or downwards. Should this be the case, the recommendations of the senior moderator will stand.

9. Monitoring of moderators

Edexcel works to a Code of Practice designed to promote quality, consistency, accuracy and fairness in all GCE examinations.

As a requirement of the Code of Practice, the standards applied by each moderator must be checked by a more senior moderator, who checks the moderator's assessment of centres' marks on a representative sample of the moderator's allocation.

Moderation standards are checked in the following ways:

- **accompanied visits** where the moderator is observed at a centre by a senior member of the moderation team
- **follow-up visits** where centres are visited by a senior member of the moderation team after the initial moderator's visit
- **statistical review of moderators' performance** which takes place after the moderation when all marks are in the system. All moderated marks will be reviewed and may be subject to further adjustment by Edexcel if necessary.

As a result of an accompanying visit or a follow-up visit, the senior moderator may, in certain circumstances, find it necessary to recommend to Edexcel that the original moderator's

recommended marks be amended upwards or downwards. Should this be the case, the recommendations of the senior moderator will stand.

In the case of follow-up visits, the work of the candidates in the moderation sample and all assessment documentation, as viewed by the original moderator, must be made available to the senior moderator.

10. Final mark procedure

The following is an explanation of the procedure for determining the final coursework marks of candidates based upon the marks awarded by the centre and the moderator. All centres have this procedure applied, even those for which the moderator sees all candidates' work. This is to ensure that all centres are treated equally, whether the entry is large or small.

For the candidates sampled by the moderator, the marks awarded by the centre and the moderator are compared and if the differences all lie within a given number then the centre's marks are accepted.

If at least one candidate's mark is outside the designated allowable difference then an adjustment to candidates' marks is considered.

However, if the 'adjusted' marks for all candidates lie within the given range when compared to the centre marks then, again, the decision would be to accept the centre's marks.

If the condition stated above is not satisfied then the 'adjusted' marks would be recommended. Please note that this adjustment is applied by unit, and will apply to all teaching groups within that unit.

If there are no requests for EARs, work can be returned to candidates immediately after this deadline.

However, if a centre submits any requests for EARs, **no work will be returned to the centre until notification of the outcome of the Enquiry has been received.**

Edexcel is also required by the Code of Practice to retain the work of some candidates for use at the post-examination Awarding meeting, Moderator Standardisation and Teacher-Examiner training meetings. In this case centres will be informed of Edexcel's intention to retain the work of particular candidates.

Any candidate whose work is retained by Edexcel for this purpose will still have recourse to the Enquiries About Results service if required. In this case, centres should inform the EAR Section that Edexcel has retained the work for the purposes of Awarding or Standardisation when making their application for an Enquiry About Results.

11. Special consideration

Special consideration is given following an examination to ensure that candidates who suffered temporary illness, injury or indisposition at the time of the examination are given some compensation for their difficulties.

Applications for special consideration must be made through the Examinations Officer, using the appropriate documentation. Form JCQ/SC Form 10 must be completed in detail and submitted to the **Special Requirements Section at Edexcel**, prior to the moderation of candidates' work. Candidates will not be eligible for special consideration if Edexcel cannot reliably quantify the effect on the final assessment. Please therefore ensure that full details of dates when the candidate was suffering from the illness, injury or indisposition are given along with any appropriate supporting evidence. No special consideration can be made unless this form is submitted. The centre should retain copies of any such forms.

In all cases, the teacher-examiner must award marks for each unit as for any other candidate, that is, based **only on the evidence of the assessment objectives having been met in the work as presented for moderation**. This is to ensure that the teacher-examiner and the moderator are basing their judgements on exactly the same evidence.

When a centre applies for special consideration, the moderator does not make a special allowance at the time of moderation and must, like the teacher-examiner, base their judgements on the evidence of the assessment objectives having been met in the submissions of work as presented for moderation. Any decision on special consideration is taken by Edexcel rather than the moderator.

If an application for special consideration is accepted, Edexcel will review the candidate's performance in the part(s) of the examination which have been completed, taking into account all the available evidence, to compensate for the adverse circumstances and make an appropriate award. In many cases it may be possible only to give a very limited allowance, as Edexcel must seek to ensure that the grade accurately reflects the standard which the candidate has been able to attain.

The Examinations Officer will be able to advise on candidate's eligibility for special consideration.

12. Malpractice

Upon submission of work for assessment each candidate must sign an Authentication Form to confirm that the work submitted has been carried out without assistance other than that which is acceptable under the scheme of assessment.

If malpractice is suspected/discovered prior to the signing of declarations of authentication it is the responsibility of the Head of Centre, acting on behalf of Edexcel, to carry out an investigation. Full details of the required procedures can be found in the JCQ document *Guidance for Dealing with Instances of Suspected Malpractice in Examinations*. Centres must not give credit for any work submitted which is not the candidate's own work.

Malpractice discovered prior to the signing of declarations of authentication need not be reported to Edexcel. Any malpractice discovered by a centre after the signing of the Authentication Form by the centre must be reported to Edexcel at the earliest opportunity using form JCQ/M/01.

13. Estimated grades

Edexcel acknowledges the fact that centres, for various reasons, are required to predict grades for their candidates early on in the examination calendar. The prediction of grades in any given year must accurately reflect the candidates' achievement based on the work done thus far in the course. Such predictions can only be based on the grade descriptions in the specification and the teacher-examiner's professional judgement. The grade descriptions are designed to give a general indication of the overall level of performance likely to be demonstrated by a candidate achieving a particular grade.

When it comes to the final assessment of candidates' work and the submission of marks to Edexcel, marks for each individual unit must be awarded by the teacher-examiner based on the evidence in the work of candidates' fulfilment of the assessment objectives. The criteria statements on the Assessment Grids must be matched to candidates' work in order to award marks. The assessment criteria give a more precise indication of how a candidate's performance relates to marks.

However, neither the grade descriptions nor the assessment criteria can indicate exactly where a grade boundary will fall in any examination series.

At the time of assessment and moderation marks do not equate to grades.

14. Grade awarding

The GCE Advanced Subsidiary and Advanced in Performing Arts is a criterion-referenced examination. Decisions regarding the grade boundaries are based on the professional judgement of the Chief Examiners and the Awarding Committee and are made by reference to candidates' work. However, statistical information is taken into consideration, together with archive work from previous years, to ensure year on year comparability.

Edexcel follows the procedures laid down in the Code of Practice for all awarding bodies when establishing the grade boundaries. The key grade boundaries for GCE Advanced Subsidiary Performing Arts and Advanced Performing Arts is established in the order E and A .

To establish each of the boundaries, the Awarding committee looks first at samples of work from the unit in question in a mark range recommended by the Chief Examiners. The purpose of the exercise is to identify the entry point to a particular grade. Moving from the top mark down and then from the bottom mark up, the committee looks at samples of work until they find a 'grey area' where there is not unanimous agreement that the work is of the standard required to reach a particular grade. For each mark within the grey area, the committee considers the statistical implications of setting the boundary at that point before coming to a final decision. This procedure is repeated for all the key grade boundaries, the remaining boundaries being calculated arithmetically.

The sample of work for awarding will be drawn from across the country, covering a range of marks on and around the notional grade boundaries in all units. The sample drawn must be of a sufficient size and mark range on which to base sound awarding judgements.

For further information please see Grading Information on page 109 of the specification.

15. Enquiries About Results

Centres must not contact visiting moderators directly if they have a query about their results. All such queries must be addressed through the Edexcel Post Results Service via the Examinations Officer. Information regarding Enquiry About Results (EARs) procedure is given in the Information Manual sent to Examinations Officers in July 2010.

Requests for enquiries should be submitted to Edexcel through the Examinations Officer as soon as possible after the issue of results. Requests for **Service Type 3** enquiries can be made by the Examinations Officer via Edexcel Online.

Please note that requests for EARs cannot be accepted if the centre has not retained the work seen by the original moderator for the relevant unit across all teaching groups.

Edexcel Contact List

Customer Services	Tel: 0844 576 0025 General Fax: 0207 190 5700 Online: Please use Online Enquiries Form
Publications Division	Tel: 01623 467467 Fax: 01623 450481 E-mail: publications@linneydirect.com
Assessment Team (for Centre Guidance and Assessment queries)	Tel: 0844 576 0025 Email: creative.arts@edexcel.com
Ask the Expert service (for specification queries)	gceperformingarts@edexcelexperts.co.uk
Service Operations (for entry queries)	Email: serviceoperations@edexcel.com Fax: 020 7190 5710
Closure & Completion Team (for submission/amendment of centre marks)	Tel: 0844 576 0025 Fax: 020 7190 5611/2 e-mail: closure&completion@edexcel.com
Special Requirements Department (for special considerations queries)	Tel: 0844 576 0025 Fax: 020 7190 5606/7
Edexcel One90 High Holborn London WC1V 7BH www.edexcel.com	

Authentication Form

Specification Title

Specification and paper number

Centre Name (Block Capitals)

Centre Number

Candidate Name (Block Capitals)

Candidate Number

Examination series for which candidate entered

Declaration of Authentication :

I declare that the work submitted for assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment.

Signed (candidate)

Name (Block capitals)
.....

Date

Signed (teacher-examiner)

Name (Block capitals)

Date

Please attach this form to the candidate's submission