



Centre Guidance

Applied GCE in Performing Arts

Advanced Subsidiary (8781)

Advanced (9781)

Summer 2012

THIS BOOKLET CONTAINS ESSENTIAL DETAILS FOR THE CONDUCT OF THE EXAMINATION. TEACHERS ARE ADVISED TO STUDY THE INSTRUCTIONS AND ADVICE GIVEN, SINCE FAILURE TO FOLLOW THE DETAILS IS LIKELY TO DISADVANTAGE CANDIDATES PREPARING FOR THE EXAMINATION.

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1. Summary of Key Dates and Events

Event	Date	Other information
Final date for registration of first year students.	15 November 2011	All candidates must be registered prior to unit entries.
Final date for Unit entries	21 March 2012	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 2012	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 2012	Full despatch schedule will be displayed on the Edexcel website during March.
Visiting moderator to make contact with centre	From 20th March 2012	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 for Units 1, 2 4, 5 and 6. Within 1 week after the moderation visit for units 3 and 7.	A final mark for each candidate must be submitted to Edexcel via OPTEMS, Edexcel Online or EDI.
Moderation period	2 nd April – 29 th June 2012	Only the work of those candidates in the moderation sample should be presented for moderation, however all work should be available.
Submission of work for postal moderation (International Centres only)	To arrive with the moderator by 1st June 2012	moderator details for your centre can be found on the OPTEMS forms and on Edexcel Online
Retention of work	Until 20 th September 2012	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 moderated sample has not been retained by the centre.
Estimated grades	15 May 2012	Final date for submitting estimated grades
Special considerations	03 July 2012	

2. 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 disciplines
- 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.
- **At least 3 days prior to moderation visit** - send the **top copy** of the completed OPTEMS to Edexcel in the envelope provided, or submit marks via Edexcel Online or EDI
- 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

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

End of moderation

- Retain all moderated candidates' work until the deadline for Enquiries About Results has passed or until the outcome of any enquiries has been received (see Section 1)

3. 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.

Withdrawing Candidate Entries

If you need to withdraw entries for any candidates, your exams officer should remove them through Edexcel Online, or alternatively, they can contact the Service Operations team at Edexcel (Appendix B). It is also acceptable to leave candidates entered, and indicate an 'X' for their mark on the OPTEMS, EDI or Edexcel Online. However, if you are withdrawing **all** candidates, and **you no longer require a visiting moderator, it is important that you notify the Edexcel Deployment team** at (Appendix B) so they can contact your moderator and cancel the visit.

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	N/A	Compulsory	Internal	May/June
5 *	Advanced Performance Practice	6984	A2	N/A	Optional	Internal	May/June
6 *	Advanced Production Practice	6985	A2	N/A	Optional	Internal	May/June
7	Production Delivery	6986	A2	N/A	Compulsory	External	May/June

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

4. 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	<i>Either:</i> Unit 5: Advanced Performance Practice or <i>OR</i> 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.

5. 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 in Section 10).

Each candidate **must** sign an Authentication Form (found in appendix A) 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 **2nd April – 29th June**. Visiting moderators will contact centres from March 20th to make arrangements for the exact date and time of their visit.

6. 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 at:

<http://www.edexcel.com/quals/gce/app-gce/pa/Pages/default.aspx>. Please refer to these documents for full details.

Units 3 and 7 will 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.

For Unit 3, 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 performance. The additional candidates from the team must be assessed for a different skill (design, technical, production, management etc.) through a 5 – 10 minute presentation to the centre assessor as part of the moderation process. All performances and presentations **must be recorded**.

For Unit 7, the minimum number in a team is three and the maximum is 12, which must include candidates being assessed for a different skill (design, directing, technical, production etc.) through a 5 – 10 minute presentation to the centre assessor as part of the moderation process. All performances and presentations **must be recorded**.

There are no set hours in which the performance must be carried out. The deadline for all work must be completed and assessed by June 29th, the close of the moderation window.

New Recording Procedures - effective from Summer 2012

All performances or presentations for **units 3 & 7 and units 5 or 6** must be recorded in a standard format [preferably DVD for Windows Media Player or PC memory stick]. Copies of ALL recordings must be retained by the centre, and may be requested by Edexcel or a Senior Performing Arts Examiner at any time up until the end of the series (approx. 20th September). **It is no longer compulsory to send copies of recordings to the Chief examiner.** Details of where to post requested recordings will be provided at the time of request. Centres MUST ensure all recordings are labelled correctly with the SUBJECT, UNIT NUMBER and CENTRE NUMBER.

Any pre-recorded performances used as part of the submission for **Units 5 or 6** evidence must be available to the moderator **on the day of the moderation visit.**

Candidates must be clearly identified at the beginning of all recordings and recordings must not be edited. Failure to appropriately identify all candidates may result in the inability to carry out re-moderation for the purposes of EAR or Appeals requests, as recordings of the originally moderated performances are the primary evidence for these requests.

7. International Centres

International centres should follow the procedures as outlined throughout this guidance document, with consideration of the following points regarding postal moderation.

- Recordings must be of good quality and 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 (or Edexcel Online/EDI printout) for each unit within each specification title

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 **1st June 2012.**

8. Marking Work

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

Copies of the Assessment Criteria (grids) for all units can be found in the specification, and on the Edexcel website at <http://www.edexcel.com/quals/gce/app-gce/pa/Pages/default.aspx>.

For guidance on applying the Mark Bands please refer to pages 106-107 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, Edexcel Online or 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 are available during the moderation visit
- The candidate and the teacher, as appropriate, sign required authentication forms.

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.

8.1 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 then be scheduled at the centre's expense.

9. Completion of Documentation (OPTEMS/Edexcel Online/EDI)

In April each year, all centres who have made entries by the required deadline (see key dates on page 3) will receive Optically read Teacher Examiner Mark Sheets (OPTEMS) for each unit 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 marks for units 3 and 7 [practical and written components] must be sent to Edexcel within **one week after the moderation visit.**

Please note the procedures for recording and submitting recordings of practical assessment in Section 6. It is no longer compulsory to send copies of recordings to the Chief examiner, but Edexcel or a Senior Performing Arts Examiner may request a copy of any recording (up to September 20th), so copies must be made and retained by the centre.

9.1 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.

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 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 (see page 24 for contact details) 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.**

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 and/or Lost Coursework forms have been submitted.
- (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 disciplines.

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

- (a) **The 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. OPTEMS for Units 3 and 7 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 Appendix B for contact details) or Coursework Processing Team at cswkmarks@edexcel.com.

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.

9.2 Centres Using Edexcel Online

For further information regarding the submission of marks via Edexcel Online please refer to the User Guide which can be accessed on the Edexcel Online homepage.

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.

An additional copy of the Edexcel Online printout (not the moderator's copy) must be retained by the centre. It will be required for any further visits made by senior moderators.

9.3 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.

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).

9.4 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.

Marks for units 1, 2, 4, 5 and 6 must be sent to Edexcel **three days prior to the moderation visit.**

Marks for units 3 and 7 [practical and written components] must be sent to Edexcel within **one week after 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.

10. Providing the Sample for the Moderator

Sampled candidates will be asterisked on the OPTEMs, but centres must have all of their candidates' work available for the visiting moderator if needed.

Centres which have more than 10 candidates in a unit should provide at least complete portfolios which must include as wide a range of student work as possible, covering **all** disciplines.

These portfolios **MUST** include:

- A portfolio for the candidate with the **HIGHEST** mark for **each** unit
- A 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.**

11. Moderation of Work at the Centre

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

- a performance
- in folders/portfolios

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 ensure that each candidate is clearly identified in a **recorded** self-introduction prior to the performance, by stating:

- Candidate name
- Candidate number
- Role in the performance or production role
- Details of costume changes, if necessary, to aide in identification throughout the performance (especially where costumes may conceal the candidates identity)

Production candidates must give a five to ten minute presentation. This will be an opportunity to explain their response to the commission in terms of their own specialism. All presentations must be recorded (see section 6).

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.

Work should be presented in thin ring binders (not thick lever-arch style folders), and should be no larger than A4. Individual plastic page sleeves should not be used.

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

11.1 Consortium Centres

Centres with fewer than five candidates may wish to form a consortium with other centres wherein candidates are taught and assessed at one (host) centre. Centres that have made consortium arrangements must ensure that all work assessed has been standardised for consistent marking across centres, as moderation decisions will affect all participating centres.

While candidates should be entered through their own centres, the work of the candidates in the asterisked moderation sample for each centre 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 Performing Arts Deployment Team (see contact details in Appendix B) prior to **31st January** to ensure a moderator is allocated to the host centre only.

11.2 The Moderation Visit

Moderation will take place between **2nd April and 29th June 2012**.

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 late changes to the arranged date by the centre may not be able to be accommodated.

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

The moderation of all GCE Performing Arts units will generally take place during the same visit, but may be spread over 2 days where required for the purposes of separate performances in AS and A2. Where 2 visits are required, these should be organised to take place on consecutive dates wherever possible. 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(s).

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

- copies of completed Assessment Grids for each candidate in the moderation sample
- Authentication Forms for each candidate in the moderation sample
- the second copy of each OPTEMS form (or a copy of the Edexcel Online/EDI printout).

It is the teacher-examiners responsibility to ensure that internal standardisation has taken place, and that all documentation is present and has been completed correctly. If 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 moderator will liaise 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 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 of each year.

11.3 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 amend the original moderator's recommended marks. Should this be the case, the recommendations of the senior moderator will take precedence.

12. 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 Ofqual 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 their 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 have been submitted. 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. Should this be the case, the recommendations of the senior moderator will take precedence.

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

13. Final Mark Procedure

The following is an explanation of the procedure for determining final coursework marks, based upon the marks awarded by the centre and the assessment by the visiting moderator. The procedure applied the same way for all centres, even those for which the moderator assesses **all** candidates' work. This is to ensure that all centres are treated equally, regardless of the size of entry.

The marks awarded by the centre for candidates in the sample are compared to that of the moderator. If the differences all lie within the designated allowable deviation from the standards of the specification, the centre's marks are accepted.

If any candidate's mark is outside the designated allowable deviation from the standard, an adjustment to all marks is considered.

14. 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. JCO/SC Form 10 must be completed in detail and submitted to Special Requirements at Edexcel (see contact details in appendix B), 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, 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.

15. 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.

16. 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 final grades.

17. 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 outlined in the Code of Practice for all awarding bodies when establishing 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.

18. Understanding your results

UMS Marks

All raw unit marks are converted to UMS (Uniform Mark Score) before they are combined to find the candidate's overall grade for the qualification. The raw grade boundaries are subject to change each year using the system described above but UMS grade boundaries are constant and do not change. UMS also takes account of unit weightings. The UMS conversion is a graph based conversion that plots the boundary marks in terms of raw marks against UMS marks. These are joined point to point and the line is used to convert any raw mark in the spectrum to UMS. Overall outcomes (cash-ins) are calculated using UMS only; there are no raw mark boundaries for the overall Applied GCE qualification.

Moderator's Reports

Moderator Reports are written to give you additional general feedback on your assessment practice. These can be downloaded from Edexcel Online on results day.

19. Enquiries About Results (EAR) and Retention of Work

Information regarding Enquiry About Results (EARs) procedure is given in the Information Manual sent to Examinations Officers in July 2011.

Centres must not contact visiting moderators directly if they have a query about their results. Requests must be submitted directly 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 **all** work seen by the original moderator for the relevant unit, including work moderated in addition to the sample indicated by an asterisk on the OPTEMS.

If there are no requests for EARs, work can be returned to candidates after the retention of work date in Section 1. However, if a centre submits any requests for EARs, **work must be retained by the centre** until notification of the outcome of the Enquiry has been received.

Important note:

Edexcel is required by the Code of Practice to retain the work of some candidates for use at post-examination Awarding meetings, 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 indicate that Edexcel has retained the work for the purposes of Awarding or Standardisation when making their application for an Enquiry About Results.

Appendix A – Authentication Form



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

Appendix B – Edexcel Contact List

<p>Customer Services</p>	<p>Tel: 0844 576 0025 Fax: 0207 190 5700 Ask the Expert: www.edexcel.com/asktheexpert</p>
<p>Moderator Allocation Team (Deployment)</p>	<p>Tel: 0844 576 0025 Email: gcedrama@edexcel.com</p>
<p>Performing Arts Assessment Carla Fernandez– Qualification Delivery and Award Manager Joel Cable – Subject Leader Phil Barton – Subject Leader Stephen Asiamah – Subject Co-ordinator</p>	<p>Tel: 0844 576 0025 E-mail: Creative.Arts@Edexcel.com Or Ask the Expert on: gceartanddesign@edexcelexperts.co.uk</p>
<p>Service Operations (for late entries, withdrawing entries and all other entry queries)</p>	<p>Tel: 0844 576 0025 Email: serviceoperations@edexcel.com</p>
<p>Special Requirements</p>	<p>Tel: 0844 576 0025 Fax: 020 7190 5606 Or apply for the service you require through Edexcel Online at: www.edexcelonline.com</p>
<p>Closure and Completion (for Pre-Results mark amendments)</p>	<p>Tel: 0844 576 0025 Email: closure&completion@edexcel.com</p>
<p>Post-Results (for all Post-Results services)</p>	<p>Tel: 0844 576 0025 Or apply for the service you require through Edexcel Online at: www.edexcelonline.com</p>
<p>Edexcel One90 High Holborn London WC1V 7BH www.edexcel.com</p>	