

Instructions for the Conduct
of the Examinations and
Coursework (ICE)

Physical Education

Advanced (6PE04) Advanced Subsidiary (6PE02)

Summer Exam Series

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

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.

Please note that the date for the final submission of coursework marks is **May 15th**

Contents

| Section | Section Title | Page |
|----------------|---|-------------|
| | Summary of timetables | 3 |
| 1 | Introduction | 4 |
| 2 | Assessment of Unit 2 and Unit 4 | 5 |
| 3 | The Moderation Procedure | 6 |
| 4 | The Cluster Moderation | 8 |
| 5 | Guidelines for Host Centres | 12 |
| 6 | The e-portfolio Moderation | 13 |
| 7 | Guidelines for the Use of Power Point Presentations | 15 |

Summary of Timetable - Cluster moderations

| | Time | Event |
|---|------------------------------|--|
| 1 | By 15 January | All Visiting Moderators to contact centres to complete Initial Contact questionnaire |
| 2 | By 28 th February | All dates for Cluster moderations to be arranged |
| 3 | By 15 th May | All Cluster visits completed. |
| 4 | By 25 th May | All centre paperwork received by the Visiting Moderator |

Summary of Timetable - e-portfolio moderations

| | Time | Event |
|---|------------------------------|--|
| 1 | As soon as possible | All Moderators to contact centres to complete Initial Contact Questionnaire and agree on submission date |
| 2 | By 28 th February | All submission dates to have been agreed |
| 3 | By 15 th May | All e-portfolios received by Moderator |

1 Introduction

The information in this booklet is to provide guidance on the conduct of GCE Physical Education. Please ensure reference is made to the most up-to-date **Internal Assessment Guide**. This document and all GCE PE forms are available on the Edexcel website: www.edexcel.com

Overview - Units 2 and 4

Since the first year of assessment of the AS unit for GCE PE in 2008, there have been some changes in the way the coursework units are assessed. This document will provide all the information regarding the two coursework units.

One of the key changes to note is that both Units 2 and 4 have been divided into two papers, 1E/V & 1B. Candidates must undertake both papers to complete the unit. Further to the papers being divided in two, Centres should note that the letters indicate their choice of assessment for these papers. This aids the moderation process.

The breakdown of the papers is shown in the table below.

Centres who prefer to have **visited cluster moderation** will enter their candidates for the **6PE02/1V or 6PE04/1V** paper. For those centres who choose to send in their sample candidates work as an E-portfolio will enter their candidates for **6PE02/1E or 6PE04/1E**.

| Unit | Paper | Moderation | Task | Activity | Total Mark | Word limit | Form | AS level weight | A level weight | | |
|-------|-----------|---|------|--------------------------------|----------------------|------------|--|--------------------|--------------------|-----|-----|
| 6PE02 | 1V/ 1E | Visiting Or E-portfolio Postal | 2.1 | <i>Personal Performance</i> | (Role 1) (Role 2) | 15 15 | 30 | N/A | FASAMS and CRAF | 50% | 25% |
| | | | 2.2 | <i>Local Study</i> | | 15 | 1000 | FASAMS and CRAF | | | |
| | | | 2.3 | <i>National Study</i> | | 15 | 1000 | FASAMS CRAF | | | |
| | 1B | E-portfolio Postal | 2.4 | <i>Performance Analysis</i> | | 30 | N/A | CRAF | | | |
| 6PE04 | 1V/ 1E | Visiting Or E-portfolio Postal | 4.1 | <i>Development Plan</i> | | 45 | N/A | FAAMS and CRAF | N/A | 25% | |
| | | | 4.3 | <i>Progressive Participant</i> | | 20 | N/A | FAAMS and CRAF | | | |
| | 1B | E-portfolio Postal | 4.2 | <i>International Studies</i> | | 15 | 1000 | CRAF | | | |
| | | | 4.4 | <i>Life Plan</i> | | 10 | (As a guide - No more than 1000) | CRAF | | | |

*** Please note there is a separate OPTEM sheet for each individual paper. Centres should receive 4 OPTEMS if they are doing both AS and A2 and 2 if they are doing either AS or A2.**

2 Assessment of Unit 2 (6PE02/1V/E) -The Critical Sports Performer

The tasks in this unit are marked by two different moderators. Details of where to send tasks are given below

Candidates are required to complete four tasks for assessment in this Unit. The tasks have been separated into two papers to help centres and moderators with the assessment of the unit. The first three tasks of the unit 2.1,2.2,2.3 are included in paper 1V/E (6PE02/1V/E). The fourth task 2.4 - Performance Analysis, is moderated as a separate paper 1B (6PE02/1B)

Please note each paper has its own OPTEM sheet to submit candidates' marks.

6PE02/1V/E - (Total mark = 60)

Task 2.1 (Personal Performance) The candidate is required to participate in two personal roles from a choice of three - performer, leader, official. Choices can be made from the same category e.g. two performance roles. This task is marked out of 30.

Task 2.2 (Local Study) The candidate is required to show evidence of independent research into the provision(access, opportunity, funding, resources) locally for one of their chosen activities. Opportunities for provision in all three roles should be mentioned. This task has 1000 word limit and is marked out of 15.

Task 2.3 (National Study) The candidate is required to research the National provision and opportunities at elite level for one of their chosen roles. This task has 1000 word limit and is marked out of 15.

The above three tasks will be assessed by moderator A

6PE02/1B - (Total mark = 30)

Task 2.4 (Performance Analysis) The candidate is required to undertake an analysis in either of their two chosen personal performance role This task will involve an analysis of five components related to their activity - technical, tactical, notational, training and the identification of the candidate's own strengths and weaknesses. This task is marked out of 30.

This task will be assessed by moderator B

Assessment of Unit 4 (6PE04/1(V/E)) - The Developing Sports Performer

The tasks in this unit are marked by two different moderators. Details of where to send tasks are given below

Candidates are required to complete four tasks for assessment in this Unit. The tasks have been separated into two papers to help centres and moderators with the assessment of the unit. Task 4.1 (Development Plan) and 4.3 (Progressive Participant) have been included in paper 1V/E (6PE04/1V/E). Task 4.2 (International Studies) and Task 4.4 (Life Plan) are moderated as a separate paper 1B (6PE04/1B)

Please note each paper has its own OPTEM sheet to submit candidates' marks.

6PE04/1V/E - (Total mark = 65)

Task 4.1 (Development Plan). The candidate is required to plan, research, perform, record, review and evaluate a Development Plan indicating they are aware of how to progress their performance. It is expected that this will be undertaken in respect of one of the two practical performance roles selected for task 2.1 but it is acceptable for the plan to be undertaken for a different activity. This task is marked out of 45.

Task 4.3 (Progressive Participation) The candidate provides evidence of continued participation in one chosen performance role. There should be evidence of progressive practices and organised performances. It is expected that this will be undertaken in one of the roles chosen for Unit 2 Task 2.1. but it is acceptable for a different activity to be offered.

The above three tasks will be assessed by moderator A

6PE04/1B - (Total mark = 25)

Task 4.2 (International Study)- The candidate demonstrates a knowledge and understanding of the opportunities and provision for mass participation and elite development in another nation. This task has 1000 word limit and is marked out of 15.

Task 4.4 (Life Plan) The candidate should consider different 'age stages' and how they will seek continued and alternative supporting participation in a variety of roles. This task has 1000 word limit and is marked out of 10.

These tasks will be assessed by moderator B

**Centres are advised to attend a Practical Activities INSET training prior to the assessment period if they are a new centre to EDEXCEL.
Details of INSET events can be found by contacting Training from Edexcel.**

3 The Moderation Procedure - 6PE02/04 - 1V/E

Each centre will be allocated a moderator. Part of the role of the moderator is to assist the centre throughout the process with the planning and preparation for the moderation of its candidates' work. The moderator will make contact with the centre before the end of January and ask the centre to complete an Initial Contact Questionnaire. (ICQ) This will ask which format the centre wishes to choose for moderation.

The centre has a choice of moderation format. All candidates from the centre are moderated using the format chosen by the centre. The formats are as follows:

I. Cluster Moderation- 6PE02/04- 1V

In this option the centre will be allocated to a cluster and join with other local centres for the moderation. Two moderators (Lead Moderator and 2nd Moderator) will conduct the moderation. The tasks moderated on the day will be:

Task 2.1 - Three or four practical activities will be chosen by the moderator and a sample of candidates offering these activities from each of the centres involved in the cluster will be asked to perform on the day. This is to confirm the marks awarded by each centre.

Tasks 2.2 and 2.3 - a sample of Local and National tasks from each of the centres will be moderated on the day by one of the moderators.

Task 4.1 A sample of Development Plans from each of the centres involved will be marked on the day. Candidates whose work is selected may be asked to discuss their work with the moderator.

Task 4.3 - This is usually combined with the practical activities chosen for task 2.1. A sample of candidates offering these activities from each of the centres involved in the cluster will be asked to perform on the day. This is to confirm the marks awarded by the centre.

II. E-portfolio Moderation - 6PE02/04 - 1E

In this option students will prepare their tasks and submit all evidence on CD/DVD to an allocated moderator as follows:

Tasks 2.1, 2.2, 2.3, 4.1 and 4.3 will be sent to the moderator assigned to the centre - Moderator A

Tasks 2.4, 4.2 and 4.4 will be sent to moderator B whose details will be displayed on the OPTEMS form

**WHEN YOU HAVE CHOSEN THE FORMAT YOU PREFER THEN
PLEASE FOLLOW THE INSTRUCTIONS SET OUT BELOW**

4 The Cluster Moderation

Arranging a Cluster Moderation

Allocations to Moderators are made in January. The Lead Moderator will make contact with the allocated centres as soon as possible to arrange the cluster moderation.

The visit must take place between 1st March and 15th May of the examination year.

The Lead Moderator will ask centres if they are willing to host the cluster.

A provisional date for full day cluster moderation should be arranged with the agreement of both Moderators and all centres within the cluster.

The Lead Moderator will send an E14 form to all centres confirming the date of the cluster moderation. The Lead Moderator will request confirmation of the visit date from all centres in the cluster.

The centre will be asked to complete an Initial Contact Questionnaire and return to the moderator. This will give details of numbers of candidates and activities/roles to be offered. On the basis of this information the Lead Moderator will select activities to be moderated on the day.

For candidates offering the role of Leader or Official consideration should be given as to whether opportunity can be given for candidates to show their ability by coaching/officiating 'live' performers.

A timetable for the day will be drawn up by the Lead Moderator in consultation with the host centre. This will then be sent to all centres involved in the Cluster Moderation.

Preparation for the Cluster Moderation

Once the timetable for the day has been decided, the host centre will contact each centre involved in the cluster and ask for offers to run each of the practical sessions. It is helpful if the centre responsible for an activity can circulate the practices/format of the session to each centre involved so that candidates are familiar with the session to be offered.

It should be noted that practices should be challenging and demanding for the performers and where appropriate be game related and involve decision making.

Each centre taking part in the cluster moderation will complete the **FASAMS** and **FAAMS** forms for its AS and A2 candidates. This will show the marks awarded to each of the candidates for tasks 2.1, 2.2, 2.3, 4.1 and 4.3 prior to the moderation day. These forms need to be sent to the Lead Moderator 10 days prior to the visit.

The Lead Moderator will communicate with centres and inform them which candidates will be required for assessment on the moderation day

Candidates may be selected for any of the tasks to be moderated on the day. The selected candidates are expected to be available for moderation but if they have a genuine reason e.g. sickness preventing availability then the centre should provide an alternative candidate with a similar mark as a replacement. It should be noted that holidays are not accepted as a reason for unavailability.

Candidates are not required to attend for the whole day - but need to be available for the tasks for which they have been selected.

The centre should be prepared to take all tasks for all candidates to the cluster moderation day in case the moderator wishes to sample further work from the candidates in the interests of standardisation.

The Cluster Moderation Day

The Lead Moderator and 2nd Moderator will visit the cluster and they will moderate the Personal Performance and Progressive Participation tasks (2.1 and 4.3), Local Study task (2.2), National Study task (2.3) and Development Plan task (4.1).

Personal Performance and Progressive Participation tasks (2.1 and 4.3)

Candidates who have selected the role of performer

Each candidate must produce:

- a log to show their **eight** week participation and
- a minimum of **three** formal competitive/performance opportunities.

The log must focus on the individual's development in the following areas:
Short term preparation; long-term training; physiological; increasing strength; technical; tactical; psychological; dominant performances; pressure of expectation.

- **A Health and Safety Risk Assessment** relating to the environment and the physical activity selected by the candidate.

Candidates who have selected the role of leader

Each candidate must produce:

- a log to show their **eight** week participation and
- a minimum of **three** formal competitive/performance opportunities.

The log must focus on the individual's development in the following areas:
applied knowledge and understanding; proficiency in communicating; organisational abilities; motivational skills.

- **A Health and Safety Risk Assessment** relating to the environment and the physical activity selected by the candidate. This will include evidence of their knowledge and understanding of **Child Protection Issues**.

Candidates who have selected the role of official

Each candidate must produce:

- a log to show their **eight** week participation and
- evidence of officiating in at least **three** organised situations or in a single tournament appropriate to their level of ability.

The log must focus on the individual's development in the following areas:
Extensive knowledge and understanding; authority; communication; positioning; signalling; pre-and post- officiating protocols; performance demands.

- **A Health and Safety Risk Assessment** relating to the environment and the physical activity selected by the candidate. This will include evidence of their knowledge and understanding of **Child Protection issues**.

If it is not possible to observe candidates in a 'live' situation of leader/official the moderator will interview a sample of candidates from the upper, middle and lower mark bands

- All logs must be available for the moderator to view on the day of moderation.
- Candidates must also be available to discuss with the moderator their log / development/achievement, if required.

Supplementary evidence e.g. DVD footage, testimonials, letters of selection may be produced for moderation purposes where it supports the work of the candidate. This is particularly appropriate in the case of leader/ official if it is not possible to observe the candidate in a 'live' situation.

Candidates re-sitting this unit

Some candidates may be re-sitting the AS Unit 2. For their performance activities, they will be assessed first as an AS candidate and then for their performance as an A2 candidate.

If a candidate chooses to resit Unit 2, ALL tasks in the unit must be resubmitted. If high marks have been scored on a task, alteration to the task is not compulsory however the TE must mark the task again.

Additional performance activities

It is only possible for the moderator to see a small number of activities on offer from the centres on the cluster visiting moderation day. Evidence should be available for all candidates for activities not seen on the cluster day. Although not compulsory DVD evidence is strongly advised for activities that take place 'off site'

If time does not permit the Moderator may request to take the evidence away to view it.

Local Study and National Study tasks (2.2 and 2.3)

These tasks may either be submitted either in written format as hard copy or available on e-portfolio. Alternatively they can be prepared as power point. If this format is used a sample of candidates will be asked to give their presentations to the Moderator on the Cluster Day. Guidelines for candidates offering power point presentation can be found on page 15

The moderator will mark a sample of these tasks at the Cluster visited moderation

Development Plan task (4.1)

This task must be submitted in written format either a hard copy or available on e-portfolio.

The moderator will mark a sample of this task from each centre. Selected candidates must be available to discuss their work if required. A timetable for interviews for this task will be provided by the Lead Moderator.

Centres MUST provide a range of candidate's work for Tasks 2.2, 2.3 or 4.1 on the day of the moderation. As centres are not able to mix the two formats for moderation, they will NOT be able to forward the work to the Moderator at a later date.

Feedback

At the end of the day the Lead Moderator will give feedback individually to each centre relating to the accuracy of their marks for each of the tasks moderated.

The accuracy of the marking by the centre will be based on the performances seen, evidence produced, written tasks viewed and interviews with candidates.

If an adjustment/alteration of marks is deemed necessary this will be reflected on the Moderator Report Form completed by the Lead Moderator and presented in the feedback session. The TE from the centre is required to sign this form acknowledging the required adjustment. The centre should then make the necessary mark adjustments to all relevant candidates in the centre.

After the Cluster Moderation Day

The moderator will send to the centre a **Moderator Report Form** which will inform the centre of the accuracy of the application of the assessment criteria. This confirms the feedback given on the Cluster day. Centres must counter sign this and return to the moderator. The centre should keep a copy of this form for their records.

Centres must use the comments made on the Moderator Report Form with regard to marking of tasks on the cluster day and review the marks it has awarded to all of its candidates for these tasks. The centre should then adjust marks for its candidates as appropriate.

The post moderation marks for all candidates should then be entered on to the **FASAMS** and **FAAMS** forms.

The **CRAF(1V)** form should then be completed for each candidate. It should show the final marks awarded for each task and signed by both the candidate and the teacher assessor authenticating that it is the candidate's own work.

Candidates marks must also be entered on to the relevant **OPTEMS** form (**6PE02-1V** and **6PE04-1V**). The top copy should be given to the centre's examinations officer, the second copy should be sent to the Lead Moderator and the third copy should be retained by the centre for its records.

Alternatively the centre can submit its marks on line using **EDI**. In this case a print out of the marks submitted should be sent to the moderator.

The following documentation should be sent to the Lead Moderator within 10 days of the Cluster Day and in no case later than **25th MAY**

| | | |
|------------------|---|------------------|
| FASAMS | showing post moderation marks | |
| FAAMS | showing post moderation marks | |
| CRAF (1V) | forms signed hard copy | |
| OPTEMS | total mark for 2.1, 2.2 and 2.3 for 6PE02 | or EDI print out |
| OPTEMS | total mark for 4.1 and 4.3 for 6PE04 | or EDI print out |

All documents must be signed

Tasks 2.4, 4.2 and 4.4

When the centres receive their OPTEMS forms for these tasks the sample of candidates whose work is required for moderation will be asterisked. If this sample does not include the highest and lowest marked candidate these should also be sent.

Centres must send off the required sample for the remaining tasks (2.4, 4.2, 4.4) to their allocated moderator whose details will appear on the OPTEMS form.

Centres should also send the following documentation

| | | | |
|-----------|-----------------------------|-----------|------------------|
| CRAF (1B) | forms signed hard copy | | |
| OPTEMS | total mark for 2.4 | for 6PE02 | or EDI print out |
| OPTEMS | total mark for 4.2, and 4.3 | for 6PE04 | or EDI print out |

All of the above should be sent to the moderator by **25th May**

5 GUIDANCE FOR CENTRES ACTING AS HOST CENTRES FOR A CLUSTER MODERATION

Thank you for offering to act as a host centre for the upcoming AL PE Moderation. The following points may prove helpful to you, the centres involved, the Moderators and the candidates.

- Once you have agreed to act as the Host centre liaise with your Lead Moderator and the other centres to decide on a date.
- Ensure the Moderator is aware of what facilities you have available and if any off site facilities need to be used.
- Advise the other centres if there is any cost involved for hiring facilities and ensure they are willing to share the cost
- The Lead Moderator will decide which practical activities he/she wishes to moderate and will liaise with you to ensure that this is possible
- In addition to the practical activities the Moderators will need to moderate other tasks. There are two moderators and if possible they would need a room/space each in which to moderate their tasks
- The moderators will bring their own lap top but they may need facilities to play DVDS and listen to a power point presentation
- Several of the candidates will have to wait for their activities/interview. It is ideal if they can have a designated area in which to wait throughout the day
- Each centre in the Cluster is asked to lead at least one of the practical activities the Moderator has chosen for Moderation. As the Host centre you are asked to liaise with the staff from other centres in the Cluster and decide who will take responsibility for each session
- It is usual for the candidates to be asked to perform 2 or 3 practices that are challenging and are game related in that techniques are performed under pressure and involve decision making
- It is helpful if the practices can be circulated to those involved in advance so candidates know what to expect or better still to have a practice !
- Ensure that whoever is running the session is able to provide the necessary equipment e.g. balls, cones etc
- Candidates will need some form of identification. As the Host centre it is helpful if you can provide numbered bibs for the day.

6 The e-portfolio Moderation

Prior to Submission of e-portfolios

Allocations to Moderators are made in January. The Moderator will make contact with the centre as soon as possible to arrange a submission date.

Centres must make sure they enter their candidates for the correct option so that Edexcel is aware of the centre's chosen method of assessment. For centres submitting e-portfolio for the practical paper, they must enter their candidates under the 6PE02/04 - 1E paper.

Centres submitting E-portfolio for the practical Unit must ensure that they enter their candidates before the deadline in order to make sure they receive the correct OPTEMs. The sample candidates will be indicated for both papers in their individual OPTEMs.

If the centre has chosen the e-portfolio moderation, it will send tasks to two different moderators.

Tasks 2.1, 2.2, 2.3 and 4.1, 4.3 will be sent to this Moderator - A

Tasks 2.4, 4.2 and 4.4 will be sent to Moderator B

The centre will be asked to complete an Initial Contact Questionnaire (ICQ) This will give details of number of candidates and highlight information required to be submitted by the centre.

The work must be submitted NO LATER THAN 15th May.

Paper 1E - Tasks 2.1. 2.2 .2.3 (AS) and 4.2. 4.4(A2)

When the centre receives its OPTEMs forms the sample of candidates whose work is required for moderation will be asterisked. If this sample does not include the highest and lowest marked candidate these should also be sent.

Submitting e-portfolios

In addition the following documentation should also be sent to accompany the E-portfolios:

The **CRAF(1E)** form for each candidate. It should show the final marks awarded for each task and be signed by both the candidate and the teacher assessor authenticating that it is the candidate's own work.

Candidates' marks must also be submitted on the relevant OPTEMs form (6PE02-1V/1E and 6PE04-1V/1E). The top copy should be given to the centre's examinations officer, the second copy should be sent to the Moderator and the third copy should be retained by the centre for its records.

Alternatively the centre can submit its marks on line using EDI. In this case a print out of the marks submitted should be sent to the moderator.

The moderator should be sent;
Sample of e-portfolios requested

| | | | |
|-----------|---------------------------------|-----------|------------------|
| CRAF (1E) | forms signed hard copy | | |
| OPTEMS | total mark for 2.1, 2.2 and 2.3 | for 6PE02 | or EDI print out |
| OPTEMS | total mark for 4.1 and 4.3 | for 6PE04 | or EDI print out |

Paper 1B - Tasks 2.4 (AS), 4.2 and 4.4(A2)

When the centre receives its **OPTEMS** forms the sample of candidates whose work is required for moderation will be asterisked. If this sample does not include the highest and lowest marked candidate these should also be sent.

Centres must send off the required sample for the remaining tasks (2.4, 4.2, 4.4) to its allocated moderator whose details will appear on the **OPTEMS** form.

Centres should also send the following documentation

| | | | |
|-----------|-----------------------------|-----------|------------------|
| CRAF (1B) | forms signed hard copy | | |
| OPTEMS | total mark for 2.4 | for 6PE02 | or EDI print out |
| OPTEMS | total mark for 4.2, and 4.3 | for 6PE04 | or EDI print out |

All of the above should be sent to the moderator by **15th May**

Alternatively the centre can submit its marks on line using **EDI**. In this case a print out of the marks submitted should be sent to the moderator.

E-portfolio reminders

Centres should ensure the following:

- That candidates folders are clearly labelled. Full details of how to submit the e-portfolio can be found in the **Internal Assessment Guide (IAG)**
- That candidates have each submitted the required compulsory evidence
- That if DVD clips are included that the candidate can be clearly identified
- That if DVD clips are included they should be able to be played using Power DVD, Media Player, Quick Time
- That word counts are not exceeded on written tasks

If these requirements are not met it is possible that the candidate will lose marks

* Centres should also ensure that candidates have evidence of quality of performance. This can be in a form of;

- DVD - where suitable.
- Appropriate representative letters/certificates selections
- Testimonials from a coach/ teacher
- Hyperlink to leagues/ Clubs/Selections

7 Guidelines for the Use of Power Point Presentations:

In order for candidates to fulfil the requirements for the submission of coursework tasks when using 'power point' presentations the following guidelines and specific requirements for the purposes of moderation for the examination series 2011 onwards are listed below;

- Centres should video all candidates presentations that are requested for the purposes of moderation.
- The number of individual slides will not exceed 25 slides and focus on 6 lines per slide 6 words per line.
- Photographs and video footage may be included.
- The maximum word count including footnotes and all presentation slides will not exceed 1000 words.
- Candidates are free to include in their presentations additional verbal comment providing it is without reference to reading directly from note sheets, scripts or handouts. This will allow an opportunity for candidates to demonstrate the depth of their acquired and learned knowledge and understanding over and above that which is evident if they only 'read out' their presentation slides.
- Presentations if undertaken in the presence of an audience will allow candidates opportunities for question and answer sessions.
- Centres are advised to record their candidates' presentations in Windows Media format ensuring visual and audio clarity.
- A hard copy of the presentation will also be required to accompany the video footage.

Development Plan

When fulfilling the requirements for the first section of the Development Plan - Planning and Research, centres are advised to instruct their candidates to only include information that is relevant and pertinent to their specific aims of the plan. It is not a requirement for candidates in this section to include all the information they have access to from Unit 1 and Unit 3 or from internet sites, research articles or texts that would be specific to a wider range of development plan aims. For the purposes of moderation this information will be excluded from the application of the mark schemes

Please use the forms below to prepare for your GCE moderation

**GCE Initial Contact with Moderator Questionnaire
CLUSTER MODERATION**

First contact date

Proposed moderation date

| CENTRE DETAILS | | | |
|-----------------------|--|---------------|--------|
| NAME | | CENTRE NUMBER | |
| CENTRE TEL NO | | CENTRE email | |
| CENTRE FAX NO | | MAP TO SCHOOL | YES/NO |
| TEACHER i/c | | email | |

Are you willing to act as a host centre for the Cluster ?

YES/NO

| INFORMATION | AS LEVEL - 6PE02 | A2 LEVEL - 6PE04 |
|----------------|--|--|
| NUMBERS | 6PE02 BOYS <input type="text"/> GIRLS <input type="text"/> | 6PE04 BOYS <input type="text"/> GIRLS <input type="text"/> |
| RESITS | 6PE02 BOYS <input type="text"/> GIRLS <input type="text"/> | 6PE04 BOYS <input type="text"/> GIRLS <input type="text"/> |

In the table below please list the activities offered by your candidates and the numbers for each

| ACTIVITY | PERFORMER | | LEADER | | OFFICIAL | | ACTIVITY | PERFORMER | | LEADER | | OFFICIAL | |
|----------|-----------|----|--------|----|----------|----|----------|-----------|----|--------|----|----------|----|
| | AS | A2 | AS | A2 | AS | A2 | | AS | A2 | AS | A2 | AS | A2 |
| 1. | | | | | | | 11. | | | | | | |
| 2. | | | | | | | 12. | | | | | | |
| 3. | | | | | | | 13. | | | | | | |
| 4. | | | | | | | 14. | | | | | | |
| 5. | | | | | | | 15. | | | | | | |
| 6. | | | | | | | 16. | | | | | | |
| 7. | | | | | | | 17. | | | | | | |
| 8. | | | | | | | 18. | | | | | | |
| 9. | | | | | | | 19. | | | | | | |
| 10. | | | | | | | 20. | | | | | | |

For the following tasks please indicate below the numbers offering the formats indicated
NB Where candidates offer power point they may be asked to give their presentation to the moderator on the Cluster Day

| Task | Written hard copy | Written CD | Power point |
|----------------------|-------------------|------------|-------------|
| 2.1 Local Study | | | |
| 2.2 National Study | | | |
| 4.1 Development Plan | | | |
| | | | |

| | |
|------------------|--|
| REMINDERS | <ul style="list-style-type: none"> • FASAMS and FAAMS need to be sent to the moderator at least 10 days before cluster moderation day showing all pre moderation marks • Compulsory evidence i.e. eight weeks involvement, three formal situations, health and safety risk assessment, knowledge of child protection issues should be available for the moderator to view for candidates offering a performance role on the day • Evidence for activities not seen on the day should be available for the moderator. This can include DVD evidence • For candidates offering Leader or Official log books together with any other supporting evidence should be available for the moderator to view • Local and National tasks should be available for the moderator • Development Plans for all candidates should be available and selected candidates prepared to talk to the moderator about their task • Tasks 2.4, 4.2 and 4.4 to be sent to moderator named on OPTEMS |
|------------------|--|

| | |
|------------------|---|
| E9 REPORT | <p>Have you read your E9 report from last year? YES/NO</p> <p>Have you been able to address any issues/advice highlighted last year?</p> <p>Moderator's comments:</p> |
|------------------|---|

| | | |
|------------------------|---|----------------------|
| PAPERWORK | <p>Timetable</p> <p>FASAMS</p> <p>FAAMS</p> | DATE RECEIVED |
| Pre-Moderation | <p>FASAMS</p> <p>FAAMS</p> <p>CRAFS 6PE02</p> <p>CRAFS 6PE04</p> <p>OPTEMS 1V</p> | |
| Post Moderation | | |

GCE Initial Contact with Moderator Questionnaire e-portfolio moderation

First contact date

| CENTRE DETAILS | | | | | | | | | | | | | | | |
|--|-------------------------|---|---|------|-------------------|------------|-------------|-----------------|--|--|--|--------------------|--|--|--|
| NAME | | CENTRE NUMBER | | | | | | | | | | | | | |
| CENTRE TEL NO | | CENTRE email | | | | | | | | | | | | | |
| CENTRE FAX NO | | | | | | | | | | | | | | | |
| TEACHER i/c | | email | | | | | | | | | | | | | |
| INFORMATION | AS LEVEL - 6PE02 | | A2 LEVEL - 6PE04 | | | | | | | | | | | | |
| NUMBERS | 6PE02 | BOYS <input style="width: 50px; height: 20px;" type="text"/> | 6PE04 | | | | | | | | | | | | |
| | | GIRLS <input style="width: 50px; height: 20px;" type="text"/> | BOYS <input style="width: 50px; height: 20px;" type="text"/> | | | | | | | | | | | | |
| | | <input style="width: 50px; height: 20px;" type="text"/> | GIRLS <input style="width: 50px; height: 20px;" type="text"/> | | | | | | | | | | | | |
| RESITS | 6PE02 | BOYS <input style="width: 50px; height: 20px;" type="text"/> | 6PE04 | | | | | | | | | | | | |
| | | GIRLS <input style="width: 50px; height: 20px;" type="text"/> | BOYS <input style="width: 50px; height: 20px;" type="text"/> | | | | | | | | | | | | |
| | | <input style="width: 50px; height: 20px;" type="text"/> | GIRLS <input style="width: 50px; height: 20px;" type="text"/> | | | | | | | | | | | | |
| <p>E-portfolio <input style="width: 50px; height: 20px;" type="text"/> Hard copy/DVD <input style="width: 50px; height: 20px;" type="text"/></p> <p>Please tick to acknowledge that you are aware of the arrangements for e-portfolio submission</p> <ul style="list-style-type: none"> • Moderator agreed on e-portfolio submission deadline prior to 15th May <input type="checkbox"/> The date agreed is..... • If the moderator informs the centre of any missing evidence or piece of work this must be submitted must be submitted before 15th May. <input type="checkbox"/> | | | | | | | | | | | | | | | |
| <p>Please tick to acknowledge that you are aware of the following:</p> <ul style="list-style-type: none"> • Centre is aware of the moderation window? (1st March - 15th May) <input type="checkbox"/> • Centre is aware of the need for each candidate to present evidence of an 8 week participation log in each of their activities <input type="checkbox"/> • Centre is aware that each candidate must have taken part in and have evidence of a minimum of 3 formal/competitive situations <input type="checkbox"/> • Centre is aware of the requirement for each candidate to present evidence of their knowledge/understanding of health & safety/child protection issues for each performance role <input type="checkbox"/> | | | | | | | | | | | | | | | |
| <p>For the following tasks please indicate below the numbers offering the formats indicated NB Where candidates offer power point they should be filmed making their presentation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Task</th> <th style="width: 25%;">Written hard copy</th> <th style="width: 25%;">Written CD</th> <th style="width: 25%;">Power point</th> </tr> </thead> <tbody> <tr> <td>2.1 Local Study</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.2 National Study</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | Task | Written hard copy | Written CD | Power point | 2.1 Local Study | | | | 2.2 National Study | | | |
| Task | Written hard copy | Written CD | Power point | | | | | | | | | | | | |
| 2.1 Local Study | | | | | | | | | | | | | | | |
| 2.2 National Study | | | | | | | | | | | | | | | |

| | | |
|---|---|----------------------|
| | | |
| REMINDERS | <ul style="list-style-type: none"> • Candidates folders should be clearly labelled. Full details of how to submit the e-portfolio can be found in the Internal Assessment Guide (IAG) • Candidates have each submitted the required compulsory evidence • The candidate can be clearly identified on any DVD clips that are included • Any DVD clips that are included should be able to be played using Power DVD, Media Player, Quick Time • Word counts are not exceeded on written tasks • Tasks 2.4, 4.2 and 4.4 to be sent to moderator named on OPTEMS | |
| E9 REPORT | Have you read your E9 report from last year? YES/NO Have you been able to address any issues/advice highlighted last year? Moderator's comments: | |
| PAPERWORK Pre-Submission Post Submission | ASMARS A2 MARS CRAFS 6PE02 CRAFS 6PE04 OPTEMS 1A/EDI print out | DATE RECEIVED |

Please refer to the FORMS BOOKLET for guidance on all forms that need to be submitted.

Summer 2012

For more information on Edexcel qualifications please contact our
Customer Response Centre on 08744 576 0025
or email: enquiries@edexcel.com
or visit our website: www.edexcel.com

All of the material in this publication is copyright.

© Summer 2012 Edexcel