Edexcel GCE Applied

Business

Instructions for the Conduct of the Controlled Conditions (ICCC)

This document covers the requirements for the following unit for the June 2013 series:

Unit 8 – Business Development (6923)

CONTENTS

1 General

1.1 This unit is moderated in the summer series only, and marks and candidates' work can only be submitted then.

1.2 The given scenario is the **only** vehicle for the assessment of Unit 8: Business Development.

There will be **no examination paper** for the assessment. Centres MUST use the current Externally Set Assignment from the Edexcel website (www.edexcel.com).

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

1.4 A maximum of fifteen hours should be scheduled for the controlled conditions of this Externally Set Assignment.

1.5 Centres should ensure that all groups are of a manageable size, bearing in mind the facilities available.

2 When computers are being used

2.1 Computers must be available to each candidate on a 1:1 basis.

2.2 The computer must be capable of running the following software:

Word processing

Spreadsheet

2.3 Centres must set up a secure separate user area (on computers or servers used by candidates) for each candidate. These user areas must NOT be accessible to candidates at any time other than during the controlled sessions.

2.4 Candidates must NOT be able to save files produced during the controlled sessions in any area other than the secure separate user area referred to in 2.3.

2.5 Candidates must be provided with an appropriate environment, bearing in mind the need for adequate ventilation and lighting and time spent away from the computer.

2.6 Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as producing drafts, checking and labelling printouts.

2.7 The arrangement of working areas should prevent candidates viewing other candidates' work.

3 During the controlled conditions

3.1 There must be one invigilator to every 15 candidates.

3.2 Teachers of this specification cannot invigilate the controlled conditions.

3.3 Candidates are NOT allowed to bring into the controlled sessions any portable storage media (e.g. CDs, USB pen-drives, smart phones, PDAs etc).

3.4 Candidates may NOT have access to email or Internet during the controlled conditions.

3.5 Candidates may NOT have access to online or electronic dictionaries during the controlled conditions, although the use of a spell-check application is allowed.

3.6 It is NOT acceptable for a full draft of the Business Development Plan to be brought into the controlled conditions.

3.7 Communication between candidates is NOT allowed at any time during the controlled conditions.

3.8 Candidates can move about in the examination room at the discretion of the invigilator.

3.9 The invigilator is encouraged to announce time intervals to the candidates (perhaps every 30 minutes). This must NOT take the form of advice to the candidates of expected progress on the activities.

3.10 Centres must ensure that all candidates' work is saved and secured from unauthorised access. Centres should safeguard this work in case the work is required to be reprinted. After the controlled conditions the candidates' work can be copied to a storage medium and kept secure by the examinations officer.

4 Contingency planning

It is strongly recommended that:

4.1 Controlled conditions should be scheduled to allow time before the 15th May to reschedule any sessions which have had to be postponed as a result of hardware failures or other problems encountered.

4.2 If a candidate misses a controlled session the Centre may use its discretion on rescheduling for the candidate.

4.3 Where computers are being used technical help should be available during the controlled conditions to deal with 'computer crashes', printer problems and other possible complications.

4.4 A number of spare computers should be available during each session so as to allow candidates to move to another machine if necessary.

4.5 Alternative printing facilities should be available for use if necessary.

5 After the controlled conditions

5.1 Work must be submitted in hard copy. Electronic versions of this work will NOT be accepted.

5.2 The 'Declaration of Assessment Conditions' MUST be completed and signed by the teacher/assessor and candidate, acknowledging that the controlled conditions set out in the Externally Set Assignment have been followed. This should be placed at the front of the submitted work.

5.3 The Mark Record sheet must be completed and signed by the teacher/assessor and candidate. This should be placed at the front of the submitted work.

5.4 Centres MUST ensure that controlled conditions are scheduled to enable the assessment and internal standardisation to be carried out in sufficient time to meet the submission deadline of the 15th May.

5.5 Centres MUST ensure that all the candidates' work is saved and secure from unauthorised access. Centres should safeguard this work in case the work is required to be reprinted. After the controlled session the candidates' work should be copied to a storage medium and kept secure by the examinations officer.

5.6 All other examination material, including draft copies of candidates' work and additional printouts, must be collected by the invigilator at the end of each session and stored in a secure place.

5.7 Candidates' user areas should be removed at the end of the final controlled conditions session. Centres must ensure that the user areas of those candidates who have already sat the controlled conditions cannot be accessed by candidates who are sitting the controlled conditions in a later session.

6 Assessment and submission of candidates' work

6.1 It is the Centre's responsibility to assess their candidates' work using the assessment criteria from the Specification, pages 86-87.

6.2 Once the work has been assessed and internally moderated, the sample as indicated on the OPTEMS or Edexcel Online must be forwarded to the named moderator by the published deadline.