

**ADVANCED SUBSIDIARY GCE**  
**ART AND DESIGN**  
Controlled Assignment

**F421–F426/IT**

**INSTRUCTIONS FOR TEACHERS**

**To be opened on receipt**  
**To be completed before 31 May 2011**

**JUNE 2011**



**INSTRUCTIONS TO TEACHERS ABOUT THE CONTROLLED ASSIGNMENT**

1. Teachers may have brief access to the Assessment Materials before the 1 February for preparation purposes only. This must take place in a secure area in the presence of the Examinations Officer. Access is granted for a maximum of one hour which centres can break down as appropriate. Only brief notes may be taken and copying of the paper is not permitted.
2. The question paper must be given to candidates on 1 February or as soon as possible after this date. *PLEASE NOTE* this is a different and separate paper from Unit 4 (F441–F446).
3. Candidates must have a minimum of 3 weeks to plan and prepare their work.
4. It is important that all candidate responses are appropriate to the entry code for the unit. For candidates taking an endorsed qualification this must be from the same endorsement as taken for the coursework unit.
5. Critical and Contextual Studies candidates **must** choose a starting point from Section 4 or 5 only.
6. Candidates should be encouraged to discuss their work with their teachers. It is the responsibility of the teacher to give guidance during the preparatory period so that candidates are able to demonstrate their true ability.
7. The time taken on the Controlled Assignment must not exceed 5 hours.
8. The work must be candidates' own unaided work.
9. Centres are reminded that the rules and regulations laid down by OCR and the JCQ concerning examinations must be complied with at all times during the 5 hour Controlled Assignment.
10. During the 5 hour Controlled Assignment and until the completion of the Enquiry about Results process, **the work must be retained in the Centre under secure conditions**.
11. The marking of the Controlled Assignment must be completed by 31 May 2011. Separate instructions about the moderation of all units will be distributed in April 2011.
12. This document consists of **2** pages. Any blank pages are indicated.

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