

General Certificate of Education  
June 2003  
Advanced Subsidiary Examination



**HISTORY**  
**Unit 3**

**HS03**

To be conducted between 1 March and 9 May 2003

**In addition to this paper you will require:**

- a 12-page answer book;
- your personal handwritten plans.

Time allowed: 3 hours ( $1\frac{1}{2}$  hours  $\times$  2)

**Instructions**

- You must study the *Instructions and Guidance for Students on Externally Assessed Course Essays* (document HS03/PM) before undertaking each Course Essay.

**Information**

- You must complete two Course Essays in total by 9 May 2003.
- Each Course Essay must be of approximately 1000 words in length and no more than 1500 words.

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Instructions and Guidance for Students on Externally Assessed  
Course Essays.

**Instructions**

- You **must** read these instructions carefully.
- You must then carry out the tasks in accordance with these instructions.

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**AS HISTORY: MODULE/UNIT 3 – COURSE ESSAYS****INSTRUCTIONS AND GUIDANCE FOR STUDENTS ON EXTERNALLY ASSESSED COURSE ESSAYS – 1 MARCH/9 MAY 2003**

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**● What are the externally set and assessed Course Essays?**

Externally set and assessed AS History Course Essays are your individual responses to essay questions set by the AQA and marked by an examiner appointed by AQA. (They are not marked by your teacher.)

A Course Essay question will be set for **each** of the **two** topics you are studying.

Once the Course Essay question is released to you by your supervising teacher *in each case* you will be given two weeks in which to work *individually* to prepare for your formal essay-writing session. If you are asked to prepare *both* Course Essays at the same time, you will be given four weeks to prepare for the formal essay writing session(s). This session will be conducted under examination conditions and you will have 1 hour 30 minutes in total in which to write each of your Course Essays.

Each formal essay-writing session may be subdivided into two shorter sessions if needed.

You are allowed to take an essay plan of no more than two sides of A4 into the formal essay-writing session and this must be handed in to the supervising teacher and sent off to the examiner with your Course Essay in each case. If your formal essay-writing session is subdivided, you must hand in your essay plan to your supervising teacher at the end of each session. No new material may be introduced into the concluding session.

Each response should be set out as a conventional essay, in continuous prose, in paragraphs, with a brief introduction and concluding comments/remarks.

**● Do I need to spend time studying Unit 3 before doing each Course Essay?**

Yes. You will need to know and understand the topic/themes as set out in the specification (your teacher will tell you what they are) before you attempt each of the two Course Essays. It is expected that you will have spent about 10 hours per Course Essay topic on preparation with your supervising teacher before he or she releases the Course Essay question to you. You should also be familiar with essay writing skills before you start your individual preparation.

Once you have the questions, you have a further two weeks to prepare on an individual basis (or four weeks if you are preparing both Course Essays at the same time). In this period of individual preparation your supervising teacher cannot help you and you must not work with other students or individuals.

**● Can I work with others?**

When *preparing* for each Course Essay, **before** the question has been released by your supervising teacher, you may work with others in the normal way. Once you have the question, you *must work entirely on your own*. You will be graded on your own independent work which you submit for assessment. This must not be the same as other students' work for obvious reasons.

- **Can I get help from my teacher or use books, the Internet etc?**

Again, when *preparing* for each Course Essay, i.e. before the release of the actual question to you, you may seek advice and guidance from your supervising teacher. The expectation is that you will also use books and other sources of information to prepare for each Course Essay both before and after the release of the question. However, once the question has been released to you, and when writing your Course Essays under controlled conditions, you must **not** discuss your work or get help from your teacher, or other students, or other individuals.

- **What format is required for my essay plan for the formal Course Essay writing session?**

Your essay plan should be:

- handwritten on no more than 2 sides of A4 lined paper;
- in note-form, not continuous writing;
- your own work based on your reading and research about your Course Essay;
- legible;
- labelled with your name and examination details.

Each of the Course Essays should be written on examination stationery. You must not use correcting fluid.

If your essay-writing session is split over two sessions, the essay plan and your work in progress will be retained by the supervising teacher at the end of the first period of controlled conditions and re-issued at the beginning of the next. You must not attempt to introduce any new material into the second session.

At the end of the essay writing session(s) attach your essay plan to your Course Essay with a treasury tag and hand both items in to your supervising teacher who will send them to the Board's examiner.

- **How long will I have to complete the writing up of the Course Essays?**

You will have up to a maximum of 1½ hours for *each* Course Essay, under controlled conditions. This time may be split over two sessions if necessary.

- **What are the word limits and are they important?**

You should aim to complete each Course Essay in 1000 words. Part of the skills AQA is testing relates to your ability to present an historical explanation *briefly and precisely*. You must use relevant information and judgements **selectively** to the best of your ability and keep within the guidelines. Essays which slightly exceed the word limits will be marked in the usual way **but any over 1500 words** will be marked at a maximum of Level 3 in the Levels of Response mark scheme (which has 5 Levels) because you will not be demonstrating the selection of relevant material. AQA recommends that you discuss the marking criteria for the Course Essays with your supervising teacher as part of your preparation before the release of each question. Details are in the specification and in the specimen materials published in support of it.

Turn over ►

- **What are controlled conditions?**

Controlled conditions are very similar to examination conditions – you must work on your own under supervision.

- **What happens if I fail to observe AQA's requirements?**

Your work will not be accepted, and, if there is evidence of malpractice, AQA may impose strict penalties. Your supervising teacher will make you aware of the possible penalties for malpractice as they are set out in AQA's Regulations.

The purpose of each Course Essay is to enable you to research an interesting history topic and prepare an essay *on an individual basis* and without the usual pressures of the examination situation. You will be very familiar with the topic by the time you write each Course Essay and the examiners look forward to reading your individual efforts.

**END OF INSTRUCTIONS**

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**HISTORY**  
**Unit 3**

**HS03/TN**

To be conducted between 1 March and 9 May 2003

Instructions and Guidance for Examinations Officers and  
Supervising Teachers on Externally Assessed Course Essays.

**OPEN ON RECEIPT**

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## 2003 AS HISTORY MODULE/UNIT 3

### INSTRUCTIONS AND GUIDANCE FOR EXAMINATIONS OFFICERS AND SUPERVISING TEACHERS ON EXTERNALLY ASSESSED COURSE ESSAYS

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These instructions and guidelines apply to the two externally assessed COURSE ESSAYS for HS03 – Unit 3 of AS History. They should be read before administering the controlled test(s).

In addition to these instructions and guidelines, the following should also have been received:

1. *Instructions and Guidance for Students on Externally Assessed Course Essays* (HS03/PM)
2. The Course Essay questions (a master copy of each one on an individual sheet) (HS03).

Centres must also familiarise themselves with the information in the specification for 2003 about (a) subject content (in Section 10 for each chosen Alternative) and (b) Unit 3 in general in Appendix E starting on page 154. (The generic marking scheme for the Course Essays is given on page 156. Examples of Alternative specific marking schemes are given in Book 1 and Book 2 of the specimen materials published in support of the specification.)

#### 1 Introduction

- 1.1 The Externally Assessed Course Essays are each to be undertaken in three stages. The first is the *Teaching Stage* during which the supervising teacher prepares the candidates in the normal way – covering the subject content given in the specification for Module 3 of the particular Alternative, and topic, chosen. The second stage is the *Individual Preparatory Stage* which begins with the release of the Course Essay question to the candidate and during which the candidate works alone whilst s/he investigates, gathers additional information for, and plans, the writing up of the Course Essay. This stage lasts two term-time weeks from the release of the question (i.e. approximately 9–10 hours of teaching time). (However, if both Course Essay questions are released *at the same time*, this stage lasts four weeks, i.e. approximately 9–10 hours of teaching time for *each* Course Essay topic.) The third stage is the *Controlled Test*, during which candidates complete, unaided, their submission for assessment in response to the question set. Each Controlled Test lasts 1 hour 30 minutes. Further details about these stages are given below.
- 1.2 It is the centre's responsibility to ensure that candidates have access to the relevant resources and facilities required for each Unit 3 Course Essay topic, both during the Teaching Stage and the Individual Preparatory Stage.
- 1.3 During the Individual Preparatory Stage, the candidate may prepare an essay plan of no more than two sides of A4 to take into the Controlled Test of Stage 3. Details are provided below.
- 1.4 Centres must not guide the candidate in Stage 2 nor rewrite any part of the Course Essay as completed at Stage 3.

#### 2 Timetable for assignments

- 2.1 The externally set Course Essay questions will be sent to centres to arrive before **1 March 2003**.
- 2.2 The Examinations Officers and supervising teachers may open the *pack of assessment materials* (HS03 and HS03/PM) on or after **1 March 2003**, choosing when to issue each of the two questions to candidates to enable both Course Essays to be completed by **9 May 2003** and posted off (with the candidate's personal handwritten notes) to the appointed examiner to *arrive* by **15 May 2003** at the very latest. An early despatch would be very much appreciated.
- 2.3 Information on examiners' details and address labels will be sent to centres following normal AQA procedures for all examinations.

### 3 Stages 1 and 2: Preparing candidates for the Course Essays

- 3.1 It is important that candidates cover all aspects of the learning requirements of the Unit 3 topic chosen before they commence the period of individual preparation which leads them to writing each essay under controlled conditions. Full details are given in the specification.
- 3.2 During Stage 1, *the Teaching Stage*, (i.e. before the release of the Course Essay question to them) candidates may work with others and seek advice in the normal way.
- 3.3 Candidates should be advised to plan how they will complete each Course Essay and present their work. The *Instructions and Guidance for Students* document may be released to candidates in this Stage 1 period before the question is released.
- 3.4 During Stage 2, the *Individual Preparatory Stage*, candidates should work alone as individuals to prepare a folder of work for use in the completion of the Course Essay. At this preparatory stage, candidates' folders may contain any material they deem relevant and helpful but before the *Controlled Test* stage, this material must be reduced to a handwritten essay plan of no more than two sides of A4 which may be taken into the supervised writing session of Stage 3, i.e. the controlled test stage.
- 3.5 Candidates should take their handwritten essay plans (of up to two sides of A4) into the Controlled Test, clearly marked with the candidate's name, number, centre name, centre number, the essay title and the code for the Alternative.
- 3.6 Essay plans should be attached by treasury tag to the candidates' Course Essays before despatch to the Board's examiner.
- 3.7 When the controlled test has been completed, centres are asked to put each candidate's two essays and essay plans together, with a treasury tag through the top left corner, to create one script per candidate. Folders should not be used.
- 3.8 The questions answered should be clearly displayed in the question number panel of the first answer book, by Alternative and option, e.g. R:A, F:B.

### 4 Stage 3: Controlled conditions

- 4.1 Candidates should have access to their handwritten essay plan of no more than two sides of A4 whilst completing the Course Essay, subject to the conditions in 3 on page 3. No additional material may be added once the first controlled period has begun.
- 4.2 Candidates must be invigilated throughout the period of one hour thirty minutes of the controlled conditions designated for the completion of the writing of each Course Essay.
- 4.3 In this period candidates may not confer or be given advice.
- 4.4 Each Course Essay should be written on examination stationery. Examination stationery can be ordered from the Publications Department at Aldon House, 39 Heald Grove, Rusholme, Manchester M14 4NA.
- 4.5 Candidates must not use correction fluid.

Turn over ►



- 4.6 Candidate's work, including the essay plan, must be kept under secure conditions by the centre throughout *the whole* of the controlled period; work must be collected at the end of a session and given out at the start of the next if the period of one hour thirty minutes is not continuous (it may be split over two sessions if this is more convenient for the centre).
- 4.7 The timing of the controlled sessions within the dates specified by AQA for completion of the Course Essays is at the centre's discretion, although it is recommended that sessions should be targeted at the time allowed for the completion of each essay. It is possible to have both controlled sessions contiguous with each other (with a short break in between) if the two Course Essay questions have been released and prepared simultaneously.

## 5 Assessment

- 5.1 Course Essays are externally assessed by AQA using the criteria set out in the specification at the end of Appendix E (see pages 154–6). A candidate's unit mark and grade is determined solely through the external assessment.

## 6 Other Information

- 6.1 Examinations Officers and Supervising Teachers should be familiar with Appendix E of the specification and with the Instructions and Guidance for Students document before administering the Course Essays.
- 6.2 In the master set of questions each Course Essay is provided on a separate sheet and should be photocopied for each candidate as and when required. Only the Course Essay question to be answered is to be copied for the candidate. The other questions must be kept secure as with other examination question papers.
- 6.3 The *Instructions and Guidance for Students on Externally Assessed Course Essays* document (HS03/PM) is provided separately in sufficient quantity for a copy to be given to each candidate. It may be released to candidates in Stage One or Stage Two.
- 6.4 Examination stationery should be used and candidates' essays and essay plans should be clearly labelled with the candidate's name, number, centre name, centre number, the essay title and the code for the Alternative.
- 6.5 If special arrangements are in place to allow certain candidates to use word-processors etc. for examination purposes, these special arrangements can be extended to the Unit 3 Course Essays. Where special help is given to candidates beyond the normal learning support envisaged for Stage 1 (and exceptionally for Stage 2), AQA must be informed, in writing, so that such help can be taken into account when assessment takes place. Such information must be addressed directly to AQA and not to the external examiner.
- 6.6 Teachers are advised to accommodate the occasional absence of candidates by ensuring that the opportunity is provided for them to make up missed work.
- 6.7 Special consideration should be requested for candidates whose work has been affected by illness or other exceptional circumstances. Information about the procedure is issued separately.
- 6.8 If work is lost, AQA should be notified, in writing, immediately of the date of the loss, how it occurred, and who was responsible for the loss. AQA will advise on the procedures to be followed in such cases.

**END OF INSTRUCTIONS**