

Centre Guidance for Moderation in 2010

GCSE in Applied Art and Design (Double Award) (2301)

Unit 1: 2D and 3D Visual Language

Unit 2: Materials, Techniques and Technology

Unit 3: Working to Project Briefs

Summer 2010

Final assessment opportunity

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

THIS BOOKLET CAN ALSO BE FOUND ON THE EDEXCEL WEBSITE (www.edexcel.com).

The instructions in this booklet take precedence over information contained in all other documentation, including the Specification. All dates included are correct at the time of going to press.

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KEY DATES

Event	Deadline	Other information
Submission of Application form Centre Consortium Arrangements for Centre- assessed Work	28 February 2010	If the form is not received prior to this date, different moderators may be allocated to the consortium centres.
Final date for Unit entries	21 March 2010	If estimated entries have not been received by this date, the allocation of a visiting moderator may be delayed.
Despatch of OPTEMS to centres	During April 2010	Full despatch schedule will be displayed on the Edexcel website during March.
Visiting moderator to make contact with centre	During April/May 2010	Contact will be directly with centres to arrange date/time of the visit.
Marking of work, completion of assessment documentation and return of top copy of OPTEMS/marks to Edexcel	15 May 2010	A final mark for each candidate, for each unit, must be submitted to Edexcel on the OPTEMS/via Students Online/via EDI prior to the moderation visit.
Moderation period	16 May - 1 July 2010	The work of those students in the moderation sample should be presented for moderation, however all work should be available.
Special Consideration	8 July 2010	Last date for receipt of applications for special consideration by Edexcel within seven days of the end of the moderation period.
Enquiries About Results (EARs)	20 September 2010	Applications for the re-moderation of candidate work.
Retention of work	Until 20 September 2010	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 sample has not been retained by the centre.

Moderation Checklist: Summary

Before the visit

- Apply for Special Consideration if necessary (through the Centre's Examinations Officer)
- Arrange date of visit with the moderator and forward details of the centre location
- Ensure internal standardisation has taken place within each unit across all teaching groups and across all specialisms
- Make a copy of the Authentication Form and appropriate Assessment Grids for each candidate
- Mark all units of work, for all candidates, using the appropriate Assessment Grids and transfer a final mark for each unit for every candidate on to the relevant OPTEMS/Edexcel Online form/EDI form
- Arrange display/folders of work for the candidates in the moderation sample, ensuring that Unit 3: Working to Project Briefs is clearly identified and presented separately to the portfolio units. Work should be accompanied by the Assessment Grids and Authentication Form
- Before 15 May - send the top copy of the completed OPTEMS to Edexcel in the envelope provided/submit marks via Edexcel Online or EDI

Visit day

- Ensure all work in the moderation sample is clearly identified and accompanied by an Assessment Grid for each unit and a completed Authentication form.
- Ensure all paperwork has been correctly completed and is available for the moderator
- Give the second copy only of the OPTEMS or a copy of the Edexcel Online or EDI printout to the moderator
- A plan/map should be provided, showing the location of work in the sample
- Ensure privacy for the moderation

End of moderation visit

- Retain all sampled candidates' work until the deadline for 'Enquiries About Results' has passed or until the outcome of any enquiries has been received

1. Entry information

All GCSE (Double Award) qualifications comprise of three equally-weighted units.

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 documentation.

Cash-in Code	Unit Codes
2301	5301: 2D and 3D Visual Language
	5302: Materials, Techniques and Technology
	5303: Working to Project Briefs

Portfolio units can be improved upon and re-submitted, but Unit 3 (Working to Project Briefs) has to be re-sat as the theme of the externally-set assignment changes each year.

This Specification is not available to private candidates.

2. 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-assessor must mark all the work of all the candidates for each unit. The work of the candidates in the moderation sample should be presented for moderation, although all work should be available if required.

Each candidate **must** sign an Authentication Form 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-assessor.

Candidates are also asked to give their permission for their work to be used by Edexcel. Work may be used for one or more of the following

- awarding purposes (setting National Standards)
- moderator selection and training
- archive material
- tutor support material
- training materials (for INSET events)

The moderation period is 16 May - 1 July. Visiting Moderators will contact centres in April/May to make arrangements for the exact date and time of their visit.

Centres should ensure when arrangements for the visit are being made that they confirm with their visiting moderator which qualification they will be moderating.

3. External Assessment

External assessment is through:

Unit 3: Working to Project Briefs

The brief for this unit can be found on the Edexcel website - www.edexcel.com

Please refer to the brief for full details.

Assessment will be carried out by centre assessors, whose decisions will be subject to moderation by Edexcel's external moderators. All moderation will be carried out at centre visits, and will take place at the same time as the moderation of the portfolio units.

There are no restrictions on the size, the type or the quantity of work, which is produced for this project, but it must be in direct response to one of the art, craft or design briefs offered in the Paper. Candidates may work using any medium, material or technique which is appropriate to the brief.

There are no special conditions in which the work has to be carried out, as long as the finished piece is completed in the centre, under staff supervision.

There are no time restrictions or set hours in which the project must be carried out. The deadline is that all work must be completed and assessed by **15 May**. It may be started at any time and take as long as it is deemed appropriate by teachers and candidates. Nevertheless, a minimum of 30 hours should be allowed for the project.

Following final assessment, the marks must be entered on the appropriate OPTEMS and returned to Edexcel by **15 May**.

Centres should note that units are moderated in summer only and that there is no November or January moderation series.

4. Marking work

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

Copies of the Assessment Grids can be found on the Edexcel website - www.edexcel.com within the GCSE in Applied Art and Design section. These are the revised version of the grids which supersede those in the Specification.

For guidance on marking please refer to the Specification. Edexcel's INSET programme also provides advice and guidance on the assessment of the qualification. Contact customer services for more details.

Portfolios will be marked by the centre and externally moderated by Edexcel. Each of the internally assessed units has an assessment criteria grid, divided into three mark bands, showing how to award marks in relation to the task and candidate performance. The assessment criteria grids indicate the required assessment outcomes as well as 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 or via EDI
- The candidate and the teacher, as appropriate, sign any required authentication

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 GCSE and GCE Code of Practice requires assessors to show clearly how credit has been assigned.

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 be then be scheduled at the centre's expense.

5. Completion of documentation (OPTEMS/Edexcel Online/EDI)

All centres will receive Optically read Teacher Examiner Mark Sheets (OPTEMS) for each unit which has been 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

15 May

5.1 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.

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 date of 21 March 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 Entries and Certification Centre (ECC) 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). It is only acceptable to notify Edexcel of marks in this way if confirmation that the entry can be made has been received from ECC: **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 50 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.**

The OPTEMS should be completed **using an HB pencil**. Please ensure that you work on a firm flat surface and that figures written in the 'Marks' box go through to the second and third copies.

Encode the mark on the right-hand side by filling in the circles on the appropriate marks as indicated on the OPTEMS. Please ensure that the HB pencil marks do not extend outside the circles. Take care to remember the trailing zeros for candidates scoring 10, 20, etc and the leading zero for single figures.

If you make a mistake rub out the incorrect marks completely. Amend the number in the 'Marks' box and in the encoded section, but **please remember to amend separately the second and third copies** to ensure that the correct mark is clear.

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 or an aegrotat award has been requested.
- (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 specialisms.

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

- (a) **top copy** of the completed OPTEMS for each unit must be despatched to Edexcel **before 15 May**, in the envelope provided.

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 Grid and correctly transferred from the Grid 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 Coursework Processing Team.

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.

5.2 Centres using Edexcel Online

For further information regarding the submission of marks via Edexcel Online please refer to the User Guide on Edexcel Online.

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.

A further copy of the Edexcel Online printout (not the moderator's copy) must be retained by the centre.

5.3 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. The deadline for the submission of marks via this method is as indicated on page 4.

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.

5.4 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. The deadline for the GCSE in Applied Art & Design OPTEMs to be returned to Edexcel is **15 May**.

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 further education is at stake.

6. The moderation sample

The moderation sample is comprised of the following:

- candidates whose names have been asterisked on the OPTEMS. Please ensure that the **whole portfolio** of any asterisked candidate is set out for moderation (not just the unit for which the asterisk is shown). Arrange display/folders of work in candidate number order for the candidates in the moderation sample, ensuring that Unit 3: Working to Project Briefs is clearly identified and presented separately to the portfolio units. Work should be accompanied by the Assessment Grid and Authentication Form
- the candidate achieving the **highest** mark and the candidate achieving the **lowest** mark for each unit in the centre. **Please note these candidates may not necessarily be asterisked on the OPTEMS. It is the centre's responsibility to ensure that the work of these candidates is presented for moderation.**

The work for all other candidates should be available and the moderator may request to see additional samples.

Please note that if any candidate indicated as being part of the sample is absent, the centre should present the work of another candidate achieving the same or similar marks, as part of the sample. This should be indicated to the moderator.

7. Moderation of work at the centre

The work in the moderation sample may be presented in one of the following forms:

- a display
- in folders
- **Work presented as a display**

Those centres who present the work of all candidates on display panels for the purposes of an exhibition must find some way to identify the work of the candidates in the moderation sample on the day of the moderation visit. There is no prescribed method for doing this. Centres may wish to display the work in the moderation sample in a completely separate area. Please note Unit 3: Working to Project Briefs should be presented separately from the portfolio units.

It is helpful if the teacher-assessor can provide a location map of the work of the candidates in the moderation sample.

Whatever the chosen means of presentation, each candidate's presentation must be clearly distinguished, one from another, and include the centre number and candidate's name and number.

- **Work presented in folders**

Candidate portfolios can be presented as a whole in candidate number order, ensuring that Unit 3: Working to Project Briefs is clearly identified and presented separately to the portfolio units. Work should be accompanied by the Assessment Grid and Authentication Form

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

International centres should seek advice from the board about arranging their centre visits.

7.1. Consortium centres

While candidates should be entered through their own centres, the work of the candidates in the moderation sample 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 Art Assessment Team prior to **28 February** to ensure the same moderator is allocated to all centres within the consortium.

7.2. The moderation visit

Moderation will take place between **16 May and 1 July**.

The moderation of marks for all units within the GCSE Applied Art & Design Specification will take place during the same visit. It is essential that where Art and Design Specifications are being taught across departments within a centre that all parties agree on a mutually satisfactory date.

Centres will be contacted directly by their visiting moderator in April/May. 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 last minute changes to the date by the centre may not be able to be accommodated.

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

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

- copies of the unit Assessment Grids for each candidate in the moderation sample
- Authentication Forms for each candidate in the moderation sample
- second copy of the OPTEMS for each unit within each Specification title (or Edexcel Online/EDI printout).

It is the teacher-assessor's responsibility to ensure that internal standardisation has taken place, all documentation is present and has been completed correctly. If the 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 visiting moderator will deal with one teacher-representative only (the Head of Department or other elected representative).

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 displayed. The moderator must be given privacy in which to undertake the moderation.

Visiting moderators will review the submissions of work for the relevant units 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.

7.3. 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 recommend to Edexcel that the original moderator's recommended marks be amended upwards or downwards. Should this be the case, the recommendations of the senior moderator will stand.

8. Final mark procedure

The following is an explanation of the procedure for determining the final coursework marks of candidates based upon the marks awarded by the centre and the moderator. All centres have this procedure applied, even those for which the moderator sees all candidates' work. This is to ensure that all centres are treated equally, whether the entry is large or small.

For the candidates sampled by the moderator, the marks awarded by the centre and the moderator are compared and if the differences all lie within a given number then the centre's marks are accepted.

If at least one candidate's mark is outside the designated allowable difference then an adjustment to candidates' marks is considered.

However, if the 'adjusted' marks for all candidates lie within the given range when compared to the centre marks then, again, the decision would be to accept the centre's marks.

If the condition stated above is not satisfied then the 'adjusted' marks would be recommended. Please note that this adjustment is applied by unit across all teaching groups to every candidate at the centre.

9. Retention of work

After moderation the centre must retain the work of all the candidates in the moderation sample for each unit **until 20 September** when the deadline for requests for Enquiries About Results (EARs) has passed.

Requests for EARs cannot be accepted if all the work of all the candidates seen by the original moderator for the relevant unit across endorsements has not been retained by the centre.

If there are no requests for EARs for candidates in the centre, work can be returned to candidates immediately after this deadline.

However, if a centre submits any requests for EARs, **no work should be returned to any candidates at that centre until notification of the outcome of the Enquiry has been received.**

10. Special consideration

Special consideration is given **following internal assessment** to ensure that candidates who suffered temporary illness, injury or indisposition are given some compensation for their difficulties.

Applications for special consideration must be made through the Examinations Officer, using the appropriate documentation. Form JCQ/SC Form 10 must be completed in detail and submitted to the **Special Requirements Section** at Edexcel, 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-assessor must award marks for each unit as for any other candidate, that is, 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-assessor and the moderator are basing their judgements on exactly the same evidence.

If an application for special consideration is accepted, Edexcel will review the candidate's work which has 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.

11. 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.

12. 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 grades.**

13. Grade awarding

The GCSE in Applied Art and Design is a criteria 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 laid down in the Code of Practice for all awarding bodies when establishing the grade boundaries. The key grade boundaries for GCSE in Applied Art and Design are established in the following order: C, F 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 endorsements. 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 45 of the Specification.

14. Enquiries About Results

Centres must not contact visiting moderators directly if they have a query about their results. All such queries must be addressed through the Edexcel Post Results Service via the Examinations Officer. Information regarding Enquiry About Results (EARs) procedure is given in the Information Manual sent to Examinations Officers. Please note there is a specific section relating to GCSE Art and Design, which must be referred to prior to submitting a request for an EAR.

Requests for enquiries should be submitted to Edexcel through the Examinations Officer as soon as possible after the issue of results. Requests for enquiries should be sent to the **Service Type 3 Team** using the appropriate documentation. Requests can also be made via Edexcel Online.

Please note that requests for EARs cannot be accepted if the centre has not retained the work seen by the original moderator (for the relevant unit) across all teaching groups.

Edexcel Contact List

Customer Services	Tel: 0844 576 0027 General Fax: 0207 190 5700 Online: Please use Online Enquiries Form
Publications Division	Tel: 01623 467467 Fax: 01623 450481 E-mail: publications@linneydirect.com
<p>Art Assessment Team (for subject specific and moderation queries)</p> <p>Carla Fernandez - Qualification Delivery & Award Manager Hessa Rifai - Subject Leader Stephen Asiamah - Co-ordinator</p>	<p>Tel: 0844 576 0027 E-mail: Creative.Arts@Edexcel.com</p>
Service Operations (for entry queries)	Email: serviceoperations@edexcel.com Fax: 020 7424 1728
Special Requirements Department (for special considerations queries)	Tel: 0844 576 0027 Fax: 020 7190 5606/7
<p>Edexcel One90 High Holborn London WC1V 7BH</p> <p>www.edexcel.com</p>	

Authentication Form

Examinations to be held during 2010

Specification Number

Specification Title

Centre Number	Centre Name
Candidate Number	Candidate Name

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

I give permission for Edexcel to use my Art and Design coursework and/or work from the externally-set assignment 2010.	
Student signature:	Print name:

Please attach this form to the candidate's submission

