

## Centre Guidance

# GCSE Art and Design

**Full Course  
(2AD01/2FA01/2TD01/2TE01/2PY01/2GC01)**

**and**

**Short Course  
(3FA01/3TD01/3TE01/3PY01/3GC01)**

*Summer 2012*

THIS BOOKLET CONTAINS ESSENTIAL DETAILS FOR THE CONDUCT OF THE EXAMINATION. TEACHERS ARE ADVISED TO STUDY THE INSTRUCTIONS AND ADVICE GIVEN, SINCE FAILURE TO FOLLOW THE DETAILS MAY DISADVANTAGE CANDIDATES PREPARING FOR THE EXAMINATION

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## 1. Summary of key dates and events

Event	Date	Other information
Estimated entry deadline	10 October 2011	Estimated entries must be submitted online to ensure that the correct number of ESA papers are dispatched in January.
5AD02 – 5GC02/ 5FA04 ESA released on the website	January 2012	Secure content
Despatch of Externally Set Assignment	January 2012	If not received by mid-February, please ensure that estimated entries have been submitted.
Date for distribution of Externally Set Assignment to candidates	Please see section 3	The Externally Set Assignment should be given to candidates at the beginning of the preparatory period. Candidates have <b>approximately</b> 20 hours in which to make preparatory supporting studies prior to the 10 hours of sustained focus.
Submission of Application form Centre Consortium Arrangements for Centre-assessed Work	31 January 2012	If the form is not received prior to this date, different moderators may be allocated to the consortium centres.
Actual Entries to be received	21 March 2012	Late fees may be charged after this date
Earliest date for period of sustained focus	1 March 2012	The period of sustained focus lasts for ten hours.
Despatch of OPTEMS to centres	April 2012	Full despatch schedule will be displayed on the Edexcel website during March.
Visiting moderator to make contact with centre	April 2012	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	7 days Prior to the Moderation visit (or by 3 June if work is to be moderated at Edexcel)	A final mark for each candidate, for each component, must be submitted to Edexcel on the OPTEMS/via Edexcel Online/via EDI.

Moderation period	1 May – 29 June 2012	The work of those candidates in the moderation sample (those indicated by an asterisk on the OPTEMS plus the highest and lowest candidates) must be presented for moderation. However, the work of all candidates entered for the examination must be available.
Receipt of work to be moderated at Edexcel	1 June 2012	
GCSE Results day	23 August 2012	Release of results to candidates. Restricted release of results to centres only 22 August
Enquiries About Results	20 September 2012	Last date for receipt by Edexcel of EAR3 applications
Retention of work	Until 20 September	All sampled candidates' work must be retained by the centre 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.

## 2. Moderation checklist: Summary

### Before the visit

- Apply for Special Consideration if necessary (through the Examinations Officer)
- Arrange date of visit with the moderator sending details of the centre's location
- Ensure internal standardisation has taken place within each component (Unit 1 Personal Portfolio and Unit 2 Externally Set Assignment) across all teaching groups and across all endorsements
- Make a copy of the Assessment Guidance Grid form and Authentication Form for each candidate
- Mark all components of work, for all candidates, using the Assessment Guidance Grid and transfer a final mark for each component 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 work for each component is clearly identified and accompanied by the Assessment Guidance Grid form and Authentication Form
- Ensure that the work of all candidates entered for the GCSE Art and Design examination is available for the moderator
- Seven days prior to the moderator's visit (or by 3 June if work is to be sent to Edexcel for moderation), 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 the Assessment Guidance Grid form and Authentication Form
- Ensure all paperwork has been correctly completed and is available for the moderator
- Provide, for the moderator, an order of merit for each component if possible
- Give the second copy only of the OPTEMS or a copy of the Edexcel Online or EDI printout to the moderator
- Provide, for the moderator, a plan/map, showing the location of work in the sample
- Ensure privacy for the moderation

### End of moderation

- One representative should be available to note the moderator's findings
- Retain all sampled candidates' work until the deadline for Enquiries About Results has passed or until the outcome of any enquiries has been received

### 3. Entry information

<b>Full Course</b>	
<b>Specification number /Specification Title</b>	<b>Unit Codes</b>
2AD01: Art and Design	5AD01 & 5AD02
2FA01: Art and Design: Fine Art	5FA01 & 5FA02
2TD01: Art and Design: Three-Dimensional Design	5TD01 & 5TD02
2TE01: Art and Design: Textile Design	5TE01 & 5TE02
2PY01: Art and Design: Photography – Lens and Light-based Media	5PY01 & 5PY02
2GC01: Art and Design: Graphic Communication	5GC01 & 5GC02

<b>Short Course</b>	
<b>Specification number /Specification Title</b>	<b>Unit Codes</b>
3FA01: Art and Design: Fine Art	5FA03 & 5FA04
3TD01: Art and Design: Three-Dimensional Design	5TD03 & 5TD04
3TE01: Art and Design: Textile Design	5TE03 & 5TE04
3PY01: Art and Design: Photography – Lens and Light-based Media	5PY03 & 5PY04
3GC01: Art and Design: Graphic Communication	5GC03 & 5GC04

#### **Forbidden combinations and classification code**

Centres should be aware that students who enter for more than one GCSE qualification with the same classification code will have only one grade (the highest) counted for the purpose of the School and College Performance Tables.

Students should be advised that, if they take two specifications with the same classification code, schools and colleges are very likely to take the view that they have achieved only one of the two GCSEs. The same view may be taken if students take two GCSE specifications that have different classification codes but have significant overlap of content. Students who have any doubts about their subject combinations should check with the institution to which they wish to progress before embarking on their programmes.

Candidates may enter for more than one specification endorsement in the same examination series. A full submission of work for each component (unit) will be required for each specification endorsement.

**These specifications are not available to private candidates.**

## Endorsed titles

To qualify for the Art and Design endorsed titles candidates must satisfy the requirements as defined in the specification and must do so predominantly through the media and practices of their chosen specialism. The majority of the work submitted for each component must be in the chosen endorsed specialism. For example, a candidate entered for endorsed Textiles Design (therefore working predominantly with textiles for both components) might also submit some photographs for a component, using photography as a tool to address issues through the eyes of a textile artist.

This applies to both components.

The Full Course and the Short Course GCSE is made up of Unit 01 (Personal Portfolio in Art and Design) and Unit 02 (Externally Set Assignment):

Unit	Component	Weighting	Method of Assessment
01	Personal Portfolio in Art and Design	60%	Internally set Internally marked Externally moderated
02	Externally Set Assignment in Art and Design	40%	Externally set Internally marked Externally moderated <b>Approximately</b> 20 hours of preparation time 10 hours sustained focus

## 4. Submission of work for moderation

It is recommended that the teacher-examiner should advise candidates on the careful selection of their work for assessment.

All the Assessment Objectives must be covered in the Personal Portfolio and in the Externally Set Assignment.

The teacher-examiner must mark all the work of all the candidates for each component.

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-examiner.

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 professional development and training events)

Work which is to be moderated at the centre should be completed and assessed prior to the moderation visit. Submissions of work for those candidates in the moderation sample for each component must be presented together with the Assessment Guidance Grid forms and Authentication Forms on the day of moderation, although the work of all candidates entered for the examination must be available.

The 2012 moderation period is **1 May – 29 June**. Visiting moderators will contact centres in April to make arrangements for the exact date and time of their visit.

There is no minimum number of candidates required for moderation at a centre.

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

International centres should send the moderation sample to Edexcel for moderation. The work of the sampled candidates together with the Assessment Guidance Grid forms for each component must arrive at Edexcel no later than **1 June**.

There are no size restrictions for work moderated at the centre. Work sent to Edexcel for moderation is subject to size restrictions as detailed in section 7.

Work presented for visiting moderation must be the original artwork. Reproductions of the original artwork, including photographs of non-photographic work, on-screen display of artwork, on-line portfolios or video are not acceptable means of presentation for assessment unless:

- the work is digital in nature (e.g. graphic design, digital art, web design)
- the work is created specifically with the intent of implementing a digital medium or format as an integral part of the final piece (e.g. videotape or photographs of site-specific work).

Photographs or print-outs of larger original work may be used as supporting studies in sketchbooks, but the original work for final outcomes should always be presented for moderation. Any original work presented to the centre assessor as supporting studies or as a final outcome should also be available to the moderator during the centre visit.

Centres must use their judgement to ensure that artwork is presented in the most appropriate format to demonstrate the medium of the work, allowing for moderators to view the original work in all cases with the exception of those stated above.

Due to time constraints during visiting moderation, moderators may not be able to view the entirety of video evidence provided for all sampled candidates. In cases where a substantial amount of evidence provided for moderation is video-based, a brief written synopsis of the contents of each video should be included to allow the moderator to fully understand the intention of the piece having viewed a sufficient section of it.



## 5. Externally Set Assignment (Paper 02)

A copy of the Externally Set Assignment should be given to the teacher-examiner for confidential reference as soon as it is received in the centre in order to prepare for the preparatory supporting studies. The Externally Set Assignment is also available on the Edexcel website ([www.edexcel.com](http://www.edexcel.com)) from January 2012.

Candidates have **approximately** 20 hours of preparation time, prior to the period of 10 hours sustained focus, in which to produce preparatory supporting studies. At the beginning of the preparation period the teacher-examiner should distribute the Externally Set Assignment to the candidates.

The period of sustained focus lasts for ten hours. The period of sustained focus can take place from 1 March onwards. The period of sustained focus must be completed, the work assessed by the teacher-examiner and the marks submitted to Edexcel 7 days prior to the moderation visit (for centres having a visiting moderator) and by 3 June (for centres sending work to Edexcel for moderation).

**The preparatory supporting studies and the period of sustained focus work must be discrete entities.**

The preparatory supporting studies and the period of sustained focus work must be separately identified but will be considered as a whole in order to arrive at a mark for the Externally Set Assignment. Marks will be awarded based on the extent to which the Assessment Objectives have been met across the entire submission for the Externally Set Assignment. The preparatory supporting studies will be as important as the period of sustained focus work in meeting the Assessment Objectives and as such in gaining marks.

Centres must ensure that suitable art room accommodation is available for the period of sustained focus and that candidates are able to work with equipment and materials to which they are normally accustomed, as far as permitted by the examination regulations.

Candidates entering for more than one specification endorsement title must produce separate submissions of work for the Externally Set Assignments. They must be permitted the full time allowed for each specification endorsement entered.

All materials must be supplied by the centre. Edexcel will not supply paper for the use of candidates in the Art and Design examination.

Edexcel's regulations require that all persons except members of staff acting as invigilators, or other authorised members of staff, and the candidates actually engaged in each examination shall be excluded from the examination room.

Edexcel recommends that the period of sustained focus should normally be invigilated by an Art and Design teacher.

The work done by the candidates during the period of sustained focus should be unaided and carried out under examination conditions, that is, with the absence of unnecessary noise and movement and with conversation limited to essential requests such as those relating to materials and equipment.

There are some cases where candidates may require technical assistance which may be given by teachers. The following are examples of the technical assistance which may properly be given:

- a) the welding of an armature for a figure, the candidate having determined the proportions and disposition of the components.
- b) the selection of the *type* of dye to be used on a particular material, but not the *colour*. It should however be noted that candidates who offer printmaking in any form will be expected to carry out all necessary processes themselves without the teacher's aid.
- c) the loading of the kiln and the firing of the ware (the latter is in any case not included in the time allowance) but not the preparation of the clay and the shaping or throwing of the ware.

Where an activity is part of the creative process, that activity should be counted within the period of sustained focus. Candidates are advised to keep a time sheet in order to record the time spent on such activities.

The following are **not** to be included in the time allowance for the period of sustained focus:

- a) rest periods for models
- b) arrangement of still-life groups
- c) stretching of screens, preparation of blocks and plates
- d) mixing of photographic chemicals and washing and drying prints
- e) drying of printing inks
- f) the mounting of models and sculptures
- g) drying and firing of pottery and sculpture
- h) casting and mounting of models and sculpture
- i) fixing dye, dyeing yarn, washing and finishing of hand-woven fabrics, stretching of embroidery
- j) the making of a bare model stage.

Ceramic work should be fired and completed before presentation for assessment. It is appreciated that in certain cases considerable time is required for drying-out and firing. It is suggested that candidates working with clay should commence their period of sustained focus sufficiently early to ensure that the work is completed in good time.

Candidates may take into the examination room any preparatory supporting studies, work journal(s), notes or sketches which they have produced and which are to be submitted for assessment along with the work done in the period of sustained focus. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

Candidates are not permitted to undertake any further work on the Externally Set Assignment component upon completion of the period of sustained focus. It is **not**

acceptable for candidates to have some preparatory time prior to the period of sustained focus, complete the period of sustained focus, and then have some preparatory time for additional work. At the end of the period of sustained focus, candidates must hand in any preparatory supporting studies work to be assessed along with the period of sustained focus work.

Photographs to be used as part of the Externally Set Assignment can be taken during the preparatory studies period and brought into the exam. The timed examination can then be used to process, manipulate, and devise the presentation of the work. All photography brought into the exam should be checked by the invigilator to ensure the work is the candidates own. Any photography done during the timed examination must be done under the supervision of the invigilator under controlled examination conditions as outlined previously in this section.

Incomplete sustained focus work must be stored in a secure place between examination sessions.

## 6. Marking work

**Teacher-examiners must mark individual components (Unit 01 and Unit 02) separately for each candidate using the GCSE Assessment Guidance Grid. Work must be clearly identified as belonging to a particular component before it can be assessed.**

**It is essential the marks awarded are based only on evidence of the Assessment Objectives having been met in the work as it is presented.**

A total mark out of 20 must be awarded for each of the four Assessment Objectives, giving a final total mark out of 80 for each of the components.

In cases where Assessment Objectives have not been met at GCSE level within a particular component, no marks can be awarded. The category 'no rewardable work' should therefore be used.

An Assessment Guidance Grid form must be completed for each candidate as follows:

**For the Full Course Specifications  
(2AD01/2FA01/2TD01/2TE01/2PY01/2GC01) and  
Short Course Specifications (3FA01/3TD01/3TE01/3PY01/3GC01):**

- mark out of 80 for Personal Portfolio (Unit 01)
- mark out of 80 for the Externally Set Assignment (Unit 02)

This final mark out of 80 for each component, for each candidate, must then be transferred to the relevant OPTEMS/Edexcel Online/EDI form. In cases where centres use the OPTEMS to submit marks the completed top copy of the OPTEMS for each component **must** then be sent to Edexcel.

**It is not possible to moderate work unless the centre has carried out the initial marking as required by the specification and mark sheets for each component have been completed correctly.**

## Internal Standardisation

Centres are reminded that it is their responsibility to ensure that where more than one teacher-examiner has marked the work in a centre; effective internal standardisation has been carried out **within each component across all teaching groups and across all endorsements**. The marking of all endorsements is considered as one and therefore adjustments applied to one endorsement will affect the marks for other endorsements. 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 it appears to the visiting moderator 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 then be scheduled at the centre's expense.

## 7. Mark Submission

Centres will receive Optically-read Teacher Examiner Mark Sheets (OPTEMS) for each component of the examination, as follows:

Specification	Component OPTEMS	
Short Course 3FA01/3TD01/3TE01 /3PY01/3GC01	Unit 03: (Personal Portfolio)	Unit 04: (Externally Set Assignment)
Full Course 2AD01/2FA01/2TD0 1/2TE01/2PY01/2GC 01	Unit 01: (Personal Portfolio)	Unit 02: (Externally Set Assignment)

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 in the left hand side margin 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 as follows:

#### **For centres having a visiting moderator:**

The marks for each component must be sent to Edexcel **7 days prior to the moderator's visit**. As the deadline for mark submission is linked to the date of the moderation visit, this deadline will differ for each centre.

#### **For centres sending work to Edexcel for moderation:**

The marks for each component must be sent to Edexcel to arrive **no later than 1 June**.

### **7.1. Centres using OPTEMS**

OPTEMS will be pre-printed on three-part stationery with specification code, unit number, centre details and candidate names in candidate number order.

Where a centre has entered for more than one specification endorsement, they will receive a separate set of OPTEMS for each component within each specification endorsement title.

Before completing the OPTEMS please check the specification endorsement code, unit number and centre details to ensure that the correct sheet is being completed.

All candidates entered by the deadline date will be listed on the OPTEMS, any candidates that are not listed on the OPTEMS may not be entered for the correct specification.

Candidates are listed according to the latest entry information received from a centre at the time of printing. Additional candidates should not be added to the form without first receiving confirmation from Edexcel Service Operations 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 Service Operations: the addition of candidate details to existing documents such as the OPTEMS will **not** generate an entry.

OPTEMS must be completed for all components (Unit 01 and 02) of the specification. A total mark out of 80 for each component 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 or has failed to submit any work, even if an aegrotat award has been requested.

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 component across all teaching groups and across all endorsements.

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

- (a) **top copy** of the completed OPTEMS for each component must be despatched to Edexcel **7 days prior to the moderation visit**, in the envelope provided.

**If the centre does not have a pre-addressed envelope the address is printed on the side of the OPTEMS.**

- (b) **second and third copies** should be retained by the centre. 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) **third copy** must be retained by the centre at the end of moderation. It will be required at any further visit made by senior moderators

Please note the above procedures differ for centres that are sending work to Edexcel for moderation. Please see section 7 for further details.

## **7.2 CENTRE MARKS AMMENDMENTS**

### **PRE-RESULTS**

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 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 at [cswkmarks@edexcel.com](mailto:cswkmarks@edexcel.com)

A valid reason for amendment must be provided. The late submission of additional work does not qualify as a valid reason.

### **POST-RESULTS**

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.**

### **7.3. 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. It will be required at any further visit made by senior moderators

### **7.4. 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 in section 5.

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. It will be required at any further visit made by senior moderators



## 8. The moderation sample

The moderation sample is comprised of the following:

- candidates whose names have been asterisked on the OPTEMS for each component
- the candidate achieving the **highest** mark and the candidate achieving the **lowest** mark for each component 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.**
- At least two non asterisked candidates for each unit which the moderator will select.

The work for all other candidates **must** be available as the moderator may request to see additional samples.

The candidates whose names are asterisked on the OPTEMS will be chosen at random by Edexcel and will be drawn from the centre's entry across all endorsements. As a minimum sample, the first ten candidates will be chosen and after that, one candidate in every ten, so that, for example, a centre with an entry of ten or fewer candidates would show all of these; a centre with an entry of twenty candidates would show eleven of these; a centre with an entry of thirty candidates would show twelve of these and so on. If the asterisked sample across units or endorsements is not representative of marks or candidates the moderator may choose to sample additional candidates.

**There will be a separate sample for each component.** Candidates whose names are asterisked on the Personal Portfolio component OPTEMS should submit all their selected Personal Portfolio work; candidates whose names are asterisked on the Externally Set Assignment component OPTEMS should submit all their selected Externally Set Assignment work (preparatory supporting studies and period of sustained focus work).

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 similar marks, within that component, as part of the sample. This should be indicated to the moderator.

### 8.1. Identification of work

Each piece of work submitted for moderation must be identified with the centre number, candidate name and number. The different components of the Personal Portfolio submission (Unit 1) and Externally Set Assignment (preparatory supporting studies and period of sustained focus work) must also be clearly identified.

Labels are provided in Appendix B. If centres choose to identify candidates work using their own labels, they must ensure all of the above information is included.

## 9. Moderation of work at Edexcel

For centres sending work to Edexcel for moderation, complete submissions of work for the relevant components for those candidates in the moderation sample including Assessment Guidance Grid forms and Authentication Forms should be sent to the Edexcel at the address below.

**No other work should be submitted for moderation.** However, the work for all other candidates should be kept securely at the centre.

If any candidate indicated as being part of the sample is absent, the centre should send the work of another candidate achieving similar marks, for that component, as part of the sample. A letter informing Edexcel of the substitution should be included with the candidates' work and assessment documentation.

Artwork and documentation should be sent to Edexcel as follows:

1. the marks should be submitted to Edexcel via Edexcel Online or EDI or by sending the **top copy of all OPTEMS** in the envelope provided for this purpose (not to the Coursework Centre), to arrive **no later than 3 June**.

**If the centre does not have a pre-addressed enveloped the address is printed in the left hand margin of the OPTEMS.**

2. copies of the **Assessment Guidance Grid and Authentication Form** for each candidate in the sample and the **second copy of the OPTEMS** (or Edexcel Online/EDI printout) should be sent to the following address to arrive **no later than 3 June**:

GCSE Art Moderation  
Pearson/Edexcel  
Lowton House  
Hellaby Industrial Estate  
Rotherham  
South Yorkshire  
S66 8SS

Please note this package should be separate from the one containing the artwork.

Centres should retain the third copy of the OPTEMS.

3. the **artwork** should be sent to the following address to arrive **no later than 1 June**:

GCSE Art Moderation  
Pearson/Edexcel  
Lowton House  
Hellaby Industrial Estate  
Rotherham  
South Yorkshire  
S66 8SS

The parcel should be clearly labelled **GCSE Art and Design**.

The parcel should be clearly marked on the outside with the centre name, centre number and specification code. Please enclose a copy of the Edexcel Booking form in each parcel.

Each piece of work submitted for moderation must be labelled with the centre number, candidate name and number.

The different components of the Personal Portfolio submission (Unit 1) and Externally Set Assignment (preparatory supporting studies and period of sustained focus work) must also be clearly identified. Labels are provided in Appendix B of this booklet. If centres choose to identify candidate's work using their own labels, they must ensure all of the above information is included.

The artwork should be packed flat. Work must be dry. Work in chalk or pastel must be fixed. Three-dimensional work must be packed carefully to avoid damage in transit. Good photographic records of 3D work are acceptable as an alternative. Work journals/supporting studies must be included.

### **9.1. Size restrictions on work sent to Edexcel for moderation:**

The following maximum dimensions of work should be noted:

- the maximum size of any individual piece of two-dimensional work must not exceed A1
- all two dimensional work must be packed flat. Work may be in any suitable medium provided that drawings and paintings may be packed and moderated without their smudging or sticking, and provided that the work may be delivered to Edexcel, handled and moderated without difficulty. Paintings may be on paper, canvas removed from its stretcher, light card or other light weight material
- paintings on hardboard, plasterboard or heavy material must not be despatched. Work must be packed in such a way as to avoid damage in transit. Staples should not be used when mounting work
- three-dimensional examination work must not exceed 460mm in any dimension and should not exceed 22kg in weight per candidate. Three-dimensional Personal Portfolio work must not be sent. Good photographic records of 3D work are acceptable as an alternative.

Edexcel will not acknowledge the receipt of work, but a centre will be informed if any parcel or package, the despatch of which has been notified to Edexcel, fails to arrive within ten working days or is received in a damaged condition.

All the work submitted will be retained until the results of the examination have been published. Centres may then collect work, request postal return and defray the costs of packing and postage, or make Enquiries About Results (EAR). The work will be available for collection in October/November.

Application for the return of work will only be accepted from the centre concerned and not from individual candidates. This offer is subject to the following conditions:

- a) that centres complete and return the application form (to be photocopied from Appendix A) to the GCSE Art Moderation Centre no later than 3 June
- b) that centres make their own arrangements to collect work within a specified period. (Three-dimensional work cannot be pre-packed for collection, nor packaging of any

sort provided). For those centres unable to collect their candidates' work Edexcel is prepared to return flat work only by inland post after the general arrangements for the collection of work are complete. There will be a charge of £25 for this service, payable at the time of request

- c) the work will not be handed over unless the collector has a letter of authority from the centre.

## **9.2. International Centres:**

International centres may arrange to collect work as indicated above or the work can be posted, as long as the centre bears the actual costs incurred. A £25 packing and handling fee will apply in addition to the cost of postage based on size and weight of the parcel(s). In the first instance centres should annotate the return of work form (see Appendix A) to indicate their willingness to bear the costs involved.

Details of the collection and/or despatch arrangements will be sent to all applicants in December. Centres are asked to inform Edexcel by 31 December if this information has not been received.

## **10. Moderation of work at the centre**

Where centres choose to have a visiting moderator, complete submissions of work for the relevant components for those candidates in the moderation sample must be presented for moderation.

The work in the moderation sample for each component 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 for example wish to display the work in the moderation sample in a completely separate area.

It is helpful if the teacher-examiner can provide a location map of the work of the candidates in the moderation sample, along with an order of merit.

Whatever the chosen means of presentation, each candidate's presentation must be clearly identified.

### **Work presented in folders**

Work for the different component samples should be presented in separate folders and clearly identified. Folders for each of the separate components should be grouped together in candidate number order.

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

It would be helpful if the centre could provide the moderator with an order of merit for each component.

The work of all other candidates must be available as the moderator will ask to see extra samples.

## **International Centres**

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) please see Appendix D. The deadline for the return of the MRF is the 15th of January 2012. If your centre is not entering any candidates for Art & Design in the May/June 2012 window, please strike through the form and return it to us by the deadline.

Please note that where a visiting moderator is requested the centre will be liable for the moderator's subsistence as well as travel expenses. Where postal moderation is requested the centre will be liable for all postage costs.

Edexcel will contact centres before 1 May 2012 to confirm a visit date or dispatch details for postal moderation. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

### **10.1. Consortium centres**

Although 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. Where candidates are not all taught and assessed as one group internal standardisation should be carried out between all centres in the consortium. 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 component.

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 Allocations Team prior to **31 January** to ensure the same moderator is allocated to all centres within the consortium.

## 10.2. The moderation visit

Moderation will take place between **1 May and 29 June**.

The moderation of marks for all components within the GCSE Art & Design specification titles will take place during the same visit. It is essential that where Art & Design specifications are being taught across departments within a centre that all parties agree on a mutually satisfactory date. If a moderator has to return to a centre to moderate an endorsement that was missed on the original visit, the centre will be charged for the return visit.

Centres will be contacted directly by their visiting moderator in April. 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 may 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 it may not be possible to accommodate any last minute changes to the agreed moderation visit date.

The visiting moderator will notify Edexcel of the agreed arrangements. Confirmation of the agreed date and time will also be sent to the centre by the moderator. Specific moderators cannot be requested by the centre. Centres are allocated to moderators by Edexcel based on location, availability and previous moderation experience.

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

- copies of the **Assessment Guidance Grid** for each candidate in the moderation sample (Assessment Guidance Grid forms for all other candidates must also be available)
- **Authentication Forms** for each candidate in the moderation sample (Authentication Forms for all other candidates must also be available)
- second copy of the **OPTEMS** for each component within each specification title (or Edexcel Online/EDI printout).

**It is the teacher-examiner'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.**

The moderator will ask the teacher-representative to introduce the work to them and set it in context, explaining how the candidates have worked towards the examination. Edexcel values this dialogue between the teacher-representative and moderator. **During the visit the visiting moderator will deal with one teacher-representative only.** 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 those candidates in the moderation sample for each component 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.

At the end of the visit the teacher-representative will be given general feedback by the moderator. Moderators' 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.

### 10.3. 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. Should this be the case, the recommendations of the senior moderator will stand.

## 11. 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 all candidates' work is seen by the moderator. 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 range 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 will be **recommended**. Please note that this adjustment is applied by component across all

teaching groups and across all endorsements to every candidate at the centre. This is why internal standardisation is essential.

## 12. Retention of work

After moderation the work of all the candidates in the sample for each component (including the highest achieving candidate and the lowest achieving candidate per component) **must be retained by the centre 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 component 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.

## 13. Special consideration

**Special consideration** is given **following an examination** to ensure that candidates who suffered temporary illness, injury or indisposition at the time of the examination 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 the effect on the final assessment cannot be reliably quantified by Edexcel. 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-examiner must award marks for each component 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-examiner 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 performance in the part(s) of the examination which have 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.

### Lost/damaged coursework



Centres are advised that if any art work is lost, damaged or stolen they should complete the appropriate Lost Coursework form which is available from the JCQ website: [http://www.jcq.org.uk/exams\\_office/access\\_arrangements/forms/](http://www.jcq.org.uk/exams_office/access_arrangements/forms/)  
Forms submitted for work lost due to candidate or centre negligence will not be considered.

## 14. Malpractice

Upon submission of work for assessment each candidate must sign the 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. The teacher-assessor should also sign this form to confirm that the work is the candidate's own.

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 after the signing of the Authentication Form by the centre must be reported to Edexcel at the earliest opportunity using form JCQ/M/01.

## 15. 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 previous year's grade boundaries where available (bearing in mind these are subject to change year-on-year), 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 component 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 Guidance Grid form** 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.**

## 16. Grade awarding

GCSE Art and Design is a criterion referenced examination. Decisions regarding the grade boundaries are based on the professional judgement of the Chair and 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 Art and Design are established in the following order: C, A and F.

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.

## 17. Understanding your results

### UMS Marks

All raw unit marks are converted to UMS before they are combined to find the candidate's overall grade for the qualification. The raw grade boundaries are subject to change each year using the system described above but UMS grade boundaries are constant and do not change. UMS also takes account of unit weightings. The UMS conversion is a graph based conversion that plots the boundary marks in terms of raw marks against UMS marks. These are joined point to point and the line is used to convert any raw mark in the spectrum to UMS. Overall outcomes (cash-ins) are calculated using UMS only; there are no raw mark boundaries for the overall qualification.

### Moderator's Reports

Moderator Reports are written to give you additional general feedback on your assessment practice. These can be downloaded from Edexcel Online on results day and will usually be available under the first unit at the required level on the drop down list.

## 18. 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 the 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 the **Service Type 3** enquiries can be made by the Examinations Officer via Edexcel Online.

Please note that requests for EARs cannot be accepted if work seen by the original moderator for the relevant component across all teaching groups and across all endorsements has **not** been retained by the centre (see section 11 for details).

## Appendix A – Return of work form

### Return of work form for centres sending work to Edexcel for moderation

The following form should be photocopied, completed and returned to the Edexcel Art and Design Coursework Centre by **1 June**.

Please note that upon receipt of requests for return of work from International centres, work will be weighed and centres informed of the costs. Artwork will only be despatched once payment has been received.

## Application for the return of practical art work - June 2012 examination

Please complete and return this form to:

GCSE Art & Design  
 c/o Carole Webster  
 Edexcel  
 Lowton House  
 Lowton Way  
 Rotherham  
 S66 8SS  
 United Kingdom

**NB: If completed by hand please write clearly, using block capitals**

<b>Subject</b>	
<b>Units to be returned to centre</b>	
<b>Centre Number</b>	
<b>Centre Name</b>	
<b>Centre Address</b>	
<b>Postcode</b>	
<b>Email address</b>	
<b>Fax number</b>	
<b>Telephone number</b>	

I request the return of the centre's Art Practical work subject to the conditions under which the offer is made. (\*Please tick as necessary).

\*I will arrange for the work to be collected from Hellaby.

\*I would like the work returned by post. Please inform me of the handling charge and postage.

**International Centres:**

\*I would like the work returned by post. Please inform me of the handling charge and postage.

<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	

## Appendix B - Labels

### Labels for art work

See section 6.1 for details of the identification of art work.

Please note copies of these labels are also available on the GCSE Art and Design pages of the Edexcel website ([www.edexcel.com](http://www.edexcel.com)).

If centres choose to identify candidates' work using their own labels, they must ensure that all of the information overleaf is included.

<b>PERSONAL PORTFOLIO (Unit 1)</b>	<b>PERSONAL PORTFOLIO (Unit 1)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>PERSONAL PORTFOLIO (Unit 1)</b>	<b>PERSONAL PORTFOLIO (Unit 1)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>PERSONAL PORTFOLIO (Unit 1)</b>	<b>PERSONAL PORTFOLIO (Unit 1)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>PERSONAL PORTFOLIO (Unit 1)</b>	<b>PERSONAL PORTFOLIO (Unit 1)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>PERSONAL PORTFOLIO (Unit 1)</b>	<b>PERSONAL PORTFOLIO (Unit 1)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>PERSONAL PORTFOLIO (Unit 1)</b>	<b>PERSONAL PORTFOLIO (Unit 1)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:

<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)</b>	<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)</b>	<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)</b>	<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Preparatory Supporting Studies)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)</b>	<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)</b>	<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:
<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)</b>	<b>EXTERNALLY SET ASSIGNMENT (Unit 2) (Sustained Focus)</b>
Centre number:	Centre number:
Candidate name:	Candidate name:
Candidate number:	Candidate number:
Unit code:	Unit code:

## Appendix C – Booking form

### Booking Form

Please enclose a copy of this form with each parcel sent to Edexcel for moderation



## GCSE Art & Design

<b>Centre Number</b>	
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Check box to indicate OPTEMS form(s) included

**Please record items packed for each candidate by category below**

Candidate Number	Candidate Name	Unit	Matrix (✓)	Book(s)	Flat	3D	Textiles
<i>For Example 0001</i>	<i>For Example A.N.Other</i>	1,2,3	✓	1	2	0	0
<i>For Example 0002</i>	<i>A. N. Other</i>	1,2,3,4	✓	1	5	0	0

<b>Date items packed</b>	
<b>Packed by</b>	

Send work along with this form to:  
 GCSE Art & Design  
 Moderation  
 Edexcel  
 Lowton House  
 Lowton Way  
 Rotherham  
 S66 8SS  
 United Kingdom

- Instructions**
1. Please pack 1 centre per package.
  2. Please record Centre Number on form.
  3. Please include OPTEM form carbon copy for candidates listed.
  4. Please record details in appropriate boxes as per example.
  5. Please include the MATRIX for each candidate.

## Appendix D – International Consortium form

### International Centres

Edexcel will allocate a moderator based on the information supplied on the Moderation Requirement Form (MRF) below. The deadline for the return of the MRF is the 15<sup>th</sup> of January 2012. If your centre is not entering any candidates for Art & Design in the May/June 2012 window, please strike through the form and return it to us by the deadline. Please could you complete the attached form and return it to the Creative Arts Team by fax on +44 0207 190 5608 or by e-mail at [creative.arts@edexcel.com](mailto:creative.arts@edexcel.com).

Please note that where a visiting moderator is requested the centre will be liable for the moderator's subsistence as well as travel expenses. Where postal moderation is requested the centre will be liable for all postage costs.

Edexcel will contact centres before 1 May 2012 to confirm a visit date or dispatch details for postal moderation. Please note that Edexcel reserves the right to decline a request for a visiting moderator.

<b>Centre Name</b>	
<b>Centre Number</b>	

**Section 1 – Art & Design:**

Please indicate whether you require a postal or visiting moderation for Art & Design Specs.

**Postal/Visit**

<b>Specification</b>	<b>Postal/ visit</b>
GCSE Art & Design (Specification [2AD01 – 2GC01])	
GCSE Art & Design (Specification [3FA01 – 3GC01])*	
GCE Art & Design ( Specification [8AD01/9AD01 – 8CC01/9CC01])	
Applied GCE Art & Design (Specification [8711/8712] & [9711/9712/9713])	

\*New Specification- Short Course.

**Section 3 – Consortium Centres:**

If you intend to have your work moderated in a consortium with other centres, please complete the following details.

<b>My centre will be acting as the 'Host Centre'.</b> Please list opposite the other centres involved in the consortium that will also be exhibiting at your centre	
<b>My centre will NOT be acting as the 'Host Centre'.</b> Please indicate opposite the centre where you will be exhibiting your work	

**Section 4 – Additional Information:**

Please add opposite any other information you feel would be helpful to us in the allocation of a moderator to your centre	
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Please provide us with the contact name and details for the person at your centre who should be contacted by the allocated moderator.

<b>Contact Name</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email address</b>	

## Appendix E – Edexcel contact list

<p><b>Customer Services</b></p>	<p>Tel: 0844 576 0027            General Fax: 0207 190 5700            Online: Please use Online Enquiries Form</p>
<p><b>Moderator allocation team</b></p>	<p>Tel: 0844 576 0027            Email: <a href="mailto:artvisitingdeployment@edexcel.com">artvisitingdeployment@edexcel.com</a></p>
<p><b>Publications Division</b></p>	<p>Tel: 01623 467467            Fax: 01623 450481            E-mail: <a href="mailto:publications@linneydirect.com">publications@linneydirect.com</a></p>
<p><b>Assessment Team</b>            Carla Fernandez– Qualification Delivery and Award Manager            Phil Barton – Subject Leader            Joel Cable – Subject Leader            Stephen Asiamah – Co-ordinator</p>	<p>Tel: 0844 576 0027            E-mail: <a href="mailto:Creative.Arts@Edexcel.com">Creative.Arts@Edexcel.com</a>            Or Ask the Expert on:  <a href="mailto:gcseartanddesign@edexcelexperts.co.uk">gcseartanddesign@edexcelexperts.co.uk</a></p>
<p><b>Service Operations</b>            (for entry queries)</p>	<p>Tel: 0844 576 0027            Email: <a href="mailto:serviceoperations@edexcel.com">serviceoperations@edexcel.com</a></p>
<p><b>Special Requirements Department</b>            (for special considerations queries)</p>	<p>Tel: 0844 576 0027            Fax: 020 7190 5606/7</p>
<p style="text-align: center;">Edexcel            One90 High Holborn            London            WC1V 7BH  <a href="http://www.edexcel.com">www.edexcel.com</a></p>	