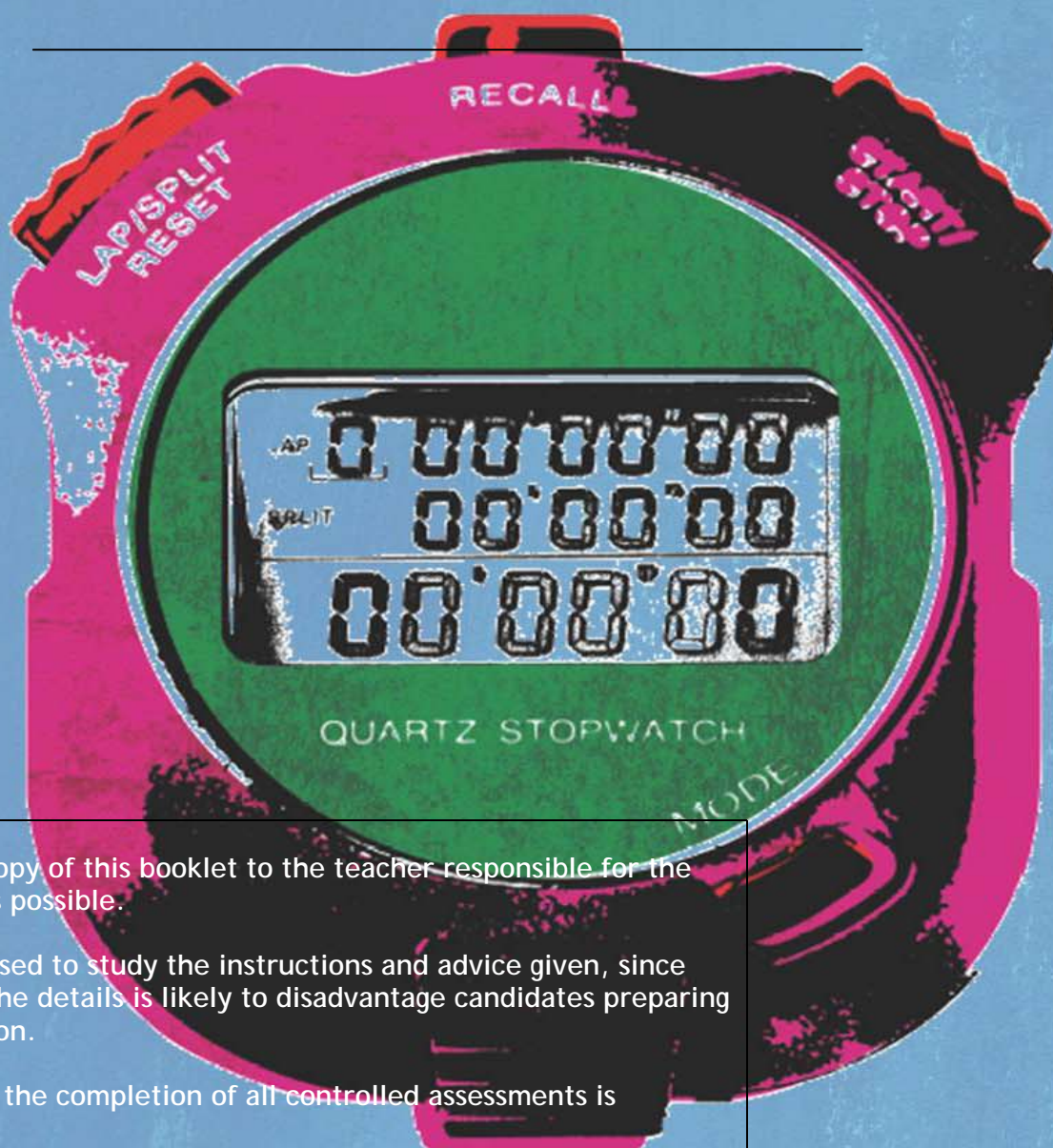


GCSE Short Course 5PE04
GCSE Full Course 5PE02
GCSE Top-up Unit 5PE05

Instructions for the Conduct Of Controlled Assessments

Physical Education

Summer 2012



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

Teachers are advised to study the instructions and advice given, since failure to follow the details is likely to disadvantage candidates preparing for the examination.

The final date for the completion of all controlled assessments is May 5th 2012

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Summary of Timetable for Practical Components

	Time	Event
1	February	<p>Visiting Moderator contacts centre to arrange either the date for the moderation visit and to discuss the programme for the day or to discuss arrangements if a DVD moderation centre. This should be completed by February 28th. Centres should ensure facilities are booked and all necessary arrangements are made.</p> <p>Note: Centres with less than 20 candidates will not be visited. These centres will be required to submit DVD evidence or link to a neighbouring school, in which case Edexcel needs to be informed.</p>
2	Pre-moderation	<p>Using the forms on the Edexcel website (www.edexcel.com) the centre completes the following: PE2AP form - the centre enters Analysis of Performance marks for all candidates. PE2MS the centre enters:</p> <ul style="list-style-type: none"> • any marks awarded for controlled assessments already undertaken • marks awarded for all practical performances in the role of leader or official • Analysis of Performance marks <p>PE2AS the centre enters candidates details and estimated marks for ALL controlled assessment activity sessions that will be undertaken by the candidates(whether or not seen on the Moderation Day)</p>
3	To be received by the Visiting Moderator at least 7 days before the Moderation Day	<p>A copy of:</p> <ul style="list-style-type: none"> • PE2MS • PE2AP signed • PE2AS showing candidates participation in all controlled assessment activity sessions • Timetable for the day
4	Immediately after all Controlled Assessments have been completed	<p>Centre enters marks for Tasks 2.1 practical performances in the role of player/participant on the PE2MS.</p> <p>Copies of all completed forms should be retained by the centre as they may be required by Edexcel for special considerations or appeals.</p> <p>Centre transfers total marks from the PE2MS to the OPTEMS forms and sends the top copy of the OPTEMS forms to Edexcel OR submits the marks online using EDI</p> <p>The following, signed, forms must be sent to the Visiting Moderator:</p> <ul style="list-style-type: none"> • the SECOND (yellow copy) of the OPTEMS or an EDI print out detailing marks submitted • a copy of the PE2MS
5	By 15th May	<p>The Visiting Moderator MUST have received all assessment forms.</p>

1 Introduction

The information in this booklet provides guidance on the conduct of the following Edexcel GCSE Physical Education examinations:

Full Course 5PE02

Short Course 5PE04

Top-up Unit 5PE05

Please ensure reference is made to the most up to date Specification (Issue 2) and Controlled Assessment Guide. These can be found on the web site www.edexcel.com

Unit 1: The Theory of Physical Education: Externally marked.

The written examination will be taken on **Wednesday 23rd May 2012 (pm)**. The paper will include multiple-choice, short-answer, and longer answer questions.

Unit 2: Performance in Physical Education: Internally assessed under controlled conditions, externally moderated.

The Moderation Window -

All controlled Assessments should take place within the 'window' i.e.

1st March - 5th May

If a centre wishes to assess candidates outside of 'the window', for example a summer activity e.g. kayaking in Year 10, a request should be made to physicaleducation@edexcel.com to gain authorisation for this to occur. The centre should also inform the Moderator of this decision.

Specification Requirements: Unit 2

Section 2.1: Practical Performance

Candidates are required to undertake practical performances. These can be offered/undertaken in different contexts, within selected physical activities, in the role of:

- Player/Participant
- Official
- Leader

Specification Requirements

Short course 5PE04	Two activities from two Activity Groups At least ONE activity must be as player/participant
Full course 5PE02	Four activities from (at least)two Activity Groups At least TWO activities must be as player/participant
Top-up Unit 5PE05	Two activities from two Activity Groups At least ONE activity must be as player/participant Both activities must be different to those offered in the short course

See *Activities and Activity Groups* (pages 16-17 of the Controlled Assessment Guide) for the different activity groups and a list of accepted physical activities including limitations and restrictions.

Please note

For Fitness training the candidate should experience and show evidence of at least 2 types of training in their PEP, but they will only be assessed in **ONE** type of training for the controlled assessment. The estimated mark should be awarded for the type of training that the candidate wishes to offer for controlled assessment

Section 2.2: Analysis of Performance

Candidates need to undertake an analysis of performance in **one** of their selected physical activities undertaken in the role of **player/participant** in *Section 2.1: Practical performance*.

2 Controlled Assessment of Practical Performance - Section 2.1

Player/participant - All controlled assessment sessions should be scheduled to take place between 28th February and 5th May 2012.

Task marking - medium level of control

- The teacher/assessor must mark all performances in the role of player/participant using the assessment criteria, for the relevant activity, detailed in the Controlled Assessment Guide.
- The teacher/assessor must make all assessment decisions.
- The teacher/assessor must be present for all assessed performances, or suitable, clear, evidence must be made available to the teacher/assessor so that assessment decisions can be made. See *Guidance relating to the use of alternative evidence for Section 2.1: Practical performance* (page 20 in the Controlled Assessment Guide).

Leader/official -All controlled assessments must be assessed **BEFORE** the moderation day.

Task marking - medium level of control

- Student evidence **must** include a 'log' detailing their participation.
- The teacher/assessor must mark all performances using the assessment criteria for the role (page 11 Official and page 14 Leader, in the Controlled Assessment Guide).
- The teacher/assessor must make all assessment decisions.
- The teacher/assessor must be present for all assessed performances, or suitable, clear, evidence must be made available to the teacher/assessor so that assessment decisions can be made. See *Guidance relating to the use of alternative evidence for Section 2.1: Practical performance* (page 20 in the Controlled Assessment Guide).

Controlled Assessment of Practical Performance - Section 2.2

Analysis of Performance - All controlled assessments must be made **BEFORE** the moderation day

- 2.2.1: Rules, regulations and terminology
- 2.2.2: Observe and analyse performance
- 2.2.3: Evaluate performance
- 2.2.4: Plan strategies, tactics and practices
- 2.2.5: Plan and perform a Personal Exercise Program (PEP).

Candidates must demonstrate their ability in Analysis of Performance in **one** of their chosen activities undertaken in the role of **player/participant**.

The Personal Exercise Programme (PEP) can be based on a **different** activity, to the other sections of the analysis of performance, but must be based on an activity undertaken in the role of **player/participant**.

All sections of the analysis of performance must be completed under controlled conditions.

The first four components can be assessed in one of the following formats:

- a question and answer session
- a written report
- a presentation

Students may choose their preferred format for the first four components but all candidates must present their PEPs in a written format.

Task taking - medium level of control

Authenticity control

- Candidates must complete all work under informal supervision. This means that all work, which forms part of the assessments, must be completed in a way that enables the teacher/assessor to accurately record the contribution of individual candidates and ensure that plagiarism does not take place.
- Preparation may be completed under limited supervision (some work may be completed without direct supervision but this cannot contribute towards the submitted assessment).
- All written work and preparation notes must be retained by the teacher after each session.
- The teacher/assessor must mark all performances using the published assessment criteria (pages 24-25 in the Controlled Assessment Guide).
- The teacher/assessor must make all assessment decisions.

Internal Standardisation

Centres are reminded that it is their responsibility to ensure that, where there is more than one teacher/assessor, internal standardisation has been carried out to ensure that the work of all candidates is marked to the same standards.

3 The Moderation Procedure

- 3.1 The centre is required to undertake controlled assessments of all candidates in **section 2.1** practical performances and in **section 2.2** analysis of performance. This process must be available for moderation by an appointed Visiting Moderator. For centres with more than 100 candidates, Edexcel reserve the right to return for a further visit(s).
- 3.2 The role of the Visiting Moderator is to assist the teacher/assessor in centres with the successful organisation of the moderation day. Centres should not hesitate to seek advice or ask for clarification, from their Visiting Moderator, on any aspects of the day.
- 3.3 On the moderation day, the centre must provide the Visiting Moderator, where possible, the opportunity to observe **all teacher/assessors**. The centre must plan to show controlled assessments of candidates, in the role of player/participant, in at least **TWO** activities taken from **different** activity groups for Short course 5PE04 and at least **FOUR** activities taken from at least two **different** activity groups for Full Course 5PE02.
- 3.4 At the conclusion of each activity observed, the Visiting Moderator will request the marks awarded by the teacher/assessor to **all** candidates participating in the session to ensure that the marking is at the appropriate level. The Visiting Moderator may discuss their findings, only very briefly in broad and general terms, with the centre, but no reference will be made to individual marks or adjustments to be recommended.
- 3.5 If candidates have chosen the role of leader or official as one of their activities, the moderator may select a sample of candidates demonstrating their performance in that role either in a 'live' situation or by interview. Logbooks together with any other supporting evidence e.g witness testimony, session plans, score cards to justify the mark awarded should be available for the moderator.
- 3.6 The Visiting Moderator will also moderate the centre's assessment of the analysis of performance. Depending on the format chosen by the sample candidates, time must be allowed for the moderator to:
 - view the written work
 - listen to a presentation(s)
 - be present at a question and answer session
- 3.7 In the interests of standardisation a Team Leader, appointed by Edexcel is required to accompany each new Visiting Moderator to their initial visit and may also accompany moderators in their second year of moderation, on at least one centre visit. Team Leaders will inform centres if they intend to accompany any Visiting Moderator. They will not participate directly in the proceedings but will request copies of all mark sheets.

4 Documentation

The following forms are used for this examination. They are available along with a Forms Guidance Document for centres on the Edexcel PE website:

<p><u>Initial contact with Moderator Questionnaire</u></p> <p>Centres should complete this form prior, to contact with their moderator, as it gives guidance regarding which areas to discuss with the moderator in preparation for the visit.</p>
<p><u>PE2MS - Controlled assessment mark sheet</u> - (separate forms for 5PE02 - Full Course, 5PE04 - Short Course and 5PE05 - Top-up Unit)</p> <p>The following information must be entered on this form, BEFORE the moderation day.</p> <ul style="list-style-type: none">• Candidates listed in candidate number order• Complete any necessary activity column headings• If applicable, any marks awarded to candidates in controlled assessments which have taken place prior to the moderation day• Marks awarded to candidates offering the role of either official or leader• Analysis of Performance marks for all candidates. <p style="text-align: center;">NB Do not enter any estimated marks</p> <p>This form is then sent to the moderator 7 days before the moderation day.</p>
<p><u>PE2AS Pre-moderation activity sheets</u></p> <p>Centres should ensure the name of the TA and the date of the Controlled Assessments are completed.</p> <p>A separate sheet needs to be completed for each controlled activity session in which candidates are being assessed for their performance as a player/participant. An estimated mark for each activity, must be entered for every candidate. All of these sheets need to be sent to the moderator 7 days before the moderation day.</p>
<p><u>PE2AP - Analysis of performance.</u></p> <p>The Analysis of Performance record sheet is to be completed with the marks awarded to each candidate for each of the five components. This form should be sent to the moderator 7 days before the moderation day. There is a separate form for both the 5PE02 (Full) and 5PE04 (Short) courses.</p>
<p><u>Candidate Declaration Form</u></p> <p>This form, signed by both the Candidate and Teacher Assessor, needs to be attached to the student's work (PEP) before submitting it to the moderator.</p>
<p><u>Moderator Information Sheet</u></p> <p>Centres showing Fitness as an activity on the moderation day will need to ensure every candidate involved in the session completes a moderator information sheet.</p>

PE2VE- DVD evidence

These forms must be completed and forwarded to moderators with visually recorded evidence, in DVD format. They provide a record of the candidates being assessed externally, or as part of whole centre DVD recorded moderation. The activities involved and the marks awarded for the candidates should be entered. Visually recorded evidence maintains the required rigour of the assessment process and the forms provide the necessary information to accompany this. Certification that candidate has undertaken a course (usually an off site/externally assessed activity) should be signed by the coach/instructor

OPTEMS

Pre-printed mark sheets on three-part stationary with the specification number, centre details and candidates names.

The centre will receive one **OPTEM** (in triplicate). Centres will need to transfer the total marks for unit 2 (2.1 Practical performance plus 2.2 Analysis of Performance) from the PE2MS (Full, Short, Top-up Unit) to the relevant OPTEMS:

5PE02 - Full Course

5PE04 - Short Course

5PE05 - Top-up Unit Marks

The **top copy** is sent to Edexcel;

The **second copy** (yellow) is sent to the Visiting Moderator along with the final PE2MSs.

The **third copy** (green) is retained by the centre

Centres who make their entries on time will receive these forms in April of the examination year.

Please DO NOT fold or crease the **OPTEMS**

Online Mark Submission (EDI)

Centres who submit their mark online must provide the moderator with the printout of the marks submitted, with the other documents.

Estimated Grades

Estimated grade forms (or the EDI system) should be used by the Examinations Officer to report the candidates' estimated grades to Edexcel, in order to include the centre in the current year's examination.

5 Organisation of the Moderation Day

- 5.1 Teacher/assessors should ensure that all aspects of the course follow the specification and that all controlled assessments are carried out in accordance with the marking criteria provided in the Controlled Assessment Guide.
- 5.2 The Visiting Moderator will contact each centre, initially by telephone/email. The Initial Contact Questionnaire should be completed by both the centre and the Visiting Moderator so that the moderation day can be planned effectively. A moderation date will be agreed. The Visiting Moderator will send a copy of form E14 confirming the date and time of the visit to the centre. The centre should confirm the arrangements in **writing or by email** and forward a provisional programme for the day. The programme should include:
- Controlled assessments for performances in the role of player/participant
 - Opportunity to observe a sample of candidates offering the role of Leader/Official either in a 'live' situation or by interview
 - Allocation of time for analysis of performance depending on the chosen formats so that the moderator can:
 - Be present during question and answer session(s)
 - Listen to presentation(s)
 - Look at the PEPs and any written analysis of performance
- 5.3 If the centre has a large number of candidates (over100) it is possible that the Moderator will attend for a further day of the Controlled Assessment process
- 5.4 The Moderator is required to sample several tasks on the day. It is possible that these requirements will not all fit into the normal school timetable and therefore the length of the school day may need to be extended. The centre and the candidates should be mindful that there may be an extension to the length of the normal school day.

Pre - Moderation Day

- 5.5 PE2AS - Activity sheets, for **every** controlled assessment session of candidates in the role of player/participant, must be completed, to include the name of the teacher/assessor, the date, the time of the session, the candidates' practical number and their estimated marks. A copy of **all** these activity assessment sheets should be sent to the moderator to be received at least **7 days** before the visit.
- 5.6 If a controlled assessment has taken place, before the moderation visit, the mark will be entered on the PE2MS, along with marks already awarded for candidates choosing a performance in the role of leader/official.
- 5.7 Copies of the PE2MS, PE2AS and the signed PE2AP forms should be emailed to the Visiting Moderator at least **7 days** before the moderation day. In addition, a copy of the complete timetable, indicating when **all** controlled assessments will take place, should be sent to the Moderator
- 5.8 The appropriate number of **LARGE, CLEARLY IDENTIFIABLE** practical numbers/letters for use on clothing e.g. numbered bibs, should be worn **BACK AND FRONT** by candidates involved in the controlled assessments, for all activities planned for the moderation day. Candidates offering water based activities should be clearly identified. e.g. wear numbered/coloured hats

- 5.9 It is essential to ensure in advance, that equipment and facilities will be available and any travel arrangements to adjacent sites/sports centres have been made. The Visiting Moderator should be notified of any activity for which the assessment is to take place off-site. This can be done on the copy of the timetable sent in advance to the Visiting Moderator.
- 5.10 The centre must ensure that all pieces of assessed written work, (PEPs, written reports for analysis of performance, presentation hand-outs) complete with the signed Candidate Declaration Form (which should be attached to the front of each candidate's PEP), are available to the Visiting Moderator, on arrival.
- 5.11 Log books together with other supporting evidence eg certificates, witness statements for all candidates, who have been assessed in the role of leader/official, must be available to the Visiting Moderator.
- 5.12 On the day, time will need to be allocated to allow the moderator to verify both the marking of the written work and the analysis of performance.

On the Moderation Day

- 5.13 The Visiting Moderator will observe as many candidates/activities as possible within the time available. It is recommended that the maximum group size should not exceed twenty in any activity.
- 5.14 The Visiting Moderator will mark, independently, a sample of the practical performance of candidates seen. At the conclusion of each activity observed, the moderator will request the marks awarded by the teacher/assessor to all of the candidates who have participated in the session. These marks will be used to inform any decisions taken to adjust the centre's assessments in the interests of standardisation.

<p>N.B. AS THIS IS AN ASSESSMENT UNDER CONTROLLED CONDITIONS, TEACHERS /COACHES/INSTRUCTORS/ASSESSORS ARE NOT PERMITTED TO COACH /TEACH THE CANDIDATES AT ANY TIME DURING THE PRACTICAL ACTIVITY</p>

- 5.15 The Visiting Moderator will select a sample of candidates for the Analysis of Performance. The marks previously awarded by the teacher/assessor will be verified by the Visiting Moderator through the observation of a question and answer session, a student presentation or reading a written report, depending on the candidates' choice of format.
- 5.16 If candidates have chosen a practical performance in the role of leader or official, the moderator will select a sample, appropriate to the numbers involved, and have arranged either to observe a 'live' demonstration of their performance in that particular role or conduct an interview with the candidate, as well as look at individual log books, DVDS (if available) and other supporting evidence.
- 5.17 The centre should submit a special consideration request, if there are circumstances that prevent a candidate from participating in the assessment. This will be the responsibility of the Centre's Examination Officer.
If a candidate is prevented from participating in a controlled assessment on the Moderation Day, because of illness or injury, the centre should assess the candidate, under the same controlled conditions on another occasion, if possible, prior to 5th May. The moderator may request DVD evidence of this assessment.

- 5.18 It is usual for the moderator to offer a verbal debrief, at the end of the day, to all/some of the teachers/assessors involved with the controlled assessments.

Post Moderation Day

- 5.19 At the end of each controlled assessment, the teacher/assessor will record the marks awarded on the PE2AS sheets and then transfer the marks to the PE2MS ensuring that all candidates have marks for all of their practical performances.
- 5.20 The teacher/assessor and the Examinations Officer **must sign** the declaration at the bottom of this form, to indicate that marks have been awarded and recorded in accordance with the regulations.
- 5.21 The overall total mark for both 2.1 practical performance and 2.2 analysis of performance, for each candidate, should be transferred to the **OPTEMS** form. The teacher/assessor must sign each **OPTEMS** form to indicate that marks have been awarded and recorded in accordance with the regulations.
- 5.22 The **top copy** of each **OPTEMS** form should be given to the centre's examinations officer to be sent to Edexcel. A copy of the completed **PE2MS**, which will need to be signed by the exams officer and the Teacher Assessor the **second copy** of the **OPTEMS** form or EDI print out should be emailed/posted to the Visiting Moderator. The centre should retain copies of **PE2MS**, **PE2AS**, **PE2AP** and **OPTEMS** for their records and if required by Edexcel.
- 5.23 The **PE2MS**, and the **2nd copy** of the **OPTEMS** must reach the Visiting Moderator **within ten days** of the final controlled assessment and **under no circumstances later than May 15th**.

6 Absent Candidates and Special Consideration

- 6.1 **If a candidate misses any of the practical components of the examination for valid reasons (e.g. illness or injury) the centre should make provision to assess the candidate on another occasion prior to the 5th May. The Moderator may request DVD evidence of this performance. It is in the candidate's best interest to do this as it is not automatic that the candidate will be awarded his/her estimated mark. Special consideration should not be submitted for a candidate who could have been assessed at a later date within the Controlled Assessment window.** If this is not possible, a Special Consideration form should be submitted through the centre's Examination Officer to the Edexcel Special Consideration Office. Candidates should be marked 'Absent' NOT 'Present but Disadvantaged' on the Special Consideration form.

The Special Consideration form **must be supported** with evidence of the reason for absence (e.g. doctor's certificate). In the case of the practical elements, an estimated mark out of ten for the activities missed would be required. Any final marks for activity(s) the candidate has been assessed in **must also be included**.

An X should be recorded against the missed activity on the PE2AS for that activity and on the PE2MS both for the activity missed and in the final total column. An X should be recorded on the OPTM for the candidate

- 6.2 Where a candidate is unable to complete an activity due to the lack of appropriate clothing, e.g. for personal survival, then the candidate will be awarded 0.
- 6.3 When a candidate is injured during a controlled assessment and is unable to take any further part in their assessment activities then the procedure for an alternative assessment described above should be followed. If this is not possible an X mark should be recorded on the PE2MS. A Special Consideration form and copies of all the relevant documentation (PE2MS, PE2AS, PE2AP) relating to the candidate's assessment in other components of unit 2, along with a covering letter from the school should be sent to Edexcel's Special Consideration Office. Candidates should be entered as 'Absent' on the Special Considerations Form.

NB An application for Special Considerations can only be made if at least 50% of the course has been completed. This means a student must have a mark for their Analysis of Performance (12½ %) plus the mark awarded for the written paper (40%). A candidate could consider being assessed in the role of Leader/Official if a long term injury prevents them from participation. Thus 2 practical performances could be assessed.

- 6.4 Family holidays are not acceptable grounds for Special Consideration.
- 6.5 All controlled assessments are an 'on the day' performance and **NO** consideration will be given to candidates **who perform with an injury obtained prior to the assessment**.
- 6.6 Centres assessing candidates with physical disabilities should refer to Section 8.
- 6.7 Where a candidate is absent from the written paper (01) centres are requested to **provide evidence from the candidates 'mock' examination of the written paper to support the Special Consideration request.**
- 6.8 Guidance for the completion of application for special consideration can be found in Appendix D.

Special Consideration applications

JCQ/SC Form 10

Application for special consideration

**GCSE and GCE examinations, Basic Skills, Functional Skills and Key Skills Tests
Principal Learning and Project qualifications (including Extended Project)**

Awarding Body		Examination series	
Centre No		Centre name	
Candidate No		Candidate name	
Examinations for which application is made			
Specification Title	Spec. code	Comp./ Unit code(s)	Date of exam
Date problem began -----	Is problem continuing? Yes / No		
Summarise adverse circumstances affecting examination performance, controlled assessment or coursework. (N.B. "See attached" will NOT suffice.)			
Current medical/psychological evidence is attached			Yes / No
For incomplete controlled assessments/coursework/practical assessments, indicate mark awarded and percentage of work completed. Attach a breakdown of marks to this form. Centres must not enhance marks themselves.			Mark
			%
Please note, in the majority of cases, units taken by the candidate will form the basis of the decision on special consideration.			
Declaration: I am satisfied that the information provided is accurate and fully support the application.			
Head of centre/Exams officer		Date _____	
Name (Please print)			
Signature			
For office use			

Notes on the Completion of the Special Consideration Form

1. A separate form JCQ/SC Form 10 should normally be completed for each candidate, for each specification, listing all units/components affected in the same specification. However, in cases where a group of candidates have been disadvantaged by a particular event (e.g. fire alarm) a single form JCQ/SC Form 10 should be submitted. A list of candidates affected should be securely attached to the form JCQ/SC.

Please submit form JCQ/SC to the appropriate awarding body within 7 days of the last examination in the specification.

2. Please fill in the details at the top of the form, specifying the examination series concerned e.g. January, June etc. or the date of the unit test/examination series.
3. Please fill in the details required in the box 'EXAMINATIONS FOR WHICH APPLICATION IS MADE' specifying the examination component(s) affected e.g. Paper 1 and ticking the appropriate box to indicate whether the candidate was absent or present but disadvantaged. Please note that English and English Literature are separate subjects and, where appropriate, a separate form must be completed for each.
4. Please state on the form the precise nature of the adverse circumstances affecting the candidate, including, in the appropriate boxes, the date when the circumstances first began to affect the candidate and whether the candidate is still affected by them during the examination.
5. In cases where medical/psychological evidence is available, please ensure that this is securely attached to the form.
6. Please state whether there is additional information or evidence of the candidate's attainment available and specify the nature of the information/evidence, e.g. "mock" examinations. Copies of all the relevant PE2AS sheets recording the **estimated marks** as well as a copy of the PE2MS form must be included as evidence for unit 2.
7. Please complete the declaration. The head of centre/examinations officer must support an application for it to be accepted.
8. You may, if you wish, photocopy this form.
9. This form **MUST** be sent to the Special Requirements Unit of the appropriate awarding body and **NOT** to the Joint Council for Qualifications.
10. **After the publication of results, late applications may be accepted only in the most exceptional circumstances and only before the deadline for enquiries about results for the respective examination series.**

Applications must be submitted along with any relevant medical/doctors notes to the Special Requirements Department, Edexcel, One90 High Holborn, London, WC1V 7BH. For further details please consult the *Joint Council for Qualifications - Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations 2011 - 2012*

7. Use of Alternative Evidence

- 7.1 If the teacher/assessor **cannot** be present for/at a performance, then alternative evidence must be made available to them so that assessment decisions can be made.
- 7.2 This evidence must clearly show that the related controlled conditions were maintained:
- The work of an individual may be informed by working with others but each student must provide an individual response.
 - The contributions of individual candidates are recorded accurately
 - Feedback is not permitted during the assessed performance(s)
- The most suitable form of alternative evidence will probably be DVD
- 7.3 Visually recorded evidence should be produced in DVD format or a 'free to view access' IT application, such as Media player or Quicktime.
- 7.4 The teacher/assessor will use the DVD recording for assessment purposes.
- 7.5 If the visually recorded assessment has been made prior to the moderation day, it should be sent to the moderator, with the Outline form (PE2VE) and the rest of the documentation. If the visually recorded assessment is made after the moderation visit, this should be sent to the visiting moderator with the completed paperwork .
- 7.3 Guidance for the submission of visually recorded evidence can be found in Appendix B - whole centre recorded moderations and also on page 20 of the Controlled Assessment Guide.

8 Assessment of Candidates with Disabilities

- 8.1 Centres wishing to enter candidates with disabilities, which relate to the candidates' completion of the **written paper** must submit a formal application form (JCGQ/SA available from the Centre Examination Officer) to Edexcel by **21st March 2012**. Appropriate medical evidence will be required with the application.
- 8.2 For the assessment of practical activities, candidates with physical disabilities will be assessed within the context of the assessment criteria with appropriate amendments and adaptations applied by the centre. Accordingly, candidates with physical disabilities should not be referred for special consideration resulting in an Aegrotat award.
- 8.3 Guidelines for the inclusion of candidates with physical disabilities are given in the Controlled Assessment Guide (page 19).

Centres with physically disabled candidates to be assessed must inform their Visiting Moderator prior to the moderation visit.

9 Check list of Documents to be sent to the moderator

Before the visit

- PE2MS, to include Analysis of Performance marks, marks for practical performances in the role of leader/official and marks for any controlled assessments already undertaken.
- PE2AS - for **all** controlled assessments to be undertaken by all candidates
- Signed copy of PE2AP with all marks completed
- Timetable for the moderation day
- Timetable showing when **all** Controlled Assessments will be taking place
- DVD assessments, if relevant, with PE2VE

After the visit

- PE2MS, all marks entered and declaration signed by both the Teacher I/C and the Examinations Officer
- 2nd Copy of OPTEMS or EDI print out (signed by Teacher I/C)
- Any DVD assessments, not previously submitted

Appendix A

Guidelines for Paperwork Completion

PE2AP Forms

- Ensure that candidates are listed in their **candidate number order**
- Complete the Analysis of Performance activity and format.
- Enter the candidate's mark out of four for each of the five components.
- Add up each candidate's marks to give the total mark out of twenty and enter it into the appropriate column. This will be done automatically.
- Principal teacher/assessor to sign the forms.
- The total Analysis of Performance mark to be transferred to the PE2MS

PE2AS - Pre-moderation Activity Sheets

- Complete a separate sheet for every activity session.
- State the date and time that the controlled assessment will be taking place
- Enter the name of the teacher/assessor
- List candidate names in **candidate number order**
- Complete the bib number/letter/ colour that each candidate will be wearing for the activity
- Enter the estimated marks

PE2MS - Controlled Assessment Mark Sheet

- Ensure that candidates are listed in their **candidate number order**.
- Ensure all candidates fulfil the rubric of the specification, i.e. activities from at least two different areas of activity.
- Enter candidates' marks, out of **ten**, for each Practical Performance, assessed under controlled conditions.
- Enter marks, out of 20, awarded for Analysis of Performance
- Teacher Examiner/Assessor and Examinations Officer to sign the forms.

For candidates that are injured and miss ANY / ALL of the controlled practical assessment as a player/participant

- An **X** should be placed in each component missed
- An **X** should be placed in the sub total column of the PE2MS.
- An **X** should be transferred, as the total mark for unit 2, to the OPTEMS
- A Special Consideration form must be forwarded to the Special Considerations Department of Edexcel.
- Candidates should be entered as 'Absent' **NOT** 'Present but Disadvantaged' on the Special Considerations form.

For candidates that are absent from ALL of the controlled assessment due to non-attendance

- A 0 should be placed in the missed activities
- A 0 should be entered in the total column

For candidates that are absent from one or more of the practical assessment due to non-attendance

- An O should be entered in the missed controlled assessments
- The total scored by the candidate for the controlled assessments that were undertaken should be entered onto the PE2MS

Instructions for Completion of OPTEMS or EDI

1.1 OPTEMS, pre-printed on three-part stationary with specification number, centre details and candidate names in candidate number order will be sent to all centres together with a supply of blank OPTEMS for candidates not listed below.

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. **Please do not fold or crease the sheets.**

1.2 Before completing the OPTEMS please check that the subject, specification number, unit and centre details at the top are correct.

1.3 The OPTEMS should be completed using an HB pencil. Please ensure that you work on a firm flat surface and that marks go through to the second and third copies.

1.4 If you make a mistake rub-out the incorrect marks completely. Amend the number in the mark 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.

1.5 All candidates entered by the deadline date will be listed on the OPTEMS, except those carrying forward their centre-assessed marks from the previous year, which will be listed on a separate OPTEMS coded T for Transfer.

1.6 Late entries will need to be added in pencil either in additional spaces on the OPTEMS or on one of the blank OPTEMS that will be supplied. Please note the full details of the centre, specification, paper and candidates' names and candidate numbers must be added to blank OPTEMS.

1.7 Centres will receive an individual OPTEMS for each of the GCSE Physical Education controlled assessment units.

1.8 **5PE04 - Short Course**

Task 2.1 - Practical performance: Maximum mark of 20

Task 2.2 - Analysis of performance: Maximum mark of 20 divided by 2

Total mark out of 30 transferred from PE2MS

5PE02 - Full Course

Task 2.1 - Practical performance: Maximum mark of 40

Task 2.2 - Analysis of performance: Maximum mark of 20 divided by 2

Total mark out of 50 transferred from PE2MS

5PE05 - Top Up Unit

Task 2.1 - Practical performance: Maximum mark of 20

Total mark out of 20 transferred from PE2MS

1.9 Enter the component mark in the Marks column. Encode the component mark on the right-hand side by filling in the correct marks in the circles provided. Clear, dark HB pencil marks must be made. Take care to remember the trailing zeros for candidates scoring 10, 20 etc and the leading zero for single figures.

1.10 Every candidate listed on the OPTEMS must have either a mark or one of the following codes in the mark box:

- a) A score of zero should only be used if a candidate has not participated in any practical activities through non attendance.
- b) 'X' should be entered in the column headed 'Marks' and scored in the column headed 'For Centre Assessor's Use' for any candidate who has missed any or all of the controlled practical assessments through injury or illness and Special Consideration or an Aegrotat award has been requested.
- c) 'T' should be entered in the column headed 'Marks' and scored in the column 'For Centre Assessor's Use' for any candidate intending to transfer a previously attained mark for the paper concerned. In such cases please contact Edexcel to amend the candidate entry to the transferred coursework option.
- d) 'W' should be entered in the column headed 'Marks' and scored in the column 'For Centre Assessor's Use' for any candidate who has withdrawn from the paper concerned. In such cases please ensure that Edexcel are aware that the candidate has been withdrawn.

1.11 The authentication and internal standardisation statements on the OPTEMS must be signed.

1.12 The three-part set should then be divided and despatched or retained as follows:

- a) **Top copy** to be returned direct to Edexcel by **15th May 2012**. Please remember this form **must not be folded or creased**.
- b) **Second copy** to be sent with a copy of the completed PE2MS to the Visiting Moderator.
- c) **Third copy** to be retained by the centre.

Submission of marks using EDI

Marks can be submitted using the EDI system.

EDI (available for all subject areas except ICT): Centres can also submit marks via EDI using the Coursework Mark File format. For information on the use of this file type, please consult your centre MIS (management information system) provider.

If marks are submitted using this method a copy of the EDI print out showing marks submitted should be sent to the Moderator with the paperwork

To start using EDI

Contact your centre MIS provider to verify which EDI facilities are available from your software. Choose a communication method and ensure you have the correct hardware and software in place.

If a third party writes your centre MIS, and you are unsure which EDI facilities they offer, please contact them directly. Before calling your centre MIS provider, please ensure you have the name and version of your software available.

Once you have sent your EDI file.

When you send Edexcel an EDI file using an approved transmission method, you will automatically receive an email acknowledgement indicating that we have received the file. A further acknowledgement will be generated when the file has been processed. Alternatively, you can use the Edexcel Online EDI file tracking facility – visit www.edexcelonline.co.uk for details.

You can find more information about EDI by referring to chapter 4 of the information manual.

Appendix B

Whole Centre Visually recorded (DVD) Moderations

International and Home Centres with less than 20 candidates

- All visually recorded evidence must be accompanied by a PE2VE form and a set of notes with details concerning the candidates, e.g. activity, candidate's number, order of viewing candidates etc to assist the moderator.
- Visually recorded evidence should be produced in DVD format or a 'free to view access' IT application, such as Media player or Quicktime. (Please let the assigned moderator know which format you intend to use at the first possible opportunity so that further arrangements for viewing the materials can be made if necessary).
- Visually recorded /DVD footage must include a minimum number of activities to fulfill the course requirements. The moderator will contact centres requiring DVD moderations, and advise, in consultation with the teacher/assessor, which controlled assessments will need to be visually recorded.
- The whole of the sample controlled assessment sessions, to be submitted to the moderator, must be recorded, from beginning to end. The moderator needs to be sure that the assessments have been carried out under controlled conditions and the centre needs to ensure that the moderator has all the evidence to justify the marks awarded. Each activity must show a range of candidates' abilities including candidates from the top, middle and bottom of the ability range.
- A selection of the candidates' work must also be submitted for the moderation of Analysis of Performance as follows:
 - **Written report** - to include a DVD clip of the performance used for analysis, sent by post
 - **Presentation** - a DVD of the candidates giving a presentation, any handouts can be posted
 - **Question and Answer** - a DVD recording of a the whole controlled assessment session
- Centres will be required to provide PEPs for candidates chosen for Analysis of Performance and for candidates showing Fitness.
- If any candidates have chosen the role of leader or official for one of their practical performances, suitable evidence, to justify the mark awarded, must be submitted to the moderator - logbooks, certificates, witness statements visually recorded (DVD) footage of a performance in a leadership/officiating role.

Submission of Visually recorded (DVD) Evidence - Guidelines for Filming

These are guidelines to enable you to produce DVD evidence that can be clearly moderated.

Moderation can only be based on what is seen.

1. Draw up a programme outlining the order of events as they appear on the DVD and develop a storyboard, for each activity, covering the relevant criteria set out in the Controlled Assessment Guide.
2. Decide which candidates will be picked out from the group performing in each controlled assessment session. With a group of 15 candidates or more the top 2-3, bottom 2-3 and middle 3-4 is appropriate, whereas with a smaller group all the candidates participating in an activity will need to be seen. A suitable number of candidates to be shown per activity is approximately eight. The centre should attempt to show 40 performances in total with no more than 10 in one activity.
3. Make sure each candidate can be easily identified, using bibs numbered/lettered front and back or different coloured shirts, as they are performing on the DVD. For swimming, numbers on hats is recommended. It is helpful if candidates introduce themselves to the camera at the beginning of each activity.
4. A commentary should be given during each session, to help with student identification and to give details about the skills they are showing in the structured drills/competitive situations.
5. Make use of Wide Angle, (w/a) Medium (m/s) and Close Up (c/u) shots. Insert this information on the storyboard, e.g. c/u.
 - A wide-angle shot will give an overall perspective - use sparingly.
 - A medium shot is useful for showing a candidate's stance, ready position or posture.
 - Close ups help with identification and also to demonstrate techniques, e.g. the grip.
6. It is best if candidates are shown in small groups, e.g. in badminton, four candidates at a time, go through the whole assessment including the appropriate drills and a game situation, followed by another four and so on.
7. Small groups should be of a similar ability e.g. candidates with marks 3/4 followed by candidates with marks 5/6, 7/8 and 9/10. Drills should be differentiated to show the application of skills at an appropriate mark level.
8. In team games, small-sided games are easier to follow e.g. 3 vs 2 or 5 vs 5. Basketball, netball and volleyball are activities where a full size game may be feasible but football, rugby and hockey should only show structured practices and small-sided games.
9. The selected range of candidature ability should also reflect gender differences. Male and female candidates can be shown working separately or together, as appropriate to the activity and provides best evidence to support the range of candidate activity. The basis for the assessment, however, is a competitive situation between candidates of equal/similar ability. Other candidates could be drafted in to play as one team against the GCSE candidates.

10. When all the controlled assessments have taken place, the teacher/assessor will need to view the DVD recording to complete the PEVE form to outline the order of activities and list the candidates shown in order of appearance.
11. The DVD recording and following documents need to be sent to the assigned moderator no later than the 5th May
 - PE2VE
 - Storyboard
 - PE2AS sheets for all controlled assessments to include both the estimated mark and the actual mark awarded
 - PE2MS
 - PE2AP
 - 2nd copy of OPTEMS or EDI print out
 - PEPS with Candidate Declaration Form attached
 - Analysis of Performance - written reports, presentation hand outs (if relevant)
 - Log books for performances in role of leader/official (if relevant)
 - Any other written evidence

Appendix C

Guidelines for the Completion of the Initial Contact with Moderator Questionnaire 2012

The purpose of this questionnaire is to help initiate good communication between the centre and the assigned Moderator. By completing this questionnaire to either have to hand the information the Moderator will ask for over the telephone or to e-mail to the Moderator after the initial phone conversation, the centre and Moderator should both be in immediate agreement about what to expect on the Moderation Day.

Below are some notes about the form.

E9	If your centre entered candidates for Edexcel's GCSE PE course in the previous examination series, an E9 Moderator Feedback Report will have been written. The E9 is intended to help centres improve their Final Moderation events by highlighting the strengths and weaknesses of the previous year's event. It therefore provides important information to the Moderator assigned to your centre. The report can be accessed by logging onto Edexcel online. Please consult your Exams officer for further details regarding gaining access to your centres Edexcel online account
Numbers	Enter the number of boys and/or girls being assessed for GCSE PE on the Moderation Day, for the Short Course (5PE04) Full Course (5PE02) Top Up Unit (5PE05) or Entry Level Certificate.
Fitness Training	Are any candidates from your centre doing Fitness Training as one of their Practical Activities? If you have candidates taking fitness training in the coming series, enter the numbers of candidates for each of the eight types of Training.
PE2MS , PE2AS & PE2AP	Ensure you complete electronic copies of the forms in candidate number order and e-mail them to the assigned Moderator. The electronic copy has a built-in calculator which will do any necessary additions automatically.
Timetable for the day and all Controlled Assessment sessions	Have you prepared this? The Moderator will ask you to send these to them in advance of the Moderation Day.
Wet Weather Programme	Have you prepared an alternative session(s)? The Moderator will ask you to send this to them in advance of the Moderation Day.
Externally assessed activities	Are any candidates from your centre doing externally assessed activities that require DVD evidence? If so, state which activities.
Analysis of Performance - Discuss	The Moderator will want to know how you will run this. Are candidates offering different formats? How will the question and answer sessions be structured?
Personal Exercise Programmes	These must be available for all candidates on the Moderation Day.
Differentiated practices	What kind of practices will you be running for each activity? Have you given thought to ways of stretching higher marked candidates?

Appendix D

Guidelines for Completion of Application for Special Consideration

It is recommended that these guidelines are given to the centre's Examinations Officer. These guidelines should be read in conjunction with 'Notes on the Completion of the Special Consideration Form' which can be found on the 'JCQ/SC Form 10'

Please ensure:

- all units/components affected are listed in one application ie 1 form per specification.
- you have completed 'Comp./Unit code(s)' section correctly
The following codes should be used to identify which components a candidate has missed:

Component missed	Codes
Unit 1: The Theory of Physical Education (Exam)	01
Unit 2: Performance in Physical Education: Practical Performance	2.1
Unit 2: Performance in Physical Education: Analysis of Performance	2.2

- you have ticked the appropriate box to indicate whether the candidate was absent or present but disadvantaged
- medical evidence is attached to the form where required
- where a candidate has missed the written unit, attach the candidates mock exam results and/or comparable candidates details
- where a candidate has missed the practical element, please submit completed PE2AS and PE2MS sheets along with your special consideration application. These must include estimated marks for any activities missed and final marks for any activities the candidate was able to be assessed in during the Controlled Assessment.

Please note - if evidence is missing or centres fail to submit the required information, this may lead to a delay in processing the application.