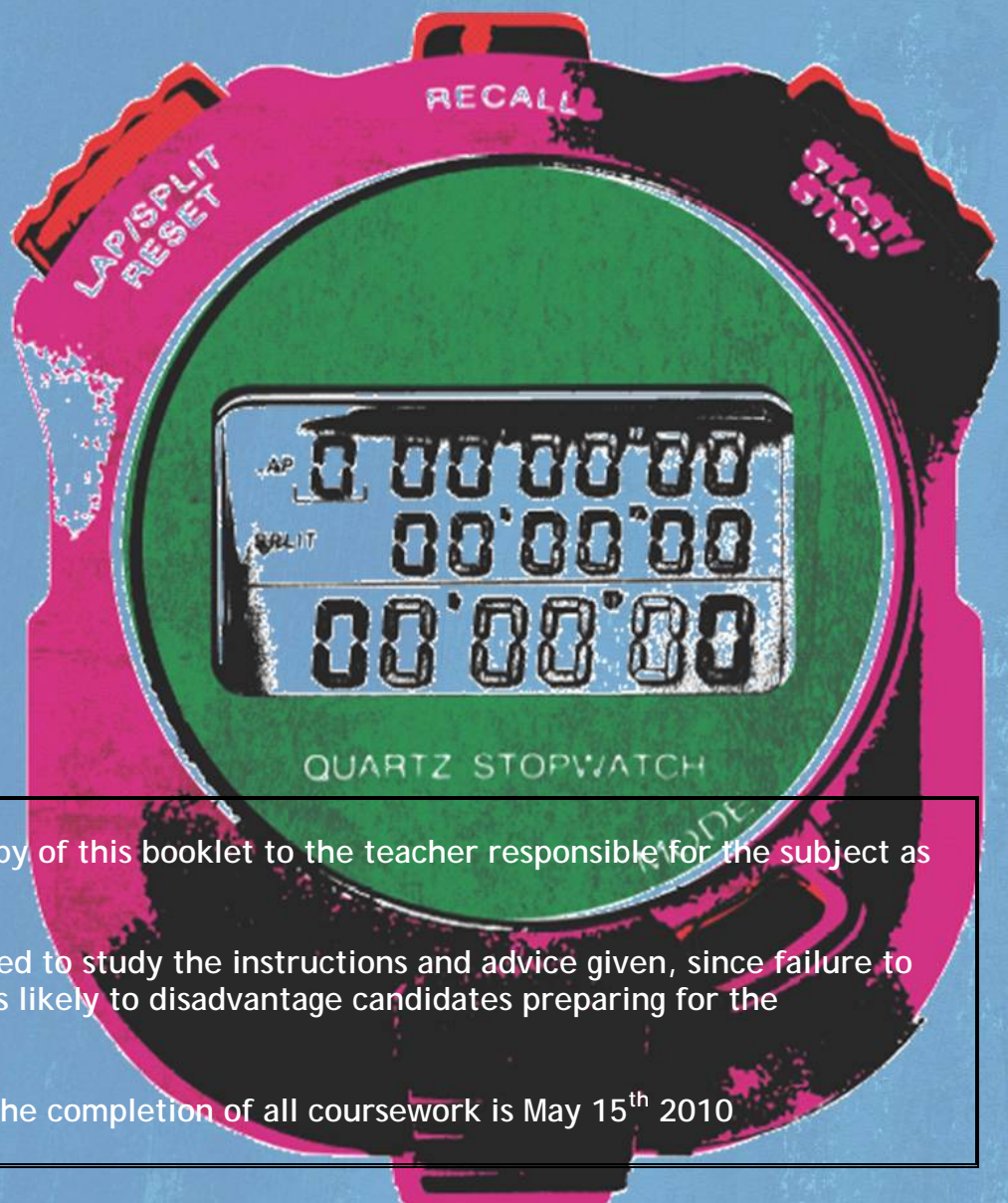


GCSE Full Course 1827  
GCSE Short Course 3827

# Instructions for the Conduct of the Examination and Coursework

## Physical Education



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 coursework is May 15<sup>th</sup> 2010

# Contents

| <b>Section</b>    | <b>Section Title</b>  | <b>Page</b> |
|-------------------|---|-------------|
|                   | Summary of Timetable for Practical Components   | 3           |
| 1                 | Introduction  | 4           |
| 2                 | Assessment of Practical Skills (Paper 2)  | 5           |
| 3                 | The Moderation Procedure  | 6           |
| 4                 | Documentation   | 7           |
| 5                 | Organisation of the Final Practical Assessment  | 9           |
| 6                 | Absent Candidates and Special Consideration   | 12          |
| 7                 | Externally Assessed Activities  | 14          |
| 8                 | Assessment of Candidates with Disabilities  | 15          |
| 9                 | Check list of information to send to the VM prior to the visit                                  | 15          |
| <b>Appendix A</b> | Guidelines for Paperwork Completion   | 16          |
| <b>Appendix B</b> | Guidelines for the Assessment of Off-Site and Externally Assessed Activities                    | 20          |
| <b>Appendix C</b> | Guidelines for whole centre Video Moderations   | 22          |
| <b>Appendix D</b> | Externally Assessed Activities Form (PE0S2)   | 25          |
| <b>Appendix E</b> | Video Outline Form (PEV02)  | 26          |
| <b>Appendix F</b> | Example of partially completed PE34 and PE34AP mark sheets                                      | 27          |
| <b>Appendix G</b> | Moderator Information sheet   | 30          |
| <b>Appendix H</b> | Guidelines for the Completion of the (School) Initial contact with Moderator questionnaire 2008 | 31          |
| <b>Appendix I</b> | Example of a Centre's Final Practical Assessment Timetable and Instruction Sheet                | 34          |

## Summary of Timetable for Practical Components

|   | Time   | Event   |
|---|--|---|
| 1 | February   | <p>Visiting Moderator contacts centre to arrange date for the final practical assessment and to discuss the programme for the moderation. This should be completed by February 28<sup>th</sup>.<br/> <b>Centres should ensure facilities are booked and all necessary arrangements are made.</b></p> <p><b>Note:</b> Centres with less than 20 candidates will not be visited. These centres will be required to submit video evidence or link to a neighbouring school in which case Edexcel needs to be informed.</p>   |
| 2 | Early Spring Term  | Centre enters coursework marks for all candidates on PE34 and PE34AP forms, using the Excel forms on the Edexcel website ( <a href="http://www.edexcel.com">www.edexcel.com</a> ).  |
| 3 | To be received by the Visiting Moderator at least 7 days before the Final Practical Assessment | <b>A copy of PE34 showing marks for Paper 2A, Coursework and 2B, (Analysis of Performance) and a copy of the PE34AP (showing marks out of four for the five criteria as well as the total mark out of twenty). The centre must also send a timetable of assessment of ALL activities for the Final Practical Assessment.</b>  |
| 4 | Immediately after the Final Practical Assessment   | <p>Centre enters marks for Paper 2C, Final Practical Assessment on the PE34.</p> <p>Centre transfers total marks to OPTEMS forms and sends the <b>top copy</b> of the OPTEMS forms to Edexcel OR submits the marks on line using EDI</p> <p><b>The following should be sent to the Visiting Moderator within ten days of the final moderation. All forms must be signed.</b></p> <ul style="list-style-type: none"> <li>• the <b>SECOND</b> yellow copy of the OPTEMS or a print out of the EDI input</li> <li>• a copy of the PE34 and PE34 AP forms</li> <li>• any outstanding videos/DVDS</li> </ul> |
| 5 | By 15th May  | All Coursework and Final Practical Assessments completed.   |
| 6 | By 15th May  | The Visiting Moderator <b>MUST</b> have received all assessment forms.  |

A step by step guide to successful moderation along with full details of the assessment process is included in the Coursework Guide.



# Introduction

The information in this booklet provides guidance on the conduct of the Physical Education 1827 and the Physical Education Short Course 3827 for examination in 2010. **Please ensure reference is made to the most up to date Specification (Issue 4) and Coursework Guide (Issue 3).** Details of procedures for ELC are to be found in a separate ICE document to be found on the web site

**Paper 01:**                      **Written Paper:**                      Externally marked by the examiners.

**Paper 02:**                      **Practical Skills:**                      2A Coursework Practical Assessment, 2B Analysis of Performance and 2C, a Final Practical Assessment marked by the Teacher-Examiner on a 'one-off performance' and incorporated into a visiting moderation programme.

## 1 Written Paper (Paper 1)

**Paper 01** will be taken on **Friday 21<sup>st</sup> May**. Full Course (1827) candidates will answer on the question paper. The Short Course (3827) is a multiple-choice paper and candidates will mark their answers on an optically read mark sheet using a **HB pencil**.

### 1.1 Specification Requirements

For the assessment of Practical Skills (Paper 02), candidates **must offer four practical activities** for the Full Course and **two practical activities** for the Short Course. Not all candidates from the same centre need offer the same activities. Candidates must offer activities in accordance with the following criteria:

|                                      |   |
|--------------------------------------|---|
| Physical Education 1827              | <b>Four activities from at least two different Activity Groups.</b> |
| Physical Education Short Course 3827 | <b>Two activities from different Activity Groups.</b>               |

**Activities not included in the specification may not be offered unless Edexcel approval has been granted under the Criteria for Meeting Local Needs.**

**Candidates may only offer three of the following:** Swimming (strokes), Synchronised Swimming, Water Polo, Lifesaving or Personal Survival and only one of these for the short course

**Candidates offering Karate must conform to the accepted style of Karate (as stipulated in the specification).**

**Candidates may only offer one of Rounders, Softball and Baseball.**

**Candidates cannot offer both:** Rugby Union and Rugby League; Karate and Judo; Hurling and Camogie; Lifesaving and Personal Survival; Trekking and Orienteering; Skiing and Snowboarding; Netball and Korfball; Basketball and Korfball.

## 2 Assessment of Practical Skills (Paper 2)

### 2.1 Paper 02A - Course Assessment

The first assessment of each activity must be completed and the marks recorded for each candidate on the PE34 mark sheet for receipt by the visiting moderator 7 days prior to the agreed visiting moderation date.

Each activity must be marked using the scale of 0 - 10. *Full details of the scheme of assessment are given in the Coursework Guide - issue 3.*

The specification allows for the completion of coursework and final practical assessment by candidates in some activities in an 'off-site' capacity. Clear guidelines for the maintenance of this procedure are attached in **Appendix B**.

### 2.2 Paper 02B - Analysis of Performance

Candidates must demonstrate their ability in Analysis of Performance in **one of their chosen activities**. The Teacher Examiner must award marks according to the marking criteria in the Coursework Guide. The assessment of Analysis of Performance must be completed and the marks recorded for each candidate on the PE34 and the PE34AP mark sheets for receipt by the visiting moderator 7 days prior to the agreed visiting moderation date. The PE34AP mark sheet must be signed by the Principal Teacher Examiner and the Centre Examination Officer prior to despatch to the Visiting Moderator. The Visiting Moderator will sample the teacher's assessment of Analysis of Performance during the moderation. **In order to justify their coursework mark, candidates will need to be able to present their PEP to the Visiting Moderator.**

### 2.3 Paper 02C - Final Practical Assessment

The second assessment of each activity will take the form of a Final Practical Assessment, which is marked by the Teacher Examiner and sample moderated by a Visiting Moderator. It will cover the same activities offered by the candidate in Paper 02A, Course Assessment.

The Final Practical Assessment must be completed, **no later than 15th May**. It must include a programme of activities agreed by both the centre and the Visiting Moderator, who will attend for at least part of the programme. The Visiting Moderator will contact the centre as soon as possible in February. Centres will be required to provide a comprehensive timetable of activities. *An example of a final practical assessment day's timetable is given in Appendix I.*

### 2.4 Internal Standardisation

Centres are reminded that it is their responsibility to ensure that where there is more than one Teacher Examiner, **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 a **Final Practical Assessment of all candidates within all their selected activity areas**. 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 further visit(s) on subsequent days of the Final Practical Assessment.
  - 3.2 The role of the Visiting Moderator is to assist the teacher examiner in centres with the successful organisation of the moderation day. Do not hesitate to seek advice or ask for clarification on any of the aspects of the day from your Visiting Moderator.
  - 3.3 Where a centre is offering Physical Education (1827) and the Short Course (3827) the Moderator will moderate both the Full Course (1827) and the Short Course (3827). If a centre has candidates for Entry Level these will also be moderated on the same day
  - 3.4 Within the Final Practical Assessment programme, the centre must provide the Visiting Moderator, where possible, the opportunity to observe **all Teacher Examiners**. Their role is to review the marking by the centre's staff in a minimum of four activities, full course, and two activities, short course, taken from at least two different activity groups.
  - 3.5 At the conclusion of each activity observed, the Visiting Moderator will request the marks awarded by the Teacher Examiner to the candidates seen and/or selected by the Moderator for assessment purposes. The Visiting Moderator will check that the Teacher Examiner's marking is at the appropriate level. **The Visiting Moderator may discuss his/her 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.**
  - 3.6 Video/DVD evidence will **not** be required for candidates participating in an **off-site activity**, as long as the activity is being assessed by a teacher/coach/instructor who has been involved in the centre's internal standardisation process. (see 2.4)
  - 3.7 Where candidates are following an **externally assessed activity** and the Teacher Examiner is unable to be present at the final assessment, video/DVD evidence must be submitted. This should be forwarded to the Visiting Moderator along with the centre's coursework marks, **seven days prior to the visit**. If the externally assessed final assessment is to take place at a later date the video evidence must be forwarded to the Moderator **no later than 15th May 2009 with the PE34 forms**.
- Failure to do so may result in marks not being awarded and a practical coursework mark not being allocated**
- 3.8. The Visiting Moderator will also moderate the centre's assessment of the analysis of performance.
  - 3.9 A full and comprehensive report (E9) can be accessed by obtaining a log in number from the centre's examinations officer. This report will be available for subsequent reference, inclusion in departmental review and for inspection purposes.
  - 3.10 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:

### Initial contact with Moderator Questionnaire ( Appendix G)

You are asked to complete this form prior to contact with your moderator as it gives you guidance regarding which matters to discuss with your moderator in preparation for the visit.

### PE34 (Appendix F)

Practical record sheet. To be completed with the marks awarded to each candidate for each activity and the Analysis of Performance, together with the total mark for each component. This form is to be sent to the moderator 7 days before the final practical examination.

### PE34AP (Appendix F)

Analysis of Performance record sheet. To be completed with the marks awarded to each candidate for each of the five criteria, together with the total mark awarded for the Analysis of Performance. This form to be sent to the moderator 7 days before the final practical examination

### PEOS2 Forms (Appendix D)

These forms **must be completed** to register all candidates being assessed **externally** for their final practical mark.

### PEVO2 Forms (Appendix E)

These forms **must be completed** and forwarded to moderators with video/DVD evidence. They provide a record of the candidates being assessed for externally assessed activities. The activities involved and the marks awarded for the candidate should be entered. Video/DVD evidence maintains the required rigour of the assessment process and the forms provide the necessary information to accompany this

### Moderator Information Sheet

Centres showing Fitness as an activity on the moderation day will need to ensure that each candidate involved in the session completes a moderator information sheet. A copy of this form can be found in the coursework guide.

### OPTEMS

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

You will receive **three separate OPTEMS** (each of these will be in triplicate). Centres will need to complete:

2A Practical Coursework Mark

2B Analysis of Performance Mark

2C Final Practical Examination Mark.



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

The **second copy** (yellow) is sent to the Visiting Moderator along with the final PE34 forms

The **third copy** (green) is retained by the centre (*for full details please see Appendix A*).

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 Examination Officer to report the candidates' estimated grades to Edexcel, in order to include the centre in the current year's examination.**

Previous year's grade boundaries can be found in the Examiners' Report and Mark Scheme.

- ✓ Centres should have available a copy of the current specification (issue 4) and the Coursework Guide (issue 3).
- ✓ Guidelines for the completion of OPTEMS, PE34 and PE34AP forms are given in Section 6 and in Appendix A.
- ✓ PE34 and PE34AP forms are available on the Edexcel website [www.edexcel.com](http://www.edexcel.com)

## 5 Organisation of the Final Practical Assessment

- 5.1 Teacher Examiners should ensure that all aspects of the course follow the specification and that all course assessments are carried out in accordance with the marking criteria (which the Teacher Examiner should have with them for all assessments) provided in the Coursework Guide.
- 5.2 Marks for the Performance of every candidate in each activity undertaken and their marks for Analysis of Performance in one activity must be correctly recorded on the appropriate PE34 and PE34AP forms. A separate form must be used for both the Short Course (3827) and the Full Course (1827).
- 5.3 The Visiting Moderator will contact each centre, initially by telephone/email. A moderation date will be agreed. The Visiting Moderator will send a copy of form E14 stating 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 of assessment for the day. (An example of a programme is given in Appendix I.)
- 5.4 The Initial Contact with Moderator Questionnaire should be completed prior to the moderator's contact to enable positive discussion regarding details of the day

### Before the Practical Assessment

- 5.5 All final practical assessments must be carried out on the day(s) agreed with the Visiting Moderator and a timetable of activities must be produced for the day(s) (See Appendix I). This should allow each candidate to be assessed in each of his/her chosen activities. *Further guidance is also given in the Coursework Guide.* A copy of the timetable should be sent to the Visiting Moderator together with the coursework marks recorded on the appropriate PE34 and PE34AP forms, to be received at least 7 days before the practical examination.

To aid the moderation procedure the timetable should include comprehensive information on activities and candidates to be assessed, and should also show which Teacher Examiner is assessing each activity. A separate sheet identifying individual students by both practical and candidate numbers, for each activity, should be included with the timetable information.

- 5.6 Copies of the PE34 and PE34AP forms should be emailed/despached to the Visiting Moderator. The forms must show the candidates' name, number, gender and practical number and the coursework marks awarded to each candidate. The PE34 must give the 2A marks for each activity undertaken, and the mark awarded for Analysis of Performance, component 2B, should be entered in the appropriate column. The PE34AP must give the individual criteria marks and the total mark given for Analysis of Performance. This information is essential to allow the Visiting Moderator to prepare for the visit. The centre should retain a copy of the PE34 and PE34AP form.
- 5.6 The appropriate number of LARGE, CLEARLY IDENTIFIABLE practical numbers which should be worn BACK and FRONT e.g. numbered bibs, should be prepared in advance of the examination of the practical activities, to be seen on the Moderation Day. Alternative arrangements for identifying candidates are acceptable as long as each candidate is clearly identifiable in each practical activity and the Analysis of Performance. Candidates offering water based activities should be identified by numbered or coloured caps or coloured swim wear
- 5.7 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.

## On the day of the Final Practical Assessment

- 5.8 The Visiting Moderator will attend on a pre-arranged date for all or part of the assessment depending on the number of candidates/activities. He/she 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.
- 5.9 The **Visiting Moderator will mark independently** the practical performance of candidates seen. At the conclusion of **each activity** observed, the Moderator will request the marks awarded by the Teacher Examiner to those candidates selected for assessment purposes. These marks will be used to inform any decisions taken to adjust the centre's assessments in the interests of standardisation.  
Teacher Examiners are allowed to confer at the end of each activity before submitting the marks for the selected candidates to the moderator.

N.B. As this is an examination Teachers/coaches are not permitted to coach the candidates during the practical activity sessions.

- 5.10 The Visiting Moderator will have decided, **using the marks on the PE34 and PE34AP**, which candidates he/she will wish to sample for the Analysis of Performance. The coursework marks previously awarded by the Teacher Examiner will be verified by the Visiting Moderator through the observation of the Teacher Examiner in discussion with the selected candidates. The level of marking of these candidates can be discussed in broad terms
- 5.11 **Where candidates do not take part in all their selected elements or do not conform to the required regulations e.g. do not possess appropriate clothing for the personal survival, the candidate will be awarded 0.**
- 5.12 The centre should submit a special consideration request if there are circumstances that permit the awarding of an aegrotat award. This will be the responsibility of the Centre's Examination Officer.
- 5.13 It is usual for the moderator to offer a verbal debrief, at the end of the day, to all/some of the Teacher Examiners involved with the examination.

## After the Final Practical Assessment

5.14 The Teacher Examiner will enter on the retained copies of the appropriate PE34 form the marks for each activity undertaken by each candidate in the final practical assessment. The form should now show the marks for:

- Course Assessment (2A)
- Analysis of Performance (2B) and
- Final Practical Assessment (2C).

The Teacher Examiner **must sign** the PE34 form to indicate that marks have been awarded and recorded in accordance with the regulations. The Examinations Officer **must also sign** the form to confirm that all assessment activities have been completed in accordance with the Instructions for the Conduct of the Examination.

5.14 The marks for Course Assessment (2A), Analysis of Performance (2B), Final Practical Assessment (2C), should be transferred to the appropriate **OPTEMS** form. The Teacher Examiner **must sign** each **OPTEMS** form to indicate that marks have been awarded and recorded in accordance with the regulations.

5.15 The **top copy** of each **OPTEMS** form should be given to the centre's examinations officer to be sent to Edexcel in the envelope provided. A copy of the completed **PE34** and the **second copy** of the **OPTEMS** form or EDI print out should be emailed/despached to the Visiting Moderator. The centre should retain copies of **PE34s**, **PE34APs** and **OPTEMS** for their records.

5.16 All mark sheets **must reach the Visiting Moderator within ten days of the Final Practical Assessment and under no circumstances later than May 15<sup>th</sup>**.

## 6 Absent Candidates and Special Consideration

- 6.1 Where candidates miss any component of the examination for valid reasons (e.g. illness or injury) 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 helpful.
- 6.2 Where a candidates does not attend for an activity the candidate is awarded 0
- 6.3 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.
- 6.4 When a candidate is injured during the moderation programme and is unable to take any further part in their assessment activities then an X mark should be recorded on the PE34 for each activity not undertaken/completed. Medical evidence and a Special Consideration form along with a covering letter from the school should be sent to Edexcel's Special Consideration Office. Candidates should be entered as **'Present but Disadvantaged'** on the Special Considerations Form.
- 6.5 Family holidays are not acceptable grounds for Special Consideration.
- 6.6 Special Consideration for unit 2C will only be granted in exceptional circumstances to candidates who miss their centre's moderation day because they are representing their country/county/locale in sport elsewhere. Centres should attempt to ensure that they do not plan their final assessments at a time when any of their candidates will be away for these reasons.
- 6.7 The Final Practical Assessment (2C) is an 'on the day' performance and **NO** consideration will be given to candidates **who perform with an injury obtained prior to the assessment**.
- 6.8 Centres assessing candidates with physical disabilities should refer to Section 8.
- 6.9 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.**

### Notice to Centres Physical Education - Special Consideration applications

Please note that for candidates who are absent or disadvantaged during the Final Practical Assessment 2C for both the Full and Short course specification, it is strongly recommended that an application for special consideration is made immediately after the date of assessment. 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 2009 - 2010*.

## Guidelines for Completion of Application for Special Consideration

6.10 It is recommended that the guidelines below 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 |
|---|-------|
| Paper 1: Factors affecting participation and performance (Exam) | 01    |
| Paper 2: Practical assessment during the course                 | 2A    |
| Paper 2: Analysis of performance                                | 2B    |
| Paper 2: Final practical assessment                             | 2C    |

- 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, you must submit an estimated mark (out of ten) for this element and/or comparable candidate details

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

## 7. Off-Site/Externally Assessed Activities

7.1 For GCSE Physical Education 1827/3827, some activities may well be taught off-site or may need to be externally assessed.

- **Off-site activity** - An activity, assessed by the Teacher examiner, which takes place away from the school and is consequently inaccessible for the purpose of moderation.
- **Externally Assessed** - An activity where the final assessment is made by an instructor/coach, who is not employed by the centre. If the Teacher Examiner is unable to be present at the final assessment, to verify the standard of marking, video evidence is required. This must be available for the Moderator.

For GCSE Physical Education 1827/3827, some activities may well be taught off-site. If candidates are being taught by trained instructors, for example, at an **Outdoor Activity Centre**, the **Teacher Examiner must still be responsible for ensuring that the specification requirements are fulfilled** in the activity concerned, in respect of carrying out the Coursework and the Final Practical Assessments. *Full details are given in Appendix B.* An Off-site Activities Form (Appendix D) must be filled in detailing the arrangements and sent to the Moderator with the PE34 form.

### 7.2 Video/DVD Evidence

The video submitted as evidence must be on standard VHS format tape or DVD, capable of being played on a normal domestic machines (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). ***No other format should be submitted unless first agreed with the visiting moderator.***

**A video content outline should be provided on the PEV02 form (see Appendix E).** The purpose of the form is to enable the moderator to identify the candidate on the tape. **The video must display the date on the screen or the Principal Teacher Examiner must confirm the date of the assessment on the Video Outline Form (PEV02).** For details regarding the requirements of video evidence see Appendix B and C.

### 7.3 Submission of Forms

The Video Outline form (PEV02) and the Off-site Activities Form (PEOS2) should be sent to the moderator, to be received 7 days prior to the moderation visit or with the completed PE34 forms, if the off-site Final Assessment is after the moderation visit.

## 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 21<sup>st</sup> February. 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 Coursework Guide (Appendix B).

*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

- PE34 2A and 2B marks entered
- PE34 AP marks for all 5 criteria entered
- Timetable for all final practical assessments
- Lists of candidates for each activity with numbers
- Video/DVD of externally assessed activities
- PEVO2
- PEOS2 - if relevant

### After the visit

- PE34 2A/2B /2C marks entered
- PE34 AP
- 2<sup>nd</sup> Copy of OPTEMS or EDI print out
- Any video/DVD not previously submitted



## Appendix A

### Guidelines for Paperwork Completion

#### PE34 Forms

- Ensure that candidates are listed in their **candidate number order**.
- Ensure all candidates fulfil the rubric of the specification.
- Delete irrelevant specification number(s). **Candidates for different specifications must be recorded on separate sheets.**
- Enter candidate marks out of **ten** for Practical Coursework in row **2A**.
- Enter candidate marks out of **twenty** for Analysis of Performance in row **2B**.
- Candidates will only be awarded **one** Analysis of Performance mark.
- Enter candidate marks out of **ten** for Final Practical Assessment in row **2C**.
- Add up candidate marks for the sub-totals. This will be done automatically.
- Principal Teacher Examiner to sign the forms.
- Centre's Examination Officer to sign the forms.

#### For candidates that are injured and miss elements of the coursework (2A)

- An X should be inserted in the component missed.
- Other marks should be added and an X placed in the sub total column.
- A Special Consideration form, along with appropriate medical evidence including the PE34 forms must be forwarded to the Special Considerations Department at Edexcel.

#### For candidates that are not awarded elements of the coursework due to non-attendance (2A)

- An O should be placed in the missed element of the coursework.
- The coursework marks should be totalled accordingly and entered into the sub total for **2A**.

#### For candidates that are injured and miss all the final practical assessment (2C)

- An X should be placed in each component missed
- An X should be placed in the **2C** sub total column of the PE34.
- A Special Consideration form along with an appropriate medical certificate should 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 injured and miss part of the final practical assessment

- An X should be placed in the missed activities.
- An X should be entered in the **2C** sub total column.
- A Special Consideration form along with an appropriate medical certificate should be forwarded to the Special Considerations Department of Edexcel.
- Candidates should be entered as 'Present but Disadvantaged' on the Special Considerations Form.

For candidates that are absent from all of the practical assessment due to non-attendance (2C)

- A 0 should be placed in the missed activities
- A 0 should be entered in the 2C sub total column for the final practical assessment

For candidates that are absent from part of the practical assessment due to non-attendance (2C)

- An 0 should be entered in the missed activities and the total put in the 2C sub total column

### PE34AP Forms

- Ensure that candidates are listed in their candidate number order
- Delete irrelevant specification number(s).
- Ensure the Analysis of Performance activity stated is correct and the same as that on the PE34 (2B).
- Enter the candidates' mark out of four for each of the five criteria.
- 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.
- Transfer the mark out of twenty to the PE34 (2B).
- Principal Teacher Examiner to sign the forms.
- Centre's Examination Officer to sign the forms.

## 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, paper 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 For each candidate, first ensure you have checked the arithmetic on the PE34 then transfer the Total Component Mark to the box of the OPTEMS labelled 'Mark' for the correct candidate.
- 1.8 Centres will receive 3 OPTEMS for GCSE Physical Education

1827

2A - Coursework Mark: Total Maximum mark of 40

2B - Analysis of Performance: Total Maximum mark of 20

2C - Final Practical Assessment: Total Maximum mark of 40

3827

2A - Coursework Mark: Total Maximum mark of 20

2B - Analysis of Performance: Total Maximum mark of 20

2C - Final Practical Assessment: Total Maximum mark of 20

Centres must ensure that candidate marks are entered correctly for each component. The 2A, 2B and 2C marks should NOT be totalled together.

- 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 score of zero should only be used if a candidate has not participated in any practical activities through absence.
  - '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 coursework or final practical assessment through injury or illness and Special Consideration or an aegrotat award has been requested.
  - '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.
- 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 in the envelope provided by **15th May 2010**. Please remember this form **must not be folded or creased**.
- b) **Second copy** to be sent with a copy of the completed PE34 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.

#### **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](http://www.edexcelonline.co.uk) for details.

**You can find more information about EDI by referring to chapter 4 of the information manual. This is available from your exams officer.**

## Appendix B

### Guidelines for the Assessment of Off-Site /Externally Assessed Activities

There are activities which are assessable within the specification that will necessitate specific requirements due to the nature of the activity. There are two specific areas to be considered:

- Group A**      Activities that are undertaken during an extra-curricular course, e.g. skiing, outdoor activities or a specialised activity trip.
- Group B**      Activities that are undertaken by individual candidates outside of the centres curricular programme, e.g. judo, karate, golf, etc.

#### General Guidelines

All candidates must undergo a programme of coaching/teaching co-ordinated by the Teacher Examiner, which covers the relevant assessment criteria in order that they may be awarded a coursework mark.

All candidates must undergo a separate Final Practical Assessment co-ordinated and observed by the Teacher Examiner. **This must be arranged between 1<sup>st</sup> March and May 5th and must be available for Edexcel to moderate externally.**

#### Guidelines for Group A - Off site

1. Teacher Examiners organising specialist courses during which a practical coursework mark is to be awarded must ensure that all the areas of the assessment criteria are covered within the teaching of the activity.
2. At the end of the specialist course a formal assessment should be undertaken in order to rank the candidate's ability and award a mark.
3. A separate Final Practical Assessment will need to be arranged between March and May 5th .
4. Schools/Colleges who undertake the coursework away from their centre will need to organise an assessment utilising local facilities (e.g. dry slope ski facility or a local climbing wall) or to undertake a separate and subsequent visit to a similar venue.

## Guidelines for Group B - Externally assessed

1. Teacher-Examiners arranging for individual candidates to follow specific activities outside of the mainstream teaching programme must ensure that the candidates fulfil the required elements of the assessment criteria. **Teacher Examiners must liaise with and ensure that candidates receive appropriate coaching/teaching by a recognised/qualified coach.**

It is acceptable for a coursework mark to be allocated by the Teacher Examiner following discussions with the specified instructor/coach/trainer.

2. **Candidates must undertake a Final Practical Assessment. The Teacher Examiner should observe this.** This may be arranged and co-ordinated through a specified coach/trainer and is marked in line with the Assessment Criteria. The assessment must be verified and signed/countersigned by the Teacher Examiner.
3. If the Teacher Examiner is unable to be present at the final practical assessment, candidates must be clearly videoed undertaking a range of differentiated practices/structured practices or an individual performance which demonstrate their ability at the level of assessment appropriate to the mark awarded. The Video/DVD evidence must be viewed by the Teacher Examiner, to verify the marks awarded and it must be available for the appointed Visiting Moderator's visit.

## Appendix C

### Whole Centre Video Moderations

#### International and Home Centres with less than 20 candidates

- All video evidence must be accompanied by a PEVO2 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.
- VHS or DVD format (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).
- Video/DVD footage must include a minimum number of activities to fulfil the course requirements (i.e. four activities for the Full Course).
- Activities selected must fulfil the Practical Assessment rubric i.e. 4 activities from at least two different Activity Groups (1827) or 2 activities from different Activity Groups (3827).
- Each activity must show a range of candidates' abilities including candidates from the top, middle and bottom of the ability range.
- A selection of candidates must also be submitted for the Analysis of Performance. Guidance on this will be advised by the moderator
- Centres will be required to provide PEPs for candidates who have been videoed for their Analysis of Performance and for candidates showing fitness. Photocopies of the PEPS may be sent.

#### Submission of Video Evidence - Guidelines for Filming

*These are guidelines to enable you to produce a video 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 video and develop a storyboard, for each activity, covering the relevant criteria set out in the Coursework Guide.
2. Decide which students will be videoed. With a group of 15 candidates or more the top 2-3, bottom 2-3 and middle 3-4 is appropriate, whereas with a group of 11 or 12 all the candidates may want to be seen. A suitable number of candidates to be shown per activity is approximately ten.
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 video. 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.
  - 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. Practices 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 candidates' ability should also reflect gender differences. Male and female candidates can be shown working separately or together, as appropriate to the activity. Where gender differences are affected by physical strength eg rounders then candidates should be shown performing with their own gender . The basis for the assessment, however, is a competitive situation between candidates of equal/similar ability. Other students could be drafted in to play as one team against the GCSE candidates.

### Example of a storyboard for Personal Survival

The footage needs to show that the candidates have completed all parts of the assessment without touching the sides or bottom of the pool, at any time during the session.

1

- Present students to show appropriate clothing, names and number**
- Max Four students for each session, in shot (m/s)
  - Pan from left to right (c/u)
  - Each student state name and number
  - Medium shot (m/s) or close up (c/u)

2

- Shallow water entry and 25m timed swim**
- Each student demonstrate entry and timed swim with close up on the stop watch when 25m in turn with short interval between each
  - Walk down length of pool to follow each from wider angle shot
- N.B. Slowest swimmer goes first**

3

- Demonstration of HELP position**
- Each candidate shown in close up to demonstrate position
  - Each candidates' number stated in commentary to accompany close-up shot

4

- 100 metre swim**
- Each swimmer in appropriate lane as in order of introduction in board 1
  - Follow swimmers move to close up on each with name added on commentary
  - Wider angle shot to show each swim end

5

- Treading water**
- Close up on each candidate to show treading water
  - Medium shot or wider to show general view
  - Name and number of each candidate in commentary

6

- Climb out unassisted**
- Medium shot of each candidate climbing out
  - Name and number of each candidate in commentary



## Analysis of Performance

There are five sections to the Analysis of Performance. Questions should be asked from all five sections of the matrix. The centre should consider the following:

- where will each section will be videoed - inside or at the venue of the activity?
- will the strengths/weaknesses/evaluation be 'live' or will the candidate watch a video?
- how will the moderator see the performance that the candidate is observing ?
- allow the candidates to use white boards to explain answers to any questions asked
- ensure that questions are differentiated to allow candidates to respond to demonstrate the level of their knowledge and understanding

An example might be as follows:

- |   |   |
|---|---|
| 1 | <p><b>Rules/laws/terminology/tactics</b></p> <ul style="list-style-type: none"><li>• An interview with the Teacher Examiner</li><li>• Question and answer session</li><li>• 2/3 minutes</li><li>• Could be indoors</li></ul> <p>Questions should be set at appropriate level.</p>   |
| 2 | <p><b>Recognising strengths/weaknesses/analysis/evaluation</b></p> <p>Candidate observes a performance of another candidate that the Moderator must also be able to see, e.g. a dance performance or skill performance of a tennis shot. This could be a video of another candidate's assessment and may take place outdoors or indoors.</p> <ul style="list-style-type: none"><li>• An interview with the Teacher Examiner</li><li>• Question and answer session</li><li>• 2/3 minutes</li><li>• Could be indoors</li></ul> <p>Questions should be set at appropriate level.</p> |
| 3 | <p><b>Planning practices/training/perfect model</b></p> <p>To follow on from and to be based upon 2 above</p> <ul style="list-style-type: none"><li>• An interview with the Teacher Examiner</li><li>• Question and answer session - including reference to the candidates own PEP</li><li>• 2/3 minutes</li><li>• Could be indoors</li></ul>   |
| 4 | <p><b>Principles and roles of Leadership</b></p> <ul style="list-style-type: none"><li>• An interview with the Teacher Examiner</li><li>• Question and answer session on styles / types/ roles /influence of leader</li><li>• 2/3 minutes</li><li>• Could be in doors or candidates could be shown actively participating in the role of an official/coach during the relevant activity session.</li></ul>  |

Centres will need to ensure that videos are sent to the assigned Moderator so they arrive no later than 15th May. A label for this purpose will be found on the bottom of the OPTEMS form at the beginning of the Summer Term for the attention of the Examination Officer.







Centre Name: \_\_\_\_\_

Centre Number: \_\_\_\_\_

Candidates MUST be entered in candidate number order

| Candidate Number | Gender/<br>practical no. | Candidate Name | Practical Activity   | Rules, Regulations and Terminology (4) | Observation and Analysis (4) | Evaluation and Recognising Strengths and Weaknesses (4) | Planning Strategies, Practices and Training to Improve Performance (4) | Understanding the Principles and Roles of Leadership to Improve Performance (4) | Total (20) |
|------------------|--------------------------|----------------|----------------------|--|------------------------------|---|--|---|------------|
| 4004             | F                        | Sarah Ansell   | Dance                | 4                                      | 3                            | 3   | 3  | 3   | 16         |
| 4017             | M                        | Luke Bauer     | Association Football | 2                                      | 2                            | 2   | 2  | 2   | 10         |
| 4023             | F                        | Jane Bennett   | Dance                | 4                                      | 4                            | 4   | 3  | 3   | 18         |
| 4033             | M                        | William Davis  | Cricket              | 3                                      | 3                            | 4   | 2  | 4   | 16         |
| 4037             | M                        | Patrick Dean   | Rounders             | 3                                      | 3                            | 3   | 2  | 3   | 14         |
| 4042             | M                        | Peter Green    | Trampolining         | 2                                      | 2                            | 2   | 2  | 2   | 10         |
| 4057             | M                        | Craig Knowles  | Trampolining         | 2                                      | 3                            | 2   | 2  | 2   | 11         |
| 4069             | M                        | Mitchel Morgan | Football             | 2                                      | 1                            | 1   | 1  | 1   | 6          |
| 4067             | M                        | David Mason    | Football             | 4                                      | 4                            | 4   | 4  | 2   | 18         |
| 4085             | M                        | Chris Shelley  | Trampolining         | 3                                      | 3                            | 3   | 3  | 4   | 16         |

**DECLARATION TO BE SIGNED BY THE TEACHER-EXAMINER RESPONSIBLE FOR COMPLETING THE MARK SHEET**

I declare that the activities of the candidates in respect of the marks listed on this mark sheet have been kept under regular supervision and that, to the best of my knowledge, no assistance has been given apart from any which is acceptable under the scheme of assessment and has been identified and recorded.

Signed: .....

Name of Principal Teacher Examiner: .....

Date: .....

**DECLARATION TO BE SIGNED BY THE CENTRE'S EXAMINATION OFFICER**

I certify that all the activities published in the centre's practical day(s) timetable took place on the specified dates.

Signed: .....

Name of Examination Officer: .....

Date: .....

# Appendix G

## Moderator Information Sheet

|                |  |                |  |
|----------------|--|----------------|--|
| <b>Centre:</b> |  | <b>Number:</b> |  |
|----------------|--|----------------|--|

|                   |  |                |  |
|-------------------|--|----------------|--|
| <b>Candidate:</b> |  | <b>Number:</b> |  |
|-------------------|--|----------------|--|

|                              |                   |
|------------------------------|-------------------|
| <b>Fitness Training for:</b> | (Sport/ Activity) |
|------------------------------|-------------------|

|  |
|--|
| <b>Type of training chosen for assessment:</b> |
|--|

|           |  |           |  |
|-----------|--|-----------|--|
| <b>1.</b> |  | <b>2.</b> |  |
|-----------|--|-----------|--|

|                       |  |
|-----------------------|--|
| <b>Resting Pulse:</b> |  |
|-----------------------|--|

|                        |  |
|------------------------|--|
| <b>Working Pulse:</b>  |  |
| <b>After activity:</b> |  |

|                       |  |
|-----------------------|--|
| <b>Recovery Time:</b> |  |
|-----------------------|--|

|  |
|--|
| <b>Description of Exercise session</b> |
|--|

|  |
|--|
| (This could be shown on an attached sheet) |
|--|

## Appendix H

### Guidelines for the Completion of the (School) Initial Contact with Moderator Questionnaire 2010

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 2009** - If your centre entered candidates for Edexcel's GCSE PE course in **2009** 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 going on Edexcel online. Please consult you Exams officer for further detail regarding gaining access to your centres Edexcelonline account
- **Numbers** - Enter the number of boys and/or girls being assessed for GCSE PE on the Moderation Day, for the Full Course (1827), the Short Course (3827) or Entry Level Certificate.
- **Exercise Activities 2009/2010** - Are any candidates from your centre doing Exercise Activities as one of their Practical Activities? Is this the first time you have offered this activity?
- **Exercise activities** - If you have candidates taking Exercise Activities in 2010 enter the numbers of candidates for each of the four types of Fitness Training.
- **PE34 (2A, 2B, 2C) PE34AP - electronic** - Ensure you complete electronic copies of the PE34 and PE34AP forms and e-mail them to the assigned Moderator. The electronic copy has a built-in calculator which will do any necessary additions automatically.
- **PE34 & PE34AP must be in OPTEMS candidate order** - Has this been done correctly?
- **Timetable for the day** - Have you prepared this? The Moderator will ask you to send this to them in advance of the Moderation Day.
- **Wet Weather Programme** - Have you prepared this? 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 off-site activities and/or activities that require video evidence? If so, state which activities.
- **Analysis of Performance - Discuss** - The Moderator will want to know how you will run this (will a candidate be taken out of an activity to observe and discuss other performers or will it be a discussion about a hypothetical game?) when (after each activity or at the end of the day?) and where (on the games field, in the gym, in the classroom?)
- **Personal Exercise Programmes** - These must be available for all candidates on the Moderation Day.
- **Differentiated practices** - What kind of practises will you be running for each activity?





|                                       |   |   |                |     |                         |         |                           |              |                            |  |
|---------------------------------------|---|---|----------------|-----|-------------------------|---------|---------------------------|--------------|----------------------------|--|
| <b>EXTERNALLY ASSESSED ACTIVITIES</b> |   |   |                |     |                         |         |                           |              |                            |  |
| <b>ANALYSIS OF PERFORMANCE</b>        | <table border="0"> <tr> <td><b>FORMAT</b></td> <td><b>NUMBERS</b></td> </tr> <tr> <td>Q/A</td> <td>.. <input type="text"/></td> </tr> <tr> <td>WRITTEN</td> <td>.... <input type="text"/></td> </tr> <tr> <td>PRESENTATION</td> <td>..... <input type="text"/></td> </tr> </table> <p>Provision for sample on the day</p> <p>Individual controlled assessment record sheets to be completed</p>       | <b>FORMAT</b>   | <b>NUMBERS</b> | Q/A | .. <input type="text"/> | WRITTEN | .... <input type="text"/> | PRESENTATION | ..... <input type="text"/> | <p>When and how will candidates justify mark on the day?</p> <p>Have TEs been allocated activities in which to ask questions ?</p> |
| <b>FORMAT</b>                         | <b>NUMBERS</b>  |   |                |     |                         |         |                           |              |                            |  |
| Q/A                                   | .. <input type="text"/>   |   |                |     |                         |         |                           |              |                            |  |
| WRITTEN                               | .... <input type="text"/>   |   |                |     |                         |         |                           |              |                            |  |
| PRESENTATION                          | ..... <input type="text"/>  |   |                |     |                         |         |                           |              |                            |  |
| <b>TIMETABLE</b>                      | <p>Needs to show:</p> <ul style="list-style-type: none"> <li>when all controlled assessments are taking or have taken place</li> <li>time for VM to look at PEPs/written work</li> </ul>  | <p>Needs to show when all activities are being examined</p>   |                |     |                         |         |                           |              |                            |  |
| <b>REMINDERS</b>                      | <ul style="list-style-type: none"> <li>PEPS available for all candidates in written format</li> <li>PE2MS, PE2AS,</li> <li>PE2AP (signed copy) to be completed in candidate number order and sent to VM 7 days before assessment day</li> <li>Practices should attempt to extend all ability levels</li> <li>If Fitness Training shown, candidates to complete Moderator Information Sheet</li> </ul> | <ul style="list-style-type: none"> <li>PEPS available for all candidates</li> <li>PE34, PE34AP to be completed in candidate number order and sent to VM 7 days before moderation day</li> <li>Practices should attempt to extend all ability levels</li> </ul> <p><b>E9 REPORT</b> any issues/advice highlighted last year?</p> |                |     |                         |         |                           |              |                            |  |
| <b>PAPERWORK Pre-Moderation</b>       | <p style="text-align: center;"><b>DATE RECEIVED</b></p> <p>Timetable<br/>PE2MS<br/>PE2AS<br/>PE2AP</p>  | <p style="text-align: center;"><b>DATE RECEIVED</b></p> <p>Timetable<br/>PE34<br/>PE34AP</p>  |                |     |                         |         |                           |              |                            |  |

## Appendix I

### Example of a Centre's Final Practical Assessment Timetable and Instruction Sheet

# WENTWORTH HIGH SCHOOL

## GCSE PHYSICAL EDUCATION

### FINAL PRACTICAL ASSESSMENT

WEDNESDAY 4<sup>th</sup> MAY & THURSDAY 5<sup>th</sup> MAY

The Visiting Moderator, Mr. D. Roberts, will be attending on  
Wednesday 4<sup>th</sup> May

### Points to Remember

- This is your GCSE practical exam. Together, the Practical and the Analysis of Performance count for 60% of your final mark. **MAKE IT COUNT.**
- Each session will start at the published time. Make sure you are on time. All the information for the morning and afternoon activities will be given at the briefing sessions.
- Make sure you have made arrangements for eating, and that you have plenty to drink, but remember that food is **forbidden** in the sports centre and swimming pool.
- You must be in **correct** kit for each activity. You must have your practical number card securely pinned to the front **and** back of your shirt/blouse. Remember to bring other appropriate equipment e.g. tracksuits, pads, spikes, protectors, etc.
- You will be marked on **technique and performance** in each activity. Show yourself at your very best and if something goes wrong start the practice again. No one is trying to catch you out - we want to see you doing your best. If you have any problems **LET A MEMBER OF STAFF KNOW STRAIGHT AWAY.**
- They will be long, tiring days - **BE PREPARED.**
- The very best of luck to all of you.

JB, AL, CN, HB PE Staff

## CANDIDATE LIST

| Candidate No. | Practical No. | Name             | Activities              | Specification No. |
|---------------|---------------|------------------|-------------------------|-------------------|
| 4004          | 1             | Ansell Sarah     | Net. Ath.Swm. Dan.      | 1827              |
| 4007          | 2             | Argent David     | Fb. FT C                | 3827              |
| 4013          | 3             | Baird Robert     | Fb. Bbl. Bad. FT A      | 1827              |
| 4017          | 4             | Bauer Luke       | Fb. Ath. Tmp. FT A      | 1827              |
| 4023          | 5             | Bennett Jane     | Net. Ath. Swm. Dan.     | 1827              |
| 4029          | 6             | Chasten Michael  | Fb. Bbl. Bad. FT B      | 1827              |
| 4033          | 7             | Davis William    | Fb. Ath. Swm. FT C      | 1827              |
| 4037          | 8             | Dean Patrick     | Fb. Ath. Tmp. FT B      | 1827              |
| 4040          | 9             | French Louise    | Net. Bbl. Dan. FT D     | 1827              |
| 4042          | 10            | Green Peter      | Fb. Ath. Tmp. FT C      | 1827              |
| 4045          | 11            | Groom Donna      | Net. Ath. Tmp. FT D     | 1827              |
| 4049          | 12            | Hales Jenny      | Net. Ath. Swm. Cli.     | 1827              |
| 4050          | 13            | Hapgood Duncan   | Fb. Ath.                | 3827              |
| 4051          | 14            | Hewett Graeme    | Fb. Bad. Ath. Swm.      | 1827              |
| 4054          | 15            | Hicks Danny      | Fb. Bbl. Bad. FT A      | 1827              |
| 4057          | 16            | Knowles Craig    | Fb. Bad. Ath.Tmp.       | 1827              |
| 4064          | 17            | Lindley Alex     | Fb. Bbl. Bad. FT C      | 1827              |
| 4066          | 18            | Lucraft Carly    | Net. Ath. Swm. FT B     | 1827              |
| 4067          | 19            | Mason David      | Fb. Bad. Ath. Swm.      | 1827              |
| 4069          | 20            | Morgan Mitchel   | Fb. Bbl. Bad. FT A      | 1827              |
| 4071          | 21            | Price Brian      | Fb. FT D                | 3827              |
| 4072          | 22            | Prince Dean      | Fb. Bbl. Bad. Cli.      | 1827              |
| 4076          | 23            | Randall Victoria | Net. Bbl. Bad. FT D     | 1827              |
| 4080          | 24            | Rogers Ted       | Fb. Bbl. Ten. Bad. FT A | 1827              |
| 4083          | 25            | Saunders Mark    | Fb. Bad. Ath. Swm.      | 1827              |
| 4085          | 26            | Shelley Chris    | Fb. Tmp.                | 3827              |
| 4087          | 27            | Stokes Mathew    | Fb. FT B                | 3827              |
| 4091          | 28            | Turner Clark     | Fb. Bbl. Bad. FT B      | 1827              |
| 4094          | 29            | Williams Lisa    | Net. FT C               | 3827              |
| 4096          | 30            | Woolett Steven   | Fb. Bad. Ath. Swm.      | 1827              |

|                 |    |
|-----------------|----|
| 1827 Candidates | 24 |
| 3827 Candidates | 6  |

|                   |    |
|-------------------|----|
| Male Candidates   | 22 |
| Female Candidates | 8  |

|                               |    |
|-------------------------------|----|
| Football - Fb                 | 22 |
| Netball - Nb                  | 8  |
| Badminton - Bad               | 16 |
| Athletics - Ath               | 15 |
| Basketball - Bbl              | 10 |
| Swimming - Swm                | 9  |
| Dance - Dan                   | 3  |
| Climbing - Cli                | 2  |
| Trampolining - Tmp            | 6  |
| Fitness Training - FT A/B/C/D | 19 |

## FOOTBALL

| Candidates      | Practical No. |
|-----------------|---------------|
| Argent David    | 2             |
| Baird Robert    | 3             |
| Bauer Luke      | 4             |
| Chasten Michael | 6             |
| Davis William   | 7             |
| Dean Patrick    | 8             |
| Green Peter     | 10            |
| Hapgood Duncan  | 13            |
| Graeme Hewett   | 14            |
| Hicks Danny     | 15            |
| Knowles Craig   | 16            |
| Lindley Alex    | 17            |
| Mason David     | 19            |
| Morgan Mitchel  | 20            |
| Price Brian     | 21            |
| Prince Dean     | 22            |
| Rogers Ted      | 24            |
| Saunders Mark   | 25            |
| Shelley Chris   | 26            |
| Stokes Matthew  | 27            |
| Turner Clark    | 28            |
| Woolett Steven  | 30            |
| 22 Candidates   |               |

## DANCE

| Candidates   | Practical No. |
|--------------|---------------|
| Ansell Sarah | 1             |
| Bennett Jane | 5             |
| 2 Candidates |               |

## CLIMBING

| Candidates    | Practical No. |
|---------------|---------------|
| Hales Jenny   | 12            |
| Prince Dean   | 22            |
| French Louise | 9             |
| 3 Candidates  |               |

## NETBALL

| Candidates       | Practical No. |
|------------------|---------------|
| Ansell Sarah     | 1             |
| Bennett Jane     | 5             |
| French Louise    | 9             |
| Groom Donna      | 11            |
| Hales Jenny      | 12            |
| Lucraft Carly    | 18            |
| Randall Victoria | 23            |
| Williams Lisa    | 29            |
| 8 Candidates     |               |

## BASKETBALL

| Candidates       | Practical No. |
|------------------|---------------|
| Baird Robert     | 3             |
| Chasten Michael  | 6             |
| French Louise    | 9             |
| Hicks Danny      | 15            |
| Lindley Alex     | 17            |
| Morgan Mitchel   | 20            |
| Prince Dean      | 22            |
| Randall Victoria | 23            |
| Rogers Ted       | 24            |
| Turner Clark     | 28            |
| 10 Candidates    |               |

## SWIMMING

| Candidates     | Practical No. |
|----------------|---------------|
| Ansell Sarah   | 1             |
| Bennett Jane   | 5             |
| Davis William  | 7             |
| Hales Jenny    | 12            |
| Hewett Graeme  | 14            |
| Lucraft Carly  | 18            |
| Mason David    | 19            |
| Saunders Mark  | 25            |
| Woolett Steven | 30            |
| 9 Candidates   |               |



**Fitness Training**

| Candidates           | Practical No. | Circuit Training A | Exercise to Music B | Continuous Training C | Weight Training D |
|----------------------|---------------|--------------------|---------------------|-----------------------|-------------------|
| Argent David         | 2             | *                  |                     | *                     |                   |
| Baird Robert         | 3             | *                  | *                   |                       |                   |
| Bauer Luke           | 4             | *                  |                     | *                     |                   |
| Chasten Michael      | 6             |                    | *                   |                       | *                 |
| Davis William        | 7             | *                  |                     | *                     |                   |
| Dean Patrick         | 8             |                    | *                   | *                     |                   |
| French Louise        | 9             |                    | *                   |                       | *                 |
| Green Peter          | 10            |                    |                     | *                     | *                 |
| Groom Donna          | 11            | *                  |                     |                       | *                 |
| Hicks Danny          | 15            | *                  | *                   |                       |                   |
| Lindley Alex         | 17            |                    |                     | *                     | *                 |
| Lucraft Carly        | 18            |                    | *                   | *                     |                   |
| Morgan Mitchel       | 20            | *                  | *                   |                       |                   |
| Price Brian          | 21            | *                  |                     |                       | *                 |
| Randall Victoria     | 23            |                    |                     | *                     | *                 |
| Rogers Ted           | 24            | *                  |                     |                       | *                 |
| Stokes Matthew       | 27            | *                  | *                   |                       |                   |
| Turner Clark         | 28            |                    | *                   | *                     |                   |
| Williams Lisa        | 29            |                    | *                   | *                     |                   |
| <b>19 Candidates</b> |               |                    |                     |                       |                   |

**Fitness Training - A**  
**Circuit Training**

| Candidates          | Practical No. |
|---------------------|---------------|
| Baird Robert        | 3             |
| Bauer Luke          | 4             |
| Hicks Danny         | 15            |
| Morgan Mitchel      | 20            |
| Rogers Ted          | 24            |
| <b>5 Candidates</b> |               |

**Fitness Training - B**  
**Exercise to Music**

| Candidates          | Practical No. |
|---------------------|---------------|
| Chasten Michael     | 6             |
| Dean Patrick        | 8             |
| Lucraft Carly       | 18            |
| Stokes Matthew      | 27            |
| Turner Clark        | 28            |
| <b>5 Candidates</b> |               |

**Fitness Training - C**  
**Continuous Training**

| Candidates          | Practical No. |
|---------------------|---------------|
| Argent David        | 2             |
| Davis William       | 7             |
| Green Peter         | 10            |
| Lindley Alex        | 17            |
| Williams Lisa       | 29            |
| <b>5 Candidates</b> |               |

**Fitness Training - D**  
**Weight Training**

| Candidates          | Practical No. |
|---------------------|---------------|
| French Louise       | 9             |
| Groom Donna         | 11            |
| Price Brian         | 21            |
| Randall Victoria    | 23            |
| <b>4 Candidates</b> |               |

## PRACTICAL ASSESSMENT DAY 1

### WEDNESDAY 4th MAY

| TIMES (approx) | ACTIVITY                                  | ASSESSOR | TEACHER   | VENUE             |
|----------------|---|----------|-----------|-------------------|
| 8.45           | Candidate Briefing                        |          | All Staff | Conference Room   |
| 9.00 - 9.45    | Athletics                                 | JB       | AL        | Athletics Track   |
| 9.45 - 10.30   | Basketball                                | HB       | CW        | Sports Hall       |
| 10.30 - 10.50  | Break                                     |          |           | Staff Room        |
| 10.50 - 11.35  | Trampolining                              | JB       | HB        | Gym               |
| 11.35 - 12.05  | Fitness Training - A<br>Circuit Training  | CW       | AL        | Sports Hall       |
| 12.05 - 12.35  | Fitness Training - B<br>Exercise to Music | JB       | HB        | Sports Hall       |
| 12.35 - 1.30   | Lunch                                     |          |           | Staff Room        |
| 1.30 - 3.00    | Analysis of Performance                   | JB<br>AL | CW<br>HB  | Gym / Sports Hall |
| 3.00 - 3.15    | Candidate Briefing<br>- Dismissal         |          | All Staff | Conference Room   |

*Please note, where time and weather permit, Analysis of Performance can be assessed at the end of a practical activity session. Analysis of Performance should be assessed whilst viewing a live performance and all candidates must be able to present their PEP to the moderator, if required. Sufficient time and appropriate arrangements should be made to enable candidates to justify the coursework mark awarded by the centre.*

**PRACTICAL ASSESSMENT DAY 2**

**THURSDAY 5th MAY**

| <b>TIMES<br/>(approx)</b> | <b>ACTIVITY</b>                             | <b>ASSESSOR</b> | <b>TEACHER</b> | <b>VENUE</b>    |
|---------------------------|---|-----------------|----------------|-----------------|
| 8.45                      | Candidate Briefing                          |                 | All Staff      | Conference Room |
| 9.00 - 9.45               | Football                                    | JB              | AL             | Field           |
| 9.45 - 10.30              | Dance                                       | CW              | HB             | Dance Studio    |
| 10.30 - 10.50             | Break                                       |                 |                | Staff Room      |
| 10.50 - 11.35             | Netball                                     | AL              | CW             | Netball Courts  |
| 11.35 - 12.05             | Fitness Training - C<br>Continuous Training | JB              | AL             | Sports Hall     |
| 12.05 - 12.35             | Fitness Training - D<br>Resistance Training | CW              | JB             | Sports Hall     |
| 12.35 - 1.30              | Lunch                                       |                 |                | Staff Room      |
| 1.30 - 2.15               | Badminton                                   | JB              | AL             | Sports Hall     |
| 2.15 - 3.00               | Swimming                                    | CW              | HB             | Swimming Pool   |
| 3.00 - 3.15               | Candidate Briefing<br>- Dismissal           |                 |                | Conference Room |

Climbing candidates (2) to be assessed by arrangement with the climbing instructor during the week beginning 18<sup>th</sup> April, this assessment will be video taped.



Summer 2010

For more information on Edexcel qualifications please contact our  
Customer Response Centre on 0870 240 9800  
or email: [enquiries@edexcel.com](mailto:enquiries@edexcel.com)  
or visit our website: [www.edexcel.com](http://www.edexcel.com)

All of the material in this publication is copyright.

© Summer 2010 Edexcel