

1827  
3827

# Instructions for the Conduct of the Examination and Coursework (ICE)

## Physical Education

GCSE Full Course	1827
GCSE Short Course	3827

Summer 2009

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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 5<sup>th</sup> 2009

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## 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>. Centres should ensure facilities are booked and all necessary arrangements are made.</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.org.uk">www.edexcel.org.uk</a> ).
3	To be received by the Visiting Moderator at least 7 days before the Final Practical Assessment	<b>A copy of PE34</b> (showing marks for Paper 02A, Coursework and 02B, (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). <b>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 02C, 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 second 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 5th 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 2008. **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

- 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 **14th May (am)**. 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.

**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 Korfbal; Basketball and Korfbal.

## 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 5th 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 Examine, **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 Within the Final Practical Assessment, the centre must provide the Visiting Moderator, where possible, the opportunity to observe all Teacher Examiners. The centre must also provide a sample range of candidates from four activities across the range of activity groups for the Full Course and two activities across the range for the Short Course. Where centres are running Full and Short Courses concurrently, only four activities need to be observed. This should be co-ordinated into an agreed programme to enable a full day's visit by the Moderator for candidates undertaking the Full Course or a half day visit for candidates following the Short Course.
- 3.4 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.

#### VIDEO/DVD EVIDENCE

- 3.5 Where candidates are following an off-site activity (an activity marked by one of the teacher examiners assessing the other activities) which will not be finally assessed within the Assessment programme available to the Visiting Moderator, then video evidence may not be required. If the activity is being assessed by a teacher who has not been moderated in any other activity, video evidence will be required. This should be forwarded to the Visiting Moderator along with the centre's coursework marks, seven days prior to the visit. If the off site 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.
- 3.6 Where candidates are following an externally assessed activity (An activity assessed by an external tutor, i.e. personal trainer), 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 off site 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.

<b>Failure to do so may result in marks not being awarded and a practical coursework mark not being allocated</b>
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- 3.7. The Visiting Moderator will moderate the centre's assessment of practical activities and sample the assessment of the Analysis of Performance. They will also sample the Teacher Examiner's assessment of candidates' Analysis of Performance. Their role is to review the marking by the centre's staff across the ability range for the sampled candidates. The Visiting Moderator will not normally be present for all activities and, in particular, centres need to make due consideration for the assessment of off-site activities.

- 3.8. A full and comprehensive report (E9) will be forwarded to centres. This report will be available for subsequent reference, inclusion in departmental review and for inspection purposes. It can be accessed by the centres obtaining a log in number from the centre's examinations officer.
- 3.7 In the interests of standardisation new and 2<sup>nd</sup> year Visiting Moderators are supervised by a Team Leader, appointed by Edexcel. The Team Leader 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. Team Leaders will not participate directly in the proceedings but will request copies of all mark sheets.
- 3.9 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). (*Same applies when centres are also offering Entry Level PE. Please refer to ELC ICE document*)

## 4 Documentation

The following forms are used:

### Initial contact with Moderator Questionnaire

You may find it useful to use 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. ( Appendix G)

### PE34

Practical record sheet. To be completed with the marks awarded to each candidate for each activity and the Analysis of Performance (see Appendix F), 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

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

These forms **must be completed** to register all candidates being assessed for their Final Practical .

Assessment in off-site activities, which are completed outside of the moderation programme. (Appendix D)

### PEVO2 Forms

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. (Appendix E)

## Moderator Information Sheet

Centres showing Fitness as an activity on the moderation day will need to complete a moderator information sheet for every candidate involved in the session. A copy of this form can be found in the coursework guide on page 93.

### OPTEMS

Pre-printed mark sheets on three-part stationery 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 fill in 2A

Practical Coursework Mark, 2B Analysis of Performance Mark and 2C Final Practical Assessment Mark.

Centres forward the top copy to Edexcel; the second copy to the Visiting Moderator along with the final

PE34 forms and the final copy are to be 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 ensure that your entries are made on time.

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.org.uk](http://www.edexcel.org.uk).



## 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 on the day) 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. 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.)

### Before the Practical Examination

- 5.4 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. If the centre has candidates being assessed in Fitness Training for the first time, then this activity MUST be included in the timetable at an agreed time with the moderator.**

- 5.5 Copies of the PE34 and PE34AP forms should be emailed/despached to the Visiting Moderator. The forms must show the candidates' names, numbers and the coursework marks awarded to each candidate. The PE34 must give 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 for use on clothing e.g. numbered bibs, should be prepared in advance of the practical examination. Alternative arrangements for identifying candidates are acceptable as long as each candidate is clearly identifiable in each practical activity and the Analysis of Performance.
- 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 the 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 Teacher Examiners should refrain from actively coaching 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.
- 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 aggregate 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 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 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. 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.
- 6.4 Family holidays are not acceptable grounds for Special Consideration.
- 6.5 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 ensure that they do not plan their moderation event at a time when any of their candidates will be away for these reasons.
- 6.6 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.
- 6.7 Centres assessing candidates with physical disabilities should refer to Section 8.
- 6.8 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*.

## 7. Off-Site Assessment

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

- **Off-site activity** - An activity assessed by the Teacher Examiner but performed outside of the school grounds not held with in the moderation program.
- **Externally assessed** - An activity where the final assessment is made by the instructor and not the TE and not held with in the moderation program.

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 Pursuits 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.

Where the Final Practical Assessment of the off-site activity is not to be held within the moderation programme available to the Visiting Moderator, then video evidence will not be required as long as the Teacher Examiner has been moderated in other activities. If the TE for the off-site activity has not been moderated then video/DVD evidence must be provided. This should be sent to the Visiting Moderator with the PEV02 form (Appendix E) along with the PE34 forms.

Where the Final Practical Assessment of the externally assessed activity is assessed by the instructor and not by the TE and is not to be held within the moderation programme available to the Visiting Moderator, then video/DVD evidence will be required. This should be sent to the Visiting Moderator with the PEV02 form (Appendix E) along with the PE34 forms.

Where Final Practical Assessment takes place after the moderation visit, video evidence must be forwarded with the completed PE34 forms. Full details are in the guidelines (Appendix B).

### 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) A score of zero should only be used if a candidate has not participated in any practical activities through absence.
- 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 coursework or final practical assessment 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.

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 2009**. 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.**

## 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 pursuits 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 March and May 5th and must be available for Edexcel to moderate externally.**

Where Final Practical Assessments are undertaken and it is impracticable for moderation to take place, e.g. overseas centres, specific individual activities, then video/DVD evidence will be required to be submitted to the moderator (Refer to following sections in this Appendix).

#### 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. **Video/DVD evidence is not required for the coursework mark.**
4. A separate Final Practical Assessment will need to be arranged between March and May 5th .
5. 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.
6. Schools/colleges that complete their specialised coursework trips during March/May (e.g. a skiing trip during the Easter vacation) cannot combine their coursework and their Final Practical Assessment. **A subsequent and separate Final Practical Assessment in accordance with points 4 and 5 must be organised.**
7. All Final Practical Assessments arranged away from the centre where visiting moderation is impractical, must provide video evidence in accordance with the video guidelines outlined later in this section.

8. Teacher Examiners must complete and submit to the Visiting Moderator the appropriate PEOS2 form.

#### **Guidelines for Group B - externally assessed**

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.

**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 agreed but the Assessment must be verified and signed/countersigned by the Teacher Examiner.

Where an individual candidate's Final Practical Assessment is arranged separate to the centre's Final Practical Moderation, **video/DVD evidence in accordance with the submission of video/DVD guidelines must be obtained and be available for the appointed Visiting Moderator's visit.**

## Appendix C

### Guidelines for the Submission of Video Evidence for GCSE Physical Education

*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.*

#### Category A

Centres offering a specific group activity where the Final Practical Assessment is conducted by a TE who has not been moderated is off-site and separate from the centre moderation.



#### Category B

Centres assessing an individual candidate, in a specific activity where the Final Practical Assessment is conducted as Externally assessed (by an external instructor).

#### Category C

Centres that will not be visited by a Visiting Moderator e.g. overseas centres and home centres with less than 20 candidates. (This category may well include candidates who are in Categories A and B already. Therefore the centre needs to ensure that the video evidence covers all their activities).

Please ensure the video(s) are suitably packaged to prevent any damage whilst in the post.

Centres may wish to introduce a Parental Consent Form to support the process of acquiring video evidence.

#### Category A (Off-Site Group Activities)

1. A selection of candidates clearly showing the top, middle and bottom of the range of abilities across the cohort. Candidates should display their level of skills throughout the practical assessment through the use of game related /differentiated practices and the game situation up to the level or mark appropriate to their ability outlined in the specific activity Assessment Criteria.
2. Orienteering/Trekking present a problem with regards to the videoing of specific skills, whilst undertaking an ongoing practical activity over a wide area. It is suggested that centres wishing to submit video/DVD evidence for this activity may develop specific/individual programmes that possibly include the videoing of basic techniques supported by quantifiable evidence.

Some suggestions are:

- Candidates answer a prepared question sheet on techniques.
- Candidates interviewed on the techniques they employed/candidates answer written questions on their performance.

- A combination of time/points earned and recorded against a quantifiable scoring system.
- Show clothing, supplies to be carried, first aid kit , meal packs etc and explain their relevance - use
- Planning the route and each candidate's contribution to it

#### Category B (Individual Specific Assessment)

Candidates must be clearly videoed undertaking a range of differentiated drills/structured practices or an individual performance which demonstrate their ability at the level of assessment appropriate to the mark awarded.

#### Category C (Whole Centre Moderation - Overseas/Home Centres with less than 20 candidates)

- 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 (see guidance notes on pages 21-25).

## 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. The criteria for each activity **must** be studied before beginning to film activities and award marks.
2. Candidates who are being moderated must be clearly identifiable. It is helpful if candidates introduce themselves to the camera initially. In group activities candidates must be numbered. When introducing activities such as swimming it is advisable to identify candidates using different coloured hats and to give a clearly identified order to the activity.
3. When compiling video evidence for moderation of Games Activities (excluding Net/Wall Games) not every candidate needs to be videoed. The requirement is that evidence is shown of candidates across the range of ability specifically highlighting the top, middle and bottom ability candidates. A suitable number of candidates to be shown per activity is eight. Where a centre has less than eight doing the activity all candidates will need to be videoed.
4. Drills should be differentiated to show the application of skills at an appropriate mark level. The Moderator can only watch a few candidates at a time and therefore it is suggested that candidates are shown in small groups of approximately four. Candidates should be in groups of similar ability to allow recording in ascending or descending order of ability and to allow differing groups to perform differentiated drills reflecting their ability.

5. Sufficient footage should be taken to allow each candidate to demonstrate the required level of performance according to the Teacher Examiner's mark. More able candidates will need to demonstrate the advanced skills applied in appropriate situations.
6. The most advantageous way of demonstrating the application of skills is through small group participation i.e. 3 vs 2 etc. Games with small numbers of candidates per side are preferable to full games as long distance camera shots make it difficult for the moderator to distinguish a candidate's number and the skill they are demonstrating.
7. 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.
8. Candidates must be shown for a sufficient length of time to ensure that the Teacher Examiner's marking can be accurately moderated. Therefore, situations that may not naturally occur in a normal practical examination may need to be created for this purpose.
9. Centres that submit video evidence for all the Final Practical Assessment (e.g. overseas centres and home centres with less than 20 candidates) will need to ensure that videos are sent to the assigned Moderator so they arrive no later than **5th 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.
10. Centres providing video evidence for Categories A and/or B will need to send the video/DVD evidence and all the coursework marks to their visiting Moderator **at least one week prior** to the agreed Final Practical Assessment day(s).
11. If centres make special arrangements for the Final Assessment of Off-site Activities to be completed and videoed after the moderation visit, then the video/DVD evidence must be submitted along with the completed PE34 forms by the final submission date.

## Submission of Video Evidence - Presentation Guidelines

If a video is submitted it must be:

- In 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).
- Accompanied by a PEVO2 form and a set of notes with details about the candidates involved, e.g. activities, candidate numbers, viewing order of candidates etc to assist the moderator.
- The Analysis of Performance of candidates must be included in the appropriate activity. Ten candidates across the mark and activity range should be recorded on the video evidence.

For each activity that needs to be videoed:

1. Develop a storyboard and use the Coursework Guide to help. 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.

It is helpful to include a programme of the activities and Analysis of Performance to provide the Moderator with an outline of the order of the evidence.

2. Check to see that all the criteria set out in the Coursework Guide have been covered. An example of a storyboard is included.
3. 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 eight.
4. Make sure each candidate is not only clearly numbered but that the numbers are visible when candidates are performing on the video. For swimming, numbers on hats is recommended but for commentary it is helpful to name and number the candidates at appropriate points in the video.
5. Set out the moderation as if the Visiting Moderator is actually going to be present with the details of drills to be shown etc.
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.
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 or small-sided games.
9. If mixed gender groups need to be shown it helps to video them separately in competition. Other students should be drafted in to play as one team against the GCSE candidates.

#### Example of a storyboard for Personal Survival

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

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

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

## Submission of Video Evidence - Presentation Guidelines Analysis of Performance

A selection of candidates must also be submitted for the Analysis of Performance. Many of the principles used in the Guidelines for the submission of video evidence can be used again for this part of the video, particularly bullet point 3, which relates to the number and range of candidates that must be adhered to.

There are five sections to the Analysis of Performance. Not all elements can be covered in the video. However enough information needs to be provided to substantiate the candidate marks awarded. This may be progressive with weak candidates only able to offer information to support section 1 below whilst strong candidates should be able to provide good and accurate information in sections 2 and 3.

Centres will also be required to provide PEPs for candidates who have been videoed for their Analysis of Performance. Photocopies of the PEPS may be sent.

An example might be as follows:

1

- Rules/laws/terminology/tactics**
- An interview with the Teacher Examiner
  - Question and answer session
  - 2/3 minutes
  - Could be indoors
- Questions should be set at appropriate level.

2

- Recognising strengths/weaknesses/analysis/evaluation**
- 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.
- An interview with the Teacher Examiner
  - Question and answer session
  - 2/3 minutes
  - Could be indoors
- Questions should be set at appropriate level.



**Planning practices/training/perfect model**

3

To follow on from and to be based upon 2 above

- An interview with the Teacher Examiner
- Question and answer session - including reference to the candidates own PEP
- 2/3 minutes
- Could be indoors

**Principles and roles of Leadership**

4

- An interview with the Teacher Examiner
- Question and answer session on styles / types/ roles /influence of leader
- 2/3 minutes
- Could be in doors or candidates could be shown actively participating in the role of an official/coach during the relevant activity session.

Appendix D  
 Summer 200\_

Centre Name:											
Specification: 1827 / 3827 ( <i>Delete As Appropriate</i> )											
Candidate Name	Candidate Number	Activity Taught	Place of Instruction	Instructor's Name	Instructc Qualifica						
I declare that the teaching of the candidates' activities outlined above was kept under my supervision and that the criteria as outlined in the Edexcel specification.											
Signed:..... Name of Principal Teacher Examiner:..... Date:.....											

Summer 200\_

## OUTLINE OF OFFSITE ACTIVITY VIDEO

Centre Name		Centre Number					
-------------	--	---------------	--	--	--	--	--

DATE OF ASSESSMENT	ACTIVITIES SHOWN (In order of recording)	CANDIDATES SHOWN (In order of appearance in each activity)	CANDIDATE NUMBER

I declare that the assessments were carried out on the date(s) shown on this form.

Signed:..... Name of Principal Teacher Examiner:.....  
Date:.....

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

Candidates MUST be entered in candidate number order

Candidate Number	Gender/Practical No.	Name	Athletic Activities							Outdoor Activities							Gymnastic Activities																														
			Fitness Training	Archery	Judo / Karate	Athletics	Weightlifting	Rowing	Golf	Dance	Sailing	Canoeing / Kayak	Climbing	Orienteering / Trekking	Skating/Snowboarding	Boat Sailing	Personal Survival / Lifesaving	Swimming Strokes	Synchronised Swimming	Horse Riding	Gymnastics	Trampolining	Meeting Local Needs	Water Polo	Association Football	Basketball / Korfbal	Hockey																				
4004	F/1	Sarah Ansell	2A			6				10																																					
			2B							16																																					
			2C			X				10																																					
4017	M/4	Luke Bauer	2A			5																	4			6																					
			2B																								10																				
			2C			5																		3			6																				
4023	F/5	Jane Bennett	2A							9																																					
			2B							18																																					
			2C							8																																					
4033	M/7	William Davis	2A			8																				7																					
			2B																																												
			2C			8																				7																					
4037	M/8	Patrick Dean	2A			7																	6			8																					
			2B																																												
			2C			7																				7																					

**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, the activities were carried out under the scheme of assessment and have been identified and recorded.  
 Signed: \_\_\_\_\_ Name of Principal Teacher Examiner: \_\_\_\_\_

**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 Examinations Officer: \_\_\_\_\_

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

Candidates MUST be entered in candidate number order

Candidate Number	Gender/practical no.	Candidate Name	Practical Activity	Rules, Regulations and Terminology (4)	Observation and Analysis (4)	Evaluation Recognis Strengths Weaknes (4)			
4004	F	Sarah Ansell	Dance	4	3	3			
4017	M	Luke Bauer	Association Football	2	2	2			
4023	F	Jane Bennett	Dance	4	4	4			
4033	M	William Davis	Cricket	3	3	4			
4037	M	Patrick Dean	Rounders	3	3	3			
4042	M	Peter Green	Trampolining	2	2	2			
4057	M	Craig Knowles	Trampolining	2	3	2			
4069	M	Mitchel Morgan	Football	2	1	1			
4067	M	David Mason	Football	4	4	4			
4085	M	Chris Shelley	Trampolining	3	3	3			

**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, the assessment is acceptable under the scheme of assessment and has been identified and recorded.

Signed: \_\_\_\_\_ Name of Principal Teacher Examiner: \_\_\_\_\_

**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: \_\_\_\_\_

## Appendix G

### Guidelines for the Completion of the (School) Initial Contact with Moderator Questionnaire 2009

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 2008 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.
- **Fitness Training 2008/2009** - Are any candidates from your centre doing Fitness Training as one of their Practical Activities? Is this the first time you have offered this activity?
- **Exercise activities** - If you have candidates taking Fitness Training in 2009 enter the numbers of candidates for each of the four Fitness Training exercises.
- **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.
- **Off-site/Video 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 pulled 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?

**(School) Initial Contact with Moderator Questionnaire 2009**

First contact date  Proposed visit date

Centre Name \_\_\_\_\_ Centre No. \_\_\_\_\_

Teacher in charge \_\_\_\_\_ email \_\_\_\_\_

School telephone number \_\_\_\_\_ email \_\_\_\_\_

School fax number \_\_\_\_\_ Map to school Yes / No

New centre Yes / No      Established centre Yes / No      E9 2007 Yes / No

Mixed Sex Yes / No      All Boys Yes / No      All girls Yes / No

Numbers: Boys  Girls

1827 Boys  Girls

3827 Boys  Girls

Entry Level Certificate Boys  Girls

Number of days for moderation  Fitness Training 2007 Yes / No  
Fitness Training 2008 Yes / No

Exercise activities:					
Continuous	<input type="text"/>	Circuit	<input type="text"/>	Resistance	<input type="text"/>
				Exercise to Music	<input type="text"/>

PE34 (2A, 2B, 2C) PE34AP - electronic	<input type="text"/>
PE34 & PE34AP must be in OPTEMS candidate order	<input type="text"/>

Timetable for the day  Wet weather Programme

Activity 1  Activity 2   
Activity 3  Activity 4

Off-site activities \_\_\_\_\_

Video evidence activities \_\_\_\_\_

Analysis of Performance - Discuss	How?	When?	Where?
Personal Exercise Programmes	Availability		
Differentiated practices	Discuss for each activity		

**Completed forms sent to Moderator**

Paperwork	Form	Date	Form	Date	Form	Date
	PE34	<input type="text"/>	PE34AP	<input type="text"/>	OPTEMS	<input type="text"/>

## 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 Circuit Training	CW	AL	Sports Hall
12.05 -12.35	Fitness Training - B Exercise to Music	JB	HB	Sports Hall
12.35 - 1.30	Lunch			Staff Room
1.30 - 3.00	Analysis of Performance	JB AL	CW HB	Gym / Sports Hall
3.00 - 3.15	Candidate Briefing - 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

TIMES (approx)	ACTIVITY	ASSESSOR	TEACHER	VENUE
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 Continuous Training	JB	AL	Sports Hall
12.05 - 12.35	Fitness Training - D 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 - 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 2008

For more information on Edexcel qualifications please contact our  
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