

Paper Reference(s)

4310/01; 4311/01; 4312/01; 4313/01

Instructions

London Examinations IGCSE

Art and Design: Fine Art (4310);
Textiles (4311); Photography (4312);
Graphic Design (4313)

Strictly Confidential

November 2007

INSTRUCTIONS TO THE SUPERINTENDENT

These instructions are to be opened by the Superintendent when received by the centre.

Materials required for examination

Nil

Items included with question papers

Nil

Turn over for instructions

Printer's Log. No.

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Before the examination, examinations officers and invigilators should carefully read the following information.

Examinations officers and invigilators are asked to refer to the booklet E30, ‘Notes for Guidance and Instructions for Heads of Centres, Examination Officers and Invigilators on the Conduct of Examinations’, for general instructions.

Examinations officers and invigilators should ensure that the following conditions and working facilities are provided for all candidates entered for IGCSE Art and Design specifications (4310, 4311, 4312 and 4313).

1. Suitable art room accommodation must be provided. Candidates must be able to work with equipment and materials with which they are familiar, as far as permitted by the Examination Regulations. Candidates must work in an adequate space with good lighting and be provided with the necessary materials for carrying out their work. Candidates are allowed to provide their own materials, including paper, but this must not exceed A2 in size. London Examinations’ regulations require that all persons, except members of staff acting as invigilators, or other authorised members of staff, and the candidates actually engaged in each examination, shall be excluded from the examination room. London Examinations recommends that the timed test should normally be supervised by an Art and Design teacher.
2. All sessions of the examination must be invigilated throughout and conducted in a quiet and orderly manner. Only candidates involved in the examination should be present in the room. Where space is limited, London Examinations will allow IGCSE candidates to share the same art room with either Ordinary level or Advanced level candidates (or both) provided that no candidate is disadvantaged by this arrangement.
3. The invigilator is asked to keep a private log to ensure that the total time allowed for the examinations is not exceeded.
4. The invigilator must ensure that incomplete examination work is stored in a secure place between examination sessions.
5. To ensure that candidates are given their full time for preparatory studies, the examinations officer must find out from the headteacher or the Art and Design teacher the school’s schedule for the Art and Design examination. The examinations officer will need to know the examination dates by the end of February for the May examination session, and by the end of September for the November session. **Candidates should be given examination Paper 1 so that they have about six school weeks to complete their preparatory studies before the time set for the examination.** Paper 1 may be taken at any time after the six-week period for preparatory studies, providing the completed papers are submitted to London Examinations by the date specified. This date will be printed in the examination paper, and will normally be the last day in May or the last day in November, depending on the examination session in question.

Examinations officers and invigilators should ensure that they are helped by an art teacher to obtain and arrange the necessary objects and materials required. This needs to be done in good time for the examination. London Examinations does not provide paper or materials to centres.

The candidates must be allowed to bring all their preparatory work with them into the examination room. Preparatory work would not normally be mounted onto A2 sheets until after the examination is completed. Preparatory studies are mandatory.

Candidates should have used the preparatory period to plan and research thoroughly. This research may take many forms including collections of photographs and reproductions of works of artists as well as, primarily, drawings and paintings produced by the candidates from their own direct experience. All this preparatory material should be taken into the examination room and be available to the candidates throughout the examination. Candidates should be encouraged to refer to this reference material throughout the examination to help sustain their work.

Any photograph, reproduction, or illustration used as source material, or a photocopy of it, must be included with the candidate's preparatory work.

At a suitable time following the timed examination, examinations officers should arrange for the candidates to select, collate and mount those elements of their preparatory studies which they consider to be the most significant. Teachers may give guidance to candidates on the selection and arrangement of their preparatory work and help with the mounting of this work. This mounted preparatory work should be sent for marking together with the candidate's examination work. Marks will be lost if preparatory work is not submitted.

Candidates should be reminded that mere copying of art work which is not their own will gain no credit in the examination.

All completed work must be clearly labelled. To do this, centres should make sufficient copies of the following label, and a completed copy should be clearly attached to the top right-hand corner of any surface on which candidates work. This label should also be used for preparatory work.

LONDON EXAMINATIONS IGCSE ART AND DESIGN	
Examination work / preparatory work (delete as appropriate) Specification code: 4310 / 4311 / 4312 / 4313 (delete as appropriate)	
Centre No.	Centre name
Surname	Other names
Candidate No.	Candidate signature
<i>*By signing this form, candidates declare that any assistance received from a tutor has been in accordance with the regulations set out in the specification.</i>	

Instructions for the despatch of work

It is important that the following instructions are followed.

1. The work of all candidates must be arranged in the numerical order of candidates.
2. Pack work carefully and flat, not rolled or folded.
3. Write on the outside of the parcel
 - (a) IGCSE Art and Design, Specification 4310 – 4313
 - (b) the Centre Number
 - (c) the total number of candidates.
4. Parcels must **not** be sent by recorded delivery.
5. All work should be despatched to arrive at the address below by post not later than 31 October 2007.

**Edexcel Art and Technology Coursework Centre
Crown Farm Way
Forest Town
Mansfield
Nottinghamshire
NG19 0FT
UK**