

Centre Guidance

IGCSE in Art and Design

Fine Art (4FA0)

Graphic Design (4GD0)

Photography (4PY0)

Textiles (4TE0)

Summer 2011

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

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

FURTHER COPIES OF THIS BOOKLET CAN ALSO BE FOUND ON THE EDEXCEL WEBSITE (www.edexcel.com).

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Key Events and Deadlines

Event	Deadline	Other information
Posting of the ten hour timed examination question papers and instructions to the superintendent on the Edexcel website	1 st February 2011	Papers will be posted as 'secure content'. Requires Edexcel Online password to access.
Entries	Due 21 st February 2011	Entries to be made by the Exams Officer on Edexcel Online. Late fees may be charged after this date.
Pre-examination distribution of the ten hour timed examination question paper	See front of Examination paper	The externally set examination must be given to candidates at the beginning of the preparatory studies period. Candidates have a six week period in which to complete the preparatory supporting studies with the support of their teachers prior to the 10 hour examination
The examination date	A date chosen by the centre after the six week research period	Centres should make time for the collation and packing of candidates work prior to dispatch to the UK
Post examination	Prior to dispatch date	Candidates to select, collate and mount elements of their preparatory studies which they consider to be the most significant. Teachers can give guidance on the selection and arrangement of the preparatory work and help with the mounting
Dispatch of work to UK	Work must be sent to Edexcel to arrive no later than 31 st May 2011	The work of all candidates must be arranged in numerical order of the candidates entered. Work must be packed carefully and not rolled or folded. The attendance register should also be included. The following information should be written on the outside of the parcel. IGCSE Specification 4FA0 - 4TE0. The centre number. Total number of candidates
Retention of work	Until 20 th September 2011	All candidates' work will be retained by Edexcel until the deadline for requests for Enquiries About Results has passed.
Return of work to centres	1 st November 2011	Despatch of work to centres begins on this date. Return of work request form needs to be completed by centres, stating the (specification) units required. The completed form is sent either with the work or to the address on the form no later than 15 th of June. Centres are invoiced £25 admin fee, plus the DHL courier charge which is determined by the weight and destination.

Entry Information

Endorsed Title	Specification number
Art and Design: Fine Art	4FA0
Art and Design: Graphic Design	4GD0
Art and Design: Photography	4PY0
Art and Design: Textile Design	4TE0

Candidates may enter for more than one specification endorsement in the same examination series. Candidates entering for more than one specification endorsement must produce separate and different work for each specification endorsement.

Endorsed titles

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

Assessment summary

The Edexcel IGCSE in Art and Design is externally assessed through an examination lasting 10 hours with supporting preparatory studies.

Summary of scheme of assessment

Paper code: 4FA0/01 (Fine Art)
Paper code: 4GD0/01 (Graphic Design)
Paper code: 4PY0/01 (Photography)
Paper code: 4TE0/01 (Textiles)

- Externally assessed
- Availability: June series
- First assessment: June 2011

Candidates are also asked to give their permission for their work to be used by Edexcel International. Work may be used for one or more of the following:

- awarding purposes (setting Standards)
- archive material
- tutor support material
- training materials (for PD& T events)

External examination and preparatory studies (Paper 01)

10 hours examination time

6 weeks for preparatory studies

Examination set and marked by Edexcel

The externally set examination is available on the Edexcel website from 1st February 2011. It represents the summative assessment of learning that has occurred during the IGCSE course. The theme is identical for all the endorsement titles.

Preparatory studies

At the beginning of the preparatory period the teacher in charge should distribute examination papers to the candidates. Candidates have six weeks of preparation time, prior to the ten hour examination, in which to produce preparatory supporting studies with the support of their teachers.

The practical examination

The 10-hour period for the examination may be arranged at the discretion and convenience of the centre. This could be over two days, or a longer period of time, but must enable candidates to have periods of sustained activity where they must work under examination conditions. Candidates should take their preparatory studies, and any materials and objects required, into the examination.

Candidates will not be expected to address all the Assessment Objectives in the practical examination piece alone, but, across the preparatory studies and the practical examination piece combined, successful candidates must provide evidence of all the Assessment Objectives, and demonstrate an understanding of their interrelationships.

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

Candidates entering for more than one specification endorsement title must produce separate submissions of work for the preparatory period and ten hour examination. They must be permitted the full time allowed for each specification endorsement entered.

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

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

Edexcel recommends that the examination period - i.e. both the preparatory period and the practical examination - should normally be invigilated by an Art and Design teacher.

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

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

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

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

The following are **not** to be included in the time allowance for the period of the ten hour examination:

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

Graphic Design candidates who submit work for packaging for the examination may need to have their work photographed if it is larger than A2 in size, or if it is fragile or bulky. The same will apply to **textile design** candidates with work larger than A2 in size which is fragile and bulky

Candidates who submit work for **sculpture** (available only to centres approved as International Teaching institutions) for the examination must have their work photographed.

The photographs will form evidence for the assessment of the work, and it is essential that they are of a quality to do justice to the candidates' work. The photographs should be in colour, and of a size sufficient to show detail of the piece, for example A4. It is expected that four photographs of each piece taken from different angles will be sufficient. The photographs should be mounted on an A2 sheet.

Private Candidates

This subject is available to private candidates. Private candidates will need to enter through a registered centre. They will not need to attend the centre for the whole of the preparatory period but will need to arrange to meet with their teacher during the preparatory period to view their work so that the teacher is able to authenticate their work.

After the examination

At a suitable time following the timed examination, centres should arrange for 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. Candidates may submit up to three A2 sheets of preparatory work. The work chosen should cover all the Assessment Objectives in the preparatory work and ten hour examination.

This mounted preparatory work should be **no more than three A2 (420 mm x 594 mm) sheets** with no overlapping. These should be sent for marking together with the candidate's examination work. Marks will be lost if preparatory work is not submitted. All **A2 sheets (420 mm x 594 mm)** must be clearly labelled. To do this, centres should make sufficient copies of the label from the Instructions to Superintendent paper a completed copy should be attached to the top right-hand corner of each sheet.

Each candidate **must** sign an Authentication Form to confirm that the work submitted for assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment. The Authentication Form must also be signed by the teacher.

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:
 - IGCSE Art and Design, Specification 4FA0 - 4TE0
 - the Centre Number
 - 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 provided with the Attendance Registers not later than 31st May 2011.

IGCSE Art and Design
Pearson/Edexcel
Lowton House
Hellaby Industrial Estate
Rotherham
South Yorkshire
S66 8SS

Special Consideration

Special consideration is given **following an examination** to ensure that candidates who suffered temporary illness, injury or indisposition at the time of the examination are given some compensation for their difficulties.

Applications for special consideration must be made through the Examinations Officer, using the appropriate documentation. Form JCQ/SC Form 10 must be completed in detail and submitted to the **Special Requirements Section** at Edexcel, prior to the moderation of candidates' work. Candidates will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Edexcel. Please therefore ensure that full details of dates when the candidate was suffering from the illness, injury or indisposition are given along with any appropriate supporting evidence. No special consideration can be made unless this form is submitted. The centre should retain copies of any such forms.

If an application for special consideration is accepted, Edexcel will review the candidate's performance in the part(s) of the examination which have been completed, taking into account all the available evidence, to compensate for the adverse circumstances and make an appropriate award. In many cases it may be possible only to give a very limited allowance, as Edexcel must seek to ensure that the grade accurately reflects the standard which the candidate has been able to attain.

The Examinations Officer will be able to advise on candidate's eligibility for special consideration.

Malpractice

Upon submission of work for external assessment each candidate must sign the Authentication Form to confirm that the work submitted has been carried out without assistance other than that which is acceptable under the scheme of assessment.

If malpractice is suspected/discovered prior to the signing of declarations of authentication it is the responsibility of the Head of Centre, acting on behalf of Edexcel, to carry out an investigation. Full details of the required procedures can be found in the JCQ document Guidance for Dealing with Instances of Suspected Malpractice in Examinations. Centres must not give credit for any work submitted which is not the candidate's own work.

Malpractice discovered prior to the signing of declarations of authentication need not be reported to Edexcel. Any malpractice discovered after the signing of the Authentication Form by the centre must be reported to Edexcel at the earliest opportunity using form JCQ/M/01.

Grade awarding

IGCSE Art and Design is a criterion referenced examination. Decisions regarding the grade boundaries are based on the professional judgement of the Chief Examiners and the Awarding Committee and are made by reference to candidates' work. However, statistical information is taken into consideration, together with archive work from previous years, to ensure year on year comparability.

Edexcel follows the procedures laid down in the Code of Practice for all awarding bodies when establishing the grade boundaries. The key grade boundaries for IGCSE Art and Design are established in the following order: C, A and F.

The sample of work for awarding will be drawn from across the entry for the May 2011 examination covering a range of marks on and around the notional grade boundaries in all endorsements. The sample drawn must be of a sufficient size and mark range on which to base sound awarding judgements.

Enquiries About Results

All such queries must be addressed through the Edexcel Post Results Service via the Examinations Officer. Information regarding the Enquiry About Results (EARs) procedure is given in the Information Manual sent to Examinations Officers. Requests for enquiries should be submitted to Edexcel through the Examinations Officer as soon as possible after the issue of results. Requests for the **Service Type 2** enquiries can be made by the Examinations Officer via Edexcel Online.

Appendix A

Authentication Form

Examinations to be held during 2011

Qualification

Subject/Syllabus Number

Centre Number	Centre Name
Candidate Number	Candidate Name

Declaration of Authentication:

I declare that the work submitted for assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment.

Signed (candidate)

Name (Block capitals)

Date

Signed (teacher)

Name (Block capitals)

Date

I give permission for Edexcel to use my Art and Design work 2011.	
Student signature:	Print name:

Please attach this form to the candidate's submission

Appendix B

APPLICATION FOR THE RETURN OF ART PRACTICAL WORK JUNE 2011 EXAMINATION

Please complete and return this form to:

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

NB: PLEASE WRITE CLEARLY, USING BLOCK CAPITALS

SUBJECT:

UNITS TO BE RETURNED TO CENTRE:

CENTRE NUMBER:

CENTRE NAME:

CENTRE ADDRESS:

.....

POSTCODE:

E-MAIL ADDRESS:

FAX NO.:

TEL. NO.:

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

- *I will arrange for the work to be collected from Hellaby.
- *I would like the work returned by post. Please inform me of the handling charge and postage.

International Centres:

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

SIGNATURE

NAME

POSITION

DATE.....

Subject: ART-IGCSE

CENTRE NUMBER

OPTEM FORM INCLUDED

<input type="checkbox"/>

Please tick box

Please record items packed for each candidate by category below

Candidate Number	Candidate Name	UNIT	MATRIX (✓)	BOOK(s)	FLAT	3D	TEXTILE S
<i>For Example 0001</i>	<i>For Example A.N.Other</i>	1,2,3	✓	1	2	0	0

Date items packed:

	/		/	
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Packed by:

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Instructions.

1. Please pack 1 centre per package.
2. Please record Centre Number on form.
3. Please include OPTEM form carbon copy for candidates listed.
4. Please record details in appropriate boxes as per example.
5. Please include the Assessment Guidance Grid form for each candidate.
6. Please send work along with this form in the same package to -

IGCSE Art Moderation
 Edexcel
 Lowton House
 Hellaby Industrial Estate
 Rotherham S66 8SS

Appendix D

Edexcel contact list

Customer Services	Tel: 0844 576 0027 General Fax: 0044 20 7190 5700 Online: Please use Online Enquiries Form
Publications Division	Tel: 0044 1623 467467 Fax: 0044 1623 450481 E-mail: publications@linneydirect.com
Art Assessment Team (for subject specific and moderation queries) Carla Fernandez - Qualifications Delivery and Award Manager Joel Cable - Subject Leader Stephen Asiamah - Subject Co-ordinator	Tel: 0844 576 0027 Email: Creative.Arts@Edexcel.com or gcseartanddesign@edexcelexperts.co.uk
Service Operations (for entry queries)	Tel: 0844 576 0027 Email: serviceoperations@edexcel.com
Special Requirements Department (for special considerations queries)	Tel: 0844 576 0027 Fax: 0044 20 7190 5606/7
Edexcel One90 High Holborn London WC1V 7BH United Kingdom www.edexcel.com	