

Circular S/IF/17/22

April 2022

To: **The Principals of Post-Primary Schools and Institutes of Further & Higher Education**

For circulation to: **Head of Geography and Examination Officer**

GCSE Geography Summer 2022 Series Unit 3 Fieldwork (GGY31)

Please note that the procedures outlined below should be followed in relation to GCSE Geography Unit 3 Fieldwork in the forthcoming summer 2022 examination series.

Students must bring to the examination a completed fieldwork booklet. This new booklet has been designed to facilitate the scanning of all scripts as part of our online marking process. To ensure that all candidates' work can be scanned and marked we ask that centres follow the guidance detailed below.

- Please ensure that the booklets are free of any spillages or tears.
- Fieldwork booklets must not be folded or split.
- Candidate's handwriting should be as clear and legible as possible.
- All fieldwork booklets should be completed in black ink only; candidates may use an HB pencil if drawing a map.
- The centre number and candidate number must be shown in the spaces provided on all four pages.
- Information relating to the fieldwork investigation (aim, hypotheses, location and table of data) **must** be included in the spaces provided in the booklet.
- Candidates must **not** write outside the boxed area on each page and must not attach or stick anything to the booklet, e.g. a printout of a map.
- The cover of the booklet must be signed and dated by **both** candidate **and** teacher.
- Photocopied booklets and additional pages are **not** permitted.

To ensure the smooth running of the examination we recommend that centres follow the guidance detailed below:

- The class teacher should collect each candidate's completed fieldwork booklet and give it to the Examination Officer in advance of the examination date.
- The Examination Officer should present the completed fieldwork booklet to the Invigilator before the examination. The Invigilator should place each fieldwork booklet on the appropriate desk using candidate number.
- At the end of the examination, candidates should place their fieldwork booklet under their question and answer booklet on the desk.

To help protect the environment, the booklets have been designed so that they are not specific to a given examination series. Therefore, any booklets that are not used in the Summer 2022 examination series, or in subsequent series, can be used in any future series for this specification.

We will issue copies of the Fieldwork booklets to centres on an annual basis. Should you require additional booklets for use in Summer 2022 or in future, please contact geogbooklet@ccea.org.uk

If you have any queries regarding the content of this circular please contact:

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