

Circular S/IF/26/22

May 2022

To: The Principals of Post-primary Schools and Directors of Further and Higher Education

For circulation to: Examination Officers

Title: GCSE Geography (Summer Series 2022) Unit 3 Fieldwork (GGY31)

Please note that the procedures outlined below should be followed in relation to GCSE Geography Unit 3 Fieldwork (GGY31) in the forthcoming summer 2022 examination series.

In the examination, students must have access to their fieldwork statement and table of data. From Summer 2022 onwards, the fieldwork statement and table of data must be presented using the fieldwork booklet we provide. This fieldwork booklet has been designed to facilitate the scanning of all scripts as part of our online marking process. The booklets are bar-coded to ensure that they are matched to the correct assessment unit.

This circular is intended for Examination Officers and outlines the actions that need to be taken to ensure that all candidates' scripts can be scanned and marked.

Prior to the examination

To ensure the smooth running of the exam, Heads of Departments have been asked to collect the completed fieldwork booklets and forward them to the Examinations Officer for safe keeping until the date of the examination. At this stage we would ask that you check the following:

- Fieldwork Booklets must be:
 - free of any spillages or tears and must not be folded or split; and
 - completed in black ink; candidates may use an HB pencil if drawing a map.
- 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. Photocopies of the fieldwork booklet **must not** be used. Candidates **must not** attach any additional pages to the booklet.
- The centre number and candidate number **must** be shown in the spaces provided on all four pages.
- The cover of the booklet **must** be signed and dated by **both** candidate **and** teacher.

On the day of the examination

The Examination Officer should present the completed fieldwork booklets 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.

Following the examination

In preparation for packing the scripts, please ensure that each candidate's fieldwork booklet is placed behind their question paper and answer booklet. This will facilitate the scanning of all scripts and the online marking process.

Future examination series

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.

Finally, thank you to all Geography teachers, Heads of Department and Examination Officers for their support in ensuring the smooth transition of GCSE Geography Unit 3 to online marking.

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

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