



GCE and GCSE Examinations Summer 2020

GCSE Art and Design GCSE Contemporary Crafts GCE AS/A Art and Design

Instructions to Teachers

1 Introduction

1.1 These instructions apply to the following units:

GCSE Art and Design:	Component 1: Part A and Part B. Component 2: Externally set assignment.
GCSE Contemporary Crafts:	Component 1: Making. Component 2: Working to a Brief.
GCE Art and Design:	Unit AS1: Experimental Portfolio. Unit AS2: Personal Response. Unit A21: Personal and Critical Investigation (practical). Unit A22: Thematic Outcome.

1.2 This document should be read in conjunction with the *Joint Council for Qualifications Instructions for Conducting Coursework and Controlled Assessments*, both applicable from 1st September 2017. Copies of these can be downloaded from www.jcq.org.uk or www.ccea.org.uk websites.

1.3 Moderation of internally assessed work is by centre. Centres must make the work of all candidates available for moderation. Adjustments to one or both units, if required, will apply to all of the candidates in the centre and not to individual teaching groups.

Teachers using eCandidate Record Sheets (eCRS) should refer to specific instructions available on the E-Moderation microsite in addition to these instructions. For further information on all aspects of E-Moderation please see the hyperlink below:

http://ccea.org.uk/qualifications/e_moderation

2 Assessing Work and Recording Marks

2.1 *Assessing Work*

Teachers are responsible for marking **all** components listed above for their candidates. They must use the guidance given in the specifications and the assessment criteria. They should show clearly how the marks awarded relate to the assessment criteria. Comments are not required on the eCRS but can be added if necessary, for example if assistance given by the teacher has been taken into account when awarding marks.

Where a teacher teaches his/her own child, the centre must declare the conflict of interest by completing the 'Conflict of Interest Form' available at <http://ccea.org.uk/qualifications/adminhelp/handbook>. The centre must also submit the marked work for moderation whether or not it is part of the moderation sample.

2.2 *Internal standardisation*

It is a requirement of all specifications that where there is more than one teaching group in a subject, internal standardisation of assessments is carried out before submitting

final marks to CCEA. Time must be set aside in centres for the completion of internal standardisation. Teachers may use exemplar work provided by CCEA at agreement trials, to maintain and inform standards.

Guidelines on internal standardisation are included in this booklet as Appendix 1. The lead teacher such as Head of Department or Subject Co-ordinator should confirm that internal standardisation has been carried out on the eCRS application. **This must be completed even where there is only one teacher responsible for a subject.**

2.3 *Completion of eCandidate Record Sheets*

In order to leave sufficient time for marking, teachers should collect work from their candidates in advance of the date for submission of marks. Where several items of work are to be assessed, the marks should be recorded on the *eCandidate Record Sheets*. Where necessary, comments may be included so that moderators are informed of the rationale underpinning the mark awarded by the teacher but comments are not a requirement. Please ensure that the correct marks are entered. The eCRS must be submitted by the specified deadline.

2.4 *Authentication of Candidate's Work*

Only work carried out under a medium level of supervision should be assessed as the candidate's original work. Candidates can work independently outside of the classroom, but teachers must be able to verify that all the work presented for assessment is the candidate's own. For guidance on how much support teacher can give candidates, see Appendices 3-6 (Teacher guidance on what is allowed and what is not).

Candidates may present for reference images, and quotes from other sources such as the internet. Whether printed, photocopied, or reproduced by hand, these must be acknowledged. It must be clear to the teacher and to the Moderator, what is the candidate's own original work and what is from another source.

Candidates must not copy published material and claim it as their own work. Candidates must reference material used from printed books, journals or taken from the internet. Teachers should guide candidates on how to reference work, use credible sources, and ensure that plagiarism does not occur.

Teachers must take steps to ensure the work submitted is the candidate's own work and that the candidate has signed the authentication statement to confirm this. If the candidate declines to sign the authentication statement, a mark of zero (0) must be recorded for that candidate. Teachers must also sign the authentication statement for the group of candidates whose work they have marked.

The lead teacher is required to confirm that the work was conducted under the conditions laid down in the specification and to authenticate the candidate's work on the eCRS application. If a teacher has reservations about authenticating the work of an individual candidate because the candidate received additional assistance, acceptable within the specification, but beyond that of the teaching group as a whole, then a mark which represents the candidate's unaided achievement should be awarded. Details of this must be recorded on the eCRS application. If a teacher is unwilling to confirm authentication

then the candidate's work cannot be accepted for assessment and a mark of zero (0) must be recorded for that candidate. If malpractice is suspected the guidelines in paragraph 2.5 below must be followed.

Signed authentication statements by candidates and teachers **must be retained** in the centre for CCEA use and/or inspection purposes.

The internally assessed work submitted must be the work of individual candidates, even if the preparatory work/research has been done in pairs/groups. For teacher guidance on what support for candidates is allowed and what is not, see Appendix 3.

2.5 *Malpractice in internally assessed work*

If dishonesty or malpractice such as copying, collusion or plagiarism, is discovered prior to the candidate signing the authentication statement (where required), the matter should be resolved internally by the centre. If the candidate is subsequently entered, none of the work which contributed to the malpractice should be submitted.

If dishonesty or malpractice is discovered after the candidate has signed the authentication statement (where required), the centre's examination officer should be informed and the details reported to CCEA using form JCQ/M1. This can be found on the JCQ website:

<http://www.jcq.org.uk/exams-office/malpractice>

2.6 *Internally assessed work required for centre moderation*

CCEA will inform centres of the computer generated, random, sample of work required for moderation.

Each centre will be contacted by a visiting moderator to confirm a date and time for their moderation visit, for each qualification.

2.7 *Internal Appeals procedures*

Under JCQ regulations centres are required to have an appeals procedure, relating to internal assessment decisions, available and accessible to candidates. Centre representatives are advised to confirm what these procedures are, with their Examinations Officer, before submitting marks to CCEA. Internal appeals procedures must be completed before marks are submitted to CCEA. Centres should make it clear to candidates that marks awarded by the centre are subject to change through the moderation process.

2.8 *Social networking sites*

No work undertaken by candidates for CCEA Examinations may be placed on social networking sites, prior to completion of examination process.

3 The Work for Moderation

Moderation is carried out in centres by visiting moderators. Your moderator will contact the subject representative to arrange a mutually convenient moderation date. This date must not be changed once confirmed.

The work selected for moderation is a computer generated, random sample (**across both components**). The top and bottom candidate for each component must be added by the centre, if not already included in the generated sample. The centre may wish to display this work or present it on tables or in folders.

For GCSE Art and Design a candidate selected as part of the sample for component 1 should be presented including both Part A and Part B separately but side by side. The 2 parts are considered as a total mark across the whole component. There will be a top and bottom candidate for the whole component, but not for the separate parts.

3.1 Candidate Permission Sheet

CCEA requires examples of candidate work for agreement trials and to present as exemplars online. A range of marks and approaches are required. In the past it has been difficult to obtain candidates' permission, post examination, to use their work as exemplars. A new permission sheet has been introduced for sign off prior to moderation (see Appendix 8). Centres should encourage candidates to grant CCEA permission to use their work by asking each candidate to sign and date the candidate permission sheet. (One should be signed for each unit). The permission sheets are available on the Art and Design area of the CCEA website area under support. We hope to improve our support materials to teachers and the quality of our training by acquiring a range of exemplars from candidates.

Please provide these sheets for collection at the moderation visit, and the moderator will submit them to CCEA.

3.2 Display of work for the moderator's visit

- The work of all candidates in the centre must be available at the time of moderation, as moderators will request to see work outside the generated sample.
- The sample must be displayed in one room, in a suitable, quiet location. It should not be displayed in corridors, stairwells, or public or shared spaces. Ensure that the top and bottom candidates are included in the sample.
- Moderators must be given space and time to carry out their role without interference or interruption from staff, pupils or parents.
- Where exhibited work involves audio/visual/computer equipment, this must be functioning properly.
- Every piece of work must be clearly labelled with the specification name, component or sub-component name, centre number and candidate number.
- Work can be presented as a portfolio or as a display. Each component should be displayed separately. Work should be accessible and not layered or displayed out of reach for the moderator.
- The sample should be displayed in one room. If 2 rooms are required the sample should be separated by unit.
- A map showing the location of the work is required as it helps to facilitate the moderation process.

4 The Moderation Visit

4.1 The purpose of the moderation visit is to align the marking of internally assessed components, in all centres, with an agreed standard.

4.2 On arrival, the moderator will require:

- The computer generated sample plus a list of any work added to that sample;
- A map showing the position of the work of each candidate;
- The printed eCRS sheets, for each component, in rank order;
- A list of candidates and their marks in rank order for each component.
- Signed candidate permission sheets for both units.

Any discussion will take place between the visiting Moderator and one centre representative only.

There may be occasions when one or more senior supervising moderators or CCEA officers are present to observe the moderation visit. This is part of CCEA's supervision of moderation process. The centre should not be concerned about this.

4.3 *Scrutiny of the sample*

The moderator will scrutinise the sample of work and will assess it against the matrix and mark scheme for Art and Design, and the standard established by the principal moderator. **The sample is taken to be representative of the marking standard in the centre.** Scrutiny of the sample will indicate if any adjustment to marks is needed and will determine the nature and scale of that adjustment. The moderator will ask to see a small number of candidates' work for each Unit, from outside the sample. The centre must be prepared to provide these when requested.

4.4 *Re-moderation and resubmission of marks*

If there is a significant difference between the moderator's marks and those of the centre the centre representative will be informed through the ***Outcome of Centre Moderation Visit*** form that CCEA may apply an adjustment. The centre may request re-moderation. This request can be made within the next five days after the moderation visit by contacting **CCEA Moderation Section (028 9026 1236)**. The moderator will not give any additional feedback.

4.4.1 *Referrals for re-moderation*

A senior moderator will carry out the re-moderation as soon as possible after the request has been made. The Head of Centre will be required to confirm in writing that the work to be submitted for re-moderation:

- will be the original work submitted for moderation;
- has been kept under secure conditions;

- has not been made available to the candidates;
- will be presented unaltered, in exactly the same way as for the original moderation.

The Senior Moderator will not be permitted to give feedback or discuss the marks with the centre following a re-moderation.

4.4.2 Request for a remark

A remark may be requested by CCEA if the rank order of candidates cannot be accepted because of a lack of internal standardisation. Centres will be asked to review and revise their marking and to submit their revised marks to CCEA. A new moderation date will be arranged. If a remark is requested all candidates must be remarked, not just those within the sample.

4.5 Adjustments to marks

Based on the review of the sample, the moderator will determine if the centre's marks are acceptable or if an adjustment may be recommended. Final decisions about the nature and scale of any adjustment are taken by the Education Manager and senior moderation team at a meeting convened for that purpose. The adjustments will be made to align the centre's marks as closely as possible with the agreed standards.

4.6 Retention of work in the centre

In accordance with JCQ's *Instructions for Conducting Controlled Assessments*, all examination work must be retained in the centre until the end of October in the year of the examination. Work from either unit may be requested by CCEA for the purpose of Review of Marking/Awarding, exemplifying the standards at agreement trials, or for display at the True Colours Exhibition. Centres are required to make this work available for collection when requested.

4.7 Report on internal assessments

Following the examination series each centre will be sent the final mark for each candidate.

Centres will receive a *TAC6* report which will give feedback on:

- the outcome of moderation;
- suitability of centre tasks;
- accuracy of internal assessment;
- administration matters.

The *Principal Moderator's Report* will be available on the CCEA website www.ccea.org.uk in the Autumn Term.

Comments on the accuracy of a centre's assessment may be made even if no adjustment is applied. For example, if the difference between the moderators marks and the centre marks is only just within the specified tolerance, the moderator will normally provide advice on the standard of marking.

4.8 *Confidentiality of marks (see point 2.7 Internal Appeals procedure)*

Marks endorsed by a visiting moderator must not be divulged to candidates in advance of the issue of results by CCEA.

5 **Special Consideration and Special Arrangement Requests**

5.1 *Application for Special Consideration (SPC)*

- CCEA has developed the SPC Online Application to allow centres to submit applications for SPC.
- Please note - paper forms will no longer be accepted unless prior agreement has been approved through CCEA's Centre and Examiner Support Team. Enquiries should be forwarded to specialconsideration@ccea.org.uk
- Teachers are asked to contact their Examination Officer, who will have access to the secure online application, for further details on how to submit an application for SPC online.
- The SPC application can be accessed from the Central Login portal on the CCEA website or by clicking the link below:
<https://wwwqualsadmin.org.uk/CentralisedLoginApplication/>

6 **True Colours: Identification of Work for Possible Exhibition**

At the end of the Moderation visit the Moderator may encourage the centre representative to recommend one or more candidates' work for the True Colours annual exhibition. Many candidates are nominated each year, and the final selection of work is made by the senior moderating team towards the end of June. To avoid disappointment do not inform candidates that they may have been selected until the school is formally notified in the Autumn term. Centres can nominate their own work for True Colours using the *Centre Nomination for True Colours* on the CCEA microsite. Hard copy photographs and candidate number, centre number, qualification level, and unit should be posted directly to the Education Manager no later than **20th June** in the year of examination.

7 **Awarding of Grades**

The grades will be awarded during the Review of Marking/Awarding meetings at CCEA. These meetings are held following the completion of the moderation process.

8 **Centre Consortium Arrangements (CCA)**

In cases where candidates from different centres have been taught and assessed together and wish to be treated as a consortium, a co-ordinator from one of the centres must be nominated. Applications for consortium arrangements, available on the JCQ website (www.jcq.org.uk) should be sent to CCEA's Moderation Section. **Centres must carry**

out internal standardisation across the consortium. The moderation will be carried out treating the consortium as a single group. If one centre applies for Enquiry about Results the outcome of the re-moderation will apply to the candidates from all centres in the consortium.

9 Enquiry About Results

Following the issue of results, centres who have had their internally assessed marks adjusted during the moderation process can apply for a review of moderation. Details of this service are provided in CCEA's Post Results Services FAQs and summary document. In cases where a review of moderation reveals inaccurate moderation, subject grades already awarded in the series concerned can only be confirmed or raised. Marks may be confirmed, raised or lowered and these marks will be carried forward to any subsequent subject grade.

CHECKLIST FOR MODERATION

Before the moderation visit

1. Apply for special consideration for candidates if necessary.
2. Agree the visiting moderation date when the moderator contacts you. You must not change this date. Ensure internal standardisation of marks has taken place across both units and across all teaching groups (where applicable).
3. Complete the marking procedure and submit candidate marks on the eCRS for both Component 1 and Component 2, before the deadline for submission of marks. (See Examinations handbook, Calendar of events on the CCEA website).
4. Print a copy of the eCRS for the visiting moderator and a rank order list of candidate marks for each component.
5. Put the candidate record sheets in rank order of marks for each component and separate out those selected for the sample.
6. Clearly label all separate pieces of candidate work with specification, component/ sub-component title, centre number, and candidate number.

On the day of the moderation visit

1. Display or have ready in folders, the work in the generated sample and the top and bottom candidates, for both components and component parts.
2. Have available all other candidate work.
3. Have ready all paperwork, correctly completed for the visiting moderator, the copies of eCRS, for each component in rank order, candidate permissions forms, and a copy of the marks in rank order.
4. Ensure that moderation can take place in a private and quiet space, and that the moderator is left alone and uninterrupted to complete their work.
5. One Centre representative will need to be available to greet the visiting moderator and explain their display of work. They will need to be available at the end of the moderation to receive and sign the ***Outcome of Centre Moderation Visit*** form.

Key Contacts

Contact Addresses

Council for the Curriculum Examinations and Assessment (CCEA)
29 Clarendon Road
Clarendon Dock
Belfast
BT1 3BN

Education Manager

Anne McGinn (028) 9026 1436
amcginn@ccea.org.uk

Specification Support Officer

Nola McLarnon (028) 9026 1200 ext 2235
nmclarnon@cccea.org.uk

Moderation and Assessment Team

Gary Black (028) 9026 1224
Geraldine Allen (028) 9026 1200 ext 2409
moderationteam@ccea.org.uk

Internal Standardisation – Guidelines to Teachers

1. The Council requires that, in each centre in which more than one teacher is teaching a subject, a process of internal standardisation of coursework assessments is carried out within the centre. These guidelines provide teachers and departments with a straightforward method of internal standardisation. The purpose of internal standardisation is to ensure, as far as possible, that there is uniformity in the centre's assessments for each subject.
2. Internal standardisation should take the form of a mini-agreement trial based on samples of work selected by each of the teachers concerned.

Stage 1 – Confirmation of Standards

3. A record must be kept where the amount of assistance given varies between teaching groups.
4. The teacher conducting the internal standardisation should choose a number of pieces of coursework. The teachers in the department, working in pairs, should discuss the pieces of work and decide on an appropriate mark. Each pair should then discuss their marks with the other teachers in the department with the aim of achieving a departmental consensus.
5. Any disagreement should be clarified by reference to the assessment criteria and any previous notes for guidance.

Stage 2 – Agreement Trial

6. From each teaching group the work selected should illustrate the variety of types of work undertaken by that group and also the range of performance within the group. Three items of work from each group are likely to suffice as sample material.
7. The sample work from one teaching group should be re-marked by the other teachers in the department. The original marks should not be known to those doing the re-marking. All assessments should be in accordance with the assessment criteria for the subject.
8. The marks resulting from both the original marking and re-marking should be reported together and a discussion held on the reasons for any significant discrepancies which appear. During this process, reference should be made to the assessment criteria. If it is found that the original marks awarded by one or more teachers have to be adjusted, agreement should be reached on the extent and type of adjustment(s) needed.
9. The procedures outlined in paragraphs 7 and 8 above should be repeated for each teaching group.
10. Complete and sign *TAC2*, and return with the *OMR TAC1* form to CCEA.
11. If necessary, amend the marks on *Candidate Record Sheets*.

Appendix 2

PROTECT

Outcome of Centre Moderation Visit



Centre Name: _____	Centre Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> </tr> </table>					
Subject: _____	Level: GCSE AS A2 VRQ <i>(please circle)</i>					
Component/Unit: _____						

Number of candidates moderated: _____
Number of candidates whose marks are outside tolerance: _____

Tick One ✓	Moderator's Recommendation to CCEA
<input type="checkbox"/> 0-20%	Marking falls within an acceptable range and is consistent with CCEA standards. The centre's marks require no adjustment.
<input type="checkbox"/> 21-40%	Marking shows a pattern of leniency or severity. The centre's marks may require an adjustment. The final decision will rest with the Senior Moderation Team.
<input type="checkbox"/> >40%	Marking shows significant leniency, severity or inconsistency. The centre's marks are likely to be adjusted.

If your centre is unhappy with the outcome of this moderation visit you have the right to request remoderation. Please contact the Moderation Team (028 90261236) within five days of your visit. They will arrange for a second moderation visit to be conducted by the Principal or Assistant Principal Moderator. The outcome of this second visit will represent the final outcome of the moderation exercise.

PRIVACY NOTE

Information provided in this form we classify as confidential. We will use it only for the purpose we requested it for. We will not share it with a third party without your consent unless we are required to do so by law or to prevent fraud. By signing this form you will confirm your consent to the processing of this information.

Centre Representative's Signature: _____ Date: _____

Print Name: _____

Moderator's Signature: _____ Date: _____

Print Name: _____

- White copy to be retained by Centre
- Forward yellow copy to CCEA
- Pink copy to be kept by Moderator

CCEA Switchboard: (028) 9026 1200	CCEA Moderation Team: (028) 9026 1236
-----------------------------------	---------------------------------------

GCSE Art and Design – Teacher guidance on what is allowed and what is not.

Component 1	Component 2 Externally Set Assignment						Notes
	Preparation Studies (8 weeks)		Time Test (10 hours)				
Part A: Exploratory Portfolio	Whole class	Individual	Whole class	Individual	Whole class	Individual	
Part B: Understanding the Creative and Cultural Industries							
Teach skills and techniques	Yes	Yes	Yes	Yes	No	No	
Teach knowledge and concepts	Yes	Yes	Yes	Yes	No	No	
Demonstrate techniques/processes	Yes	Yes	Yes	Yes	No	No	
Set tasks	Yes	Yes	Yes	No	No	No	
Give feedback on how to improve skills and techniques	Yes	Yes	Yes	Yes	No	No	
Give feedback on how to improve ideas	Yes	Yes	Yes	Yes	No	No	
Suggest sources and references	Yes	Yes	Yes	Yes	No	No	All sources must be referenced
Give advice on written communication	Yes	Yes	Yes	Yes	No	No	
Suggest ideas	Yes	Yes	No	No	No	No	Level of support reflected in marking
Provide writing frames	Yes	Yes	Yes	Yes	N/A	N/A	Support made explicit
Authenticate work which does not acknowledge or reference sources (including images and text)	No	No	No	No	No	No	Sources must be referenced
Authenticate work if you are unable to confirm it is the candidate's work	No	No	No	No	No	No	Award no marks for such work and inform senior staff
Review candidates' work and provide oral and written advice at a general level	Yes	Yes	Yes	Yes	No	No	

GCSE Art and Design – Teacher guidance on what is allowed and what is not. (continued)

Component 1	Component 2 Externally Set Assignment						Notes
	Preparation Studies (8 weeks)		Time Test (10 hours)		Individual	Notes	
	Whole class	Individual	Whole class	Individual			Whole class
Part A: Exploratory Portfolio							
Part B: Understanding the Creative and Cultural Industries							
Evaluate progress to date and propose broad approaches for improvement	Yes	Yes	Yes	Yes	No	No	
Allow candidates to revise and redo work before the final submission for assessment date	Yes	Yes	Yes	Yes	Not after set 10 hours are complete	No	Seek advice from CCEA re lost/damaged work
Provide detailed and specific advice on how to improve work to meet assessment criteria	Yes	No	Yes	No	No	No	
Give detailed instructions on what to do leaving candidates no opportunity to use their own initiative	No	No	No	No	No	No	
Intervene personally to improve the presentation or content of work	No	No	No	No	No	No	
Provide physical or technical assistance in accessing tools, equipment, materials in relation to health and safety considerations	Yes	Yes	Yes	Yes	Yes	Yes	Teacher input must be recorded if outcome is affected

GCSE Contemporary Crafts – Teacher guidance on what is allowed and what is not.

Component 1 Making	Component 2 Working to a Brief						Notes
	Preparation Studies			Time Test/Evaluation			
	Whole class	Individual	Individual	Whole class	Individual	Individual	
Teach skills and techniques	Yes	Yes	Yes	No	No	No	
Teach knowledge and concepts	Yes	Yes	Yes	No	No	No	
Demonstrate techniques/processes	Yes	Yes	Yes	No	No	No	
Set tasks	Yes	Yes	No	No	No	No	
Give feedback on how to improve skills and techniques	Yes	Yes	Yes	No	No	No	
Give feedback on how to improve ideas	Yes	Yes	Yes	No	No	No	
Suggest sources and references	Yes	Yes	Yes	No	No	No	All sources must be referenced
Give advice on written communication	Yes	Yes	Yes	No	No	No	
Suggest ideas	Yes	Yes	No	No	No	No	Level of support reflected in marking
Provide writing frames	Yes	However - only candidate's original input can be assessed			Yes	Teacher input must be explicit	
Authenticate work which does not acknowledge or reference sources (including images and text)	No	No	No	No	However - only candidate's original input can be assessed		Sources must be referenced
Authenticate work if you are unable to confirm it is the candidate's work	No	No	No	No	No	No	Award no marks for such work and inform senior staff

GCSE Contemporary Crafts – Teacher guidance on what is allowed and what is not. (continued)

Component 1 Making	Component 2 Working to a Brief				Notes
	Preparation Studies		Time Test/Evaluation		
	Whole class	Individual	Whole class	Individual	
Review candidates' work and provide oral and written advice at a general level	Yes	Yes	Yes	No	
Evaluate progress to date and propose broad approaches for improvement	Yes	Yes	Yes	No	
Allow candidates to revise and redo work before the final submission for assessment date	Yes	Yes	Yes	Not after set 10 hours are complete	Seek advice from CCEA re lost/damaged work
Provide detailed and specific advice on how to improve work to meet assessment criteria	Yes	No	Yes	No	
Give detailed instructions on what to do leaving candidates no opportunity to use their own initiative	No	No	No	No	
Intervene personally to improve the presentation or content of work	No	No	No	No	
Provide physical or technical assistance in accessing tools, equipment, materials in relation to health and safety considerations	Yes	Yes	Yes	Yes	Teacher input must be recorded if outcome is affected

GCE Art and Design – Teacher guidance on what is allowed and what is not.

	Unit AS 1: Experimental Portfolio and A2 1 Personal and Critical Investigation (<i>practical</i>)				Unit AS 2: Personal and Critical Investigation Unit A2 2: Thematic Outcome				Notes
			Preparation Studies		Time Test				
	Whole class	Individual	Whole class	Individual	Whole class	Individual	Whole class	Individual	
Teach skills and techniques	Yes	Yes	Yes	Yes	No	No	No	No	
Teach knowledge and concepts	Yes	Yes	Yes	Yes	No	No	No	No	
Demonstrate techniques/processes	Yes	Yes	Yes	Yes	No	No	No	No	
Set tasks	Yes	Yes	Yes	No	No	No	No	No	
Give feedback on how to improve skills and techniques	Yes	Yes	Yes	Yes	No	No	No	No	
Give feedback on how to improve ideas	Yes	Yes	Yes	Yes	No	No	No	No	
Suggest sources and references	Yes	Yes	Yes	Yes	No	No	No	No	All sources must be referenced
Give guidelines on written communication	Yes	Yes	Yes	Yes	No	No	No	No	
Suggest ideas	Yes	Yes	Yes	No	No	No	No	No	Level of support reflected in marking
Provide writing frames	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Support made explicit
Authenticate work which does not acknowledge or reference sources (including images and text)	No	No	No	No	No	No	No	No	Sources must be referenced
Authenticate work if you are unable to confirm it is the candidate's work	No	No	No	No	No	No	No	No	Award no marks for such work and inform senior staff

GCE Art and Design – Teacher guidance on what is allowed and what is not. (continued)

	Unit AS 1: Experimental Portfolio and A2 1 Personal and Critical Investigation (<i>practical</i>)		Unit AS 2: Personal and Critical Investigation Unit A2 2: Thematic Outcome				Notes
			Preparation Studies		Time Test		
	Whole class	Individual	Whole class	Individual	Whole class	Individual	
Review candidates' work and provide oral and written advice at a general level	Yes	Yes	Yes	Yes	No	No	
Evaluate progress to date and propose broad approaches for improvement	Yes	Yes	Yes	Yes	No	No	
Allow candidates to revise and redo work before the final submission for assessment date	Yes	Yes	Yes	Yes	Not after set 10 hours are complete		Seek advice from CCEA re lost/damaged work
Provide detailed and specific advice on how to improve work to meet assessment criteria	Yes	No	Yes	No	No	No	
Give detailed instructions on what to do leaving candidates no opportunity to use their own initiative	No	No	No	No	No	No	
Intervene personally to improve the presentation or content of work	No	No	No	No	No	No	
Provide physical or technical assistance in accessing tools, equipment, materials in relation to health and safety considerations	Yes	Yes	Yes	Yes	Yes	Yes	Teacher input must be recorded if outcome is affected

GCE Art and Design Unit A2 1 (Written component) – Teacher guidance on what is allowed and what is not.

Nature of Teacher Support	Whole class	Individual
Teach essay writing skills and techniques	Yes	Yes
Teach knowledge and concepts	Yes	Yes
Discuss the stimulus paper	Yes	Yes
Advise on the following: <ul style="list-style-type: none"> • Sources of information • Relevance of materials/concepts and credibility of sources • Structure and length of essay • Techniques for investigation • Skills of analysis and evaluation • Potential ethical considerations • Security of their work • How to reference and use bibliography 	Yes	Yes
Provide the following: <ul style="list-style-type: none"> • Model answers or exemplars • Writing frames • Paragraph headings • Essay subject 	No	No
Give oral and written advice at a general level	Yes	Yes
Allow candidates to revise and redraft work during the Unit 1 stage	Yes	Yes
Explain the assessment criteria and give general advice on how to meet them	Yes	Yes
Provide detailed specific advice on how to improve drafts to meet the assessment criteria	No	No
Give detailed feedback on errors or omissions, limiting the candidate's own initiative	No	No
Intervene personally to improve presentation or content of work	No	No

Appendix 7: Notes on Art and Design and Contemporary Crafts Assessment

These notes should be read in conjunction with the specifications.

1 *Authentication of work presented for assessment and moderation*

It is assumed that all work presented for assessment and moderation is a candidate's original work unless a statement is provided otherwise. In certain circumstances a candidate may legitimately and creatively use another's work - for example, a commercially produced garment amended to create a "new" garment, or a commercially produced video used to support original creative work by the candidate. Where work not created by the candidate is presented as part of a final outcome, circumstances must be detailed in writing.

Candidates must reference all work by other artists which is presented or directly copied. Candidates should state whether source material is original or copied, or from primary or secondary sources.

Candidates should include references to websites used and a bibliography in their A2 Unit 1 Personal Investigation written component. Teachers should take appropriate steps to ensure that candidates have not presented other people's written work as the candidates own.

2 *Use of modern technology*

CCEA acknowledges that the use of modern technology, such as photocopiers and computers, is legitimate in the creative art and design process.

Where exhibited work involves audio/video/computer equipment, steps should be taken to ensure that equipment is functioning properly.

3 *Social networking sites*

The live work of candidates undertaken for CCEA Examinations, must not be published in the public domain including Social Networking sites.

Candidate Permission Sheet

Art and Design and Contemporary Crafts

Summer 20__



This form should be completed by each candidate and submitted to CCEA through the visiting moderator.

Level: GCSE GCE (*tick as appropriate*)

Subject: Art and Design Contemporary Crafts (*tick as appropriate*)

Unit: _____

Centre Number	
Candidate Number	
Total Mark	

CCEA is currently developing Agreement Trial resources for this subject. The material will contain actual candidate response to coursework/Controlled Assessment. Teachers find these resources extremely valuable, as they assist them in marking their candidates accurately.

We may use some of your coursework/Controlled Assessment to contribute to the documents which will appear online in photographic format on our website: www.ccea.org.uk

To assist us in this, we need your permission to photograph and share your coursework/Controlled Assessment. The work will be anonymised. (Your name, school, or candidate number will not be shared).

I hereby grant CCEA non-exclusive permission to copy, distribute in material form, make available to the public electronically and deal with my work, named above, as part of the CCEA resources specified above.

Authorised by (print name)

(if under 16, name of owner's parent/guardian)

Signature

(if under 16, name of owner's parent/guardian)

This booklet has been drawn up to comply with the relevant regulatory requirements.

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/internally assessed material on an anonymous basis in educational presentations, materials and products.



INVESTORS
IN PEOPLE | Silver

