NEW SPECIFICATION
SAMPLE ASSESSMENT MATERIALS
GUIDANCE FOR TEACHING

GCSE ART AND DESIGN

ADMINISTRATION BOOKLET

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2018-2019
A. PRELIMINARY ENTRIES

Preliminary entries must be made by 10 October 2018. (If your centre does not submit any preliminary entries, or if you do not include preliminary numbers for any subject for which you then go on to submit final entries, you may not receive all the required assessment materials and / or examinations stationery which will include an appropriate number of Externally Set Assignment papers).

ENTRIES

GCSE Art & Design has seven titles and candidates can be entered for up to seven titles. Centres will be required to indicate whether each candidate is to be entered for Art, Craft and Design and / or one or more of the other title(s). Centres must ensure that the correct entry codes for the chosen title(s) are entered for each candidate. If a candidate transfers to another WJEC Eduqas centre then the same Unique Candidate Identifier (UCI) number must be used.

Qualification Accreditation Number: 601/8087/0

Final entries must be made for Summer 2019 by 21 February 2019. Amendments to entries may be made up until 18 March 2019. A late fee will be incurred for any entry amendments after this date. The subject entry code(s) are as follows:

<table>
<thead>
<tr>
<th>Areas of Study</th>
<th>Entry Codes</th>
<th>DfE Discount Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, Craft and Design</td>
<td>C650QS</td>
<td>JA2</td>
</tr>
<tr>
<td>Fine Art</td>
<td>C651QS</td>
<td>JA2</td>
</tr>
<tr>
<td>Critical and Contextual Studies</td>
<td>C652QS</td>
<td>JA2</td>
</tr>
<tr>
<td>Textile Design</td>
<td>C653QS</td>
<td>JA2</td>
</tr>
<tr>
<td>Graphic Communication</td>
<td>C654QS</td>
<td>JA2</td>
</tr>
<tr>
<td>Three-Dimensional Design</td>
<td>C655QS</td>
<td>JA2</td>
</tr>
<tr>
<td>Photography</td>
<td>C656QS</td>
<td>KJ1</td>
</tr>
</tbody>
</table>

Discount Codes

The regulators provide discount codes, which are applicable across Awarding Organisations' specifications for the purposes of performance measures and funding data. Discount codes define when the performance points of a specification are discounted against another title. The discounting system affects the calculation of performance measures for a centre in the performance tables, but does not alter the awards an individual pupil has achieved or limit the titles they can take. For candidates undertaking more than one title from the Art & Design suite, the above discount or classification codes can be used to differentiate each title for funding and performance measure purposes.
B. ASSESSMENT

The assessment of GCSE Art and Design consists of two components (Portfolio and Externally Set Assignment). The components can be submitted as sketchbook(s), design workbook(s), a visual diary or diaries, a portfolio, finished outcome(s), mounted exhibition(s), digital presentation(s), or any combination of these formats. There is no restriction to content, format or scale of work or the amount of evidence to be selected and presented, although emphasis should be on quality rather than quantity (refer to pages 13 -14 and 32-35 of the Specification for further information). The Indicative Content on pages 46-59 of the specification also provides helpful guidance to teachers and candidates relating to the kinds of evidence that should be provided for each assessment objective specific to the title entered. Please see the Guidance for Teaching document for further information on course content, structure and approaches.

The Portfolio will be marked out of 120 (each of the four assessment objectives will be marked out of 30). The completion date is determined by the centre. The centre must take into account time needed for internal assessment and the submission of marks using the Internal Assessment Mark Input system. Centre marks must be submitted to WJEC Eduqas by 31 May 2019. It is recommended that centres consider setting internal deadline dates for the Portfolio before the Externally Set Assignment paper is opened in January. This will allow more time for marking and ensure candidates concentrate fully on the Externally Set Assignment.

The Externally Set Assignment will be marked out of 80 (each of the four assessment objectives will be marked out of 20). The Externally Set Assignment will be sent to centres in December 2018. The Externally Set Assignment must not be opened by teachers or candidates until 2 January 2019. Candidates must choose one of the fifteen assignments (either a theme, visual assignment or written brief). Candidates will then have a period of time determined by the centre to carry out the necessary research and preparatory studies. Candidates will then have a period of ten hours under examination conditions. The final timed and supervised period must be recorded internally by the centre. A timesheet template is available online to support centres or for candidates to use as a planning tool. This document is not compulsory and centres may utilise other means of recording the supervised period and candidates can use other means to plan the 10 hour sustained focus period. The Externally Set Assignment completion date must be determined by the centre taking into account time for internal assessment and mark input and submission via the secure website to WJEC Eduqas by 31 May 2019.

The Externally Set Assignment materials will be available in centres in advance of the 2 January release date and should be released to candidates from 2 January (in the final year of the course). The Externally Set Assignment materials must not be released to candidates before 2 January. The Externally Set Assignment materials will consist of a series of fifteen assignment choices, comprising five broad themes, five visual stimuli and five written briefs which are to be presented to the candidate at the start of the preparatory study period. The candidate is required to select one of the fifteen assignments as a starting point from which to elicit their own independent creative response. Responses are to be developed during the preparatory study period. They should take the form of contextual and practical research and supporting studies that inform the resolution of ideas in the 10 hours sustained focus study. The start of the preparatory study period is defined as the date upon which the Externally Set Assignment materials are presented to the candidate. The preparatory study period may commence on or after 2 January. The duration of the research and preparatory study period is determined by the centre. Teachers may give guidance to candidates during the preparatory study period and research period, but this must be restricted to:

- the availability and suitability of sources and materials;
- the prevention of plagiarism;
- ensuring the work is conducted in accordance with specification requirements and procedures, including health and safety issues.

Following this research and preparatory study period, candidates will be allocated a period of 10 hours sustained focus study to realise their response(s) unaided and under supervised conditions. The preparatory study period finishes upon commencement of the sustained focus work. The start and finish dates of both the research and preparatory studies and the 10 hour sustained focus study
periods are determined by the centre taking into account the May deadline for submitting all internally assessed marks to WJEC Eduqas. In order to reflect creative practice and afford candidates comparable access and experiences across respective disciplines and themes, it is essential that candidates are allowed to undertake preparatory work outside the classroom. For example, preparatory work may take the form of external photo shoots or filming sessions, or the recording of other forms of research whilst out on location (sketching, making exploratory paintings or other works such as landscape / cityscape studies, plein air paintings or experiments with land art, independent investigative gallery visits to view graphic, textile or 3D design work in situ.) Work may be digital, 3D, sketchbook or portfolio-based, or any combination of these. Access to the internet is not permitted and candidates are not allowed to bring their own electronic devices, e.g. laptops, tablets or mobile phones, into the supervised area. Teachers must monitor and authenticate the preparatory work throughout the preparatory period and prior to commencement of the sustained focus period so that they can verify that it is the candidate’s own unaided work.

It is essential that candidates’ responses are both personal and independent. Candidates are not allowed access to any other candidate’s preparatory materials. Once the 10 hour sustained focus period has commenced, candidates must not have access outside the sustained focus period sessions either to their preparatory study and research work or to work produced during the sustained focus period. At the end of each sustained focus session, all candidates’ work must be stored securely by the centre. It is the responsibility of the centre to monitor the 10 hour sustained focus period sessions in order to ensure that no additional work is brought in or taken out of the designated workplace. Once the 10 hour sustained focus period has concluded, candidates will not be permitted to conduct further work either on their preparatory / research work or on the work produced during the sustained focus period. After the 10 hour sustained focus period, candidates are only allowed to select, present and evaluate their work.

Conditions for the supervised focus period and other non-examination arrangements are provided by the Joint Council for Qualifications (www.jcq.org.uk). These regulations inform the operational practice required during assessment sessions. The head of the school or college is responsible for making sure that supervision and authentication is conducted in line with the Joint Council for Qualifications (JCQ) instructions and those laid out in this specification.

Sustained focus period sessions must be held under conditions that will give all candidates the chance to carry out their tasks and to display their true levels of attainment in the subjects concerned. Materials, design media, equipment and technology should be provided by the centre. The head of centre or exams officer must ensure that at least one invigilator is appointed for each group of 20 candidates or fewer undertaking supervised sustained focus period sessions and that these sessions must be taken under formal conditions. The supervised sustained focus period sessions will normally be invigilated by an art and design teacher. It is recognised that the art and design teacher may be required to give technical assistance to an individual candidate, for example, to ensure that health and safety requirements are met and for tasks such as packing and firing kilns, maintaining workshop protocols and setting up specialist technical equipment. In these circumstances additional invigilators may be deployed at the exams officer’s discretion to ensure the supervision of candidates is maintained at all times. At the commencement of the sustained focus period candidates should take into the designated work area any preparatory supporting studies, work journals, notes or sketches which they have produced and which are to be submitted for assessment along with the work done in the period of the timed test. The invigilator must make clear to candidates undertaking supervised sustained focus period sessions that the work produced during these periods must be their own, that they are not allowed to communicate in any way with, ask for help from, or give help to another candidate while they are in the examination room. The supervised sustained focus period sessions must be carried out under formal examination conditions and must be conducted in silence.

The JCQ booklet ‘Instructions for Conducting Examinations’ has specific references to Art examinations which are as follows:

Page 15: 9.4 For Art examinations, appropriate art materials and design media and technology must be provided by the centre.

Page 18: 11.5 Timed Art examinations, timetabled CCEA Science Practical examinations and WJEC GCE AS and A2 Science Practical analysis examinations must be held under conditions that will give
all candidates the chance to carry out their tasks and to display their true levels of attainment in the
subject concerned.

**Page 21: 12.3** The head of centre, a senior member of centre staff, such as an Assistant
Headteacher, or the exams officer must:

- appoint invigilators to make sure that the examination is conducted according to the following
requirements:

- at least one invigilator must be present for each group of 20 candidates or fewer sitting timed
Art examinations, timetabled CCEA Science practical examinations or WJEC GCE AS/A2
Science practical analysis examinations;

**Page 21: 12.4** The timed Art examination will normally be invigilated by an Art and Design teacher.
However, as the Art and Design teacher may be required to give technical assistance to an individual
candidate, additional invigilators should be deployed at the head of centre’s discretion to ensure
the supervision of candidates is maintained at all times.

**Page 34: 18.3** For timed Art examinations candidates may take into the examination room any
preparatory supporting studies, work journals, notes or sketches which they have produced and
which are to be submitted for assessment along with the work done during the timed test.
Candidates may also take into the examination room the objects and materials which are required to
set up a still-life group.

The invigilator must ensure that when candidates take preparatory supporting studies into the
examination room, these are their own studies.

**These examinations must be taken under formal conditions.** Candidates are not permitted to
listen to music.

**Page 36** The invigilator must remind candidates sitting timed Art examinations that the work
produced during the timed test period must be their own, that they are not allowed to communicate in
any way with, ask for help from or give help to another candidate while they are in the examination
room. **(The timed Art examination must be carried out under formal examination conditions).**

**Page 58** Under no circumstances may members of centre staff communicate with candidates,
(except in timed Art tests and timetabled CCEA Science Practical examinations or where maintaining
discipline in the examination room). This constraint extends to coaching candidates, reminding
candidates which section(s) of the question paper to answer or which questions they should answer.

It is essential that candidates make direct reference to the four assessment objectives. Further
information has been produced to help teachers and candidates understand exactly what is required
in checklists related to each of the assessment objectives. The performance descriptors are in the
detailed mark scheme. The new indicative content for each title provides further guidance on the kind
of evidence learners should aim to provide in order to meet the assessment objectives. In addition to
the above, candidates should be made aware of the bullet point list on page 3 of the Specification
under 1.1 Aims and Objectives.

**Regulations**

Candidates’ work must be safely stored in the centre and candidates must not have access to it
after the centre’s completion dates, which must be before 31 May 2019. The work becomes entirely
the responsibility of the centre and must be kept secure. Work must be kept under lock and key until
it is prepared for exhibition purposes if selected for moderation. Work cannot be changed or added to
after the centre’s completion dates. Work not selected for sampling in moderation may be required
by the moderator to facilitate marking. This work must be made available immediately on request.
Work must not be returned to candidates before results have been confirmed and all Enquires about
Results (EAR) have been conducted (see page 9). **Centres ignoring this regulation will not be
able to proceed with an EAR.**
C. MARKSHEETS

All marksheets are available on-line. All marks entered on the secure website must agree with total marks on all marksheets.

It is suggested that centres print mark sheets from the secure website and add the assessment objective breakdown next to each candidate mark. These should then be made available to the moderator on arrival.

If candidates are entered for more than one Title e.g. Fine Art and Textile Design, then a separate secure website marksheet must be printed for each Title and each component from the secure website system. Where more than one teacher / lecturer is involved in the assessment it is essential that within the centre co-ordination of standards of assessment takes place in order to produce an overall rank order. Once standardisation of marking has taken place within the centre, the Head of Department / Head of Art and Design should sign secure website marksheets in the bottom left hand corner. A separate rank order must only be given if a centre has more than one Title.

However, if a centre has a separate group entered for another Title e.g. 3D Design and co-ordination of marks has not taken place then the subject teacher / lecturer should sign the secure website marksheets. The Head of Department or other member of the teaching staff must indicate to the moderator on arrival at the centre any situation where standardisation of marking has not taken place. They may then choose not to moderate the centre until standardisation has taken place. The centre may be charged for the second visit.

WJEC Eduqas must be informed by the centre on official centre stationery or email of any mark changes due to clerical errors, missing work, extra work etc. The visiting moderator should also be informed of such errors and will amend their paperwork and return the official centre mark changes to WJEC Eduqas. The decision as to whether to carry through centre mark changes will be at the discretion of WJEC Eduqas.

The moderator will use the secure website marksheets during the visit for assessment objective breakdown information and on completion return them. The My Creative Statement will also need to be presented to the moderator on arrival. All hard copies of paperwork must then be retained safely by the centre in case of any subsequent Enquiries About Results.

Candidate Marksheets
Candidate marksheets should be completed for each candidate. They provide an opportunity for centres to record or document information about individual candidates for each assessment objective within each element. Only annotated sheets for candidates chosen for moderation need to be given to the moderator on arrival at the centre. The moderator will use the sheets during the visit and on completion return them. These must then be retained safely by the centre in case of any subsequent enquiries about results.

Submitting Marks
Centres need to submit all marks for internally assessed work electronically via the secure website by 31 May 2019. Once the marks have been uploaded, the system will apply the sampling formula based on the overall rank order for the total entry and identify the sample of candidates whose work is selected for moderation. There will be separate marksheets for each component. Where a candidate’s name and number do not appear on the secure website or are appearing in the incorrect title e.g. if a candidate is entered for Fine Art on the marksheet you cannot insert an Art and Design mark. The Centre must mark the candidate as absent on the Fine Art marksheet. You must contact the Examinations Officer as soon as possible who will make the appropriate entry / amendment(s), once these are processed the correct information should then appear for you to complete the mark input (usually within 48hrs of processing the entry / amendment). The Examinations Officer within the centre will be able to input marks on behalf of teachers or allocate secondary account access to the appropriate teachers. For up to date grade boundaries please access the grade boundary information on the WJEC website.

Please note that boundaries can be subject to change on an annual basis.
D. LABELLING OF WORK

It is the responsibility of each centre to ensure that each piece of work is identifiable to each candidate. Label templates are available online. These documents are not compulsory and centres may utilise other means of identifying work.

Completed copies of the My Create Statement sheets must be made available when the work is moderated. These forms are compulsory for each candidate.

E. MODERATION

Centres will be notified of their moderation date during April 2019. Moderation will be carried out during the period 3 June to 28 June 2019.

The moderator will require on arrival at the centre:

- A hard copy of the centre’s electronic marksheets from the secure website (ALL VIEW);
- **Candidate Marksheets**
  For internal assessment purposes and if the teacher wishes to convey additional information in the form of annotation. Alternative formats are acceptable such as excel spreadsheets as long as the assessment objective breakdown is provided for each component;
- **My Creative Statement** for each component.

Where a **consortium arrangement** has been indicated, the formula for selecting the sample will need to be applied manually by the teaching centre using the formula below. Consortium coordinators should liaise with WJEC Eduqas in order to arrange an appropriate sample across all centres involved in the consortium and provide detailed information as to where work will be moderated.

<table>
<thead>
<tr>
<th>Total no. of candidates</th>
<th>Work to be submitted (Numbers relate to rank order)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 10</td>
<td>All</td>
</tr>
<tr>
<td>11 - 19</td>
<td>1st and every second (1, 3, 5, 7 etc) <strong>plus</strong> the lowest scoring folder and additional folders as necessary (reflecting the spread of marks) to make a total sample of 10</td>
</tr>
<tr>
<td>20 - 45</td>
<td>1st and every fifth (1, 6, 11, 16 etc) <strong>plus</strong> the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 10</td>
</tr>
<tr>
<td>46 - 99</td>
<td>1st and every eleventh (1, 12, 23, 34 etc.) <strong>plus</strong> the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 10</td>
</tr>
<tr>
<td>100 - 199</td>
<td>1st and every fourteenth (1, 15, 29, 43) <strong>plus</strong> the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 15</td>
</tr>
<tr>
<td>200 – 299</td>
<td>1st and every fifteenth (1, 16, 31, 46 etc.) <strong>plus</strong> the lowest scoring folder and additional folders as necessary (reflecting spread of marks) to make a total sample of 25</td>
</tr>
<tr>
<td>Over 300</td>
<td>1st and every twentieth (1, 21, 41, 61 etc.) <strong>plus</strong> the lowest scoring folder and additional folders as necessary (reflecting spread of marks) to make a total sample of 25</td>
</tr>
</tbody>
</table>
For further information on selection of the sample please refer to the Internal Assessment Manual.

Centres are reminded that Moderators may, in addition, select candidates outside the above formula to check consistency of marking. Extra work selected does not have to be exhibited but must be presented for moderation on request. If the work is not made available on request, the centre may be charged for a second visit.

It is expected that centres will assist the moderation exercise by setting out the work in such a way that it can be readily seen for marking. The moderator must be given sufficient undisturbed time, access and space to complete moderator's assessment of candidates' work.

When the moderation exercise takes place, moderators will assess the Portfolio and the Externally Set Assignment as distinct elements. Accordingly each is treated separately for scaling and awarding purposes. If centres prefer, separate elements can be presented in rank order, providing the candidates in each sample are clearly identified for moderation purposes, but this is not compulsory.

Work taken by moderators will be returned as soon as possible after standardising and awarding (some work may be kept for Continuous Professional Development events with the agreement of the centre).

F. ENQUIRIES ABOUT RESULTS (EAR)

The results and statistics for 2019 will be issued to centres on 22 August 2019.

Centres wishing to enquire about results (EAR) must apply on-line via the secure website. This must be received by 21 September 2019. Please read the procedure in detail before making this decision since Service 3 entails a complete re-moderation of the entire original moderated sample; this is why candidates must not have access to their work after centres' completion dates. The service is not available for any element where centre’s marks have been accepted without change. The cost of this service will be approximately £320 per centre visit regardless of the number of elements requested. Please note that fees will not be charged if the centre marks increase as a result of the EAR. Candidate consent is not required for Service 3 as candidates’ marks may be lowered but their subject grades will NOT be lowered in the series concerned. Further information can be found on our website under Post-Results Services.

Certificates will be issued to centres in early November 2019.

G. MULTIPLE ENTRIES

Where candidates are entered for more than one Title their work must be viewed by the moderator. For example, if a candidate is entered for Textile Design and Graphic Communication then all elements for each Title must be viewed by the moderator. The moderator will moderate only work that is selected via the formula under section E of this booklet or which is in the sample generated by the secure website. They may require to see and mark additional work when they believe that doing so will aid the moderation process.

H. SPECIAL CONSIDERATION and NOTIFICATION OF LOST COURSEWORK

Centres wishing to be considered for the above must complete the appropriate Joint Council Form JCQ/SC Form 10 Application for Special Consideration and JCQ/LCW Form 15 Notification of Lost Centre Assessed Work. We would urge centres to add a note on centre headed stationery additional to either or both of these two forms, indicating the position of the candidate within coursework and / or terminal examination rank order. In other words, dealing with these forms is helped by knowing how the candidate may have achieved under ‘normal circumstances’ without loss, illness or injury. Simply provide details of candidates' names and numbers immediately above and below them in your response.
## I. KEY DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Entries</td>
<td>10 October 2018</td>
</tr>
<tr>
<td>Externally Set Assignment Opened</td>
<td>2 January 2019</td>
</tr>
<tr>
<td>Entries</td>
<td>21 February 2019</td>
</tr>
<tr>
<td>Amendment (4 week period without charge)</td>
<td>18 March 2019</td>
</tr>
<tr>
<td>Late Fees (Payable From)</td>
<td>19 March 2019</td>
</tr>
<tr>
<td>Very Late Fees (Payable From)</td>
<td>19 April 2019</td>
</tr>
<tr>
<td>Completion and Mark Input date</td>
<td>31 May 2019</td>
</tr>
<tr>
<td>(to be determined by the centre taking into account time for assessment and submitting marks via secure website)</td>
<td></td>
</tr>
<tr>
<td>Moderation</td>
<td>3 June to 28 June 2019</td>
</tr>
<tr>
<td>Results Issued</td>
<td>22 August 2019</td>
</tr>
<tr>
<td>Enquiries About Results Deadline</td>
<td>21 September 2019</td>
</tr>
<tr>
<td>Certificates Issued</td>
<td>November 2019</td>
</tr>
</tbody>
</table>

## J. HELP AND SUPPORT

If you have any queries, the following information will be useful:

Address: WJEC, 245 Western Avenue, Cardiff CF5 2YX

Mari Bradbury  (029)20265138 mari.bradbury@eduqas.co.uk
Sara Evans    (029)20265123 sara.evans@eduqas.co.uk
Entries Section: GCE   (029)20265193 entries@wjec.co.uk
AS / A Section: CPD (029)20265148 gce@wjec.co.uk
Section:        (029)20265018 cpd@wjec.co.uk

General Enquiries
Tel: (029) 2026 5000