

GCSE ART & DESIGN

ADMINISTRATION BOOKLET

2021-2022

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A) Entries

Eduqas GCSE Art & Design has seven Areas of Study and candidates can be entered for up to seven titles. Centres will be required to ensure the correct entry codes for the chosen titles are entered for each candidate. If a candidate transfers to another Eduqas centre then the same Unique Candidate Identifier (UCI) number must be used.

The subject entry code(s) are as follows:

Area of study	Entry code	DFE discount code	Classification code
Art, Craft & Design	C650QS	JA2	3510
Fine Art	C651QS	JA2	3690
Critical & Contextual Studies	C652QS	JA2	3680
Textile Design	C653QS	JA2	3650
Graphic Communication	C654QS	JA2	3550
3D Design	C655QS	JA2	3670
Photography	C656QS	KJ1	3570

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 school 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.

Final entries must be made for Summer 2022 by **Monday 21st February 2022**. Amendments to entries may be made up until **Friday 18th March 2022**. A late fee will be incurred for any entry amendments after this date.

B) Summer 2022 Adaptations & Internal Assessment

Summer 2022 adaptations and assessment arrangements

Adaptations have been made in response to the regulator's decision regarding adjustments to assessments in 2022 in the context of the coronavirus (COVID-19) pandemic. In response to a public consultation, the regulator has decided to remove the Externally Set Assignment (Component 2) from GCSE Art and Design for the summer 2022 assessment.

In Summer 2022 students will be assessed on their:

GCSE: Component 1 Portfolio only (marked out 120)

The Portfolio can be submitted in the form of 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 are no restrictions on the 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 students relating to the kinds of evidence that should be provided for each assessment objective specific to the title entered for.

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, taking into account the deadline for submission of internal marks to Eduqas.

Centre marks submission deadline

In order to allow for pandemic related contingencies, a longer moderation window is required in the summer 2022 assessment. The extended window will enable moderation visits to be rescheduled/reallocated if/as necessary and assure the assessment.

The deadline for the centre submission of internal marks onto the secure website has therefore been brought forward to **5th May** for GCSE Art & Design subjects.

Whilst the marks submission deadline is 3 weeks earlier than usual, the removal of the ESA this year potentially provides 4 months extra time in which to complete the Portfolio; and with only one component being submitted, the internal assessment burden for teachers has been reduced. **This is a temporary deadline change and the date for the submission of internal marks will revert back to 31st May for GCSE from 2023.**

Summer 2022 assessment guidance for teachers

With the resumption of visiting moderation, the usual, familiar standards, component marks and assessment materials will apply to the Portfolio, in the Summer 2022 assessment and teachers should refer to the standardised exemplars, mark schemes and assessment videos available on the **website** when conducting internal assessments.

When conducting internal assessments, Centres are strongly advised to consult the assessment support materials provided on the **website** and **Lightbox**, as these will help to ensure that everyone is in alignment with the same/appropriate standards.

System for Submitting Marks

Centres need to submit all marks for internally assessed work electronically via the secure website by **5th May 2022**. 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. Where a candidate's name and number do not appear on the secure website or are appearing in the incorrect area of study 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.

Marks to Grade Conversion

For up to date grade boundaries please access the **grade boundary information** on the Eduqas website. **Please note that boundaries can be subject to change on an annual basis.**

Assessment Documentation

Upon submission of the centre's internal marks onto the secure website (**by 5th May**) the moderation sample/s will be automatically calculated. **Each title should be marked and presented for moderation as separate, distinct samples.**

If candidates are entered for more than one Area of Study e.g. Fine Art and Textile Design, then a separate secure website marksheet must be printed for each Area of Study 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 Area of Study.

However, if a centre has a separate group entered for another Area of Study e.g. 3D Design and co-ordination of marks has not taken place then the subject teacher / lecturer should sign the secure website mark sheets. 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. 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 Eduqas. The decision as to whether to carry through centre mark changes will be at the discretion of Eduqas.

The moderator will use the secure website mark sheets 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 Reviews of Moderation.

C) Moderation

Moderation Visit Arrangements

Moderation will be conducted by a visiting moderator. Moderation samples will be selected automatically upon the submission of internal marks for each title entered. Centres should ensure that final entries are made before or on **21st February 2022** to enable allocations to be completed in good time.

The moderation window for GCSE is **9th May – 13th June** (with contingencies running until the end of June).

These arrangements will be reviewed should there be a change in coronavirus restrictions. The moderator allocated to your centre will be in contact in **March 2022** to arrange a moderation visit date with you. Arrangements, key dates and adaptations are documented on the Eduqas Art & Design GCSE and AS/A Level webpages under '**Summer 2022 Adaptations**'.

On arrival at the centre the moderator should be presented with the following documents:

- ❖ A hard copy print-out of the centre mark input file from the secure website (in ALL VIEW) showing each candidate's name, candidate number and mark total. This should include the sample of candidates to be moderated AND all candidates in the cohort entered for the component/title. (Each title is to be internally assessed and moderated separately with distinct respective documentation for each).
- ❖ A hard copy **assessment objective breakdown** of marks for each candidate. Centres can add the AO breakdown for each candidate to the secure website printout, or present this information via the individual candidate marksheet available on the GCSE Art & Design webpages, or alternative formats are acceptable such as Excel spreadsheets as long as the assessment objective breakdown is provided.
- ❖ Completed **My Creative Statement, GDPR and Authentication form** for each candidate. 5

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 following My Creative Statement/authentication/GDPR documents (available online) must be made available when the work is moderated. These forms are compulsory for each candidate.

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 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.

Total no. of candidates	Work to be submitted (numbers relate to rank order)
1 - 10	All
11 - 19	1st and every second (1, 3, 5, 7 etc) plus the lowest scoring folder and additional folders as necessary (reflecting the spread of marks) to make a total sample of 10
20 - 45	1st and every fifth (1, 6, 11, 16 etc) plus the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 10
46 - 99	1st and every eleventh (1, 12, 23, 34 etc.) plus the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 10
100 - 199	1st and every fourteenth (1, 15, 29, 43) plus the lowest scoring folder and additional folders as necessary (reflecting a spread of marks) to make a total sample of 15
200 - 299	1st and every fifteenth (1, 16, 31, 46 etc.) plus the lowest scoring folder and additional folders as necessary (reflecting spread of marks) to make a total sample of 25
Over 300	1st and every twentieth (1, 21, 41, 61 etc.) plus the lowest scoring folder and additional folders as necessary (reflecting spread of marks) to make a total sample of 25

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 only this year.

Each title is treated separately for scaling and awarding purposes. Centres can present work either as separate displays of units/titles, or per candidate displays. If centres prefer, separate elements can be presented in rank order, providing the candidates in each sample are clearly identified for moderation purposes.

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).

E) Reviews of Moderation (RoMs)

The results and statistics for 2022 will be issued to centres on **Thursday 25th August**.

Centres wishing to request a review of moderation must apply on-line via the secure website. Requests must be received by **21st September 2022**. Please read the procedures 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 ROM. 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 2022**.

F) Multiple entries

Where candidates are entered for more than one Area of Study 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 Area of Study must be viewed by the moderator. The moderator will moderate only work in the sample/s 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.

G) 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 in addition to either or both forms, indicating the position of the candidate within the Portfolio 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.

H) Help and support

Useful contact details:

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

Mari Bradbury	(029)22404304	artanddesign@eduqas.co.uk
Sara Evans	(029)22404304	artanddesign@eduqas.co.uk
Entries section	(029)20265193	entries@eduqas.co.uk
GCSE section	(029)20265082	gcse@eduqas.co.uk
CPD section	(029)20265018	cpd@eduqas.co.uk
General Enquiries	(029)20265000	

I) Key dates

Final entries	21st February 2022
Amendment (4 week period without charge)	18th March 2022
Internal Marks submission deadline	5th May 2022
Moderation visit window	9th May - 13th June 2022
Results issued	25th August 2022
Certificates issued	November 2022