

QCA instructions for the supervision of GCE Art and Design internally assessed controlled assignments (AS Unit 2 and A2 Unit 4)

These instructions are for conducting the controlled assignments in GCE Art and Design (AS Unit 2 and A2 Unit 4). They should be read in conjunction with the 'instructions for conducting examinations' issued by the JCQ and any guidelines issued by awarding bodies. In the event of any conflict between awarding body regulations, JCQ instructions and these instructions, these instructions prevail.

Question papers

Question papers will arrive in centres in time to be given to candidates on the first day of February or as soon as possible after that date. On arrival at centres, question paper packets should be checked by the examinations officer and placed into the school's secure storage.

On receipt, question paper packets may be opened by the person responsible for the examination in order to review questions and prepare appropriate resources. Prior to 1 February and receipt by candidates, question papers are confidential material and may not be removed from the centre. Question papers must be kept in secure storage when not being used. A system for recording when material is used and returned to secure storage must be in place and available for inspection by the QCA, awarding bodies or JCQ regulators.

Candidates may discuss their starting points with centre staff to ensure that appropriate resources will be available. As the controlled assignments progress, candidates will be expected to work independently.

Timetabling

Papers will be given to candidates on the first day of February, or as soon as possible after that date. The first date when candidates in a centre are issued with controlled test papers is deemed as the start date for that paper in the centre.

Awarding bodies will provide further instructions relating to the end date of the examination, dates when marks must be submitted, and timings for the period of sustained work.

Supervision of candidates for the controlled assignment

Whilst candidates are expected to work with independence and should be encouraged to work in locations appropriate to their chosen area, a reasonable level of supervision of candidates must be made by the centre.

Authentication of work done off-site can normally be achieved through the monitoring of each student's plan of action by centre staff. Monitoring of work should be done on a weekly basis so that the work is seen at each developmental stage. Work of a much higher standard than that normally achieved by the candidate should be checked to ascertain that it is the candidate's own work. Candidates may be asked to complete the same work again in school if the centre has doubts about the authenticity of work completed at home. In cases where there is doubt as to the authenticity of a candidate's work, the awarding bodies' procedures should be followed.

The controlled assignment will be assessed as a whole and there are no limitations regarding the type of work undertaken in either the preparatory period or the period

of sustained study. Outcomes may be realised at any time during the period of the controlled assignment.

Period of sustained focused work – controlled conditions

The period of sustained focused work must be conducted under controlled conditions. For the purposes of art and design this is as outlined below.

During controlled conditions candidates should be supervised at all times and remain within the examination room, work quietly and not converse with other candidates. Discussion that has to take place with invigilators or technical support officers must be kept to a minimum.

Candidates may leave their allocated spaces for purposes connected with their work such as cleaning equipment and collecting additional materials, providing they remain supervised and within the accommodation provided for the controlled conditions.

Centres must establish a system for policing materials taken into controlled conditions to ensure that awarding body regulations are applied. All contextual material used for research, including internet sites, must be referenced according to awarding body guidelines.

Display of material that is considered helpful to candidates must not be visible in the work spaces used.

The JCQ's regulations regarding mobile phones and internet access apply to all practical examinations and students may not use the internet or mobile phones during controlled conditions.

In most circumstances, photographs of work being completed under controlled conditions by phone or camera may not be made, as images could be relayed to third parties for advice.

Where photographs of practical work completed in controlled conditions forms a part of the controlled outcome, photographs may be taken, but this must be agreed in advance with the centres staff and invigilators. Decisions on such areas will be made by those responsible for the examination.

Accommodation for the controlled assignment

Accommodation for the controlled assignment must be appropriate for the activities and allow candidates the opportunities to complete work and realise their potential. This includes appropriate workspaces, washing facilities, lighting and ventilation.

All candidates must undertake the period of sustained focused work under controlled conditions at the centre unless the centre has written permission from the awarding body for a candidate or group of candidates to take the examination at another location. When such permission has been given, the centre's and awarding bodies' regulations regarding invigilation and technical support must be applied to the new location.

Health and safety

Risk assessments must be carried out to ensure the health and safety of candidates and invigilators has been catered for. Material deemed to be dangerous either to the candidate, to other candidates, to centre staff or to visiting examiners/moderators

may not be permitted. Stability of materials must be taken into account and perishable materials should not be used without consideration.

Child protection

Guidance should be given by centre staff concerning the appropriateness of candidates' plans. Students should not be allowed to endanger themselves or others in following their investigations.

If child protection issues are compromised, for example as a result of research material collected by candidates, the centre's child protection officer must be informed and appropriate action taken.