

All centres with candidates studying GCE
English Language (8178/9178)

September 2006

Dear Colleague

GCE English Language (8178/9178)

I have pleasure in enclosing the coursework advice standardisation materials for unit 3a (Language of the Media) and unit 5 (Spoken or Written Study). Please note that for Unit 5 you will only have to mark Sample 2 and Sample 3 from the material enclosed.

For your information I have also included in this letter details of the following:

- coursework advice meetings
- assistant examiner/moderator application information

Coursework advice meeting. If your centre will be submitting entries for coursework, at least one teacher should attend one of the coursework advice meetings scheduled for the autumn term. Each meeting will be run by a coursework adviser and will deal with unit 3a in the morning session and unit 5 in the afternoon session. The purpose of the meeting is to ensure parity of standards. Delegates **must** book their place at the meeting by quoting the relevant course reference to the Edexcel professional development team: tel: 0870 240 9800; fax: 0845 359 1909; our email link can be found in the contact us section of our website www.edexcel.org.uk. There is a fee of £45 charged to cover the cost of lunch and materials.

Standardisation materials. Delegates to the coursework advice meetings should assess these folders according to the assessment criteria for the relevant unit. The samples provided are not to be used as models of best practice, they will be used to exemplify standards across the range of marks. Delegates should bring this standardisation material and their copy of the specification with them to the coursework advice meeting, additional copies will not be supplied.

We are currently recruiting assistant examiners for all three of our GCE English specifications for the summer 2007 examinations. An individual can gain many benefits from marking examination scripts. Most examiners find that it provides excellent professional development and gives a valuable insight into the assessment requirements. The fees for marking scripts vary for each unit, but examiners can expect to earn in the region of £800.

To apply for the above posts simply visit our website, www.edexcel.org.uk, for access to an online application form. Alternatively you may prefer to e-mail the recruitment team at asg@edexcel.org.uk or phone us on 0870 240 9800. If you know anyone else who might be interested in either of these posts, please pass them a copy of this letter.

Centres are also reminded that the last date for the submission of coursework for the winter examination series is **Tuesday 11 January 2007** and the deadline for the summer examination series is **15 May 2007**.

Yours sincerely

A handwritten signature in black ink that reads "Hayley Read". The signature is written in a cursive style with a large initial 'H'.

Hayley Read
Assessment Leader