

Circular S/IF/34/20

November 2020

To: The Principals of Post-primary Schools and Directors of Further and Higher Education

For circulation to: All Examination Officers, Heads of Geography and Geography Teachers

GCSE Geography

Unit 3 Fieldwork (GGY31) Summer 2021

In November 2019 we notified all centres about changes to how candidates taking GCSE Geography Unit 3 Fieldwork (GGY31) submit their fieldwork statement and table of data. The purpose of this circular is to remind all centres of the procedures that must be followed by candidates entering this unit in Summer 2021.

We issued copies of a **Fieldwork Statement and Table of Data booklet** to all centres in December 2019. This booklet must be used by candidates taking GCSE Geography Unit 3 Fieldwork starting from **Summer 2021** when this unit will move to online marking. We are issuing the booklet because all scripts are scanned as part of the online marking process. The scanning process requires the use of paper with a specific quality and weight. It is imperative that all centres use the fieldwork booklet provided.

The structure of the fieldwork booklet is as follows:

- Cover page: Instructions to Candidates
- Side 2: space for candidates to enter their fieldwork statement - title, aim, hypotheses, location
- Side 3: space for candidates to show their table of data including title
- Side 4: for use as required, e.g. additional data, map showing the location of the study.

To help protect the environment, the booklets have been designed so that they are not specific to a given examination series. Therefore, any booklets that are not used in the Summer 2021 examination series, or in subsequent series, can be used in any future series for this specification.

The following instructions for the use of the booklet must be adhered to.

- The fieldwork booklet must be used by all candidates taking GCSE Geography Unit 3 Fieldwork **from Summer 2021** onwards. The booklets are bar-coded to ensure that they are matched to the correct assessment unit.
- Photocopied booklets are **not** permitted.
- Additional pages are **not** permitted.
- Care must be taken with the use and storage of the booklets. In particular please ensure that the booklets are kept free of any spillages or tears. The booklet must not be split, folded or separated.
- The centre number and candidate number must be shown in the spaces provided on **all** four pages.
- Information relating to the fieldwork investigation must be provided in the spaces provided in the booklet.
- Candidate's handwriting should be as clear and legible as possible.
- Candidates must **not** write outside the boxed area on each page.
- Candidates must **not** attach or stick anything to the booklet, e.g. a printout of a map.
- The cover of the booklet must be signed and dated by both candidate and teacher.
- The booklet must be completed in black ink only; candidates may use an HB pencil if drawing a map.

At the end of the examination, candidates will simply place the booklet behind their completed exam paper.

We will issue Fieldwork Statement and Table of Data booklets to centres on an annual basis. Should you require additional booklets please contact Paul O'Lynn in Distribution:

- Telephone: (028) 9026 1273
- Email: polynn@ccea.org.uk.

If you have any queries regarding the content of this circular, please contact:

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