

April 2023

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

For circulation to: Heads of Geography Department, Geography teachers and Examination Officers

AS Geography Unit 3 (SGG31) and GCSE Geography Unit 3 Fieldwork Booklets

Please note that the guidance outlined below should be followed in relation to GCSE Geography Unit 3 Fieldwork and AS Geography Unit 3 Fieldwork Skills and Techniques in Geography, in the forthcoming Summer 2023 examination series and onwards. By completing this booklet, the students can fully engage with the hypotheses set and data collected.

Students must bring to the examination a completed fieldwork booklet. This booklet has been designed to facilitate the scanning of all scripts as part of CCEA's online marking process. To ensure that all candidates' work can be scanned and marked, we ask that centres follow the guidance detailed below.

- Please ensure that the booklets are free of any spillages or tears.
- Fieldwork booklets must not be folded or split.
- Candidate's handwriting should be as clear and legible as possible.
- All fieldwork booklets should be completed in black ink only; candidates may use an HB pencil if drawing a map.
- The centre number and candidate number must be shown in the spaces provided on all four pages.
- Information relating to the fieldwork investigation (aim, hypotheses, location and table of data) **must** be included in the spaces provided in the booklet. The space on the booklet gives an indication of the amount of text needed. Two or three hypotheses are sufficient for the unit, even if more have been discussed and data collected for other "stretch and challenge" content.
- Candidates must **not** write outside the boxed area on each page and 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.
- **Photocopied booklets and additional pages are not permitted. However, if required by the centre, information can be printed directly onto the booklets supplied.**

To ensure the smooth running of the examination, we recommend that centres follow the guidance detailed below:

- The class teacher should collect each candidate's completed fieldwork booklet and give it to the Examination Officer in advance of the examination date. The booklets should be held securely by the Examination Officer.
- The Examination Officer should present the completed fieldwork booklet to the Invigilator before the examination. The Invigilator should place each fieldwork booklet on the appropriate desk using candidate number.
- At the end of the examination, candidates should place their fieldwork booklet under their question and answer booklet on the desk.

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

Petula Henderson at CCEA

Email: phenderson@ccea.org.uk