



GCSE Examinations
Summer 2020

**Engineering and
Manufacturing**

**Instructions to
Teachers**

**Unit 2
Production**

1 General Instructions

In January, prior to carrying out the practical assessment unit, centres will receive a copy of the Confidential Instructions to Teachers. This will include information on the manufacturing processes and the equipment and materials list required for the practical assessment.

Application forms for consortium arrangements are no longer available on the JCQ website. JCQ now requires that all centres register their consortium arrangements through a new web portal that can be accessed via each centre's central login. Examinations Officers should be contacted for more information.

These Confidential Instructions to Teachers should not be discussed with any other centre.

This document is for the attention of the Head of Engineering and Manufacturing only. The Head of Engineering and Manufacturing can liaise with relevant staff and the technician(s) regarding the ordering and setting up of the materials and equipment.

Information about the materials required for these assessments must not be communicated to students.

If more than one available session is being used to accommodate candidates in a centre, care must be taken to isolate candidates who have taken the assessment from those who have still to sit the assessment. Please refer to JCQ Instructions for conducting examinations for timetable variations. These arrangements are usually managed by the Examinations Officer and so it is essential that this is discussed and agreed with the Examinations Officer.

Invigilation of the Unit 2 Production practical examination should be carried out by a person who is competent in workshop practice and whose qualifications meet the criteria of Department of Education (NI) circular 2007/22

The Head of Engineering and Manufacturing must ensure, before the commencement of the examination, that the equipment and materials necessary to complete the practical assessment are available in the centre. The materials and examination paper for each candidate should be in place at the designated work station for each candidate prior to the start of the examination.

Each designated work station should be clearly identified with the centre and candidate number.

Candidates may be supplied with replacement materials from the manufacturing processes and the equipment and materials list if requested. Only one final task can be submitted. Extra pieces **must not** be included. Candidates should be made aware of this beforehand.

Candidates may not use text books and classroom notes for reference during the practical examination, and must be informed of this beforehand.

2 JCQ centre inspection service

The practical assessment is subject to the JCQ centre inspection service. The inspection visits are to ensure that the JCQ regulations around the conduct of examinations (as set out in JCQ ‘Instructions for Conducting Examinations’ <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>) are adhered to. The practical examination is subject to the regulations set out in the JCQ ‘Instructions for Conducting Examinations.’ <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Centres must ensure that these regulations are adhered to when candidates are carrying out their assessment in the practical unit.

3 During the Practical Examination

Invigilators should **not** provide direct guidance to candidates in completing the task.

Invigilators must **not** complete elements of the examination for candidates.

4 General Preparations – Preparation of equipment and examination room

The workshop(s) in which the assessment is to take place should be regarded as an examination centre for the duration of the assessment with appropriate confidential access arrangements in place as required by JCQ ICE regulations. <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

More than one workshop may be used within the centre, provided each is comparable in relation to access to equipment and necessary resources. Each workshop must be subject to the same levels of supervision and confidential access arrangements as required by JCQ ICE regulations. <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

The workshop(s) in which the assessment is to take place should be arranged in such a way as to give each candidate sufficient working space to complete the task.

The invigilator must ensure that candidates work in accordance with workshop health and safety regulations taking appropriate action where necessary.

Invigilators should ensure that all equipment is maintained and kept clean for the duration of the examination. The provision of templates, jigs and/or fixtures is prohibited.

Candidates should have access to pencils and paper.

5 Information for candidates

Candidates must **not** communicate with one another during the examination.

Candidates should ensure they are able to identify their own work at all times.

Candidates should be admitted to the examination room fifteen minutes before the examination commences. Ten minutes before the commencement of the examination candidates should put on Personal Protection Equipment.

Candidates must work at all times during the examination in compliance with workshop health and safety rules and regulations.

6 After the Practical Examination

At the end of the examination candidates must remain at their workstation. The invigilator must provide each candidate with the script labels provided by CCEA. Candidates must write their candidate and centre number on these labels. The labels must then be clearly and securely attached to their script. Each candidate must then place their script into the individual candidate box provided and write their centre and candidate number on their box.

Candidates should then leave the examination room.

The invigilator must then package all individual candidate boxes in the centre boxes provided, complete all fields on the box and seal securely.

If more than one centre box is required the boxes should be numbered. The invigilator's report should be placed in the first box.

The completed scripts must be stored securely until they are collected by Parcel Force the following day.

All scripts will be externally marked by CCEA.

7 What do I return to CCEA?

Make sure that you return the following documents to the examinations officer:

- Advice note;
- The invigilator's report contained in the first box; and
- The candidates' script correctly and securely labelled and packaged in the boxes provided by CCEA.

All of the above will be collected by Parcel Force the day after the timetabled examination.

8 Issue of Results

On issue of results date in August, you will receive a list of the final marks for the practical examination as part of the GCSE modular results report (available from your centre's examination officer). If you wish to query any of the final marks you should request a Review of Marking under CCEA's Post-Results Services.

This booklet has been drawn up to comply with the relevant regulatory requirements.

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/controlled assessment material on an anonymous basis in educational presentations, materials and products.



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