



GCE AS3/A23 Examinations

Summer 2020

Chemistry

Instructions to Teachers

Practical Assessment

1 Apparatus and Materials List

In January, prior to carrying out the Practical Assessment Units, centres will receive a copy of the Apparatus and Materials List for both the AS3 and A23 units. As is normally the case, this will include information on the apparatus and materials required for the Practical Assessments (Practical Booklet A).

This document is for the attention of the Head of Chemistry **only**. The Head of Chemistry can liaise with the technician(s) regarding the ordering and setting up of the apparatus and materials. **Information about the apparatus and materials required for these assessments must not be communicated to students.**

As always, if more than one available session is being used to accommodate all candidates in a centre, care must be taken to segregate candidates who have taken the assessment from those who have still to sit the assessment. Centres who only avail of one practical exam sitting should adhere to the relevant timings on the GCE timetable.

2 Confidential Instructions

The Supervisor is to be granted access to the Teacher's Copy of the Question Paper (Practical Booklet A), 3 working days before the examination. The Supervisor is asked to check, at the earliest opportunity, that the experiments and tests in the question paper may be completed satisfactorily using the apparatus, materials and solutions that have been assembled. The question paper must then be returned to safe custody at the earliest possible moment after the Supervisor has ensured that all is in order. **No access to the Teacher's Copy of the question paper should be allowed before 3 working days immediately prior to the examination.**

Pipettes and burettes if required should be checked before the examination, and there should be an adequate supply of spare apparatus in case of breakages. The Apparatus and Materials List should be regarded as a minimum and there should be no objection to candidates being supplied with more than the minimum amount of apparatus and materials.

Candidates may not use textbooks or laboratory notes for reference during the practical examination, and must be informed of this beforehand.

3 Consortium Arrangements

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.

4 JCQ Centre Inspection Service

All AS3 and A23 Practical Assessments are 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 the JCQ 'Instructions for Conducting Examinations') are adhered to. The practical examinations are subject to the regulations set out in the JCQ 'Instructions for conducting Examinations.' Centres must ensure that these regulations are adhered to when candidates are carrying out their assessments in practical units.

5 After the Practical Examinations

At the conclusion of the examinations (AS3 and A23 Practical Booklet A), the Supervisor must collect all the papers and return them to the Examinations Officer. AS3 and A23 Practical Booklet B are practical theory examinations which are conducted in an examinations hall and externally invigilated. It is the responsibility of the Chief Invigilator to return these scripts to the Examinations Officer. The practical scripts will be collected from your centre by CCEA the day after the timetabled exam sitting.

All AS3 and A23 practical scripts will be externally marked by CCEA.

To ensure that the papers remain secure and confidential at all times, you **must** adhere to the following guidelines:

- Practical question papers can only be collected from the Examinations Officer directly before the examination sitting;
- Question papers must not be left unattended at any time.

6 What do I return to CCEA?

Make sure that you return the following documents to the Examinations Officer:

- the Supervisor's Report;
- the candidates' papers arranged in candidate number order.

Sealed envelopes containing the above documents will be collected by Parcel Force on the day after the timetabled exam sitting.

7 Issue of Results

On Issue of Results date in August, you will receive a list of the final marks for the practical assessments (the marks for Practical Booklet A and Practical Theory Booklet

B collated) as part of the GCE Modular Results Report (available from your centre's Examinations Officer). If you wish to query any of the final marks you should do so through the CCEA Review of Marking service.

8 Application for Special Consideration (SPC)

- CCEA has developed the SPC Online Application to allow centres to submit applications for SPC.
- Please note - paper forms will no longer be accepted unless prior agreement has been approved through CCEA's Centre and Examiner Support Team. Enquiries should be forwarded to specialconsideration@ccea.org.uk
- Teachers are asked to contact their Examination Officer, who will have access to the secure online application, for further details on how to submit an application for SPC online.
- The SPC application can be accessed from the Central Login portal on the CCEA website or by clicking the link below:

<https://www.qualsadmin.org.uk/CentralisedLoginApplication/>

9 Teacher Support Events/Webinars

On an annual basis, teacher support events will be held in venues across Northern Ireland or webinars (depending on the support requirement). At these events, teachers will be given the opportunity to discuss the requirements for the practical assessments or in the case of a webinar, submit questions in advance or during the session. **Attendance/contribution at these events is strongly recommended for all centres.**

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/internally assessed material on an anonymous basis in educational presentations, materials and products.



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