

Guidelines for Administering Art and Design Practical Examinations

IGCSE 0400/01, 02
AS/A Level 9704/01

Art and Design practical examinations often have specific requirements which are usually different from written examinations. In the majority of cases they will be held in the art studio but a significant number of Centres may choose to hold them in standard classrooms. Depending on the media that candidates are using, they may find that they have a considerable amount of equipment and materials on their work space. In addition, some candidates will need to be able to move around the studio because they need to access specific technical equipment and different materials.

These guidelines should be consulted by the teacher, prior to, during and after the examination, and also by the invigilator. The teacher will need to read these in conjunction with the relevant syllabus.

You are advised to contact CIE where an issue arises that is not covered in these guidelines.

PART 1: PRIOR TO STARTING ANY SUPPORTING WORK

Teacher Information

Size and Weight of Work

Before candidates begin to plan their finished piece or start their supporting work, they must be aware of the size and weight restrictions. Each candidates work must not exceed **4.5kg**; **nor must it exceed 750 mm in any direction**.

Inappropriate Material

Candidates may work in any *appropriate* media. CIE does not wish to restrict the creative process behind works of art, but Teachers are reminded that the use of inappropriate media can be potentially dangerous to those packing the scripts and to the examiners. The following is a list of items presented in the past that are deemed to be inappropriate.

- Hypodermic needles
- Syringes
- Any glass, including mirrors
- Animal skin
- Fresh organic matter
- Barbed wire
- Plaster
- Unfired clay
- Razor blades
- Plant material with roots attached

Centres are advised to contact CIE if they are in doubt about the suitability of materials. Any work carried out in an inappropriate medium will not be assessed, as Health and Safety

considerations render this impossible. Teachers must be aware that certain materials will create problems with Customs and Excise or are CITES (Convention on International Trade of Endangered Species) listed.

Use of Sketchbooks

Candidates should be advised they may use a sketchbook for any drawings/other research material. If a candidate wishes to submit any of this as supporting work, then this must be detached from the sketchbook prior to the start of the examination.

PART 2: PRIOR TO THE EXAMINATION – SUPPORTING WORK

Invigilator and Teacher Information

AS/A level 9704/01, 9720/01, 9721/01, 9722/01, 9723/01, 9393/01, 02, 03 candidates must have **at least three weeks'** ¹preparatory time in which to produce their supporting work.

IGCSE 0400/01, 02 candidates must have **eight weeks**² **exactly**.

During the preparatory time, candidates should produce supporting work in response to **one** question from the question paper. They must bring this supporting work into the examination as their reference material.

Any pre-prepared material, such as outlines or sketches made onto the paper/canvas in advance of the examination, or pre-prepared tracings, are **not** allowed³. **The supporting work alone should act as the source material for the examination** and any tracing or copying that is required (e.g. for repeat-pattern designs for textiles) should take place **during** the examination.

If tracing paper is required during the examination (e.g. for repeat-pattern designs for textiles), then it must be attached to the supporting studies as evidence; this will, however, not contribute to the total number of sheets of supporting studies. Candidates' own photographs may be used as reference material but must also be submitted with the supporting studies (either mounted on the supporting studies sheets or included in a labelled envelope and attached to the work). Candidates must not take enlarged photographs into the examination to trace from.

Supporting work must be brought into the examination room at the start of the examination and must not leave the examination room until it is sent to CIE with the final examination piece. Candidates are not allowed access to their supporting work between examination sessions and they cannot replace or submit additional supporting work once the examination has started. All supporting work must be labelled and must be clearly distinguishable from the final examination piece.

When the candidates arrive, ensure all their supporting work is placed on their work stations.

All supporting work and examination work must be made secure after each session and overnight at the end of each day. Candidates who have not brought any supporting work to the start of the examination will not be allowed to submit any at a later time. They should be instructed to start the examination piece and not attempt to produce supporting work during the allotted examination time.

Candidates are **not** allowed to take books/magazines into the examination room as supporting work.

¹ **three weeks'** is defined as school weeks. Any holiday time that might fall within the period should be treated as additional time.

² **eight weeks**² is defined as school weeks. Any holiday time that might fall within the period should be treated as additional time.

³ Unless specific preparation is required, see point 3

If a candidate decides that they do not want to submit all the supporting work that they taken into the examination then the unwanted work must be handed to the invigilator at the end of the examination. This work should be clearly marked up as 'not to be submitted' and the invigilator must ensure that it is retained securely until after the end of the enquiries on results period.

Additional Note for Teachers

Teachers are reminded that candidates must select sufficient supporting work to support the final examination piece(s). Supporting work comprises work that is the candidate's own work/photographs, and should be selected and organised in a manner that shows research, exploration of ideas, development of theme and experiments with media and materials.

PART 3: THE EXAMINATION – PREPARATION OF MATERIALS

Invigilator and Teacher information

Prepared grounds, such as patterned or textured paper, are permissible but any pre-prepared material, such as outlines or sketches made onto the paper/canvas in advance of the examination, or pre-prepared tracings, are **not** allowed⁴. **The supporting work alone should act as the source material for the examination** and any tracing or copying that is required (e.g. for repeat-pattern designs for textiles) should take place **during** the examination.

If tracing paper is required during the examination (e.g. for repeat-pattern designs for textiles), then it must be attached to the supporting studies as evidence; this will, however, not contribute to the total number of sheets of supporting studies. Candidates' own photographs may be used as reference material but must also be submitted with the supporting studies (either mounted on the supporting studies sheets or included in a labelled envelope and attached to the work). Candidates must not take enlarged photographs into the examination to trace from.

Also, in certain circumstances, candidates may require technical assistance from specialist teaching staff. The following are examples of where assistance may be provided:

- loading and firing of ceramic ware
- welding of armatures
- selection of types of dye and/or chemicals

The following are **NOT** to be included in the time allowance for the examination:

- arrangement of still life groups
- mixing of photographic chemicals and washing and drying of prints
- drying and firing of ceramic ware (AS/A level only)
- rest periods for life models;
- casting, mounting and trimming of work
- stretching of screens/preparation of blocks
- trimming and mounting of finished piece(s)

All ceramic work must be fired and completed before assessment. It is recommended that candidates undertaking this approach have their examination scheduled as early as possible

within the period, as considerable time is needed for drying and firing. It is also advisable to photograph ceramic work at each stage, in case of accidents in the kiln.

Any painted work must be carried out in a quick-drying medium and must be completely dry before it is despatched for marking.

PART 4: INVIGILATION OF THE EXAMINATION

Invigilator and Teacher Information

The Teacher who has prepared the candidates for the examination must not be the sole invigilator. However, it is necessary that a teacher who has prepared the candidates be available at the start of each examination session and as required throughout the whole examination to deal with any technical issues that may arise (see Handbook for Centres).

1. Familiarise yourself with the *Checklist for Invigilators*, which applies to Invigilators of both written and practical examinations. CIE regulations require that all persons, except members of staff acting as invigilators, or other authorised personnel such as artist's models, and the candidates engaged in each examination, must be excluded from the examination room.
2. Prior to the arrival of the candidates and the start of the examination, familiarise yourself with the set up of the room. It is unlikely that the room will be free from art work but you should be confident that candidates cannot easily access any work that is not their own, to copy or submit as their own.
3. Where possible candidates should carry out the work in sessions lasting no less than three hours. AS/A level 9704, 9720, 9721, 9722, 9723 candidates will normally require **three** consecutive days (15 hrs) and IGCSE 0400 candidates will require **two** consecutive days (eight hours) to be set aside to complete the examination.
4. Centres are provided with a final date by which the examination must be completed and should schedule the examination date/s accordingly within that period. In some cases it may be necessary for Centres to schedule different groups of candidates to take the same examination, on different days. For example 0400/01 candidates *A to M* take the examination on 4 and 5 April and candidates *N to Z* take the same examination on 10 and 11 April.

In some cases, it may be necessary for examination dates to be rescheduled. Candidates who may qualify for Special Consideration due to missing part of the examination because of recent illness; accident etc (see Handbook for Centres, Section 6.15) may be advised to reschedule their examination later in the period. Centres are advised to refer to the Handbook for Centres and to seek clarification from CIE.

Rescheduling within the period should not be used to accommodate candidates who might have failed to turn up for a session without good reason.

5. Whilst CIE does not encourage the use of mp3 players, personal radios, mobile/cell phones (for candidates to listen to music); it remains at the Centre's discretion to make them permissible. Centres need to be aware that many such devices now also store visual images and that invigilation must ensure that candidates only use them to play music.
6. All candidates must be provided with their own equipment such as scissors, erasers, paint etc. Candidates should not need to share basic art equipment.

7. During the examination, it is recognised that some movement by candidates and spoken instructions may be necessary – but please ensure that these are essential to the examination. All equipment and chemicals should be arranged so as to minimise the need for any movement. Throughout the examination, a subject specialist should be made available to help you deal with any technical difficulties or safety issues that may arise. Candidates should initially direct questions/issues relating to technical matters and materials to the invigilator, who will in turn refer them to the available technician/teacher.
8. Candidates must not talk to each other or distract each other in any way.
9. The invigilator must be constantly vigilant and observant.
10. You should move around the studio. In the unlikely event that there is a serious breach of examination security (e.g. obvious collusion between candidates), the Head of Centre should be informed and the incident detailed on the Supervisor's Report. CIE must be informed **immediately** of any such incident. If a candidate is disruptive, the Head of Centre should be informed and the candidate should be removed quietly from the examination room. Again, CIE must be informed **immediately** of such an incident.
11. If a candidate appears to be having problems with faulty equipment or if they incur any accidents such as water being spilt and spoiling work, inform the technician/teacher. A note should be made on the Supervisor's Report of any such help given to the candidate and included with the scripts for despatch to CIE.
12. Invigilators and technicians/teachers must not comment on any aspect of the candidates' work, and should not communicate with candidates except for administrative or safety reasons. It is permissible for teachers to instruct candidates on clearing up and tidying procedures at the end of the session and as appropriate throughout the examination.
13. If a candidate is experiencing difficulties in the examination, communication should be with that candidate only and general announcements should not be made. If there is a problem with the equipment supplied, an announcement may be made but, again, a note **must** be made in the Supervisor's Report, detailing the announcement and reasons, and included in the scripts for despatch to CIE.

PART 5: AT THE END OF THE EXAMINATION

Teacher Information

1. Work carried out using chalk, pastels or charcoal **must** be fixed before despatch.
2. Candidates' work should not be individually wrapped in tissue paper or protective film as this not only adds to the transportation costs but hinders the marking process. If necessary, a single loose sheet of tissue paper could be placed on top of the work.
3. Trimming and mounting of work is not included in the examination time. This should be completed after the examination but the Centre must ensure that the work remains secure and within the weight/height restrictions. Centres are advised not to mount work using heavy card or board.
4. Candidates must be instructed to label their work correctly. The candidate's name, number and Centre number must all be written clearly on the labels provided. The label must be attached to the top right-hand corner of the **front** of each sheet of work. As a precaution, the same information should be printed clearly on the reverse of the work.
5. If a candidate has produced supporting work that they then decide they do not wish to submit for assessment, this work must be handed to the invigilator at the end of the

examination. The work should be clearly marked up as 'not to be submitted' and the invigilator must ensure that this work is retained securely until after the end of the enquiries on results period.

PART 6: DESPATCH OF EXAMINATION WORK AND SUPPORTING WORK

Teacher Information

1. The examination work and the appropriate supporting work must be packed together with the examination work on top. Supporting work must be securely fastened to the examination piece at the top left-hand corner, and it must be packed in candidate number order so that candidate with the lowest candidate number is placed on top of the pile, i.e. the order in which the candidates appear on the attendance register. The attendance register must be placed on the top of the pile.
2. Ideally, work should not be folded or rolled.
3. Any 3D work must be packed in durable containers and in such a way as to minimise the movement of the work within the container. Centres are advised to obtain polythene 'bubble wrap'. Newspaper and sawdust are not suitable packing materials.
4. Examination work and supporting work must be sent to CIE as soon as it is completed. Centres should not wait until the end of the examination period before despatching the work.
5. Where possible the work should be packed in the large white plastic envelopes provided by CIE. **Work for each component must be packed separately.** All work should be sent to:

University of Cambridge International Examinations (CIE)
Hill Farm Road
Whittlesford
Cambridge
United Kingdom
CB22 4FZ