

General Certificate of Education
January 2007
Advanced Subsidiary Examination



HISTORY
Unit 3

HS03/TN

To be conducted between 1 November and 15 December 2006

Instructions and Guidance for Examinations Officers and
Supervising Teachers on Externally Assessed Course Essays.

OPEN ON RECEIPT

2007 AS HISTORY MODULE/UNIT 3**INSTRUCTIONS AND GUIDANCE FOR EXAMINATIONS OFFICERS AND
SUPERVISING TEACHERS ON EXTERNALLY ASSESSED COURSE ESSAYS**

These instructions and guidelines apply to the two externally assessed COURSE ESSAYS for HS03 – Unit 3 of AS History. They should be read before administering the controlled test(s).

In addition to these instructions and guidelines, the following should also have been received:

- 1 *Instructions and Guidance for Students on Externally Assessed Course Essays* (HS03/PM)
- 2 The Course Essay questions (a master copy of each one on an individual sheet) (HS03).

Centres must also familiarise themselves with the information in the specification for 2007 (AQA Website) about (a) subject content (in Section 10 for each chosen Alternative) and (b) Unit 3 in general in Appendix F. (The generic marking scheme for the Course Essays is given also in Appendix F.) Examples of Alternative-specific mark schemes are given in the Unit 3 Mark Schemes which are published after each series and placed on the AQA Website. Mark Schemes may also be purchased from AQA's Publications Department.

1 Introduction

- 1.1 The Externally Assessed Course Essays are each to be undertaken in three stages. The first is the *Teaching Stage* during which the supervising teacher prepares the candidates in the normal way – covering the subject content given in the specification for Module 3 of the particular Alternative, and topic, chosen. The second stage is the *Individual Preparatory Stage* which begins with the release of the Course Essay question to the candidate and during which the candidate works alone whilst s/he investigates, gathers additional information for, and plans the writing of, the Course Essay. This stage lasts two term-time weeks from the release of the question, i.e. approximately 9–10 hours of teaching time. (However, if both Course Essay questions are released *at the same time*, this stage lasts four weeks, i.e. approximately 9–10 hours of teaching time for *each* Course Essay topic.) The third stage is the *Controlled Test*, during which candidates complete, unaided, their submission for assessment in response to the question set. Each *Controlled Test* lasts 1 hour 30 minutes. Further details about these stages are given below.
- 1.2 It is the centre's responsibility to ensure that candidates have access to the relevant resources and facilities required for each Unit 3 Course Essay topic, both during the *Teaching Stage* and the *Individual Preparatory Stage*.
- 1.3 During the *Individual Preparatory Stage*, the candidate may prepare an essay plan of no more than two handwritten sides of A4 to take into the *Controlled Test* of Stage 3. Details are provided opposite.
- 1.4 Centres must not guide the candidate in Stage 2 nor rewrite any part of the Course Essay as completed at Stage 3.

2 Timetable for assignments

- 2.1 The Course Essay questions will be sent to centres to arrive before 1 November 2006.
- 2.2 The Examinations Officers and supervising teachers may choose when to issue each of the two questions to candidates to enable both Course Essays to be completed by **15 December 2006** and to be posted (with the candidate's personal handwritten essay plans) to the appointed examiner to *arrive* by **21 December 2006** at the very latest. An early despatch would be very much appreciated.
- 2.3 Examiners' details and address labels will be sent to centres following normal AQA procedures for all examinations.

3 Stages 1 and 2: Preparing candidates for the Course Essays

- 3.1 It is important that candidates cover all aspects of the learning requirements of the Unit 3 topic chosen before they commence the period of individual preparation which leads them to writing each essay under controlled conditions. Full details are given in the specification.
- 3.2 During Stage 1, the *Teaching Stage*, (i.e. before the release of the Course Essay question to them) candidates may work with others and seek advice in the normal way.
- 3.3 Candidates should be advised to plan how they will complete each Course Essay and present their work. The *Instructions and Guidance for Students* document may be released to candidates in this Stage 1 period before the question is released.
- 3.4 During Stage 2, the *Individual Preparatory Stage*, candidates should work alone as individuals to prepare a folder of work for use in the completion of the Course Essay. At this preparatory stage, candidates' folders may contain any material they deem relevant and helpful but before the *Controlled Test* stage, this material must be reduced to a handwritten essay plan of no more than two sides of A4 which may be taken into the supervised writing session of Stage 3, the controlled test stage. An example of acceptable practice for the notes for this Plan is given in the *Instructions and Guidance for Students on Externally Assessed Course Essays* (HS03/PM).
- 3.5 The handwritten essay plans used in the *Controlled Test* should be clearly marked with the candidate's name, number, centre number, the essay title, the letter code for the Alternative, and the option e.g. L:A.

4 Stage 3: Controlled conditions

- 4.1 Candidates should have access to their essay plan whilst completing the Course Essay, subject to the conditions detailed above. No additional material may be added once the first controlled period has begun.
- 4.2 Candidates must be invigilated throughout the period of one hour thirty minutes of the controlled conditions designated for the completion of the writing of each Course Essay.

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- 4.3 In this period candidates may not confer or be given advice.
- 4.4 **Each Course Essay must be written on official examination stationery.** Examination stationery can be ordered from the Publications Department at Unit 2, Wheelforge Way, Ashburton Park, Ashburton Road West, Trafford Park, Manchester, M17 1EH.
- 4.5 Candidates must not use correction fluid.
- 4.6 Candidates' work, including the essay plan, must be kept under secure conditions by the centre throughout *the whole* of the controlled period; work must be collected at the end of a session and given out at the start of the next if the period of one hour thirty minutes is not continuous. It may be split over two sessions if this is more convenient for the centre.
- 4.7 The timing of the controlled sessions within the dates specified by AQA for completion of the Course Essays is at the centre's discretion. It is possible to have both controlled sessions contiguous with each other (with a short break in between) if the two Course Essay questions have been released and prepared simultaneously.
- 4.8 When the controlled test has been completed, centres are asked to put each candidate's two essays and essay plans together, with a treasury tag through the top left corner, to create one script per candidate. Folders should not be used.

5 Assessment

- 5.1 Course Essays are externally assessed by AQA using the criteria set out in the specification at the end of *Appendix F*. A candidate's unit mark and grade is determined solely through external assessment.

6 Other information

- 6.1 Examinations Officers and Supervising Teachers should be familiar with *Appendix F* of the specification and with the *Instructions and Guidance for Students* document before administering the Course Essays.
- 6.2 In the master set of questions each Course Essay is provided on a separate sheet and should be photocopied for each candidate as and when required. Only the Course Essay question to be answered is to be copied for the candidates. The other questions must be kept secure as with other examination question papers.
- 6.3 The *Instructions and Guidance for Students on Externally Assessed Course Essays* document (HS03/PM) is provided separately in sufficient quantity for a copy to be given to each candidate. It may be released to candidates in Stage One or Stage Two.
- 6.4 If special arrangements are in place to allow certain candidates to use word-processors etc. for examination purposes, these special arrangements can be extended to the Unit 3 Course Essays. Where special help is given to candidates beyond the normal learning support envisaged for Stage 1 (and exceptionally for Stage 2), AQA must be informed, in writing, so that such help can be taken into account when assessment takes place. Such information must be addressed directly to the Candidate Services Department of AQA and not to the external examiner.

- 6.5 Teachers are advised to accommodate the occasional absence of candidates by ensuring that the opportunity is provided for them to make up missed work.
- 6.6 Special consideration should be requested for candidates whose work has been affected by illness or other exceptional circumstances. Information about the procedure is issued separately.
- 6.7 If work is lost, AQA should be notified immediately, in writing, of the date of the loss, how it occurred, and who was responsible for the loss. AQA will advise on the procedures to be followed in such cases.

END OF INSTRUCTIONS

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