

**E30**

**VCE, Foundation, Intermediate GNVQ  
Examinations and GCSE (Double Award) in  
Vocational Subjects**

**May/June 2004**

**NOTES FOR THE GUIDANCE OF EXAMINATIONS  
OFFICERS AND INVIGILATORS**

# NOTES FOR THE GUIDANCE OF EXAMINATIONS OFFICERS AND INVIGILATORS

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## **1. GENERAL**

These Notes for Guidance should be read in conjunction with the 'Instructions for the Conduct of Examinations' 1 September 2003 to 31 August 2004 issued by the Joint Council for General Qualifications (JCGQ).

## **2. DOCUMENTATION AND MATERIALS**

- 2.1 Please contact the Edexcel Customer Service Team 0870 240 9800 with any queries relating to examination stationery and materials.
- 2.2 The stationery and other essential materials required for a subject/paper are shown on the front of each question paper and are listed at Appendix A of this booklet. Centres must ensure that the correct materials are available at the time of the examination. Candidates using personalised question papers may not need all the stationery listed at Appendix A.

## **3. LABELS ADDRESSED TO THE EXAMINERS**

The address labels for the despatch of scripts to the examiners are attached to the attendance registers. The labels are self-adhesive and will be arranged in timetable order and it may be necessary to send them to centres in more than one batch.

## **4. QUESTION PAPERS**

- 4.1 Question papers will be despatched to arrive not less than one week before they are needed. They may be sent in more than one batch, in which case details of the despatch arrangements will accompany the first parcel.
- 4.2 All packets of question papers should be checked immediately on receipt to ensure that the correct papers and sufficient copies of them have been received. Where optional papers are involved it is particularly important to check that papers for the correct option(s) have been received.
- 4.3 There will be two different types of question papers in this exam series; personalised question papers and non-personalised question papers.

### **4.4 Personalised question papers**

- 4.4.1 ALL GNVQ and VCE question papers will be personalised with the following candidate details printed next to the bar code on the front cover of each question paper.

Centre Number  
Candidate Number  
Candidate Name  
Paper Reference

- 4.4.2 Each packet of personalised question papers will contain a cover sheet. The cover sheet is the same as the front cover of a question paper, except that it will include a list of the candidate numbers and names of the personalised question papers included in each packet of papers.
- 4.4.3 It is essential that the correct personalised question paper be issued to each candidate.

- 4.4.4 Under no circumstances is a candidate to use a question paper that has not been personalised with his/her details.
- 4.4.5 Edexcel cannot guarantee to issue personalised question papers where late entries or late tier changes have been made. Candidates who have not been issued with a personalised question paper must use one of the blank spare question papers which will be sent to centres at the same time as the personalised question papers

#### 4.5 **Non-personalised question papers**

- 4.5.1 Candidates who use blank spare question papers (4.4.5 above) must complete the boxes on the front cover of the question paper as instructed.
- 4.5.2 Although additional answer sheets and treasury tags may not be specified for a number of papers, it is advisable that, for all papers, invigilators should have a supply of each available in case candidates should require them.

#### 4.6 Pre-Release Material

Some examinations will have pre-release material that will be delivered to centres in advance of the examinations. It is the centre's responsibility to ensure that candidates have access to the pre-release materials. Candidates not given sufficient access to the pre-release material will be disadvantaged.

### 5. **ATTENDANCE REGISTERS**

- 5.1 The attendance registers will list every candidate entered by the centre for every part of the appropriate subject. For portfolio units, the Optically Read Teacher-Examiner Mark Sheets (OPTEMS) will also serve as attendance registers.
- 5.2 Half an hour after the start of a session, the invigilator is to use the attendance register to indicate the presence of candidates at the examination by marking a horizontal line with an HB pencil in the box 'P' for 'present', or 'A' for 'absent' or 'withdrawn'. Detailed instructions are given on the form.
- 5.3 If a candidate is not shown on the attendance register but has been granted permission by Edexcel to sit the examination, he or she is to be entered in the next available space on the sheet. An additional candidate must not in any circumstances be substituted for one shown on the attendance register but subsequently withdrawn.
- 5.4 If Edexcel has accepted the entry of a candidate who is not listed and the candidate is absent from the examination, that candidate's name and number must still be entered on the attendance register and the 'absent' box scored through accordingly. Any candidate who has not been added to the attendance register, and for whom no script is received, will automatically be assumed to have been absent from the examination.
- 5.5 If a candidate has officially withdrawn from a paper or subject and the centre has received confirmation of the withdrawal from Edexcel but the candidate is shown on the attendance register, the invigilator should cross through the candidate number and name of the individual concerned. Unofficial withdrawals should be treated as absentees.
- 5.6 The top two copies of the attendance register are to be sent to the examiner with the corresponding scripts or handed to the examiner in the case of tests conducted by an external examiner. The third copy of the attendance register is to be retained by the centre until after the results have been issued. If all the candidates are absent, the attendance register must still be completed and forwarded to the

address provided. Detailed distribution instructions are given on the left hand margin of the form.

- 5.7 When candidates must take two papers in a subject in the same session, they may be allowed a break between one paper and the next. The materials for the first paper must be collected at the end of that paper and the question papers and answer books for the second paper are to be distributed after the interval between the papers.

## **6. AFTER THE EXAMINATION**

- 6.1 Special envelopes for the despatch of scripts to Edexcel will be sent to you in advance of the examinations. It is essential that these envelopes be used for the despatch of scripts to Edexcel.
- 6.2 The addressed labels for the despatch of scripts to Edexcel are attached to the attendance registers. The labels are self-adhesive and will be arranged in timetable order.
- 6.3 All unused question papers in the examination room must be collected and returned to the Examinations Officer. Unused personalised question papers must be destroyed in a secure way as soon as possible after the examination.

## **7. TIMETABLE VARIATIONS**

Please see paragraphs 2.1 to 2.8 in the 'Instructions for the Conduct of Examinations', issued by the Joint Council for General Qualifications, for information concerning timetable variations and the overnight supervision of candidates.

## **8. ABSENCE OF CANDIDATES**

- 8.1 A candidate who is absent from part of an examination will be issued a grade/result appropriate to the aggregate mark achieved in the subject, counting zero for the component(s) missed.
- 8.2 A VCE grade or GNVQ result issued in cases where the candidate was absent without an acceptable reason will be indicated on the results notification and on the certificate by the symbol # next to the subject grade/result and a note to explain that the grade/result was awarded on incomplete examination evidence.
- 8.3 In cases where there is an acceptable reason for a candidate's absence from part of an examination e.g., through illness or misfortune, and the centre makes a specific request, special consideration will be given to the candidate and may compensate for the missed component(s)/unit(s) provided that the minimum requirement for an aegrotat has been met.
- 8.4 Form JCGQ/SC, together with a medical certificate where appropriate, should be submitted to the Special Requirements Section, Edexcel, Stewart House, 32 Russell Square, London WC1B 5DN, at the time of the examination.
- 8.5 Requests for special consideration on behalf of candidates who have been absent from all parts of an examination will not be considered.
- 8.6 A candidate's entry may be withdrawn if a written request is received up to 14 days prior to the publication of results. The entry of a candidate subject to investigation for malpractice or disqualification may not be withdrawn.

## **9. TRANSFERRED CANDIDATES**

- 9.1 When a candidate is unable to sit an examination at his/her centre of entry, and arrangements have been made for the examination to take place at an alternative registered centre, the Transferred Candidates Application Form (JCGQ/TC), issued by the Joint Council for General Qualifications, should be completed by both centres. Please see the 'Guidance Notes Concerning Transferred Candidates' (JCGQ/TC Notes) before completing the form.
- 9.2 Applications for transferred candidates should be submitted to Examination Services, Edexcel, Room 221, Stewart House, 32 Russell Square, London WC1B 5DN.
- 9.3 Edexcel will send question papers, together with blank attendance registers to the "host" centre, if necessary. Where extra papers are required, fees for this service will be charged as follows:
- ❖ £15 per paper (or £30 per paper if the request is received within six weeks of the start of each examination series) when a candidate sits at a "host" centre within the United Kingdom.
  - ❖ £30 per paper (or £60 per paper if the request is received within six weeks of the start of each examination series) when a candidate sits at a "host" centre outside the United Kingdom.
- 9.4 Candidate transfer arrangements apply to written examinations only.
- 9.5 The entering centre will be invoiced in due course.

## **10. SUSPECTED MALPRACTICE IN EXAMINATIONS/PORTFOLIO UNITS**

- 10.1 If a centre discovers an irregularity in an examination or in coursework, full details of the case must be submitted to Examination Services, Edexcel, Room 221, Stewart House, 32 Russell Square, London WC1B 5DN as soon as possible.
- 10.2 A booklet 'Guidance for Dealing with Instances of Suspected Malpractice' has been issued to centres by the Joint Council for General Qualifications.

## **11. CONDUCTING AN EXAMINATION AT AN ALTERNATIVE SITE**

When a centre intends to conduct an examination for all candidates at an address other than that held by an Awarding Body, the JCGQ form 'Notification of Intent to Conduct AEA, GCE, VCE, GCSE, GNVQ and Entry Level Examinations at an Alternative Site' should be completed. A copy of the form may be found at the JCGQ website [www.jcgg.org.uk](http://www.jcgg.org.uk) (together with notes on how to complete the form). It is not to be used to inform JCGQ of any 'split' sites, consortium arrangements or transferred candidate arrangements.

## **12. CENTRE CONSORTIUM ARRANGEMENTS FOR CENTRE-ASSESSED WORK**

Form JCGQ/CCA 'Application for Centre Consortium Arrangements for Centre-assessed Work' must be used to notify Edexcel of a consortium of centres with joint teaching arrangements so that the candidates for each specification can be treated as single group for the moderation of centre-assessed work. It is required only if two or more member centres will be entering candidates for work that is centre-assessed.

**VCE Examinations  
May/June 2004  
Stationery Requirements**

Day	Subject	Stationery requirements
<b>Week 1                    24 May to 28 May</b>		
<b>Monday</b>	E303T    Engineering Unit 3: Engineering Materials	Calculator, pens, pencils, ruler
	Z301T    Media: Communication & Production Unit 1: Analysing Media Products	Nil
<b>Tuesday</b>	Y302T    Information & Communication Technology Unit 2: IT Serving Organisations	Pre-prepared work, answer book (AB08), treasury tag, pre-printed labels
	P301T    Performing Arts Unit 1: Performing Arts Industries	Preparatory work
	M303T    Manufacturing Unit 3: Production Planning & Costing	Treasury tags, completed pre-release answer book
<b>Wednesday</b>	<i>No exams</i>	
<b>Thursday</b>	<i>No exams</i>	
<b>Friday</b>	Y305T    Information & Communication Technology Unit 5: Systems Analysis	Preparatory work, treasury tag, additional answer sheet (ASL1)
<b>Week 2                    7 June to 11 June</b>		
<b>Monday</b>	E306T    Engineering Unit 6: Design Development	Completed pre-release answer book (AB40), treasury tag, ruler, pen, pencil, answer book (AB40)
	X301T    Hospitality & Catering Unit 1: The Hospitality & Catering Industry	Nil
	S302T    Science Unit 2: Monitoring the Activity of the Human Body	Nil
<b>Tuesday</b>	Y312T    Information & Communication Technology Unit 12: The Internet: Systems & Services	Pre-prepared work, answer book (AB08), treasury tag, pre-printed labels
	P306T    Performing Arts Unit 6: Working in Performing Arts	Preparatory work
	H301T    Health & Social Care Unit 1: Equal Opportunities & Clients' Rights	Nil
	T302T    Travel & Tourism Unit 2: Tourism Development	Answer book (AB16)
<b>Wednesday</b>	B302T    Business Unit 2: The Competitive Business Environment	Nil
	C301T    Construction & the Built Environment Unit 1: 1 <sup>st</sup> & 2 <sup>nd</sup> Sessions The Built Environment and its Development	Pen, drawing instruments, scale rule, set square, coloured pencils, A3 drawing sheets, additional answer sheets (ASL1), answer book (AB16)
<b>Thursday</b>	Y319T    Information & Communication Technology Unit 19 Impact of Computers on Society & the Environment	Pre-prepared work, answer book (AB08), treasury tag, pre-printed labels
	V302T    Leisure & Recreation Unit 2: Safe Working Practices in the Leisure & Recreation Industry	Answer book (AB16)
	S303T    Science Unit 3: Controlling Chemical Processes	Nil
	X305T    Hospitality & Catering Unit 5: Safety, Security & the Environment	Nil
<b>Friday</b>	H309T    Health & Social Care Unit 9: Social Policy	Nil
	M305T    Manufacturing Unit 5: Quality Assurance & Control	Nil
	B323T    Business Unit 23: Business Law	Nil

<b>Week 3 14 June to 18 June</b>			
<b>Monday</b>	T304T	Travel & Tourism Unit 4: Marketing in Travel & Tourism	Answer book (AB16)
	S304T	Science Unit 4: Controlling the Transfer of Energy	Nil
	V304T	Leisure & Recreation Unit 4: Marketing in Leisure & Recreation	Answer book (AB16)
<b>Tuesday</b>	C302T	Construction & the Built Environment Unit 2: 1 <sup>st</sup> & 2 <sup>nd</sup> Sessions Design for Construction & the Built Environment	Pens, pencils, drawing instruments, scale rule, set square, treasury tags, erasers, A3 drawing sheets, answer book (AB16)
	Y323T	Information & Communication Technology Unit 23: Operating Systems & Systems Architecture	Pre-prepared work, answer book (AB08), treasury tags, pre-printed labels
	H308T	Health & Social Care Unit 8: Current Practice in Early Learning	Nil
<b>Wednesday</b>	T307T	Travel & Tourism Unit 7: UK Travel Destinations	Answer book (AB16), calculator
	E307T	Engineering Unit 7: Electrical & Electronic Principles	Calculator, pens, pencils, ruler
	X314T	Hospitality & Catering Unit 14: Hospitality Business Operations	Calculator
<b>Thursday</b>	B319T	Business Unit 19: Motivating & Developing People	Nil
	C309T	Construction & the Built Environment Unit 9: 1 <sup>st</sup> & 2 <sup>nd</sup> Sessions Building Design and Specification	Pens, pencils, drawing instruments, scale rule, set square, treasury tags, erasers, A3 drawing sheets, answer book (AB16), calculator, additional answer sheets (ASL1)
	P307T	Performing Arts Unit 7: Developing Performance Ideas	Preparatory work
<b>Friday</b>	S311T	Science Unit 11: Trends, Patterns & Purpose	Nil
	S322T	Science Unit 22: Managing Natural Resources	Nil
	Z306T	Media: Communication & Production Unit 6: Media Industries	Pre-release book. This must not be annotated
	M312T	Manufacturing Unit 12: Enterprise Management	Nil
	H312T	Health & Social Care Unit 12: Educating for Health & Social Well-being	Prescribed resource materials
<b>Week 4 21 June to 25 June</b>			
<b>Monday</b>	B308T	Business Unit 8: Marketing Research	Nil
	T320T	Travel & Tourism Unit 20: Human Resources in the Travel & Tourism Industry	Answer book (AB16)
	V322T	Leisure & Recreation Unit 22: Human Resources in the Leisure & Tourism Industry	Answer book (AB16)
<b>Tuesday</b>	H304T	Health & Social Care Unit 4: Factors Affecting Human Growth & Development	Nil
	C318T	Construction & the Built Environment Unit 18: Civil Engineering Construction	Nil
	R303T	Retail & Distributive Services Unit 3: Quality & Customer Care	Nil
<b>Wednesday</b>	E308T	Engineering Unit 8: Mechanical Engineering Principles	Calculator
	X315T	Hospitality & Catering Unit 15: Event Supervision In Hospitality	Nil
	P308T	Performing Arts Unit 8: Preparing for Work in the Performing Arts	Preparatory work
	T319T	Travel & Tourism Unit 19: Business Systems in the Travel & Tourism Industry	Answer book (AB16)
	V323T	Leisure & Recreation Unit 23: Business Systems in the Leisure & Recreation Industry	Answer book (AB16)
<b>Thursday</b>	M321T	Manufacturing Unit 21: Computers in Manufacturing	Nil
	Z307T	Media: Communication and Production Unit 7 Responding to a Commission	Proposal and treatment in response to the pre-seen brief
<b>Friday</b>	E313T	Engineering Unit 13: Further Mathematics for Engineering	Calculator, ruler, pens, pencils
	X318T	Hospitality & Catering Unit 18: Marketing for the Hospitality & Catering Industry	Nil
	B305T	Business Unit 5: Business Finance	Calculator

<b>Week 5                      28 June to 2 July</b>			
<b>Monday</b>	R308T	Retail & Distributive Services Unit 8: Stock Management	Nil
	C319T	Construction & the Built Environment Unit 19: Health & Safety in Construction & the Built Environment	Nil
<b>Tuesday</b>	V313T	Leisure & Recreation Unit 13: Running a Leisure & Recreation Facility	Answer book (AB16), prepared materials on selected facility
	B311T	Business Unit 11: Business Statistics	Calculator
<b>Wednesday</b>	Z308T	Media: Communication & Production Unit 8: Writing to a Commission	Proposal and treatment in response to the pre-seen brief
	C327T	Construction & the Built Environment Unit 27: 1 <sup>st</sup> & 2 <sup>nd</sup> Sessions Conservation & Sustainable Development	Pen, drawing instruments, scale rule, set square, coloured pencils, calculator, additional answer sheets (ASL1), answer book (AB16), answer book (AB40)
	R313T	Retail & Distributive Services Unit 13: Direct Retailing	Nil
<b>Thursday</b>	E316T	Engineering Unit 16: Fault Diagnosis & Rectification	Treasury tags, pre-release log book, ruler, pen, pencil
	M324T	Manufacturing Unit 24: Fault Diagnosis & Rectification	Treasury tags, pre-release log book, ruler, pen, pencil
	X319T	Hospitality & Catering Unit 19: Human Resources Hospitality & Catering	Nil
<b>Friday</b>	<i>No exams</i>		

**GNVQ: Foundation Examination  
May/June 2004  
Stationery Requirements**

Day	Subject	Stationery requirements
<b>Week 1 24 May to 28 May</b>		
<b>Monday</b>	E101T Engineering Unit 1: Design & Graphical Communication	Completed pre-release answer book, pen, pencil, ruler, answer book (AB40)
<b>Tuesday</b>	Y101T Information & Communication Technology Unit 1 Presenting Information	Pre-prepared work, treasury tag, additional answer sheets (ASL1), pre-printed labels
	M102T Manufacturing Unit 2: Working with a Design Brief	Treasury tags, completed pre-release answer book
	P101T Performing Arts Unit 1: Opportunities in the Performing Arts	Nil
<b>Wednesday</b>	<i>No exams</i>	
<b>Thursday</b>	S109T Science Unit 9: Mixtures That Matter	See instructions to centres for the administration of this unit
<b>Friday</b>	Y105T Information & Communication Technology Unit 5: Using Information Resources	Pre-prepared work, treasury tag, additional answer sheets (ASL1)
<b>Week 2 7 June to 11 June</b>		
<b>Monday</b>	E104T Engineering Unit 4: Applied Science & Mathematics For Engineering	Calculator, ruler
	X101T Hospitality & Catering Unit 1: Exploring Hospitality and Catering	Nil
	S101T Science Unit1: Measuring and Observing in Science	Nil
	L110T Land & Environment Unit 10: Measuring, Observing and Recording	Nil
	5318 Engineering Unit 3: Application of Technology	Pre-release research, rubber, pen, pencil
<b>Tuesday</b>	H103T Health & Social Care Unit 3: Understanding Personal Development & Relationships	Nil
	P104T Performing Arts Unit4: Working on a Team Event	Pre-release book
<b>Wednesday</b>	B103T Business Unit 3: Finance in Business	Calculator
<b>Thursday</b>	X104T Hospitality & Catering Unit 4: Exploring Customer Service	Nil
<b>Friday</b>	H105T Health & Social Care Unit 5: Planning Diets	Nil
	M108T Manufacturing Unit 8: Applications of Computers in Manufacturing	Treasury tags, completed pre-release answer book
	5323 Health & Social Care Unit 3: Understanding Personal Development & Relationships	Additional answer sheets (ASL1)
<b>Week 3 14 June to 18 June</b>		
<b>Monday</b>	W102T Leisure & Tourism Unit 2: Promotion in Leisure & Tourism	Advance information book
	5346 Leisure & Tourism Unit 1: Investigating Leisure & Tourism	Nil
<b>Tuesday</b>	H107T Health & Social Care Unit 7: Exploring Physical	Nil
	C102T Construction & the Built Environment Unit 2: Construction Technology & Design	Pen, scale rule, set square, pencil, erasers
<b>Wednesday</b>	X105T Hospitality & Catering Unit 5: Health, Safety & Food Hygiene	Nil
<b>Thursday</b>	B106T Business Unit 6: People in Business	Nil
	P105T Performing Arts Unit 5: Promoting an Event	Pre-release book
	5308 Applied Business Unit 3: Business Finance	Calculator
<b>Friday</b>	S111T Science Unit 11: Investigating Ecosystems	Nil
	L107T Land & Environment Unit 7: Investigating Ecosystems	Nil
	5327F/H Applied Science Unit 2: Science for the Needs of Society	Nil
<b>Week 4 21 June to 25 June</b>		
<b>Monday</b>	B107T Business Unit 7: The Environment & the Customer	Nil
<b>Tuesday</b>	L102T Land & Environment Unit 2: Investigating Science In the Land & Environment Sector	HB pencil
	C104T Construction & the Built Environment Unit 4: Construction Operations	Nil
	R102T Retail & Distributive Services Unit 2: Display	Nil
<b>Wednesday</b>	W107T Leisure & Tourism Unit 7: UK Leisure & Tourism Destinations	Atlas, class notes, travel publications
<b>Thursday</b>	<i>No exams</i>	
<b>Friday</b>	<i>No exams</i>	

<b>Week 5</b>		<b>28 June to 2 July</b>	
<b>Monday</b>	R104T	Retail & Distributive Services Unit 4: Looking After Customers	Nil
<b>Tuesday</b>	W108T	Leisure & Tourism Unit 8: People & Leisure	Nil
<b>Wednesday</b>	C108T	Construction and the Built Environment Unit 8: Cities & Towns	Nil
	R105T	Retail & Distributive Services Unit 5: Looking After Money	Nil
<b>Thursday</b>	<i>No exams</i>		
<b>Friday</b>	<i>No exams</i>		

**GNVQ: Intermediate Examination  
May/June 2004  
Stationery Requirements**

Day	Subject	Stationery requirements
<b>Week 1 24 May to 28 May</b>		
<b>Monday</b>	E201T Engineering Unit 1: Design & Graphical Communication	Treasury tag, pen, pencil, ruler, completed pre-release answer book, answer book (AB40),
	Z201T Media: Communication & Production Unit 1 Investigating Media Industries	Nil
<b>Tuesday</b>	Y201T Information & Communication Technology Unit 1 Presenting Information	Pre-prepared work, Treasury tag, additional answer sheets (ASL1), pre-printed labels
	P201T Performing Arts Unit 1: Opportunities in the Performing Arts	Pre-release book
<b>Thursday</b>	M202T Manufacturing Unit 2: Working with a Design Brief	Treasury tags, completed pre-release answer book
<b>Wednesday</b>	<i>No exams</i>	
<b>Thursday</b>	<i>No exams</i>	
<b>Friday</b>	Y205T Information & Communication Technology Unit 5: Information Resources	Pre-prepared work, Treasury tag, additional answer sheets (ASL1)
<b>Week 2 7 June to 11 June</b>		
<b>Monday</b>	E204T Engineering Unit 4: Applied Science & Mathematics For Engineering	Nil
	X201T Hospitality & Catering Unit 1: Investigating Hospitality & Catering	Nil
	S202T Science Unit2: Learning Knowledge & Understanding Needed for Scientific Work	Nil
<b>Tuesday</b>	H203T Health & Social Care Unit 3: Understanding Personal Development	Nil
	P204T Performing Arts Unit4: Organising & Evaluating an Event	Pre-release book
<b>Wednesday</b>	B203T Business Unit 3: Business Finance	Calculator
<b>Thursday</b>	X204T Hospitality & Catering Unit 4: Investigating Customer Service	Nil
<b>Friday</b>	H205T Health & Social Care Unit 5: Planning & Preparing Food for Clients	Nil
	M205T Manufacturing Unit 5: Applications of Computers in Manufacturing	Nil
<b>Week 3 14 June to 18 June</b>		
<b>Monday</b>	W202T Leisure & Tourism Unit 2: Marketing in Leisure & Tourism	Advance information book
<b>Tuesday</b>	H210T Health & Social Care Unit 10: Human Behaviour in Care Settings	Nil
	C202T Construction & the Built Environment Unit 2:Construction Technology & Design	Calculator
<b>Wednesday</b>	X208T Hospitality & Catering Unit 8: Food Hygiene	Nil
<b>Thursday</b>	B204T Business Unit 4: Individuals and the Organisation	Nil
	P205T Performing Arts Unit 5: Performing Arts in Context	Completed pre-release book, calculator
<b>Friday</b>	L203T Land & Environment Unit 3a: Caring for Plants	Nil
	S214T Science Unit 14: Caring for Plants	Nil
	Z209T Media: Communication & Production Unit 9: Working to a Brief	Research findings and original brief
	M211T Manufacturing Unit 11: Production Planning &Quality Assurance	Treasury tags, completed pre-release answer book
<b>Week 4 21 June to 25 June</b>		
<b>Monday</b>	B205T Business Unit 5: Retailing	Nil
<b>Tuesday</b>	L204T Land & Environment Unit 3b: Caring for Animals	Nil
	C204T Construction & the Built Environment Unit 4: Construction Operations	Calculator
	R202T Retail & Distributive Services Unit 2: Merchandising & Display	Calculator
<b>Wednesday</b>	W207T Leisure & Tourism Unit 7: Leisure, Sport &Recreation Facilities	Calculator
<b>Thursday</b>	Z210T Media: Communication & Production Unit 10:Producing Advertisements	Preparatory work
<b>Friday</b>	<i>No exams</i>	

<b>Week 5                      28 June to 2 July</b>			
<b>Monday</b>	R207T	Retail & Distributive Services Unit 7: Dealing With Security & Health & Safety	Nil
<b>Tuesday</b>	W208T	Leisure & Tourism Unit 8: Travel & Tourism Organisations	Calculator
<b>Wednesday</b>	L209T	Land & Environment Unit 8: Ecology & Conservation	Nil
	C209T	Construction and the Built Environment Unit 9: Environment	Nil
	R209T	Retail & Distributive Services Unit 9: Meeting Customer Needs	Nil
<b>Thursday</b>	<i>No exams</i>		
<b>Friday</b>	<i>No exams</i>		