

CONDITIONS AND RESPONSIBILITIES FOR THE RECOGNITION OF INTERNATIONAL CENTRES FOR GCE / GCE O LEVEL/ GCSE / IGCSE EXAMINATIONS

1. Edexcel requires that all centres offering its examinations as a centre for Edexcel GCE / GCE O LEVEL/ GCSE / IGCSE examinations will be able to meet the following conditions in accordance with the QCA Code of Practice 2006/7 and the Joint Council for Qualifications 'Instructions for Conducting Examinations'. Edexcel retains to itself the interpretation of these conditions in any dispute and reserves the right to withdraw approval of a centre at any time without giving a reason and without compensation.
2. Edexcel may, if it considers it to be necessary, require a centre to employ at its own expense a Visiting Inspector nominated by Edexcel to supervise examinations.
3. Centres must conduct external assessments in accordance with the standards and procedures specified by Edexcel for the qualification.
4. Centres must ensure internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills in the area being assessed.
5. Centres must ensure assessment evidence provided by candidates has been approved and authenticated according to the requirements of the specifications.
6. Centres must ensure the consistency of internal assessments throughout internal standardisation where more than one assessor is involved.
7. Centres must retain candidates' assessment evidence under secure conditions to allow for the possibility of enquiries about results or appeals. If the nature of the work makes retention of portfolios or artefacts a problem, internal assessors must keep sufficient evidence (documentary, photographic, audiotaped or videotaped, as appropriate) to support their judgements.
8. Centres must ensure appeals procedures relating to internal assessment decisions are published, and made widely available and accessible to all candidates.
9. Centres must meet requests from Edexcel for information for the purpose of moderation and monitoring.
10. To comply with regulations concerning the security and confidentiality of external assessments, adequate facilities must be provided for the safe custody of the examination papers and all other confidential materials. Please note that **private houses are not acceptable** for housing confidential examination materials. Question papers should be locked away in a place of high security, ideally a strong safe. If a safe is not available or is of insufficient capacity, a non-portable, lockable, reinforced metal cabinet or other similar container should be used. The safe or container must be in a securely locked room with access restricted to 2 or 3 authorised key holders. The room should have robust walls, preferably be windowless and be on an upper floor; windows, whether internal or external, should ideally be fitted with bars or other security devices (e.g. metal bars, alarm system).

The door to the room should be of solid construction (not a hollow panel door), have secure hinges and be fitted with a security lock.

The head of the centre is regarded as responsible for the allocation and security of keys to the safe or container and the room in which it is located.

12. Examination/test stationery and materials must be stored securely at all times so that no unauthorised person has access to them.
13. Arrangements for the receipt of confidential examination materials from the post office and carriers must ensure their safe custody at all times. There must be no possibility of newly delivered mail being left unattended hence it might find its way into the hands of unauthorised persons.
14. The Centre, if presenting candidates for the experimental sciences at the Advanced level or any other subject, regardless of level, which includes a practical test, shall have adequate laboratory or workshop accommodation and equipment at its exclusive disposal for the practical tests.

In the event that the facilities for the conduct of practical tests are not considered to be adequate, the centre would be required to agree not to submit candidates for these subjects or to hire suitable laboratory accommodation for the conduct of the science practical tests.

15. The centre should have adequate accommodation and facilities at its exclusive disposal for seating the candidates. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise.
16. The seating arrangements should be such as to prevent candidates from overlooking, intentionally or otherwise, the work of the other, in particular the minimum distance in all directions from the centre to centre of candidates' chairs must be 1.25 metres. In practical tests, normal laboratory accommodation may be used.

Whenever possible for written examinations:

- ? all candidates should face in the same direction;
 - ? each candidate should have a separate desk or table of sufficient size to accommodate question papers, maps (as appropriate) and answer booklets
 - ? when candidates are working on a drawing board set on an easel or other non - horizontal surface, they should, wherever possible, be arranged in an inward - facing circle or in some similar pattern;
 - ? where candidates sit their examination in a language laboratory, they should be accommodated in screened booths.
17. A reliable clock must be visible to each candidate in the examination room.
 18. The head of centre must ensure that invigilation is carried out by suitably qualified and experienced adults.
 19. Sufficient invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements.
 - ? Normally at least one invigilator should be present for every 30 candidates.
 - ? when one invigilator is present, he/she must be able to summon assistance easily, without disturbing the candidates.

- ? Normally, a teacher who had prepared the candidates for the subject of the examination during the academic year of the examination should not be the **sole** invigilator at any time during a written examination in that subject.
 - ? For practical tests, there should normally be one invigilator to every 15 candidates.
 - ? Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.
20. The fact that a centre is approved for the conduct of examinations offered by Edexcel shall not be stated in or implied by any letter-heading, prospectus, brochure, advertisement or other literature issued by the centre in connection with its courses, although some may be given to enquirers who specifically asked for it, provided that this is done in a manner which cannot be interpreted to mean anything other than that Edexcel is satisfied that the centre has adequate facilities (see paragraphs 10 to 19 above) with which to conduct an external examination.
21. If examiners or ex - examiners of Edexcel are employed in any capacity by the centre, no mention of it shall be stated in or implied by any letter heading, prospectus, brochure, advertisement or other literature issued by the centre in connection with its courses.
22. Centres must comply with the procedure of the awarding body for dealing with and, as appropriate, reporting malpractice.

Notes for Guidance on Advanced GCE *Chemistry* and *Physics* Practicals and Advanced GCE/O level *Computing*

In addition to criteria already mentioned centres wishing to offer either *Chemistry* or *Physics* at GCE Advanced level has to meet certain other criteria.

The following are general guidelines concerning the suitability of school laboratories for the conduct of such practical tests:

***Chemistry* laboratories**

- ? All arrangements must allow the laboratory temperature to be maintained at a comfortable level and levels of lighting and ventilation should be suitable.
- ? *Chemistry* laboratories must have adequate bench space for each candidate (2 metres minimum) and should be equipped with the normal laboratory services of running water, electric lighting, a gas supply and fume cupboards. An adequate supply of distilled water is also essential.

Details of the specific materials required for the practical test for any one session are sent to each centre well in advance of the test. However it will be assumed that candidates have access to the normal range of chemicals and apparatus that would be used during the teaching of the advanced *Chemistry* course. It should be noted that not all of the materials listed below will be needed in any one examination. Looking back at previous examination papers (available on our website) will give a good idea of requirements. Centres will be required to prepare their own solutions for use in the practical tests. An area of complete security for the preparation of chemicals is therefore essential.

General Chemicals

Distilled water

Approximately 0.5 mol dm^{-3} aqueous sulphuric acid

Approximately 1 mol dm^{-3} aqueous hydrochloric acid

Approximately 1 mol dm^{-3} aqueous nitric acid

Approximately 1 mol dm^{-3} aqueous sodium hydroxide

Approximately 1 mol dm^{-3} aqueous ammonia

Approximately 0.5 mol dm^{-3} aqueous silver nitrate

Approximately 0.2 mol dm^{-3} aqueous barium chloride

Approximately 0.02 mol dm^{-3} aqueous potassium manganate (VII)

Approximately 0.2 mol dm^{-3} aqueous potassium dichromate (VI)

Saturated aqueous calcium hydroxide (lime water)

Red and blue litmus papers

General Apparatus

Safety goggles

A supply of clean test tubes in a test tube rack

Hard glass test tubes *or* ignition tubes suitable for heating solids

Boiling tube

Tongs

Test tube holder

Stirring rod

Dropping pipette

Bunsen burner

Tripod and gauze

Wooden splints

Apparatus for flame tests

50 cm^3 burette with stand, white tile and small funnel for filling

25 cm^3 pipette with filler

250 cm^3 volumetric flask

250 cm^3 conical flasks

100 cm^3 beakers

Plastic cups for enthalpy experiments

Thermometer $0\text{-}100^\circ\text{C}$ by 0.5°C

Stop watch or stop clock

Beaker to act as water bath

10 cm^3 measuring cylinder / 25 cm^3 measuring cylinder

A balance is often required in the practical tests. If using the modern electronic type it should be possible for 5-6 students to share one machine, whereas using the traditional manual balances one such balance would be required for every roughly 2 students. Where a small number of balances are shared, some students may be allowed by the Local Assistant Examiner to start with the qualitative question (No. 2). Balances should be capable of measuring accurately to two decimal places.

Physics laboratories

- ? Candidates must have adequate bench space to work (3m x 1m minimum)
- ? In some experiments it may be desirable to darken the laboratory or the candidates' working areas. Screens or fitted blinds should be made available for this purpose
- ? Water and gas (for heating) may be required for some experiments but although they should be available to all students they do not necessarily have to be mains supplies
- ? Electrical requirements are generally specified as self-contained batteries or accumulators, although for some experiments mains supplies may be useful

Confidential Instructions will be issued to centres before each test. They will generally comprise of fairly simple modifications of standard apparatus and should be within the capability of a competent laboratory technician with basic workshop facilities. There should therefore be provision of a secure area for the preparation of these specially made items. Reference should be made to previous examination papers (available on our website) for guidance on the items previously used. Centres will find catalogues of the main suppliers of laboratory equipment (e.g. Griffin, Philip Harris) useful resources as these are often referred to in the Confidential Instructions.

The following standard items will normally be required for the tests in addition to the non-standard items mentioned above:

- ? Stopwatches
- ? A range of digital meters, having direct and alternating current and voltage ranges and resistance ranges:
 - current in the range 200 μ A to 20 A }
 - voltage in the range 200 mV to 20 V
 - Note: analogue meters may be used if suitable.
 - resistance in the range 200 Ω to 20 M
- ? Micrometer screw gauges (digital or analogue)
- ? Vernier callipers (digital or analogue)
- ? Slotted masses and hangers
- ? Pendulums
- ? Retort (clamp) stands
- ? Metre rules
- ? Lenses
- ? Mirrors

? Access to direct reading balance

Physics and Chemistry

If the laboratory facilities are not large enough to accommodate all the students in one sitting, centres can hold more than one session of the same test, providing that waiting candidates are supervised from the start of the first session. Edexcel must be informed of any such arrangements prior to the Practical tests. In the May/June session, two different practical tests will be available.

For both *Chemistry* and *Physics* practicals, where taken through the Overseas Authority, a suitably qualified Local Assistant Examiner must be nominated by the Overseas Authority for each test session for approval by Edexcel. These Local Assistant Examiners will be required to prepare and conduct the practical tests.

Computing

For centres wishing to offer OL/IGCSE and/or IGCSE ICT candidates must have access to a disk-based system with hard copy output and, as a rule, a centre should be able to offer access to a current high level programming language and a guarantee that candidates will be allowed a reasonable time of access at least once a week throughout the course. The syllabus and any coursework guidance should be read by the headteacher/principal and subject teachers prior to completing the centre approval application form on which we will ask for a declaration that all documents have been read and that the candidates will have appropriate access to all hardware and software. Suitable provision should also be made to back-up candidates' computer files to safeguard them against substantial loss and to provide a back-up system in areas where power failure is likely to be a problem.