

GCE WJEC Art & Design Newsletter - April 2024

Hello, my name is Charmaine Cook and I would like to introduce myself as your new Subject Officer in Art & Design. I have been working with WJEC since January, and looking forward to developing how we support and guide centres in delivering our qualifications and assessment. Recently we have been working on developing our suite of exemplar and planning our programme of professional learning. We are here, by your side, to support teaching and learning of our specifications. In this newsletter you will find links to key considerations you may have at this point in the year.

Keep an eye out for CPD dates released during the summer term by subscribing here;

[Subscribe for subject news, resources and support \(wjec.co.uk\)](https://www.wjec.co.uk)

Key Dates

31 May	Mark submission deadline
10 Jun	Moderation window opens
05 Jul	Moderation window closes
15 Aug	Results Day
28 Sep	Review of Moderation deadline

Administration

Links to our NEA forms.

[Timesheet](#)

[Labelling of Work](#)

[Learner Statement / Authentication Document](#)

[Candidate Marksheets](#)

Centre Visits

Your allocated moderator will be in touch towards the end of April to arrange the centre visit. It is important that centres are prepared with the appropriate documentation, and that candidates' work is clearly labelled.

For digital work, please ensure that candidates digital folders are accessible and comprise of clearly labelled files in folders.

It is the centre's responsibility to ensure that learners present their work in the most appropriate format for the work produced. It is vital that all work is clearly labelled and that related elements (for example, sketchbooks and outcomes) are displayed together. Centres are also responsible for ensuring that the work presented for the visiting moderator is the same work as that originally submitted for internal assessment and has not been supplemented by any additional material.

AI guidance and Internet use during the ESA

Recent developments in the availability of Artificial Intelligence (AI) software have raised concerns about its potential misuse in non-examination assessments. JCQ has recently published guidance for centres:

[AI Use in Assessments: Protecting the Integrity of Qualifications - JCQ Joint Council for Qualifications](#)

AI can be used within Art & Design, for example, to generate or test ideas but it would need to be identified and referenced throughout the submission. The assessment criteria require the documentation of the process of candidate's work as well as evidence of development throughout.

It is also important to stress that centres are vigilant to the possibility of malpractice of this kind and have taken steps to ensure authenticity of work and ensure the integrity of the qualifications. It should be clear where and how AI features within the candidate's work.

Circular Update

Your Examinations Officer will have access to all the latest circulars on Portal. In case you missed our recent circular, I have included the information here.

In response to changes in access to software applications, I am writing to inform you of an update relating to the sustained focus period of the Externally Set Assignment.

The 15-hour GCE sustained focus period should be conducted under supervised examination conditions. During the sustained focus period, candidates can access web-based software applications, however no other use of the Internet is allowed.

Once the sustained focus period has commenced, learners must not have access outside the sustained focus period sessions, either to their preparatory study and research work, or to work produced during the sustained focus period. This

includes digital files and cloud storage. At the end of each sustained focus session, all candidates' work must be stored securely by the centre.

Informing candidates of their marks

This is a reminder that before submitting marks, centres must ensure that they have followed their internal appeals procedure. Candidates must be informed of their centre assessed marks so that they may request a review of the centres marking before marks are submitted to WJEC.

Candidates must be informed of their marks for all units and JCQ suggest they are given at least 5 working days to request a review of marking within the centre.

Further information is available in the [Notice to Centres](#).

Portal

The [Portal by WJEC](#) is the new replacement for the secure website and is where centres can make entries, input internal assessment marks, and apply for post results services, as well as view results.

Contact Us

If you have any queries, please do not hesitate to contact the Art & Design team at artanddesign@wjec.co.uk or 029 2240 4304.