GCSE Geography - NEA FAQs

**Phase 1 - creating the portfolio**

1. What can be included in the fieldwork portfolio?

 All work in the portfolio must be the **candidates own work**. The only exceptions to this would be data collection sheets designed by the teacher, data collected by other students, a base map of the fieldwork area and any secondary data.

Portfolios **should not** include – teacher notes or notes printed/photocopied from secondary sources such as textbooks, scaffolds or writing frames.

2. What does a portfolio look like?

Great question. Centres are free to produce portfolios anyway that they wish.

Some centres have produced:

* Two structured style investigations (these may vary in length and detail)
* A collection of class notes linked to the AOs
* A variety of annotated maps/graphs/tables linked to the AOs

3. When does Phase 1 finish?

 31st October. After this date students should have no access to their portfolio until they start the NEA. Portfolios should be stored securely by the centre.

**Phase 2 – the NEA report**

4. When does the NEA start and how long does it last?

 The NEA can start any time after the 1st November and must be completed by 31st December. Pupils have 2 ½ hours. Their time starts as soon as they have been given the NEA questions. Pupils are only allowed to see the questions when they begin the write up of their report in Phase 2.

WJEC recommend that the NEA is completed in one or two sessions. It is also better to plan to complete the test in November to give time for candidates that are ill at the time of the test to be allocated extra sessions. The test finishes in 2018 and should not be carried over into January.

5. Can teachers give support before the write up of the report?

No. Any teacher support finishes at the end of Phase 1 – low control. Pupils also only have access to their portfolios during the designated time for writing up the report under HIGH CONTROL.

Teachers can provide logistical support during the write up of the report e.g. remind pupils to read questions carefully and provide a pen and any drawing materials if needed!

6. Can candidates be given pre-sight of the NEA questions?

 No. The Test must be taken under high control and consequently the test paper must not be given to the candidates prior to the designated start of the test. The test must not also form part of a pre-test taught lesson after 31st October.

7. Can pupils use their own graph paper?

There are pages in the Answer Booklet with graph paper. Graphs should be drawn on these pages. If a mistake is made and extra paper is needed then the teacher would need to write and sign a cover note stating that the graph was completed during the 2 ½ hours NEA time.

8. Can we give pupils a base map if needed to present data?

Yes, a base map can be provided. The teacher would need to write and sign a cover note stating that the map was completed during the 2 ½ hours NEA time. It would be useful to stick the base map onto the graph paper page in the answer booklet.

9. Our pupils used ICT to produce their portfolio. How can they access it in Phase Two under High Control?

WJEC recommend that the portfolio is printed off as a hard copy. This ensures that access to the portfolio is secure. Any other digital copies of the portfolio should be stored securely by the centre/teacher only. It may be easier to produce the portfolio on single sided as some sheets may be needed to be enclosed with the answer booklet.

Completion of the NEA

10. We have completed the NEA, where do we send it?

Please ask you Examinations Officer to send the NEA’s to WJEC at Treforest. Please send these in the first week of January.

11. What needs to be included in the package?

* Please include a single register for all the candidates. **Do not** send despatches in class groups.
* Please send the candidates completed NEA in the same order as the list of candidates you supply in the despatched package.
* A seating plan of the candidates.

12. What is the Fieldwork Statement and Centre Declaration?

 The fieldwork statement requires the geography department to complete a summary of the 2 fieldwork tasks undertaken. This section should be **signed** by the Head-teacher. The head-teacher is signing to state that all the candidates obtained 2 fieldwork opportunities away from the school premises. This could be an electronic signature.

Below the Fieldwork Statement is the Centre Declaration. The Geography Teacher /Head of Geography must indicate that they have adhered to the levels of control described in the specification in the section "arrangements for the non- examination assessment" (specification pages 29-30)

Please email a copy of this document to Steve James steve.james@wjec.co.uk. It would make sense to do this when the NEAs are despatched to Unit A16/A17, Gwaelod y Garth Road, Pontypridd. CF37 5XF in December or January.