

# A GUIDE TO ADMINISTERING ART AND DESIGN

**Cambridge IGCSE<sup>®</sup>**

Cambridge International Certificate\*

**Art and Design**

**0400**

For examination in June and November 2016

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# Guide to administering 0400 Cambridge IGCSE Art and Design

Art and design practical examinations often have specific requirements which are usually different from written examinations. In the majority of cases they will be held in the art studio but a significant number of Centres may choose to hold them in standard classrooms. Depending on the media that candidates are using, they may find that they have a considerable amount of equipment and materials in their work space. In addition, some candidates will need to be able to move around the studio because they need to access specific technical equipment and different materials.

These guidelines should be consulted by the teacher, prior to, during, and after the examination, and also by the invigilator.

You are advised to contact Cambridge where an issue arises that is not covered in these guidelines.

## Part 1: Prior to starting any supporting work

### Teacher information

#### Size of work

Before candidates begin to plan their eight-hour controlled test or start their supporting work, they must be aware of the size restrictions.

#### Inappropriate material

Candidates may work in any *appropriate* media. Cambridge does not wish to restrict the creative process behind works of art, but teachers are reminded that the use of inappropriate media can be potentially dangerous to those handling the work and to the examiners. The following is a list of items presented in the past that are deemed to be inappropriate.

- hypodermic needles
- syringes
- any glass, including mirrors
- animal skin
- fresh organic matter
- barbed wire
- plaster
- unfired clay
- razor blades
- plant material with roots attached

Centres are advised to contact Cambridge if they are in doubt about the suitability of materials. Any work carried out in an inappropriate medium will not be assessed if health and safety considerations render this impossible. Teachers must be aware that certain materials will create problems with Customs and Excise or are CITES (Convention on International Trade of Endangered Species) listed.

#### Use of sketchbooks

Candidates should be advised they may use a sketchbook for any drawings or other research material. If a candidate wishes to submit any of this as supporting work, then this must be detached from the sketchbook prior to the start of the controlled test.

## Part 2: Prior to the controlled test – supporting studies

### Invigilator and teacher information

0400/01 and 02 have an unlimited preparatory period in which to produce the supporting studies.

During the preparatory period, candidates should produce supporting studies in response to **one** question from the question paper. They must bring this supporting work into the eight-hour controlled test as their reference material.

Any pre-prepared material, such as outlines or sketches made onto the examination paper/canvas in advance of the examination, or pre-prepared tracings, are **not** allowed<sup>1</sup>. The **supporting studies alone** should act as the **source material for the controlled test** and any tracing or copying that is required (e.g. for repeat-pattern designs for textiles) should take place **during** the controlled test.

If tracing paper is required during the controlled test (e.g. for repeat-pattern designs for textiles), then it must be attached to the supporting studies as evidence; this will, however, not contribute to the total number of sheets of supporting studies. Candidates' own photographs may be used as reference material but must also be submitted with the supporting studies (either mounted on the supporting studies sheets or included in a labelled envelope and attached to the work). Candidates must not take enlarged photographs into the eight-hour controlled test to trace from.

Supporting studies must be brought into the examination room at the start of the controlled test and must not leave the examination room until it is sent to Cambridge with the eight-hour controlled test work. Candidates are not allowed access to their supporting studies between timed sessions and they cannot replace work or submit additional supporting work once the eight-hour controlled test has started. All supporting studies must be labelled and must be clearly distinguishable from the eight-hour controlled test piece.

When the candidates arrive, ensure that all their supporting studies are placed on their work stations.

All supporting studies and controlled test work must be made secure after each timed session and overnight at the end of each day. Candidates who have not brought any supporting studies to the start of the controlled test will not be allowed to submit any at a later time. They should be instructed to start the controlled test piece and not attempt to produce supporting studies during the eight-hour test.

Candidates are **not** allowed to take books or magazines into the examination room as supporting work.

### Additional note for teachers

Teachers are reminded that candidates should select sufficient supporting studies to support the eight-hour controlled test. Supporting studies should comprise the candidate's own work/photographs, and should be selected and organised in a manner that shows research, exploration of ideas, development of theme and experiments with media and materials.

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<sup>1</sup> unless permission for a specific task has been granted by Cambridge.

## Part 3: The eight-hour controlled test – preparation of materials

The following are **not** to be included in the time allowance for the examination:

- arrangement of still-life groups
- mixing of photographic chemicals and washing and drying of prints
- rest periods for life models
- casting, mounting and trimming of work
- stretching of screens/preparation of blocks
- trimming and mounting of finished piece(s).

All ceramic work must be fired before submission. Candidates undertaking any ceramic work should have their controlled test scheduled as early as possible within the period, as considerable time is needed for drying and firing. It is also advisable to photograph ceramic work at each stage, in case of accidents in the kiln.

Any painted work must be carried out in a quick-drying medium and must be completely dry before it is despatched.

## Part 4: Invigilation of the eight-hour controlled test

### Invigilator and teacher information

The teacher who has prepared the candidates for the controlled test must **not** be the sole invigilator. However, it is necessary for a teacher or technician who has prepared the candidates to be available at the start of each examination session and as required throughout the whole examination to deal with any technical issues that may arise (see the *Cambridge Handbook*).

1. Familiarise yourself with the *Checklist for Invigilators*, which applies to invigilators of both written and practical examinations. Cambridge regulations require that all persons, except members of staff acting as invigilators, or other authorised personnel such as artist's models, and the candidates engaged in each examination, must be excluded from the examination room.
2. Before the arrival of the candidates and the start of the examination, familiarise yourself with the set-up of the room. It is unlikely that the room will be free from art work, but you should be confident that candidates cannot easily access any work that is not their own to copy or submit as their own.
3. Where possible, candidates should carry out the work in sessions lasting no more than three hours.
4. Centres are provided with a final date by which the controlled test must be completed and should schedule the examination date(s) accordingly within that period. In some cases, it may be necessary for Centres to schedule different groups of candidates to take the test on different days. For example 0400/01 candidates *A to M* take the examination on 4, 5 and 6 April and candidates *N to Z* take the same examination on 10, 11 and 12 April.
5. In some cases, it may be necessary for examination dates to be rescheduled. Candidates who may qualify for Special Consideration due to missing part of the examination because of recent illness, accident, etc. (see the *Cambridge Handbook*) may be advised to reschedule their examination later in the period. Centres are advised to refer to the *Cambridge Handbook* and to seek clarification from Cambridge.  
Rescheduling within the period should not be used to accommodate candidates who might have failed to turn up for a session without good reason.
6. It remains the Centre's discretion to permit the use of mp3 players, personal radios or mobile/cell phones (for candidates to listen to music). Centres must be aware that many such devices also store visual images and that invigilation must ensure that candidates only use them to play music.

7. All candidates must be provided with their own equipment such as scissors, erasers, paint, etc. Candidates should not need to share basic art equipment.
8. During the controlled test, it is recognised that some movement by candidates and spoken instructions may be necessary, but ensure that these are essential to the test. All equipment and chemicals should be arranged so as to minimise the need for any movement. Candidates should initially direct questions/issues relating to technical matters and materials to the invigilator, who will in turn refer them to the available technician/teacher.
9. Candidates must not talk to each other or distract each other in any way.
10. The invigilator must be constantly vigilant and observant.
11. The invigilator should move around the examination room. In the unlikely event that there is a serious breach of examination security (e.g. obvious collusion between candidates), the Head of Centre should be informed and the incident detailed on the Supervisor's Report. Cambridge must be informed **immediately** of any such incident. If a candidate is disruptive, the Head of Centre should be informed and the candidate should be removed quietly from the examination room. Again, Cambridge must be informed **immediately** of such an incident.
12. If a candidate appears to be having problems with faulty equipment or if they incur any accidents such as water being spilt and spoiling work, inform the teacher/technician. A note should be made on the Supervisor's Report of any such help given to the candidate and included with the work for despatch to Cambridge.
13. Invigilators and teachers/technicians must not comment on any aspect of the candidates' work, and should not communicate with candidates except for administrative or safety reasons. It is permissible for teachers/technicians to instruct candidates on clearing up and tidying procedures at the end of the session and as appropriate throughout the controlled test.
14. If a candidate is experiencing difficulties during the controlled test, communication should be with that candidate only and general announcements should not be made. If there is a problem with the equipment supplied, an announcement may be made but, again, a note **must** be made in the Supervisor's Report, detailing the announcement and reasons, and included in the scripts for despatch to Cambridge.

## Part 5: At the end of the controlled test

### Teacher information

1. Work carried out using chalk, pastels or charcoal **must** be fixed before despatch.
2. Candidates' work should **not** be individually wrapped in tissue paper or protective film. If necessary, a single loose sheet of tissue paper can be placed on top of the work.
3. Trimming and mounting of work should be completed after the controlled test, but the Centre must ensure that the work remains secure and within the size restrictions. Centres are advised not to mount work using heavy card or board.
4. Candidates must be instructed to label their work correctly. The candidate's name, number and Centre number must all be written clearly on the labels provided. The label must be attached to the top right-hand corner of the **front** of each sheet of work. As a precaution, the same information should be written clearly on the reverse of the work.
5. If a candidate has produced supporting studies that they then decide they do not wish to submit for assessment, this work must be handed to the invigilator at the end of the examination. The work should be clearly marked up as 'not to be submitted' and the Centre must ensure that this work is retained securely until after the end of the enquiries about results period.

## Part 6: Despatch of controlled test work and supporting studies

### Teacher information

The work should be packed in the large white plastic envelopes provided by Cambridge. **Work for each component must be packed and sent separately.** All work should be sent to:

Cambridge International Examinations  
DC10, Hill Farm Road  
Whittlesford  
Cambridge  
CB22 4FZ  
United Kingdom

1. The controlled test work and the supporting studies must be packed together with the controlled work test on top. Supporting studies must be securely fastened to the controlled test piece at the top left-hand corner, and it must be packed in candidate number order so that candidate with the lowest candidate number is placed on top of the pile, i.e. the order in which the candidates appear on the attendance register. The attendance register must be placed on the top of the pile.
2. Work should **not** be folded or rolled.
3. Any three-dimensional work must be packed in durable containers and in such a way as to minimise the movement of the work within the container. Centres are advised to obtain polythene 'bubble wrap'. Newspaper and sawdust are not suitable packing materials.
4. All work and supporting work must be sent to Cambridge as soon as it is completed. Centres should not wait until the end of the examination period before despatching the work.

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