



HARROW
INTERNATIONAL SCHOOL

3rd March 2017

Dear Candidates,

ARRANGEMENTS FOR THE IGCSE ART AND DESIGN EXAMINATIONS
SATURDAY 1ST AND SUNDAY 2ND APRIL 2017

GENERAL INSTRUCTIONS

On both days you must bring with you all materials that you will need to complete your examinations. Harrow does not supply any materials. You will also need your ID card or passport.

During the lunch break the examination rooms will be locked. On Saturday the school coffee shop will be open and available at lunch time. Alternatively students can either visit the local Thai restaurants near the main school entrance to purchase some lunch or bring with them their own food. This can be consumed in the covered areas close by.

No mobile phones, i Pods or MP3/4 players or products with an electronic communication/storage device or digital facility are allowed in the exam room.

Your PHONE must be switched off and handed in to the invigilator. It will be returned at the end of each day.

Please refer to attached document from our Harrow Art Department which clarifies this. Any candidate who is discovered not complying with these exam conditions is liable to be disqualified by the Exam Board.

SATURDAY 1ST APRIL 2017 PAPER 1 BROAD BASED ASSIGNMENT

SUNDAY 2ND APRIL 2017 PAPER 2 DESIGN ASSIGNMENT

SCHEDULE

On both days all candidates should arrive by 7.30 am. You will only be allowed to bring into the exam room the art materials and the 4 sheets of A2 support work. Anything else must be left in the lockers outside the exam room.

At the end of each day you will be allowed to photograph your final piece for your own records. You must not make this available in any form to anyone else until the publication of the results in August 2017.

7.30 -8.00 AM	PREPARATION TIME
8.00 AM	START OF EXAMINATION
8.00 AM – 12.00 NOON	MORNING SESSION
12.00 NOON – 1.00 PM	LUNCH BREAK
1.00 PM – 5.00 PM	AFTERNOON SESSION

The same conditions and scheduling are in place as for both days.

Good luck with your preparations.

David Eastgate
Director of International Examinations

Dear Students, Parents and Tutors,

External Candidates for Examinations in Art and Design (0400)

The information in this letter is intended to make sure that parents, students and tutors are fully aware of their responsibilities and the requirements for CIE external candidates in Art and Design. Preparatory sheets submitted for Paper 1 and Paper 2 must be the '**unaided original work of the candidate**'. In order to avoid any confusion and to protect the tutors who work with students, I would like to take this opportunity to clarify the kind of help a student may receive in their artwork.

Academic Honesty in Art and Design: Exam Preparation Sheets

The work must be your own unaided work. A tutor or friend **may not** draw or paint on your paper or canvas, for example to help you get the eyes right, or to correct the perspective. If you need help, you should ask them to demonstrate on a separate piece of paper.

A tutor or friend **cannot** start a drawing for you which you then complete. Neither can they finish off a piece you have started. If you have any pieces like this (and sometimes it can be a good way to learn) you must not submit them.

In collage, you **may** use cuttings from magazines etc. where the photos may not be yours. In this case the final artwork that you have created should be **completely different** from the photos. If you include photos or printouts of art work by other people in your work you must **label it** to say that you have done so.

In digital media, **you can** get help with how to edit images eg.in Photoshop, but you must do the work yourself. You should be able to include screen shots to show how you achieved the effects. Ask your teacher or tutor to **demonstrate on a different image**.

You **can** get technical help with your work. For example, your tutor can help you decide which pieces to include and how to lay them out. When you have agreed the final layout, someone else can help you glue the work down. You can get help with framing and mounting.

Someone else can print your photos for you but they **cannot** edit them for you.

You **can** get materials cut for you e.g. Perspex, wood etc. for sculpture but you **cannot** cut out shapes in advance that require you to have 'started' the exam piece. E.g. shapes that you prepare before hand and then just stick down in the exam.



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In the Exam

All of your Preparation work **must** be stuck down onto A2 sheets before the exam starts. You will not be able to add to these sheets once the exam has started and anything you remove from them **MUST** be handed in to the invigilator and retained.

You will be given labels to attach to your sheets **BEFORE** the exam starts.

No loose work, pictures, photos or books will be allowed in to the exam room (except for clearly labeled collage materials).

TRACING is not allowed in the exam. This means you cannot trace from your own drawings or from photos. You cannot use tracing paper and you cannot use charcoal, pencil or pastel on the back of your image to transfer it like a tracing by drawing over it.

(The only exception to this is in Paper 2 where design candidates **may trace repeat patterns for textiles** etc., but the tracing paper **MUST** then be attached to your sheets and submitted to CIE.

You **MUST** submit the piece you do on the day of the exam as your final outcome. You cannot swap it for one of your preparatory sheets, even if you think that was better.

No mobile phones, iPods or MP3/4 players or products with an electronic communication/storage device or digital facility are allowed in the exam room. Your PHONE must be switched off and handed in to the invigilator.

You should bring your materials into the exam room in a **clear plastic bag**. You will be asked to leave other bags etc. outside the exam room on the shelves provided.

After the Exam

You should check with the invigilator whether you are allowed to photograph your work before doing so. We recommend you do not post images on social media until the exam period is over – someone else may see your idea and copy it!

It is strongly recommended that all external candidates should familiarise themselves with the details of the relevant syllabus, including the Assessment Objectives by which your work will be marked and the Appendix which gives guidance on the conduct of the exam itself. If you require any further clarification on the details provided in the syllabus, or regulations for the conduct of the exams please feel free to contact me.

Yours faithfully,

Iain Sands
Head of Art and Design