



UNIVERSITY *of* CAMBRIDGE
International Examinations

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Pre-U Art History 9799

Arranging the Personal Investigation and
Viva examination:

Instructions for Centres



UNIVERSITY *of* CAMBRIDGE
International Examinations

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Each form can be downloaded in Word format from the 9799 Art History page on the Teacher Support Site: <http://teachers.cie.org.uk>

THE PERSONAL INVESTIGATION

- 1.1 Each candidate must complete an **outline proposal form** for their Personal Investigation. Centres should forward these to CIEOPF@cie.org.uk by 31st October.
- 1.2 Personal Investigations must be sent to Cambridge for marking on or before 15th February of the examination year. If you have made provisional entries, you will receive a pack of instructions relating to this in early February. Please ensure that all candidates complete and attach form **PUCS/Art History** to their Personal Investigation.

2. ARRANGING THE VIVA

- 2.1 All viva examinations will take place between 15th March and 15th May of the examination year.
- 2.2 By January 10th, you should complete form **PreU/AH/OAF** to indicate any dates which would not be suitable for the examination. Please note here holiday dates and other impossible dates. The Examiners have a tight and busy schedule; in arranging the examination visit the Examiner will take into account dates listed as “impossible” but Centres will otherwise be expected to accept the dates proposed.
- 2.3 You should provide a contact name, phone number and email address of the person responsible for overseeing the examination arrangements. CIE will contact this person by mid-February to confirm the date(s) of the viva examinations. It may take some time to arrange the schedule, however if you have not heard from CIE by the end of February, please telephone us (01223 553554).
- 2.4 A letter confirming this date will also be sent to the Headteacher. Within two days of receiving this, please send the acknowledgment page by post or fax directly to the Examiner.
- 2.5 You should fill in a timetable form for each day of examinations, taking into account lunch and other breaks. The Examiner should not normally be expected to conduct more than 8 viva examinations per 4-hour session.

At the beginning of the Examiner’s visit, he/she should be given 15 minutes to talk to all candidates as a group, to explain the procedures for the examinations.

Please write the candidates’ names, candidate numbers and titles of their Personal Investigation on the timetable form.

- 2.6 Please complete the working mark sheets with candidates’ names & numbers in advance of the Examiner’s arrival.
- 2.7 Forms are available on the Teacher Support Site and at the end of this document.
- 2.8 If your candidates chose to present with PowerPoint or similar, please save all their files to a single CD-Rom or memory stick and give it to the visiting examiner. Please use the following naming convention for each file:
9799.04-Year-Centre number-Candidate number-Surname

For example, for Candidate 43, Smith, at Centre 12345, in June 2012:
9799.04-2012-12345-0043-Smith

3. ACCOMMODATION AND EQUIPMENT

3.1 Quiet conditions

These are essential. The examination room should be free from any noise and disturbance from outside the building (e.g. lawn mowers). It should preferably not be close to corridors used by large numbers of students between lessons, but if movement within the building is unavoidable, steps should be taken to keep that noise to a minimum. Notices must be displayed to prevent interruptions from people entering the room unaware that an examination is in progress.

3.2 The examination room

The candidate and the Examiner should be seated opposite each other across a table. The Examiner needs ample table space to arrange his/her documents. The candidate may also require space on which to arrange his/her presentation. However the candidate should be close enough to the examiner for a rapport to be established. No other persons may be present in the examination room without the express permission of CIE. Examiners do appreciate a supply of water/tea/coffee!

3.3 Additional attendees

Occasionally the Examiner may be accompanied by an Observer. The Observer will take no part in the viva examinations; they are there to observe only. They should sit well behind the candidate, out of their eyeline. The Examiner will explain to the candidates that the Observer is there to observe them, not the candidate.

3.4 Preparation

Candidates must not be able to speak to other students who have already had their examination, until after they have finished their own examination.

3.5 Recording

It is a requirement of the examination that all viva examinations are to be recorded, and the Examiner is likely to bring their own recording equipment. This can be discussed with the Examiner when arranging their visit. If Centres are to provide the recording equipment then an external microphone must be used rather than one that is in-built, and it should be placed on a soft surface between Examiner and candidate. Normally it will be necessary to place the microphone nearer to the candidate than to the Examiner.

Mobile phones must not be brought into the examination room.

4. PREPARING THE CANDIDATES

It is in everyone's interests that candidates should be as relaxed and confident as is possible in the circumstances.

4.1 Supporting material

Centres must ensure that any equipment required for candidates' individual presentations is set up before the examiner arrives. Candidates may bring a copy of their Personal Investigation with them into the examination room as well as other written notes and material to use in their presentation.

5. TIMING

The presentation and viva examination will last for approximately 20 minutes. There should be a few minutes' break for the Examiner after each examination. Candidates should be timetabled to arrive at the preparation room at intervals of 30 minutes. In the interests of both teacher/examiner and candidates, no more than 8 candidates should normally be timetabled in any 4-hour session.

6. ASSESSMENT

All presentations and vivas are assessed by the Cambridge Examiner in accordance with the assessment criteria. Marks will be awarded as the presentation and viva is taking place.

7. AFTER THE EXAMINATION

The Examiner will arrange for the recordings and mark sheets to be submitted to CIE for moderation.

8. SECURITY

At all times during the examination, the recordings and Mark Sheets must be kept under conditions of security similar to those in force for examination materials before a written examination. No-one else should have access to the examination room, which must be kept locked when the Examiner is not present.

OUTLINE PROPOSAL FORM

for Cambridge Pre-U

Please read the instructions printed overleaf before completing this form

Name of Centre		Centre Number	
Candidate Name (if required)		Candidate Number	
Syllabus Title		Syllabus Code	
<i>If this is a re-submission, please check box</i>	<input type="checkbox"/>	Component Number	
Examination/Assessment Session:	June <input type="checkbox"/>	November <input type="checkbox"/>	Year

Title of Proposal	

Details of Proposal (see over)	
	Date

Comments:			
Adviser's Initials		Date	

<i>For CIE use only:</i>	APPROVED	APPROVED WITH PROVISIO (see comments)	NOT APPROVED	More information required	Approval not required; please see comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSTRUCTIONS FOR COMPLETION OF THIS FORM

- 1 This form should be sent to CIE in hard copy or by email by 31 October in the year before examination, or earlier.
- 2 One form should be used for each candidate (except in certain cases where only one form for the subject is required). If extra space is required to complete the outline proposal a second OPF should be used.
- 3 Please ensure that the appropriate boxes at the top of the form are completed. If this portion is not correctly completed, it will be necessary to return the form.
- 4 The outline should normally include:
 - (i) the title or aim of the piece of work;
 - (ii) the methods to be used to collect and analyse information and data and, where possible and appropriate, a brief list of sources;
 - (iii) a bibliography (in appropriate syllabuses only);
 - (iv) Art and Design submissions should also clearly identify sources for first hand study and other sources and contacts; such as interviews, gallery visits etc. Any teacher's comment can be added at the bottom of the 'Details of Proposal' box;
 - (v) History – give details of which Paper 5 option (a–m) candidates will be entered for.
 - (vi) Psychology submissions should state the issues to investigate and the details of ethical considerations for the investigation. Forms will not be considered unless these details are included. As this is a Personal Investigation, no two proposals should be the same.
 - (vii) IRR – submissions need to explain the problem to be investigated and how the question will lead to the sustained analysis and evaluation needed to meet AO2 and AO3.
- 5 The completed form must be emailed **before the candidate starts the work**. The form will be returned with the adviser's comments **and should be included in the completed study after the title page**.
- 6 The form should only be completed after reading the relevant Personal Investigation sections of the syllabus and emailed to **CIEOPF@cie.org.uk**. A copy of the proposal form should be retained. The completion of this form is optional for some subjects and compulsory for others.
- 7 Proposals which are being re-submitted must be accompanied by the original proposal; those candidates adjusting their proposal in line with the adviser's comment need not resubmit.
- 8 Centres should expect an acknowledgement within 10 working days of submission. If this is not received please telephone Cambridge International Examinations Customer Services on 01223 553553.

Cambridge Pre-U Cover Sheet: Art History

Each personal investigation submitted for assessment must be accompanied by a Cambridge Pre-U Cover Sheet.

Candidates must complete **Part A** and the teacher responsible for teaching the Pre-U course must complete **Part B**. Completed forms must be attached to the front of the relevant work. Candidates are reminded that they may not answer questions on papers 2 and 3 which relate in any way to their personal investigation.

Part A

Centre No				Candidate No				Candidate Name			

Syllabus				Component	
9	7	9	9	0	4

Session/Year of Submission				
June				

Please tick the box if this is a resubmission

Candidate Declaration: I confirm that the enclosed personal study is all my own work. I have not copied or based my work on any sample personal studies that I have had access to. Any work taken from another source has been appropriately referenced and acknowledged.

The total number of words (excluding bibliography and appendices) is

Topic studied for Paper 2 (Historical topics)

Topic studied for Paper 3 (Thematic topics)

Signature _____

Date _____

Part B

Teacher Declaration: I verify I have supervised sufficient work to enable me to sign this statement of authentication with confidence and that this personal study is the candidate's own work. This personal study has been fully checked and these checks included looking for:

- Copying from any sample personal studies
- Copying from other students
- The possibility of a third person writing the work

I also confirm that syllabus regulations on the role of the teacher have been observed.

Teacher Comments (Optional):

Continue on reverse if required

Signature _____ Teacher Name _____

Date _____



Cambridge Pre-U Art History



Viva Examination Arrangement Form

The viva examinations will take place in the first half of the summer term (April/May).

The completed form should be returned electronically using the interactive form to to preuexaminers@cie.org.uk or printed and posted to the Pre-U Humanities and Arts Team, University of Cambridge International Examinations, 1 Hills Road, Cambridge CB1 2EU **by 10 January of the examination year.**

		June	2	0		
Centre Number		Centre Name				
		Syllabus	9	7	9	9
Contact Person	Number of candidates					
Telephone Number						

Please list any impossible dates when you would not be able to receive a visiting examiner in the first half of the summer term. Any date not marked here may be chosen by the Visiting Examiner for the examinations.

Date of the beginning of the summer term:

Bank holiday(s) and other school closure dates:

Any other impossible dates:

Centre hours: a.m. from to ; p.m. from to

Is your Centre open on Saturdays? YES / NO

Please complete the grid on page 2 if any candidates are taking **two or more** Pre-U subjects for which there is a visiting examination.

FOR CIE USE ONLY:

Number of days required	
Date(s)	
Examiner name	

Please complete the table below giving details of candidates who will be taking **two or more** of the following Pre-U subjects.



Examination session	June 20
Centre number	
Centre name	

Candidate number (if known)	Candidate name	Subjects:													
		1341 Mandarin Chinese	1342 French	1343 German	1344 Spanish	1345 Russian	1346 Italian	9778 Mandarin Chinese	9779 French	9780 German	9781 Spanish	9782 Russian	9783 Italian	9799 Art History	9780 Music
<i>Example:</i> 0056	Smith, John	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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