



# Guide to Administering Art & Design

## Cambridge IGCSE™ Art & Design 0400

Use this guide for exams in 2023.

Exams are available in the June and November series.

Exams are also available in the March series in India only.



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# Guide to Administering 0400 Cambridge IGCSE™ Art & Design

This guide should be consulted by the teacher during the course. You are advised to contact Cambridge International if an issue arises that is not covered here.

Candidates may work in any size or appropriate media but any work that is fragile, three-dimensional or larger than A2 must be photographed, printed and mounted on an A2 sheet. Candidates may work on a smaller scale but the work must be mounted on A2.

Please note when submitting work for Art & Design that some materials are inappropriate.

## Inappropriate materials

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

You are advised to contact Cambridge International if there is any doubt about the suitability of materials. It is your responsibility to ensure that work submitted does not contravene local Customs and Excise guidance including CITES (Convention on International Trade of Endangered Species).

## For the Externally Set Assignment only

### During the preparatory period

The Externally Set Assignment has a preparatory period in which candidates produce their supporting studies. You may distribute the question paper to them as soon as it is available to download. During the preparatory period candidates should identify one starting point to develop their ideas from. Candidates may discuss their choice of starting points with you at the beginning of the preparatory period. They may ask for initial advice on materials and processes to explore. They must then carry out their own research, planning and investigation of ideas in order to develop their own personal response.

The question paper will indicate the final date by which the test must be completed and the centre should schedule the test dates within the test date window. If necessary the test date may be rescheduled as long as it is within the test date window. Candidates who may qualify for Special Consideration due to missing part of the examination because of illness or accident (see the *Cambridge Handbook*) may be permitted to reschedule the test later in the test date window. You should refer to the *Cambridge Handbook* for clarification.

### Supporting studies

Candidates can submit up to 2 sheets (4 sides) of A2 supporting studies. They must bring their supporting studies to the start of the test. They will refer to their supporting studies during the test.

Candidates' own photographs may be used as reference material and should be submitted with the supporting studies (either mounted on the supporting studies A2 sheets or included in a labelled envelope and attached to the work).

Supporting studies must remain in the test room for the entire test and must be submitted to Cambridge International with the final outcome. Candidates are not allowed access to their supporting studies between test sessions and they cannot replace work, submit additional supporting studies or edit their supporting studies once the test has started.

### Start of the test

The test will take place under examination conditions. The test may be split into a maximum of three sessions over no more than two weeks.

Candidates must bring their supporting studies to the start of the test so they can refer to them during the test. At the start of the test, ensure candidates' supporting studies are placed on their work stations.

Candidates must not add to or edit their supporting studies once the test begins. All supporting studies and final outcomes must be secure during the test period. Candidates must not have access to their supporting studies between test sessions.

Candidates are not permitted to use books or magazines as supporting work. No internet access is permitted once the test has started. Painted work must be carried out in a quick-drying medium and must be completely dry before it is submitted.

The following are **not** included in the time allowance for the test:

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

### Information for Art & Design invigilators

The invigilator should not be the teacher who has prepared the candidates. The teacher should be available at the start of the test 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 Cambridge International written and practical examinations. Cambridge International regulations require that anyone other than members of staff acting as invigilators or other authorised personnel, such as artist's models, and the candidates taking the examination, must be excluded from the examination room.
- 2 Before the arrival of the candidates and the start of the test familiarise yourself with the set-up of the room. It is possible that the room will have other art work on show and you should be confident that candidates taking the test 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 Rescheduling within the test date window should **not** be used to accommodate candidates who fail to attend a session without good reason.
- 5 Digital audio players, personal radios or mobile/cell phones are not permitted. Any laptops/computers or other electronic devices used by candidates during the test must **not** have access to the internet.

- 6 All candidates must be provided with the equipment they need, such as brushes, paints and pencils. Candidates should not need to share basic art equipment.
- 7 During the test, there will be some movement by candidates and spoken instructions may be necessary, but you should ensure that these are essential to the test. All equipment should be arranged in order to minimise any unnecessary movement.
- 8 Candidates should initially direct questions/issues relating to technical matters and materials to the invigilator, who should in turn refer them to the available teacher/technician.
- 9 Candidates must not talk to each other or distract each other in any way.
- 10 You must be constantly vigilant and observant. You should move around the test 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 must be reported to Cambridge International **immediately**. If a candidate is disruptive, the Head of Centre should be informed and the candidate should be removed quietly from the room. Any incidents must be reported to Cambridge International **immediately**.
- 11 If a candidate has problems with faulty equipment or an accident happens, such as water being spilt and spoiling work, you should inform the teacher/technician. A note should be made of any help given to the candidate and the note should be included with the work.
- 12 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 test.
- 13 If a candidate is experiencing difficulties during the 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 detailing the announcement and reasons should be included with the work.

### At the end of the test

- 1 Trimming, mounting and labelling of work should be completed after the test, but you must ensure that the work remains secure and complies with the A2 format. Do not mount work on heavy card or board.
- 2 Painted work must be completely dry before despatch. Work using chalk, pastels or charcoal must be fixed before despatch. Glass must not be sent.
- 3 Any work that is fragile, three-dimensional or larger than A2 must be photographed, printed and mounted on A2 sheets.
- 4 The supporting studies and final outcome must be labelled correctly. The candidate's name, number and centre number must 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.
- 5 Work that has a digital element should be submitted on a USB clearly labelled with the candidate number, centre number, component and question number. Files should be checked before submission so that they are virus free and have been saved correctly. A hard copy should also be supplied as a back-up.

## Despatch of work

Work for the Externally Set Assignment must be submitted as soon as possible after the completion of the test. Do **not** send work for the Externally Set Assignment in the same packet as Coursework.

You should use the A2 plastic envelope provided by Cambridge International.

**Work for each component must be packed and sent separately.**

All work should be sent to:

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

- 1 Before despatch, painted work must be completely dry and work using chalk, pastels or charcoal must be fixed. Glass must not be sent.
- 2 Sheets of candidates' work should **not** be individually wrapped in tissue paper or protective film. A single loose sheet of tissue paper may be placed on top of each candidate's work.
- 3 Work for each component **must** be sent separately.
  - (i) For Coursework, follow the same procedures but do **not** send in the same packet.
  - (ii) You must send the work from all candidates.
  - (iii) The work for Coursework must be submitted according to the coursework submission date. For more information, go to the samples database [www.cambridgeinternational.org](http://www.cambridgeinternational.org)

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**Zhai Xiaoning**, Deputy Principal, The High School Affiliated to Renmin University of China

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