



Administrative Support Guide

BTEC Level 3 Nationals Awards in Travel and Tourism

Unit 2: Global Destinations (20208K)

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Specific Information

This assessment contains:

Material	Information	Level of supervision and control	Dispatch Method
Part A	Part A must be completed in the 6 hour window as timetabled by Pearson, before the 3 hours for Part B has begun.	Supervised, Medium control	Secure web release
Part B	Part B is taken under supervised conditions in a single session of 3 hours on a day timetabled by Pearson.	Supervised, Medium control	Secure dispatch

Before the assessment

Centres must ensure that:

- They have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- They have understood the delivery of the assessment and read the JCQ 'Instructions for Conducting Examinations (ICE)' document and Pearson's 'Instructions for Conducting External Assessments (ICEA)' document, which can be found [here](#).
- Materials received from Pearson are kept secure by the centre until the start of the assessment window.
- Centres must not discuss the details of the examination content with learners.
- Learners have been registered onto the correct course and entered for the correct assessment and series.
- Learners due to sit the assessment are made aware of the timetabled sessions for the supervised assessment and any prior preparatory work.

During the assessment

Preparatory work (Part A)

Part A is given to learners during the specified window before Part B is scheduled. Learners are advised to spend no more than six hours on Part A.

Centres must advise learners of the timetabled sessions during which they can carry out the research. It is expected that scheduled lessons or other timetable slots will be used for some or all this work.

Learners should produce no more than 4 sides of A4 paper of notes from the material provided in Part A to support them in the Part B examination. Teachers must not give any support to the notes and all work must be completed independently by the learner.

Once Part A has been completed, learners and teachers must complete the **Learner Authentication and Record Form**. This form must be kept securely in the centre - **DO NOT SEND THIS TO PEARSON** (please see appendices document)

Once Part B has been completed this must be sent to Pearson. However, learners' notes along with the Learner Authentication and Record Form must be kept securely in the centre.

Supervised assessment (Part B)

Part B must be completed under supervision in a single 3-hour session timetabled by Pearson. A supervised rest break is permitted. Papers will be released as hard copy and will be couriered directly to the centres.

The supervised assessment should be completed in the Part B task and answer booklet.

All work must be completed independently by the learner and learners should not be given any support in writing or editing notes.

Learner notes will be retained securely by the centre after Part B has been completed and may be requested by Pearson if there is suspected malpractice.

Attendance register

The attendance register will be sent to centres along with the postage labels for you to return your learners' work to us.

If a learner is absent or has been withdrawn from the assessment, you must mark the learner as 'Absent' on the attendance register. All learners who complete work should be marked as 'Present'.

After the assessment

Submission of work

Learners' work will be externally assessed and marked. You will be provided with postal labels for you to return your learners' work to us. These postal labels will have our script processing centre address on it. **Centres must not send the work to their Standards Verifier or to an examiner for another subject.**

The submission deadline for sending the work to Pearson after the end of the assessment window is 2 working days. Submission deadlines can be found in your [exam timetable](#).

If you are unable to locate the original label, centres can request replacement labels via the following link: <https://collections.parcelforce.net/pearsonlabels>

Please ensure the following are submitted for this set task:

	Item	Quantity
1	Attendance register (the copy sent to you by post)	One copy for the cohort
2	Completed task booklet (Part B)	One per learner

A blank copy of the Learner Authentication and Record Sheet can be downloaded from the qualification page (see 'Appendices' document). The completed and signed record sheets should be retained in centre. Centres no longer need to send these to Pearson.

General Information

This Administrative Support Guide (ASG) should be read in conjunction with the [Instructions for Conducting External Assessments \(ICEA\)](#) and specification.

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- [Exams Officers](#)
- [Teachers](#)

Key Links

Key Dates and Deadlines	<ul style="list-style-type: none"> - entry deadlines and results dates - exam timetables
Post Results Services (PRS)	<ul style="list-style-type: none"> - Access to Scripts (ATS) - Review of Marking and Moderation (RoMMs) - Appeals
Special Requirements	<ul style="list-style-type: none"> - Special considerations - Access arrangements
Training from Pearson	<ul style="list-style-type: none"> - Training events
Support Materials	<p>Visit your qualification page to find:</p> <ul style="list-style-type: none"> - Past papers and Mark schemes - Lead examiner reports - Sample Assessment Materials

Appendices

Appendix A - Learner Authentication and Record Sheet

The following page provides the Learner Authentication and Record Form that must be completed by each learner submitting work for this paper.

Section A and Section B must be completed. The form must be countersigned by the teacher.

Please note that the learner's BTEC registration number should be indicated in the relevant field (GCE candidate number should not be used).

Centres no longer need to upload this document to the OneDrive. The signed and completed document should be retained in centre. By uploading learner work to the OneDrive you are confirming Learner Authentication.

BTEC LEARNER AUTHENTICATION AND RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section A (must be completed by the Centre)

Centre Name		Centre No.	
Sector		Unit Code	
Unit Title		Exam Series	

Section B (must be completed by the Teacher and Learner)

Learner Name		Registration Number	
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<p>Notice to Learners</p> <p>The work you submit for assessment must be your own. You may be disqualified from at least the subject concerned if you copy from someone else, allow another learner to copy from you, or if you cheat in any other way.</p>	<p>Declaration by the Teacher</p> <p>I confirm that the learner's work was conducted under the conditions laid out by the specification. I have authenticated the learner's work and am satisfied that to the best of my knowledge the work produced is solely that of the learner.</p>
<p>Declaration of Authentication</p> <p>I have produced the attached work without assistance, other than that which my teacher has explained is acceptable within the specification.</p>	<p>Signed (Teacher)</p>
<p>Signed (Learner)</p>	<p>Name (Block capitals)</p>
<p>Date</p>	<p>Date</p>
<p>By signing this declaration, you agree to your work being used to support Professional Development, Online Support and Training of teachers and/or Pearson Moderators or Examiners. If you have any concerns regarding this please contact Account Services.</p>	

