

Circular (S/IF/88/07)

December 2007

To: The Principals of Post-Primary Schools and Institutes of Further & Higher Education
For circulation to: The Head of the Geography Department and Examination Officers

GCE AS Spring 2008 series

Geography – Module 3

Techniques in Geography – The Written Report and Table of Data

Please note that the procedures outlined below should be followed in relation to AS/3 (Techniques in Geography) Assessment Unit in the forthcoming 2008 (January) examinations series.

1. The summary report must not be longer than 750 words, should be word processed (Times New Roman, Font Size 12), presented on A4 size paper and must be accompanied by a completed candidate record sheet showing details of the candidate's examination and centre numbers.
 2. The candidate record sheet titled GCE Advanced Supplementary Examinations, Candidate Record Sheet: Geography may be downloaded from the Geography Microsite www.ccea.org.uk. The cover sheet must be signed by both the candidate and the teacher as verification that the summary report has been written independently by the candidate.
 3. Please state on the cover sheet the number of pages attached (summary report and table of data).
 4. All summary reports (fieldwork report and table of data) with completed candidate record sheet attached should be collected and presented to the Examination Officer one week in advance of the examination date. Please do not use polypockets or folders of any kind
 5. The Examination Officer will present the summary reports (fieldwork report and table of data) to the Invigilator before the examination. The Invigilator should check that the number of pages attached corresponds with that stated on the cover sheet and remove any folders or polypockets. The Invigilator will place each report on the appropriate desk using candidate number.
 6. Candidates will attach their summary report (fieldwork report and table of data) to their question and answer paper at the end of the examination using the treasury tag provided. Question and answer papers will be punched to facilitate attachment.
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7. Candidates are permitted to use basic calculators during the examination.
 8. In the event of a candidate re-sitting this assessment unit, it is the responsibility of the candidate, not the Examination Board, to produce a copy of the summary report and table of data for use in the examination.
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If you have any queries regarding the content of this circular please contact the Principal Officer responsible for Art and Design as detailed below:

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