



**ADVANCED SUBSIDIARY GCE
CHEMISTRY (SALTERS)**

Skills for Chemistry: Instructions for Open-Book Paper

2852/01/INST

To be opened immediately

For issue on or after:

14 FEBRUARY 2009



OPEN-BOOK PAPER

The Open-Book Paper should be issued to candidates on or after the date shown above. Candidates should be allowed exactly two weeks to complete their reports, which should normally be handed in on the last day of the two week period.

These arrangements may be made at the discretion and convenience of the Centre. However, **all** candidates within the Centre are expected to complete the work over the **same** two week period.

If there is a good reason for a candidate to carry out the work at a different time, a letter giving full details should be included with the work sent to the examiner. Circumstances such as absence due to illness, family holiday or a course may fall into this category.

Centres are reminded that the Specification contains advice (in Appendix C) on the procedure to be used when candidates are unwell during the allocated fortnight.

All work must be collected and sent to the OCR Examiner by 15 May 2009. No extension beyond this date will be permitted for any candidate.

Please use string or a treasury tag to tie together *loosely* the Summary Sheet and Report for each candidate, with the Summary Sheet on the top.

A signature of authentication is required for each candidate at the end of the candidate's Summary Sheet, confirming that:

- (a) the requirements and conditions for this external assessment given in the specification and in these instructions have been applied;
- (b) the candidate has not spent longer than the time allowed for completing this assignment;
- (c) the work submitted to the examiner is that of the candidate concerned.

If you are unable to sign this declaration, please contact Centre Support at OCR.

This document consists of **2** pages.

The following notes for guidance are issued to candidates

- 1 Your report should be of between 800 and 1000 words. An excess of 1000 words will indicate poor structure and unselective choice of material, so that full credit will not be available. You should indicate the number of words on each page in the margin at the foot of the page.
- 2 **Your report should demonstrate an understanding of the chemical issues involved. It should be aimed at an audience with an understanding of chemistry to Advanced Subsidiary GCE level. It should have a clear and helpful structure and should show evidence of planning.**
- 3 To help you understand the articles in this paper, you are encouraged to use books and other written sources of information, but **your report should be based closely on the information given in the question paper.**
- 4 Your report should be illustrated by pictures, diagrams, tables, flow charts, graphs, etc., as appropriate. Remember that these can often be used to replace words in the text. Illustrations should be relevant, concisely labelled and positioned appropriately with links to the text. The inclusion of large blocks of text in such illustrations is discouraged; any such text will be included in the word count (otherwise text in illustrations is excluded from word count).
- 5 **You should take care to use technical and scientific terms correctly and to write in clear and correct English.**
- 6 You may hand-write or word-process your report. Remember that if subscripts, superscripts, arrows in equations, dots on radicals, etc. are not available on your word-processor, these must be drawn in correctly and clearly by hand.
- 7 At the end of your report, you should list clearly any sources you have used. Your list should contain at least **two relevant sources** as well as the articles supplied. (At least one of these should be from outside the Salters Advanced Chemistry course materials.) The list of references is not included in the word count.
- 8 You should refer to these references in your report where appropriate. Where you have incorporated material into your report which is copied directly from the articles in the question paper or from elsewhere, the **text must be annotated** and the source properly acknowledged. However, extensive copying from the articles or from other sources will not gain credit.
- 9 Your report should be written on unheaded A4 paper with a hole in the top left hand corner. Pages should be numbered and should have a **clear margin on the right hand side**. You should **write on one side of the paper only** and each separate sheet should be marked with your name or candidate number.
- 10 **Your summary should be written on the special sheet provided.**
- 11 When you have finished, tie the sheets together **loosely** or use a treasury tag, so that they turn over freely, with your Summary Sheet on the top. Do not use staples or paper clips and do not put your report in a plastic folder.