

Performing Arts**OCR AS GCE H146****OCR A2 GCE H546****Centre Instructions for Portfolio Submissions**

For the attention of the Examinations Officer and Head of Performing Arts

FOR THE MODERATION PROCESS TO RUN SMOOTHLY PLEASE READ THROUGH THE FOLLOWING CAREFULLY

These instructions apply to units G380, G381, G384, G385

Portfolio presentation

To help moderators locate the necessary evidence please adopt the following practices:

- Encourage candidates to lay out work with headings, subheadings, under-lining, indents, lists, bullet points.
- Provide an index and number all pages.
- Only include candidate name where necessary – if identification of each page is needed please use the candidate number rather than their name.
- Do not bulk portfolios with unnecessary material.

When sending work to the moderator:

✗ DO NOT submit work in ring binder/lever-arch files or work that has each piece of paper in separate plastic A4 wallet. Ring binders/lever arch files and box files ARE NOT suitable for posting.

✓ Please put work into soft plastic folders or use treasury tags to hold it together and place in a manila wallet folder. Clear A4 plastic wallets should only be used for diaries, notebooks, discs etc.

✓ It is preferable that portfolio work is sent to moderators via a trackable service i.e. DHL/Parcelforce to ensure safe delivery.

Unit Recording Sheets/Location of evidence

These must be completed for every candidate and can be downloaded from the OCR website (www.ocr.org.uk). This sheet needs to be at the front of each portfolio followed by the portfolio index.

In the location column teachers should be communicating to moderators, in a clear and organised fashion, precisely where the evidence for this part of the assessment criteria is within the portfolio. Centres should be encouraged to develop a thorough and organised way of referencing this information. This may be done many ways, but please consider using sticky tabs, highlighting of the relevant sections of text, or producing separate evidence location indexes. Whatever system is adopted it needs to be clear and easy for the moderator to find the appropriate evidence.

Photocopied/printed material/class handouts

Please do not fill portfolios with unhelpful photocopied material, as such material provides no real insight into the candidate's achievements. Moderators are looking for evidence of candidates' own observations, writing and ideas and contributions. It would also be useful for candidates to acknowledge sources preferably in bibliography.

Photocopied/printed material that **is helpful**:

1. Material that sets the context in which the candidate is working.
2. Material the candidate is working with (scores, scripts, song sheets, stage plans, lighting plans, sound designs, diagrams etc.) All **MUST** be annotated to show how the individual will be using them. Excerpts may be preferable to whole scripts.
3. Shared material necessary for group tasks i.e. promotional material for performances, programmes, reviews, budget sheets, schedules, cast/role/responsibility lists. These are especially useful if the candidate is mentioned in the material.
4. Photographic material that would be difficult to reproduce any other way that have been annotated and personalised.

Photocopied/printed material that may be **used sparingly**:

1. Researched material from library or internet sources. The candidate must justify the inclusion of such material and this can be difficult. Collections with random highlighting with a few margin notes is **not enough**. It is preferable to summarise the material to support a point or opinion, quote from it and refer to the sources.

Photocopied/printed material that **does not help** the candidate:

1. Class hand outs (except briefs and commissions)
2. Policy documents (i.e. health and safety) when there is no reference to using them in the candidate's own portfolio.
3. 'Researched' library or internet material that is not used by candidates to support or develop their ideas and merely bulks a portfolio.
4. Pages from standard texts.

Recorded evidence

This provides essential and important evidence for some units. Please could you ensure that:

- DVD evidence **ONLY** is submitted, and that DVDs have been finalised.
- A full explanation of the evidence is included either within each portfolio or with the submission as a whole.
- Evidence is clearly signposted i.e. running order, times, signposts, index etc help the moderator locate relevant evidence.
- All evidence is clearly labelled with the centre number/unit number, and where appropriate, candidate number information.
- Candidates can be clearly identified i.e. introductions to camera, mug shots, cast lists etc.
- The evidence has been checked for appropriateness i.e. you can see the action/hear the candidates etc.

Please be aware that if the evidence is **not fit for purpose** then it will be disregarded.

Please ensure that if sent to the moderator the recorded evidence is packaged appropriately so that it will be safe in transit.

Copying of evidence

It is advisable that centres keep a copy of all written and recorded evidence in an exam series of work submitted to OCR. Work will be returned to centres after the exam series unless it is retained for Archive or training purposes.