

GCSE, AS and A Level Art and Design – Summer 2021 series

Guidance for submitting evidence

GCSE: J170-J176

AS Level: H200-H206

A Level: H600-H606

Please follow this guidance as well as the specifications for GCSE, AS and A Level Art and Design.

Introduction

Due to the ongoing coronavirus situation, adaptations have been made to the assessment of Art and Design qualifications for the Summer 2021 series. These adaptations are:

- Assessment of component 01, Personal Investigation only. At AS Level, the Externally Set Task is replaced with a Personal Investigation. Please note that, for A Level only, the Related Study is still required.
- No visiting moderation. Submission of work and assessment will be done through the OCR eSubmission online platform. Further guidance on how to use this system will be available in the near future.

In this document, we offer advice, guidance and best practice on the following areas:

- Photographing and videoing candidate evidence
- Preparing candidate evidence for submission
- File formats

Please note that you must still complete a Centre Authentication Form (CCS160) and Centre Marks form, available from the [Forms Finder](#) area of our website.

Deadlines for submitting evidence in the Summer 2021 series are:

- 15 May 2021 for GCSE
- 31 May 2021 for AS/A Level

Candidate evidence must be uploaded to the eSubmission platform as soon as possible after you have received your sample request.

Photographing and videoing candidate evidence

When you photograph and/or video a candidate's evidence for submission, you must record everything that would have been displayed during the visiting moderation. You **must not** photograph or film the evidence as it would have been displayed for visiting moderation.



Videos are suitable for all types of candidate evidence and final outcomes. However they are particularly useful to show 3D evidence, for example for three-dimensional design or textile design. You can send a video of the entire candidate submission.

Dos and don'ts

Follow these tips when photographing or filming a candidate's evidence:

Dos

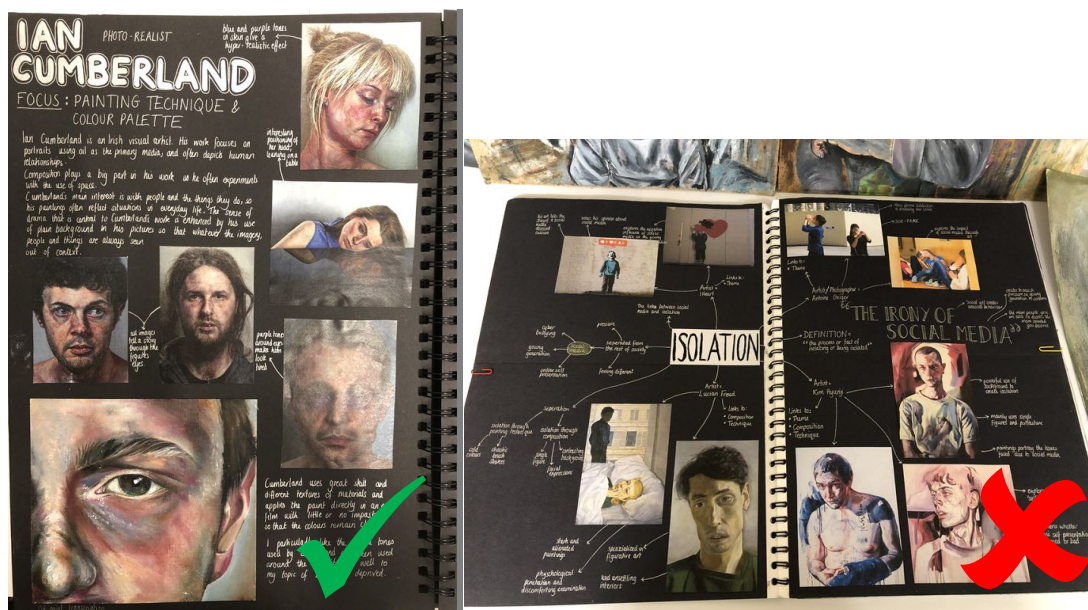
- Use a tripod so that photos/videos are steady and not blurred.
- Take photos/videos straight on and not on an angle.
- Take photos/videos in good lighting, without glare or reflection.
- Make sure the photographs/videos are in focus so that all the evidence can be seen clearly.
- Fill the frame with the evidence.
- Use a ruler or tape measure for larger pieces of evidence, to show the scale.
- Have a white or neutral, uncluttered background behind the evidence.
- Only include one item of evidence per image.
- For 3D pieces, make sure you take a 360-degree view of the evidence.
- If filming items such as sketchbooks, go through each page at a speed that will give the moderator time to pause the video to allow for assessment. We recommend two seconds per page.

Don'ts

- Do not crop, adjust, balance or re-size photographs.
- Do not photograph/video evidence that is behind glass or in plastic sleeves.
- Avoid hands/arms in the image.
- Avoid overlapping images.
- Do **not** provide a commentary for videos.

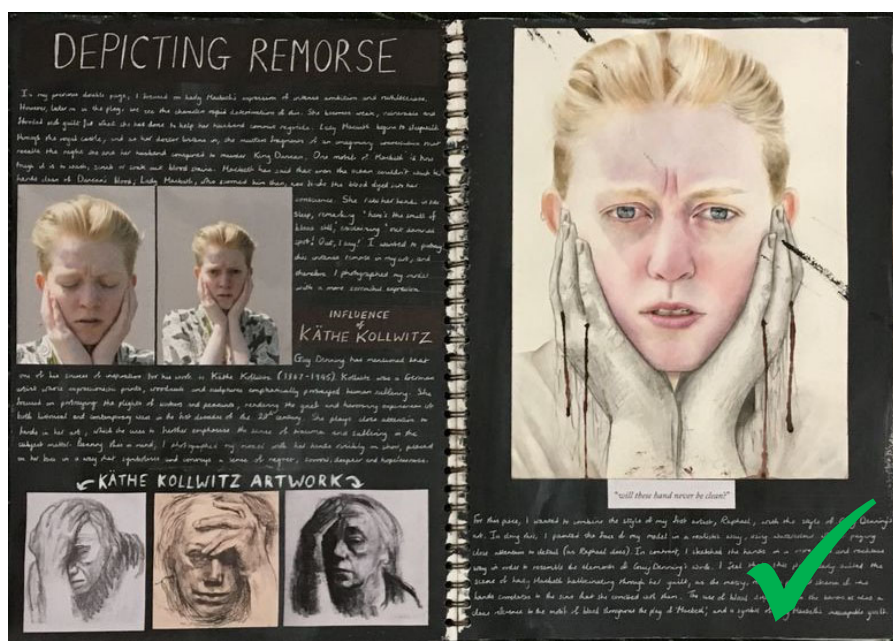
For more advice on filming candidates' evidence, see our [video guide to filming evidence for assessment](#).

Examples



The images above show good and bad examples of how to photograph a page of a sketchbook. The image on the left is straight on, in good lighting without glare. It's in focus so the assessor can read the candidate's annotations and clearly see images.

The image on the right is a poor example of how to photograph a sketchbook. It's at an angle so it's not all in focus, and some of the candidate's annotations can't be read.



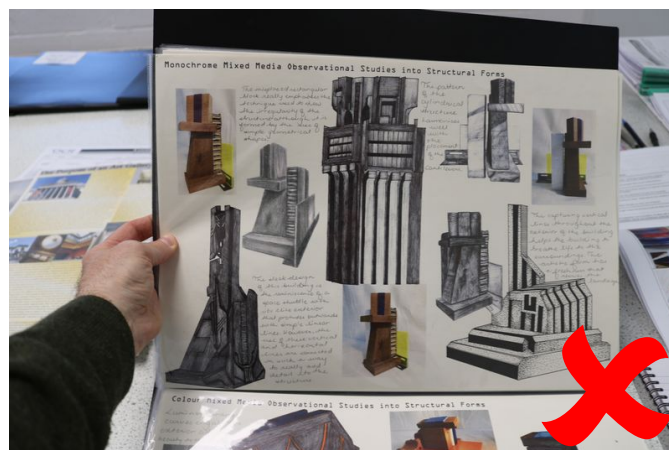
You can photograph double pages of sketchbooks, as long as the assessor can clearly see all the details, as shown here.



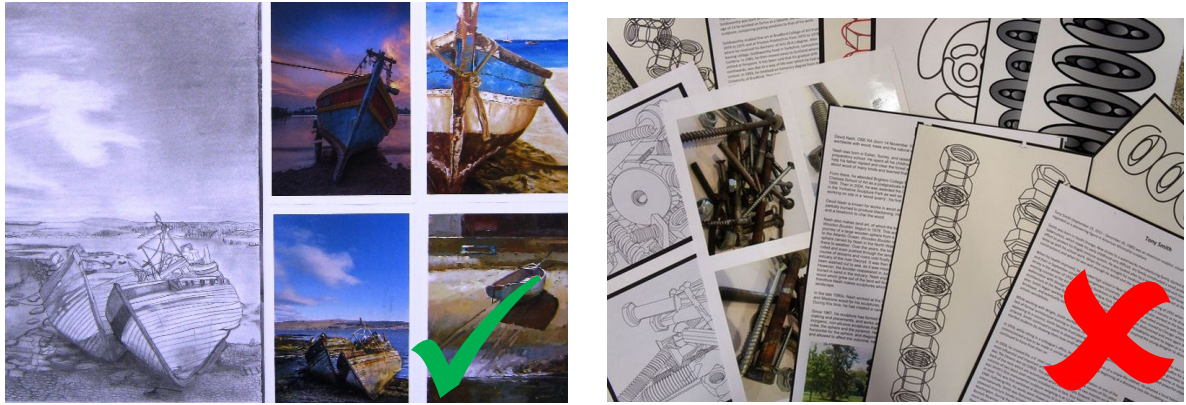
Make sure the evidence fills the frame.



Have a neutral, uncluttered background behind the evidence.



Avoid hands or arms appearing in the images/videos.



Avoid overlapping images.



This is a good example of how to photograph a candidate's final piece. Please note that final pieces do not have to be photographed and videos are also acceptable.

Presenting evidence

So that moderators are better able to review candidate evidence and centre marking, please follow these guidelines when preparing and presenting evidence.

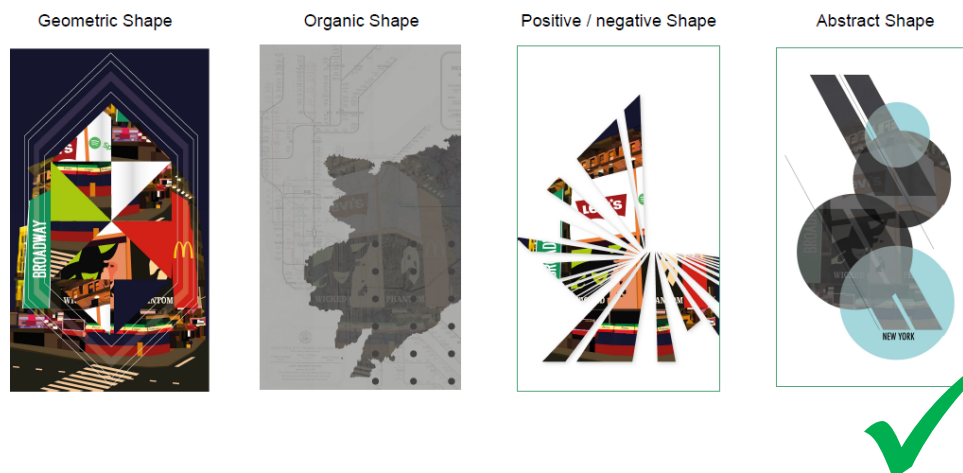
Photographs/images

Images can be submitted either as individual image files, or as a presentation/slideshow. Candidates/centres should submit **no more than 30 image files/slides/pages** for marking/moderation. Please note that this is the maximum number of files/slides/pages and you can submit less. Preferably, the same format will be used for all images (e.g. .jpg, .ppt)

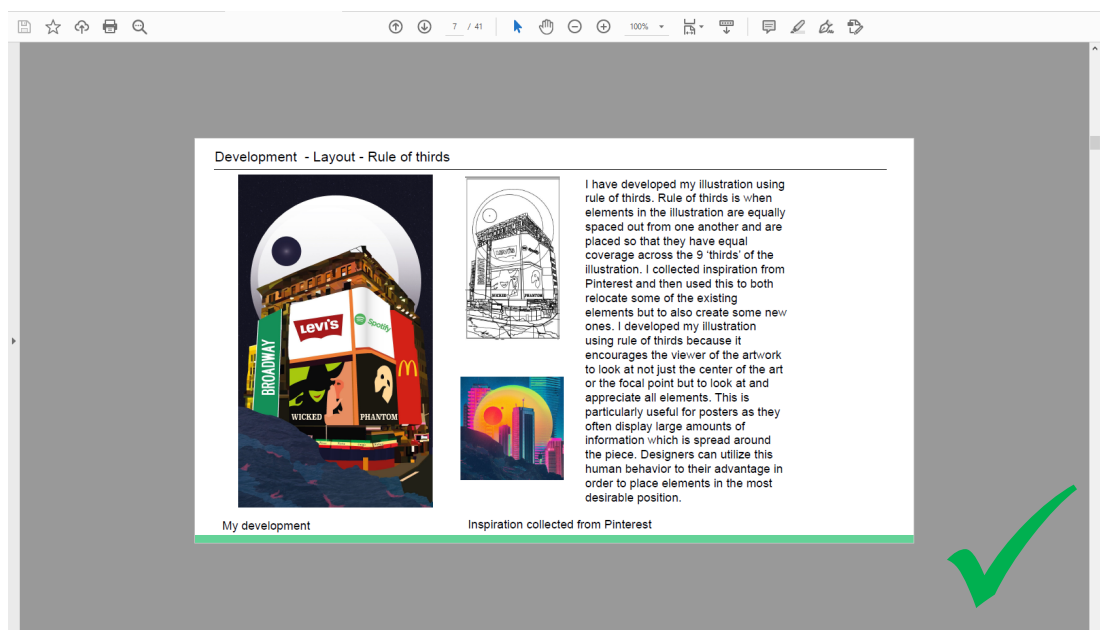
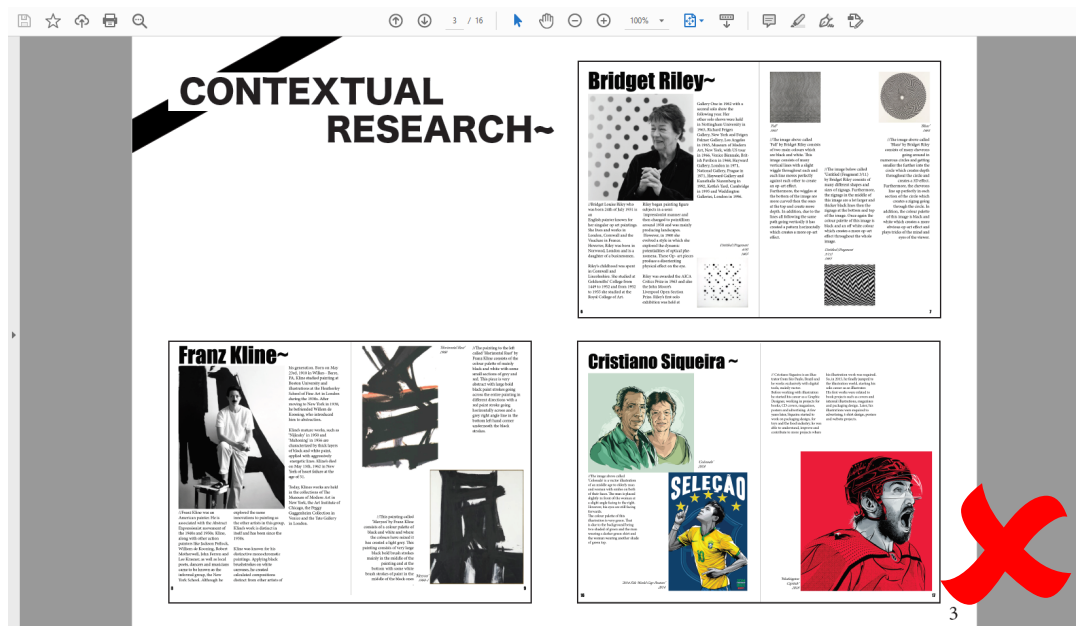
There should be no more than 4 images per image file or slide/page if using slideshow/presentation software. **Do not** present images within images.



Final Shape Developments



If images are supported by text, the evidence should be presented in a way so that the moderator is able to read the text and see the images contained in the same file/slide/page clearly on screen, without excessive zooming in.



Videos

Video evidence should amount to **no more than 5 minutes per candidate**. Please note that this is the maximum video length and you can submit shorter video evidence. This can be split across multiple files. Each file should concentrate on one aspect of evidence, e.g. one file for a complete sketchbook, one file for a single final piece, one video for a selection of related research images.

As outlined above, videos should be taken at a steady pace that allows moderators to easily pause on a certain area/piece of evidence.

Combining images and videos

If candidate evidence is made up of both images and videos (e.g. digital sketchbook with a video of final 3D piece), the volume of evidence should be proportionate to the guidelines outlined above. For example, a 30 second video of a final piece could be submitted together with 25 image files or slideshow/presentation slides/pages for an individual candidate.

File formats

We can accept the following file types and sizes:

File type	File format	Max individual file size
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav	25 GB
Compression	.zip, .zipx .rar, .tar .tar .gz, .tgz, .7z, .zipx, .zz	25 GB
Data	.xls .xlsx .mdb .accdb .xlsb	25 GB
Document	.odt .pdf .rtf .txt .doc .docx .dotx .pages	25 GB
Image	.jpg .png .jpeg .tif .jfif .gif .heic .psd .dox .pcx .bmp	15 MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp .ink .potx .pub	25 GB
Video	.3g2 .3gp .avi .flv .m4v .mkv .mov .mp4 .mp4v .wmp .wmv .wlmp .mts .mov-1 .mp4-1 .xspf .mod .mpg .wmf	25 GB
Web	.html .htm .gdoc .url .exe .key	25 GB

Further help and support

Do you need any more help and support? If you have any questions about this guidance, or about the arrangements for the Art and Design assessments, please contact us.

Telephone

Call the Customer Support Centre on 01223 553998.

Email

For general queries, email the Customer Support Centre on general.qualifications@ocr.org.uk

For specific questions about art and design, email art@ocr.org.uk



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