Guidelines for the Submission Of DVD/CD/Memory Stick Evidence to OCR

General Guidelines

Please note that the purpose of filmed (DVD/CD/Memory Stick) evidence is to support the mark(s) awarded and should, therefore, reflect the appropriate assessment conditions for the activity and be of sufficient duration to demonstrate the full range of skills as specified within the relevant criteria.

- Evidence of practical and oral performance in Units G452 and G454 should be collected by all centres, at both Advanced Subsidiary and Advanced level.
- Centres must ensure that once collected, evidence is appropriately finalised to enable it to be viewed by moderators.
- Evidence must be presented in DVD/CD/Memory Stick format. VHS cassettes, mini discs and cassettes from video cameras will not be accepted by moderators.
- USB memory sticks may also be used to provide evidence.
- It should be playable in either Windows Media or via a DVD player.
- DVD/CD/Memory Sticks must be clearly labelled with the following information:
  Centre number
  Centre name
  Component code
  Activities contained on the DVD/CD/Memory Stick.

Practical Submission Guidelines

- The activities contained in the filmed evidence must be clearly identified, together with all the above information.
- Supporting word processed information identifying the candidates, together with their bib number or identifying feature, performing on the recorded footage should accompany the filmed evidence.
- Candidates must be clearly identified by an appropriately numbered or lettered bib. The identification should be on both front and back of the bibs.
- Each activity contained in the filmed evidence should reflect the full range of marks awarded by the centre and represent an appropriate sample size, commensurate with the number of candidates submitted for each activity.
- All G452 activity assessments submitted by the second deadline of 15 May **must** be accompanied by filmed evidence.

- A filmed sample of every activity assessed at both Unit G452 and G454 **must** be available to the moderator if requested.

**EPIP and E & A Submission Guidelines**

- Filmed evidence of a sample of candidates from across the range of the centre’s marks for both G452 and G454 **must** accompany the centre’s assessments when submitted by 31 March.

- Filmed evidence should be clearly and appropriately labelled with the information specified above.

- Filmed evidence in Units G452 and G454 should reflect the full range of marks awarded by the centre.

- Filmed evidence should reflect a range of activities being offered for oral evaluation.

- Candidates should state their name and centre number as part of the recorded information.

- Filmed evidence **must** include the footage viewed by the candidates, as well as the candidate’s response.

- Centres should ensure that recording of the oral responses are undertaken in an environment that allows the candidate to perform without interruption and distraction. The sound and picture quality must be sufficient to enable the moderator to make an informed judgement.