

## Performing Arts

### OCR GCE H546 G386 Producing Your Showcase G387 Production Demonstration Centre Instructions for Examiner Visit

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

#### Instructions

For the examination your Visit Arrangement form needs to be returned to OCR by 13 January.

You should receive the following before your examiner comes to your centre to carry out the examination:

- Candidate PERFORMANCE instructions (CWI712)
- Candidate PRODUCTION form (GCW970)
- Performance running order form (OPF022)
- Item labels for candidates' working notes
- OCR Plastic sacks
- OCR examiner address labels\*

The candidate forms (CWI712/GCW970) need to be completed by the Performing Arts department. These need to be sent to your examiner along with the candidates' working diaries/design portfolios in the plastic sacks provided **14 days** prior to the examination date. It would be advisable to send these to the examiner via a trackable avoid to loss. Please attach an item label to the front of each candidate's working notes for identification purposes.

The performance running order form (OPF022) needs to be completed so that it is ready to give to the examiner on the examination day. Please be aware that all the performances need to be recorded and, if possible, the examiner should take the DVD away with them on the day of the visit. If this is not possible then the recording must be posted to the examiner *three* days after the visit.

Your examiner will be in contact by letter to confirm which examination date they have chosen from your Visit Arrangement Form in due course.