

Instructions for Teachers on A583

1 Preparation

- (a) The examination paper, containing a script extract and a stimulus item will be sent to Centres in the autumn term prior to the year of examination.
- (b) Candidates can carry out work on the items for up to **ten** weeks before the start of their ten hour test.
- (c) Candidates should consider which of the four briefs they wish to use.
- (d) During this preparation period teachers can guide, work with and advise groups and make available as wide a range of resources and materials as possible. However decisions on how resources are used are the responsibility of each candidate.

2 Assessment

- (a) The assessment may take place between 1 February - 1 June.
The Assessment will last **ten** hours with one hour before assessment to finalise ideas for the working record and one hour after for final evaluation. This should be completed within a period of no longer than 20 working days. There must be a maximum of seven sessions. About a quarter of the time should be spent on preparing the working record. The examined performance will take place after the ten hours are completed.
- (b) The Assessment must be carried out under supervised examination conditions. Candidates may take into the ten hours any of their own preparation work, which they can use in their working record.

Candidates are **not** allowed to work on their working record outside of the controlled conditions. **All these records must be taken in at the end of each session and kept under secure conditions and handed out again at the beginning of the next session.** These records must be an individual response. It is not acceptable for a common group record to be produced, or for common photocopied/printed elements of scripts, plays etc to be included in individual portfolios.

The centre must complete the authentication form to confirm that the Assessment and Working records were completed under the required conditions.

At the conclusion of the ten hours (not during) it is permissible for each group to conduct a 'dress-rehearsal' to facilitate the completion of the GITA form and to check the 'stage-management' arrangements for the examination visit. Following the dress rehearsal candidates have one hour to complete their final evaluations for the working record.

- (c) Candidates must work in a group of between **one and six** for the assessment. Teachers may have an input into the composition of groups to ensure candidates have the best access possible to achieving their potential.
- (d) The final piece to be presented to the Examiner should represent a maximum of three minutes of individual performance, so the length of a piece is determined by the number of people in it. As they will often be working on stage with another candidate or possibly working in an ensemble, performances should be **between 5 – 10 minutes** with smaller size groups adhering to the lower end of the range. There is no penalty for producing a piece less than the maximum but candidates should ensure that their pieces are long enough to fully demonstrate their skills. **Examiners reserve the right to stop pieces that exceed the maximum length.**

For the Deviser and Designer briefs which will be presented individually, presentations should be no longer than three minutes.

3 Arranging the Examination

- (a) A Visiting Examiner appointed by OCR will conduct the examination **after the completion of the ten hours**. The Examiner will only visit the Centre once and will examine all candidates at the same time. Therefore if groups of candidates have their ten hour test scheduled at different times the Examiner must come in after the last group have completed their test.
- (b) The Centre must complete a Visit Arrangement Form (VAF) to offer the Examiner a choice of three dates for the examination. OCR may reserve the right to conduct the examination from a **DVD** recording if the Centre can not offer sufficient choice of dates.
- (c) The Centre must send to the Examiner a timetable for the day, detailing the group sizes and a map/directions to the Centre.
- (d) When producing a timetable for the visit Centres should include time for a change over period, setting up time and time for the Examiner to complete marking. A group of six could therefore be examined every 20-30 minutes. With good organisation and including reasonable breaks it would be possible to examine about 60 candidates in a full day.

4 On the day of the Examination

- (a) It is the responsibility of the Centre to run the day. It is expected that Centre teachers will be present throughout the whole examination day(s) and will be responsible for the smooth running of the timetable.
- (b) A well-lit table must be provided for the Examiner. This must be in a position not overlooked by teachers or candidates.
- (c) There is no requirement for an audience however each group may wish to pair up with a 'buddy' group who will support them and help them set-up etc. if needed.
- (d) The Centre must provide the Examiner with a Group Identification and Teacher Assessment form (GITA) for **each group** on the day of examination if not previously sent to them. This will provide the Examiner with information about the identity and role of each candidate and your assessment of each candidate by identifying a mark band for their portfolio (planning and evaluation record) and performance. This will be used as a guide by the Examiner but the OCR Examiner will award the final marks.

- (e) The performances on the day of examination must be recorded and chaptered on a DVD and handed to the Examiner at the end of the examination visit. The Centre should retain a copy for their own purposes. The recording will be used in cases of result enquires therefore it should be a clear and audible record of the performance as seen by the Examiner. Candidates must clearly identify themselves to the camera at the beginning of each group performance.
- (f) A running order of the contents of the DVD and the Centre details **must** be enclosed with the DVD (this may be the timetable of the day).
- (g) The working records for each group must be handed to the Examiner before each group performance. At the end of the visit the Examiner will take away the working records and they will remain the property of OCR.
- (h) The Examiner will not be at liberty to discuss candidate's work or the marks awarded.