# Cambridge TECHNICALS LEVEL 3 (2016) PERFORMING ARTS

# OCR — Oxford Cambridge and RSA

# Guidelines and submission details for external assessment for Cambridge Technicals Level 3 Performing Arts (2016)

## Overview of the externally assessed units

| Unit | Evidence required for assessment | Method of submission |
|------|----------------------------------|----------------------|
| Unit 1 | Portfolio (1500-2500 words) plus filmed pitch and audition piece based on pre-release material | DVD/CD/Memory Stick – postal submission to OCR |
| Unit 2C | Proposal for a commissioning brief<br><br>(1500-2000 words) based on pre-release material | Word/PDF format Uploaded by the teacher or Exams Officer to **Surpass**.<br><br>(Surpass is the software used by OCR for on-screen assessment) |
| Unit 3 | Report (1000-1500 words) plus filmed practical demonstration based on pre-release material | DVD/CD/Memory Stick – postal submission to OCR |
| Unit 32 | Examination Paper (timetabled) | Standard question paper submission process |
| Unit 33 | Written Account of the performance process (1500-2000 words) plus filmed performance based on pre-release material | DVD/CD/Memory Stick – postal submission to OCR |

## Unit 1: Prepare to work in the performing arts sector (J/507/6466)

## Assessment of Unit 1

For full assessment guidance, please see the unit document.

- Portfolio (1500-2500 words) plus filmed pitch and audition piece based on pre-release material.

- The pre-release is available via Teach Cambridge 8 weeks prior to each two-week assessment series. The pre-release is unique to each series. It is available from the *Assessment > Exams > Pre-release materials* section.

- The dates of the assessment window can be found in the Key dates and timetables section of our website.

Portfolio

- Learners are permitted to take in a maximum of 4 A4 sides of research notes which they have gathered during the eight week research phase in order to write up their portfolio in response to one of the job roles.

- Centres can provide multiple supervised sessions for learners to produce their final portfolio, up to a maximum of **5 hours** and work must be kept secure between supervised sessions.

- Work must be produced using IT (word processed) and submitted to OCR.

- Learners should ensure that their name, centre number, candidate number (if available) and the unit number appears on any supporting documents as a header or footer:


The pitch and audition/presentation

- The pitch and audition/presentation should be a complete unedited recording of the learner and must not exceed the maximum time (10 minutes for the pitch, 5 minutes for the audition/presentation).

- Learners must introduce themselves at the start of filming quoting their name and centre number.


## Please see below for details on Submitting Unit 1

### Unit 2C: Proposal for a commissioning brief (L/507/6467)

## Assessment of Unit 2C

For full assessment guidance, please see the unit document.

- Proposal for a commissioning brief (1500-2000 words) based on pre-release material.

- The Proposal should be a response to **one** of three commission briefs (learner choice) from the pre-release for that series.

- The pre-release is unique to each series and is available via Teach Cambridge 8 weeks prior to each two-week assessment series. It is available from the *Assessment > Exams > Pre-release materials* section.

- The dates of the assessment series can be found in the Key dates and timetables section of our website.

## Assessment of Unit 2C (cont'd)

The write up of the proposal needs to take place under direct supervision during the two week assessment window.

- Learners are permitted to take in a maximum of 4 A4 sides of research notes which they have gathered during the eight week research phase in order to write up their proposal in response to one of the job roles.

- Centres can provide multiple supervised sessions for learners to produce their final proposal, up to a maximum of **5 hours** and work must be kept secure between supervised sessions.

- The following file types are permitted:
  - Word processing file: .doc, .docx, .odt
  - Portable document format: .pdf
  - Other file types (including ZIP files) are not permitted

- Maximum file size is 5MB

- Learners should ensure that their name, centre number, candidate number (if available) and the unit number appears on each page as a header or footer.

## Submission of Unit 2C

Files of completed Learner work are uploaded by the teacher or Exams Officer to **Surpass**. Surpass is the software used by OCR for on-screen assessment,

The class teacher or centre Exams Officer will be uploading **completed** files of work on behalf of learners (the learner will not access Surpass themselves or complete the work using it). Work in progress is undertaken and saved outside of Surpass and the final write up uploaded on behalf of the learner:

- OCR will set up all of your learners within Surpass based on your Unit Test entries for unit 2 (test entry code 2C) for the relevant series.
- OCR will schedule the two week assessment window within Surpass so you can upload the **completed** learner work.
- You will receive (via your exams officer) login details to Surpass before the start of the two week window if this is the first time your centre has used the system with OCR.
- You **do not** need to submit an attendance list via Interchange for unit 2
- Complete learner work in .doc, .docx, .odt or PDF format should be uploaded by the end of the two week testing window (or by the Tuesday immediately following the two week window if this is not possible).

**A detailed step-by-step guide on how to submit unit 2 is available from the *Assessment > Assessment support* section on Teach Cambridge.**

## Unit 3: Influential performance practice (R/507/6468)

## Assessment of Unit 3

For full assessment guidance, please see the unit document.

- Report (1000-1500 words) plus filmed practical demonstration based on pre-release material

- Eight weeks prior to the two-week assessment window, pre-release material will be made available to centres detailing the statement/question that learners need to respond to.

- The pre-release is available via Teach Cambridge and is unique to each series. It is available from the *Assessment > Exams > Pre-release materials* section.

- The dates of the assessment window can be found in the Key dates and timetables section of our website.

Report

- Learners are permitted to take in a maximum of 2 A4 sides of research notes which they have gathered during the eight week research phase in order to write up their report in response to the statement/question.

- Centres can provide multiple supervised sessions for learners to produce their final portfolio, up to a maximum of **5 hours** and work must be kept secure between supervised sessions.

- Work must be produced using IT (word processed) and submitted to OCR.

- Learners should ensure that their name, centre number, candidate number (if available) and the unit number appears on any supporting documents as a header or footer.

Practical demonstration

- The practical demonstration should be a complete unedited recording of the learner and must not exceed the maximum times (5-8 minutes).

- Learners must introduce themselves at the start of filming quoting their name and centre number.

## **Please see below for details on Submitting Unit 3**

# Unit 32: Arts administration (M/615/1140)

Unit 32 is assessed through a standard externally-set, written examination paper worth a maximum of 60 marks and 1 hour 30 minutes in duration. The examination paper will have three parts. For full assessment guidance, please see the unit document.

# Unit 33: Original performance (A/615/1142)

## Assessment of Unit 33

For full assessment guidance, please see the unit document.

- Written Account of the performance process (1500-2000 words) plus filmed performance based on pre-release material

- Eight weeks prior to the OCR stipulated two-week assessment window, pre-release material will be made available to centres. This will contain two pieces of stimuli. Learners are required to choose one on which to base their original performance.

- The pre-release is available via Teach Cambridge and is unique to each series. It is available from the *Assessment > Exams > Pre-release materials* section.

- The dates of the assessment window can be found in the Key dates and timetables section of our website.

Written Account

- The learner is permitted to prepare a maximum of 4 A4 sides of research notes which can be used when writing up of the written account (which is conducted under controlled conditions).

- Centres can provide multiple supervised sessions for learners to produce their final portfolio, up to a maximum of **5 hours** and work must be kept secure between supervised sessions.

- Work must be produced using IT (word processed) and submitted to OCR.

- Learners should ensure that their name, centre number, candidate number (if available) and the unit number appears on any supporting documents as a header or footer:

The Performance

- The group performance must be a complete unedited recording of the performance and must not exceed the maximum times (15-30 minutes)

- Each learners must be identifiable and introduce themselves at the start of filming quoting their name and centre number.

- The performance must be conducted in front of an invited audience. **If necessary other students and tutors can constitute an audience.**

# Submission Guidelines for filmed/supporting evidence

## for units 1, 3 and 33

Filmed evidence is required for assessment in Units 1, 3 and 33 for Level 3 Cambridge Technical in Performing Arts. This evidence should reflect the appropriate conditions for the activity and be of sufficient duration to demonstrate the full range of skills as specified in the relevant criteria. Specific requirements for each unit can be found in the assessment guidance for the unit in the unit document on the qualification page.

- Unedited recordings of the candidate and any relevant supporting documentation as required by the unit **must** be presented on DVD/CD or Memory Stick format. VHS cassettes, mini discs and cassettes from video cameras will not be accepted by the examiner.

- The filmed evidence must be playable in either Windows Media Player or via a DVD player. For a list of file types supported by the latest version of Windows Media player, please see here.

- The filmed evidence must be clearly labelled with the centre number and unit number (for memory sticks this could be a tag or sticker).

- The DVD/CD/Memory Stick must only contain **one** unit.

The filmed evidence must be accompanied by a **cover sheet** (provided by OCR) for each candidate containing the centre and candidate details and can be downloaded from the forms section of the qualification page. The cover sheet must be printed and posted to the examiner with the DVD/CD/Memory Stick. OCR will provide examiner labels and script bags to despatch you work in. Please ensure the media is secured before placing in the script bag to prevent damage in transit.

At the start of each recording the candidate must clearly introduce themselves stating their full name and candidate number. Supporting documents must also identify the candidate so the name and candidate number should appear on each page as a header or footer.

- There must be no password protection on any of the files.
- A separate folder should be used for the evidence of each candidate
- Files should be saved using the following convention:

**<Centre Number>_<Unit Number>_<Candidate Number *(if available)*>_< Surname_ Initials>**

E.g 12345_1_0007_Smith_JK

## Attendance List

An attendance list must be submitted via Interchange when you are submitting units 1, 3 and 33.

The 'date attended' will be the date you are submitting it to OCR (as candidates will complete the assessments across multiple sessions within the two week window).

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**Required for submission of units 1, 3, 33**

- **DVD/CD/Memory Stick**
- **Cover Sheet from qualification page (one per candidate)**
- **Script bag and label (Provided by OCR)**
- **Attendance List submitted via Interchange**

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