

Performing Arts

OCR AS GCE H146 Unit G382 Professional Practice: Performance Unit G383 Professional Practice: Production Centre Instructions for Examiner Visit

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

Instructions

For January series examinations your Visit Arrangement form needs to be returned to OCR by 13 October.

For June series examinations 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 contribution to PERFORMANCE forms (GCW212)
- Candidate contribution to PRODUCTION forms (GCW210)
- Performance running order form (OPF021)
- Item labels for candidates' working diaries/design portfolios
- OCR Plastic sacks
- OCR examiner address labels.

The candidate contribution forms (GCW210/GCW212) 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 service to avoid loss. Please attach an item label to the front of each candidate's diary or design portfolio for identification purposes.

The performance running order form (OPF021) needs to be completed, so that it is ready to give to the examiner on the examination day. Please be aware the examination performance will 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.