



Guidelines for the Submission of DVD/CD Rom Evidence to OCR

General Guidelines

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

Practical Submission Guidelines

- The activities contained on the DVD/CD Rom should 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 DVD/CD Rom.
- 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 on the DVD/CD Rom 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 May 15th **must** be accompanied by DVD/CD Rom evidence.

- A DVD/CD Rom sample of all activities assessed in both Unit G452 and G454 should be available to the moderator if requested.

EPIP and E & A Submission Guidelines

- DVD/CD Rom evidence of a sample of candidates across the range of the centres marks for both G452 & G454 **must** accompany the centre's coursework assessments when submitted by 31st March.
- DVD/CD Roms should be clearly and appropriately labelled with the information specified above.
- DVD/CD Rom evidence in Units G452 and G454 should reflect the full range of marks awarded by the centre.
- DVD/CD Rom 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.
- Recorded evidence **must** include the practical footage viewed by the candidates.
- Candidates may make notes during their evaluation of the practical scenario presented to them, but pre-prepared notes **may not** be taken into the assessment.