

# **Cambridge Technicals Performing Arts**

## **Unit 32: Arts administration**

Level 3 Cambridge Technical in Performing Arts  
**05853 & 05876**

## **Mark Scheme for June 2023**

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This mark scheme is published as an aid to teachers and students, to indicate the requirements of the examination. It shows the basis on which marks were awarded by examiners. It does not indicate the details of the discussions which took place at an examiners' meeting before marking commenced.

All examiners are instructed that alternative correct answers and unexpected approaches in candidates' scripts must be given marks that fairly reflect the relevant knowledge and skills demonstrated.

Mark schemes should be read in conjunction with the published question papers and the report on the examination.

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## MARKING INSTRUCTIONS

### PREPARATION FOR MARKING

#### TRADITIONAL

Before the Standardisation meeting you must mark at least 10 scripts from several centres. For this preliminary marking you should use **pencil** and follow the **mark scheme**. Bring these **marked scripts** to the meeting.

#### MARKING

1. Mark strictly to the mark scheme.
2. Marks awarded must relate directly to the marking criteria.
3. The schedule of dates is very important. It is essential that you meet the traditional 40% Batch 1 and 100% Batch 2 deadlines. If you experience problems, you must contact your Team Leader (Supervisor) without delay.
4. If you are in any doubt about applying the mark scheme, consult your Team Leader by telephone or by email.
5. Work crossed out:
  - a. where a candidate crosses out an answer and provides an alternative response, the crossed out response is not marked and gains no marks
  - b. if a candidate crosses out an answer to a whole question and makes no second attempt, and if the inclusion of the answer does not cause a rubric infringement, the assessor should attempt to mark the crossed out answer and award marks appropriately.
6. Always check the pages (and additional lined pages if present) at the end of the response in case any answers have been continued there. If the candidate has continued an answer there then add an annotation to confirm that the work has been seen.
7. There is a NR (No Response) option. Award NR (No Response)
  - if there is nothing written at all in the answer space
  - OR if there is a comment which does not in anyway relate to the question (e.g. 'can't do', 'don't know')
  - OR if there is a mark (e.g. a dash, a question mark) which isn't an attempt at the questionNote: Award 0 marks - for an attempt that earns no credit (including copying out the question)
8. Assistant Examiners will email a brief report on the performance of candidates to your Team Leader (Supervisor) by the end of the marking period. Your report should contain notes on particular strength displayed as well as common errors or weaknesses. Constructive criticism of the question paper/mark scheme is also appreciated.

Question		Answer	Marks	Guidance
1		Indicative content: <ul style="list-style-type: none"> <li>• A PRS licence (1) is required to play copyrighted music at an event (1) <b>OR</b></li> <li>• A PPL licence to play music in a public place</li> </ul> <p><i>Accept other appropriate answers</i></p>	2	Award one mark for identifying an appropriate licence, and a further mark for an explanation.  1 x 2 marks
2		Indicative content: <ul style="list-style-type: none"> <li>• DBS checks of staff / vols (1) to work with children/vulnerable people attending the event (1)</li> <li>• First aiders present (1) provide first aid in case of injury (1)</li> </ul> <p><i>Accept other appropriate answers</i></p>	4	Award one mark for identifying a legal requirement, and a further mark for an explanation.  Award a second mark for an additional legal requirement and a further mark for an explanation  2 x 2 marks
3		Indicative content: <ul style="list-style-type: none"> <li>• PAT test of portable equipment they may bring (1) to ensure it is certified safe to use (1)</li> </ul> <p><i>Accept other appropriate answers</i></p>	2	Award one mark for identifying an appropriate Health And Safety Check and a further mark for an explanation.  1 x 2 marks
4		Indicative content: <ul style="list-style-type: none"> <li>• Risk assessed own performances (1) to ensure they do not create a hazard to audiences (1)</li> <li>• whether any of them have special needs or allergies (1) to manage in an emergency (1)</li> </ul> <p><i>Accept other appropriate answers</i></p>	4	Award one mark for identifying an item of safety information, and a further mark for an explanation.  Award a second mark for an additional item of safety information, and a further mark for an explanation  2 x 2 marks

Question	Answer	Marks	Guidance
5	<p>Indicative content:</p> <ul style="list-style-type: none"> <li>• Risk assess venue for safety for performance (1) To minimise risk for performance activity (1) <b>OR</b></li> <li>• check power supplies (1) to be able to accommodate light &amp; sound equipment (1)</li> </ul> <p><i>Accept other appropriate answers</i></p>	2	<p>Award one mark for identifying an essential venue check, and a further mark for an explanation.</p> <p>1 x 2 marks</p>
6	<p>Indicative content:</p> <ul style="list-style-type: none"> <li>• size of stage (1) to adapt their performance to constraints of size if needed, also for rehearsals (1)</li> <li>• whether the flooring is suitable for dance performance (1) to check if a dance floor will be needed to be brought/hired (1)</li> </ul> <p><i>Accept other appropriate answers</i></p>	4	<p>Award one mark for identifying an additional check for dancers, and a further mark for an explanation.</p> <p>Award a second mark for an additional check for dancers, and a further mark for an explanation</p> <p>2 x 2 marks</p>
7	<p>Indicative content:</p> <ul style="list-style-type: none"> <li>• Audience feedback surveys (1) to indicate the event was positively viewed and worth sponsoring (1) <b>OR</b></li> <li>• how their funding was spent (1) to show their funding was properly used (1)</li> </ul> <p><i>Accept other appropriate answers</i></p>	2	<p>Award one mark for identifying a way you will measure the success of the event to the business sponsor, and a further mark for an explanation.</p> <p>1 x 2 marks</p>
8	<p>Indicative content:</p> <ul style="list-style-type: none"> <li>• audience numbers attending (1) to show the event has been successfully marketed (1)</li> <li>• Quality /range/ number of performances (1) so council expectations are met (1)</li> </ul> <p><i>Accept other appropriate answers</i></p>	4	<p>Award one mark for identifying an outcome you will report to the community trust, and a further mark for an explanation.</p> <p>Award a second mark for an additional outcome you will report to the community trust, and a further mark for an explanation.</p> <p>2 x 2 marks</p>

Question	Answer	Marks	Guidance
9	<p>0 No Response worthy of credit.</p> <p><b>Level 1 (1-4 marks)</b> Overall the analysis is limited.</p> <ul style="list-style-type: none"> <li>• The analysis demonstrates limited understanding of some of the processes of arts administration.</li> <li>• The analysis has limited consideration of the scenario and additional information. There are few connections between processes and the scenario.</li> <li>• The information is simple and may be communicated in an unstructured way.</li> </ul> <p><b>Level 2 (5-8 marks)</b> Overall the analysis is adequate; may focus on the detail of a few aspects of arts administration.</p> <ul style="list-style-type: none"> <li>• The analysis demonstrates adequate understanding of most of the processes of arts administration.</li> <li>• The analysis considers the most obvious parts of the scenario and additional information.</li> <li>• The analysis shows some appropriate connections between processes and scenario.</li> <li>• The information has some relevance and is presented with some basic structure.</li> <li>• Generic responses not addressing the scenario will be awarded a mark in this band.</li> </ul> <p><b>Level 3 (9-13 marks)</b> Overall the analysis is secure.</p> <ul style="list-style-type: none"> <li>• The analysis demonstrates secure understanding of the processes of arts administration.</li> <li>• The analysis considers most of the scenario and additional information.</li> </ul>	18	<p>Planning strategy addresses scenario i.e. the flower festival, aiming to promote well-being to the public. The Town Hall and the second venue should be considered as should the reporting requirements linked to type of funding/sponsor.</p> <p>Other considerations may include:</p> <ul style="list-style-type: none"> <li>• Health and Safety issues / requirements, for people and equipment</li> <li>• managing and overseeing budgets</li> <li>• Performance space requirements and restrictions</li> <li>• Back stage requirements</li> <li>• Audience capacity and requirements</li> <li>• Technical requirements</li> <li>• Venue restrictions</li> <li>• managing audience numbers at a free to attend event;</li> <li>• Contingency plans</li> <li>• Roles and responsibilities, including extra roles / contractors required</li> <li>• Other reasonable aspects relating to the scenario e.g. pets welcome</li> </ul>

Question	Answer	Marks	Guidance
	<ul style="list-style-type: none"> <li>• The analysis makes competent connections between processes and scenario.</li> <li>• The information is relevant with some structure.</li> </ul> <p><b>Level 4 (14-18 marks)</b> Overall the analysis is thorough and insightful and shows comprehensive understanding in relation to the scenario.</p> <ul style="list-style-type: none"> <li>• The analysis demonstrates a comprehensive understanding of all the processes of arts administration.</li> <li>• The analysis fully considers the scenario and additional information.</li> <li>• The analysis has an effective connection between processes and scenario.</li> <li>• The information is relevant and substantiated, with a clear and logical structure.</li> </ul>		

Question	Answer	Marks	Guidance
10	<p>0 No Response worthy of credit.</p> <p><b>Level 1 (1-4 marks)</b> Overall the analysis is basic and limited.</p> <ul style="list-style-type: none"> <li>• Simple knowledge and limited understanding/evaluation of some ways forward, and of arts administration processes.</li> <li>• There is little attempt to give an opinion or judgement.</li> <li>• Some relevant analysis but without recommendations.</li> <li>• The information is basic and communicated in an unstructured way. The relationship to scenario is weak.</li> <li>• May evade addressing the implications.</li> </ul> <p><b>Level 2 (5-8 marks)</b> Overall the evaluation is adequate and has some detail. May focus on the detail of a few aspects of arts administration.</p> <ul style="list-style-type: none"> <li>• Some knowledge and understanding/evaluation of some ways forward, and of arts administration processes.</li> <li>• Some attempt at giving an opinion or judgement, but this is mostly unsupported.</li> <li>• May have some evidence of analysis with an attempt to make a recommendation.</li> <li>• May evade addressing the implications.</li> <li>• The information should have some relevance and is presented with some structure. The information shows some links to the scenario.</li> <li>• Generic responses not addressing the scenario will be awarded a mark in this band.</li> </ul> <p><b>Level 3 (9-13 marks)</b> Overall the evaluation is secure.</p> <ul style="list-style-type: none"> <li>• Good knowledge and clear understanding/evaluation of mostly viable ways forward and of arts administration processes.</li> <li>• Opinions and judgements will be present but may not always be supported.</li> </ul>	18	<p>Evaluation to consider the impact of the loss of sponsor and the ways to prevent problems. Candidates will likely discuss the measures that can be put in place to overcome the loss of sponsorship. Considerations may include:</p> <ul style="list-style-type: none"> <li>• The given information regarding the sponsor / budget</li> <li>• the range of reasonable options, to include eg: <ul style="list-style-type: none"> <li>- discuss with sponsor for either reconsidering; eg there may still be good publicity for them, or negative for pulling out;</li> <li>- future sponsoring from funder OR sponsorship from others if the event were to be postponed</li> <li>- possibilities for seeking alternative funding</li> <li>- limiting costs by reducing the scope of the event eg to one venue, or one day</li> </ul> </li> <li>• Managing the reputation of the council whilst meeting expectations</li> <li>• Key people that should be informed/ part of the decision making, how and at what point</li> <li>• The priority to manage the reputation of the local council for organising this and events</li> </ul>



Question	Answer	Marks	Guidance
	<ul style="list-style-type: none"> <li>• Good analysis and evaluation of potential outcomes, drawing on clear recommendation, with some justification.</li> <li>• The information is relevant with some structure. The information shows competent links to the scenario.</li> </ul> <p><b>Level 4 (14-18 marks)</b> Overall the evaluation is detailed and shows comprehensive understanding, evaluation and rationale.</p> <ul style="list-style-type: none"> <li>• Assured understanding of viable ways forward and of arts administration processes that would be applied in adapting to the situation.</li> <li>• Opinions and judgements are well supported.</li> <li>• Detailed analysis, with a coherent and fully justified recommendation including legal and financial costs.</li> <li>• There is a well-developed line of reasoning, which is clear and logically structured with good links to the scenario.</li> </ul>		

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