

INFORMATION FOR INTERNATIONAL CENTRES
SUMMER 2010

GCSE Drama Performance
Unit 1699 02

This booklet should be used in conjunction with the GCSE Drama Summer 2010 Instructions for the Conduct of the Examination (ICE) booklet. A copy of the ICE is available to download from the Edexcel website www.edexcel.com.

The purpose of this booklet is to provide additional information and guidance for overseas centres for GCE Drama 1699 02.

It is possible to request a Visiting Examiner to mark Unit 1699 02. However, this is dependant upon the full costs of the visit (i.e. travel, accommodation and subsistence) being met by the centre. All overseas centres should complete a copy of the Performance Arrangements Form enclosed, indicating whether or not they require a Visiting Examiner and stating their preferred dates. Please return the form as soon as possible, and by **30 November 2009** at the latest.

While every effort will be made to provide a centre with a Visiting Examiner if requested, this cannot be guaranteed. Where it is not possible for an examiner to visit a centre, the video/DVD recording of the performance(s) will be used as the basis for external assessment. A Visiting Examiner will **only** be allocated to a centre if a Performance Arrangements Form is received indicating such a request.

All centres that do not receive a Visiting Examiner will have their performances examined on video/DVD. Please read carefully the Guidance for Video/DVD Performances outlined in this booklet.

Centres that do not receive a Visiting examiner must refer to the **checklist enclosed**, which should be sent to 'GCSE Drama 1699 02 Performance UNMARKED' at Edexcel Processing, Lowton House, Lowton Way, Hellaby Industrial Estate, Rotherham S66 8SS along with the video/DVD and materials. The performance recording and all relevant materials should be sent as soon as possible after the performance exam and by **28 May 2010** at the latest.

Centre Name		Centre No.	
Paper Number	Two	Level	GCSE

GCSE Drama (1699) PAPER TWO - Summer 2010

CHECKLIST - For Video/DVD Performances Only

This form must be completed by centres that DO NOT receive a Visiting Examiner and enclosed with the materials sent to the Edexcel Processing Centre, Lowton House.

	Item	√	Number to be sent
1	Centre Performance Conditions (D2a)		1 per performance group
2	Copy of texts as performed for scripted performance/and if available for devised performance		
3	Outline Description of Performance Sheet (D2b)		
4	Performance Examiner's Comment Sheet (D2c)		1 sheet per candidate
5	Performance Support Examiner's Comment Sheet (D2d)		
6	Centre Register (D2e) - all candidates entered in candidate number order with performance group number clearly indicated		3 per centre
7	Video(s)/DVDs(s) of examination performance		Number as appropriate
8	Video/DVD Time Sheet		

Comments

You may use this space for any additional comments relating to the performance(s) of the candidates at the centre that may be appropriate for the examiner viewing the video and materials.

Name and signature of Head of Drama		Date	
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International Centres Performance Arrangements Form

GCSE Drama 1699 02

Summer 2010 Examination

Please complete this form and return it to Bisi Olowoyin via email by 30 November 2009.

For the Attention of: Bisi Olowoyin
Email Address: olabisi.olawoyin@edexcel.com

Centre Name: _____

Centre Number: _____

	Yes	No
Do you intend to enter candidates for GCSE Drama for examination in Summer 2010?		

If yes, how many entries do you have?	
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	Yes	No
Would you like to request a Visiting Examiner?*		

*Centres are reminded that requests for a Visiting Examiner can only be made on the understanding that the full costs of the visit (i.e. travel, accommodation and subsistence) must be met by the centre.

Where possible Edexcel will try to provide an examiner to visit your centre, however, this cannot be guaranteed.

If you are requesting a Visiting Examiner, please provide details of any preferred dates you have for the performance(s) and arrangements for sharing the visit with other centres:

If you are opting for a postal examination, you must send the recording of the performance and materials to 'GCSE 1699/02 Performance UNMARKED' at Edexcel Processing, Lowton House, Lowton Way, Hellaby Industrial Estate, Rotherham S66 8SS.

Signature: _____ (Head of Drama)

Name: _____

Guidance for Recording of Performances

It is vital that a clear recording is made of your performance(s).

Candidates must introduce themselves clearly and slowly to the camera before each performance, stating their name, candidate number and the role(s) played. It is very helpful to have a complete still image of the whole cast for the examiner to check against the examiner mark sheets before the performance commences. Please ensure that the camera has the best seat in the house i.e. in an unobstructed position close to the performers. Close ups, if included, should be kept to a minimum.

It is important that the camera operator is silent during the recording, as comments and breathing can be easily picked up by the microphone and are often very loud, making it difficult to hear the performance candidates.

Performance Support Candidates:

The presentation must be on the video/DVD before the performance and must be made directly to the camera. The centre must ensure that any models etc are clearly recorded on camera. It is very helpful to send copies of candidates' documentation. These must be on paper and the originals kept in the centre as no materials sent for these units can be returned to centres. Teachers must give a clear indication of the documentation completed and the standard of work.

Centres may include comments on the live performances and suggest marks on the examiner mark sheets. **It is of paramount importance that these relate only to the assessment criteria and the performance.** Comments about preparation or student commitment do not form any part of the assessment for this paper and will be ignored by the examiner. Centres may complete mark sheets **in pencil**. Centres may also suggest rank order and make comments on separate sheets. Suggested marks must be entered in the boxes on each individual examiner mark sheet. Centres must be aware that the comments sent to the examiners are for information only and the examiner will award the final mark.

Please provide as much information as possible to the examiner by including any relevant additional information above the requirements listed in this letter. Excellent practice in the past has been to include photographs of the cast before the performance and photographs taken during the performance, giving names and roles of each candidate.

Centres are reminded that this is an examination in English and comments regarding candidates' facility with spoken English form no part of the assessment of this paper.

Centres must provide a recording of all performances, introductions and presentations on a new, standard VHS format tape or a DVD. Work cannot be accepted in any other format. Centres must check all performances on the video/DVD before despatch to Edexcel.

Please note that recordings are not returned, therefore centres must take a copy for their own records.

Centres are strongly recommended to use courier companies to despatch all materials. In previous years, work sent by airmail has gone missing and been unable to be trace.

Please use the relevant accompanying checklist form to make certain that you are sending the required materials.

Videos/DVDs and materials for GCSE Drama 1699 02 must be sent to:

'GCSE Drama1699 02 UNMARKED', Edexcel Processing, Lowton House, Lowton Way, Hellaby Industrial Estate, Rotherham S66 8SS.

Centres should send the performance recording and all required materials as soon as possible after the performance exam and by 28 May 2010 at the latest.

