

FREQUENTLY ASKED QUESTIONS

Paper One: Drama Exploration

Unit 1: Drama Exploration I

Unit 2: Drama Exploration II

Coursework

What is Paper One?

This is a coursework paper which is marked internally at the centres and moderated externally by an Edexcel moderator. The paper is divided into two units.

What do the two units consist of?

Each unit consists of a six hour practical drama workshop and portfolio evidence. The portfolio consists of three tasks (equally weighted). A maximum of 1,000 words or equivalent should be written for each task.

How many sheets of paper can be used per unit?

Candidates may submit a maximum of 6 sheets of A4 (both sides can be used) or 6 sheets of A3 (one side only) per unit.

How many marks are available for Paper One?

Paper One is worth 60% of the GCSE. There are 120 marks available for this paper as a whole. In each unit a total of 60 marks is available, 20 marks for the Response Phase, 20 marks for the Development Phase and 20 marks for the Evaluation Phase.

How are the marks weighted?

Teachers should apply a ratio of 2:1 Practical to Portfolio work. Of the 60 marks available for each unit, 40 marks should be allocated to practical work completed in the six hour workshop and 20 marks to portfolio work.

(See *Notes for Guidance for Centres* for further details)

When will I hear about who my moderator will be?

Details of your allocated moderator will appear on the OPTEMS, which are sent by Edexcel to your examinations officer. Centres will be notified of their moderator shortly before the coursework deadline (4 May 2007). The OPTEMS will indicate, with an asterisk, which candidates' work needs to be sent to the moderator. Please ensure that you send all the asterisked candidates' work, along with the work of the highest marked and lowest marked candidates.

I need to talk to my moderator, can I have their telephone number?

No. Moderators are contracted on a postal moderation basis and as such, we are not permitted to give their telephone numbers to any centre. If there is a problem with the deadlines or any of the paperwork or samples, the centre must write to the Moderator and send a copy to the Drama Assessment Team.

What happens if I miss the coursework deadline?

Your work will arrive late to the Moderator and they will not be obliged to moderate it. If there are exceptional circumstances to you missing the coursework deadline, please write to the Drama Assessment Team explaining why.

Should I have attended an Area Standardisation meeting in 2006/7?

We recommend all new teachers to the specification to attend a centre standardisation meeting. Teachers who have attended a standardisation meeting during the current specification (since 2002) are not required to attend. A Centre Standardisation pack is available to purchase from Publications on 01623 467467.

Will my candidates be disadvantaged if I have not attended an Area Standardisation meeting?

No. Drama Assessment encourage all centres to send one representative to a Standardisation meeting in the first year of the assessment of a specification, however if, for whatever reason, a teacher has not been standardised then they are still able to complete the marking of their candidates and submit the work for moderation. The Standardisation process aides teachers with their marking but those teachers who do not attend will still be able to use their professional judgement to mark the coursework. The moderator will pick up any discrepancies with the marking of the coursework and adjust marks accordingly, in line with national standards.

A centre standardisation pack can be purchased from publications if a teacher cannot attend a meeting.

Will there be a Standardisation pack of materials available?

Yes. This pack will again be available from our Publications department. This pack will include a video and exemplar work for Paper One.

When can I do the practical workshops?

The assessment of this paper may take place at any time during the course, but it is strongly advised that assessment takes place no sooner than the Summer Term of Year 10.

How do I mark Paper One?

The teacher will be the examiner for this paper. Teachers will use evidence from the practical work during the drama workshops and from the documentary evidence presented in the portfolio for each unit to arrive at an overall mark out of 120. Teachers will mark by referral to the Assessment Criteria printed in the specification and Appendix 1 of this document.

Unit 1 is marked out of 60 and Unit 2 is marked out of 60. The two marks must be added together to give a total mark out of 120. The mark out of 120 is the one submitted on the optically read teacher examiner mark sheet (OPTEMS).

What if my candidate has only completed the practical work but has no portfolio work or vice versa?

The evidence for each student's achievement MUST arise from both the practical work AND the portfolio of documentary evidence. The portfolio work may include essay writing, diagrams, drawing etc and must consist of no more than 12 sheets of paper (A4 both sides / A3 one sided)

Of the total mark (120), 80 marks are for practical work and 40 marks are for portfolio work. If a candidate has only completed practical work and no portfolio work, they can only gain a maximum of 80 marks. If they have completed portfolio work but no practical, a maximum of 40 marks can be gained.

If there are extenuating circumstances for incomplete work, the centre can apply for Special Consideration. Examinations Officers have details of the Special Consideration procedures.

I struggled with the marking for this Paper last year, is there any help available?

We are aware of the difficulties some centres encountered with the marking of this paper and we have therefore produced a set of guidance notes to accompany this booklet entitled 'Notes For Guidance'. We hope that this document will clarify outstanding concerns. Additionally, there is a Standardisation pack available for centres to purchase from Publications - this pack includes samples of work.

The Notes for Guidance and ICE booklet are available from Publications and to download from our website.

How do I choose my sample of candidates?

The candidates requested by the moderator will be indicated by an asterisk on the OPTEMS forms. Centres must also send the work of the highest and lowest candidate in the centre as a whole. If the sample does not reflect a range of work, the centre can send additional work.

When will I receive my OPTEMs?

OPTEMS are sent to the examinations officer in April. Please follow the instructions printed on the OPTEMS forms.

Will my moderator ask for any further work?

Moderators may request further work after the initial sample has been received. Centres must be prepared to send all work if necessary.

Do I have to provide a video for Paper One?

Yes, centres must provide a video recording of one unit 1 session and one unit 2 session. The videos should be made during the 6 hour workshop for each unit and should be of a normal teaching session and no longer than 2 hours per unit. The video must be submitted on standard VHS format.

My video has gone missing / is blank etc - what do I do?

If, for whatever reason, you are unable to submit video evidence to your moderator you must write to both the Moderator and the Drama Assessment team explaining the situation. The Drama Assessment team will be in touch if necessary.

Do I have to submit a specific form for my Record of Work?

No. Centres should submit the Record of Work in whatever format preferred clearly indicating how the Specification requirements and Assessment objectives (AO1, AO2, AO4) have been met in the 6 assessed hours only.

What is a Record of Work?

A Record of Work is not a Scheme of Work. A Scheme of Work is what the teacher *intends* to do throughout the assessment period, whereas a Record of Work is what has *actually* happened. Many centres have a printed scheme of work that they amend by crossing out activities not completed and adding additional activities undertaken.

What do I do if my candidate has only completed one Unit due to special circumstances?

The teacher should contact the Examinations Officer in the centre and complete a Special Consideration form detailing the exact situation and attaching any relevant documentary evidence.

Paper Two: Drama Performance

What is Paper Two?

It is an externally assessed performance paper which is examined by an Edexcel appointed visiting examiner. This paper is treated in the same way as any other script based examination.

What does Paper Two consist of?

There are 3 options available to candidates for Paper Two:

Option A: Devised Performance

Option B: Performance Support

Option C: Scripted Performance

What does the Devised Performance involve?

Candidates can be assessed through the performance of an original piece of drama that they have devised in a group. Candidates also have the option to use a script as a starting point but to adapt, manipulate and embellish the script with their own ideas.

What does the Performance Support option involve?

Candidates can be assessed through their application of a theatre craft (lighting, sound, costume, stage design, masks/make up) within the performance of a devised or scripted play. Candidates must keep records of their design process and it must be evident in the examination performance. Candidates must give a 5-minute presentation to the examiner prior to the performance. Candidates can only offer **one** theatre craft in one performance. One theatre craft in a performance cannot be shared eg 3 candidates making one costume for the same performance group is not acceptable.

What does the scripted performance involve?

Candidates can be assessed through the performance of a role or roles within the production of a play or an extract of a play. The script can be amended and edited for performance.

When will I hear who my visiting examiner will be?

Visiting examiners will be trained throughout January. Allocations will be organised and examiners will contact centres directly, by telephone, throughout February and early March.

When should the performance examinations take place?

The examinations can take place between March and the end of May 2007.

How do I arrange the examination date with my examiner?

Your examiner will contact the centre by telephone during February/March and it is during this conversation that a mutually agreeable date is arranged. It is better to be flexible with the date preferred so the examiner has got more chance of being able to attend.

I need to contact my Examiner - can I have their details?

No. We are not at liberty to disclose any contact details for any examiner. You must wait until they contact you by telephone.

My examiner has not contacted me - what shall I do?

Please wait until March 2007 before contacting the Board. If you have not heard at all from your Examiner by early March, check that you have made estimated entries and then contact the Drama Assessment Team.

What do I do if my allocated examiner cannot make the dates I specify?

It is best to be as flexible as possible when arranging performance examination dates. If your examiner cannot agree to any dates you offer then the examiner will contact the rest of their team to see if anyone can take over. You do not have to contact the Board; it will be re-arranged automatically and a replacement examiner will contact you directly.

What happens if I do not get allocated an examiner or if my examiner cannot make the examination due to illness?

We make every effort to ensure that all centres are allocated a visiting examiner. In the unlikely event that we are unable to allocate your centre to an examiner, or your examiner has to withdraw at a late stage, we would ask you to video the performances. When we are aware that we cannot send you an examiner, or if your examiner is ill, you should send the video of the performance to the Examiner. They will then forward the video to their Team Leader or Assistant Principal Examiner who will examine the candidates. You should provide brief comments on the live performance(s) and you can suggest a rank order of the candidates.

How many days can I request a visiting examiner for?

Examiners will expect to mark at least 40 candidates in one centre on the same day. Centres with 20 candidates or less will be allotted one 3 hour visit.

I would like my examiner to come for more sessions than my candidate entry necessitates - how can I arrange that?

Visiting examiners must only visit centres for the appropriate number of sessions based on candidate entry (40 candidates minimum in one day).

Can my centre pay to ensure that my examiner can come for more sessions?

No. This is unethical and compromises the security and rigour of the examination.

We were not happy with our visiting examiner last year - what should we do?

You should write to the Drama Allocations team with full details. We try to ensure, as much as possible, that no centre will be allocated the same examiner they had the previous year but this is not always possible. If you have been allocated an examiner and you refuse them to visit your centre you will be required to record all of the performances and send the video/DVD to the examiner to be examined.

Where should my examiner sit during the performance?

The examiner should have the best seat in the house with a table and light and must not be overlooked by audience members. Centres must also provide a quiet, separate room for examiners to use to complete their marking between performances.

Can the performance examination take place out of school hours?

Yes. The examination arrangements should be made in consultation with the allocated examiner. Some examiners may find it easier to make arrangements out of school hours and it is worth asking.

Do I have to record all the performance examinations?

Yes. Every performance should be recorded for examiner monitoring and in the event of an Enquiry about Results. If you do not record and submit the video (VHS format) / DVD to the examiner within 7 working days of the performance taking place then you will not be entitled to an Enquiry about Results.

What format should the recording take?

Either video (which must be submitted to the examiner in **Standard VHS** format) or **DVD**.

I would like to hold my examination as a whole school production - is this allowed?

No. Centres must remember that the Paper Two Performance is an examination and must be treated as such. There should not be more candidates on stage than are being examined and the cast should only involve candidates who are due to be examined.

What is the minimum / maximum group size?

Between 3 and 9 performers, and up to 3 design candidates. Centres must not exceed these numbers.

I really need to exceed the maximum cast size - is this allowed?

Centres are strongly advised to not exceed the maximum cast size - these guidelines are there to ensure that all centres organise their examination performances to the benefit of the candidates. Any centre that chooses to ignore the guidelines is told that they may disadvantage their candidates. Centres are encouraged to always remember that the examiner will only watch the performance once and it will be difficult to watch large numbers of candidates and examine as accurately as possible.

One of my candidates has dropped out and I am left with less than 3 candidates in a performance examination - what do I do?

The options available are dependent on how close to the examination the group size changes. Centres can choose to re-organise the groups to include the remaining one or two candidates, or they can incorporate a non-examined candidate to take the missing part.

A candidate has been taken ill on the day of the examination - what happens now?

The centre should ask a non-examined candidate (this can also be a teacher) to stand in and take the part of the missing candidate. The centre should then apply for special consideration for the candidate.

How long should the performance last?

It will depend on the number of candidates in the performance and should be between 15 and 45 minutes. Centres **must not exceed the time limit** for the number of candidates as no marks will be awarded outside of these time limits.

I have got 3 candidates - can they perform in a piece that lasts 45 minutes?

No. The number of candidates in the group should dictate the length of the examination. An examination for a group of three is likely to last approximately 15 minutes and it is likely that the examination will be a maximum 45 minutes for a group of 9 performers.

What will happen if the group exceeds the time limit?

Centres are strongly advised not to exceed the time limit. Examiners will only award marks within the time limit.

What do the design candidates have to do on the day of the examination?

Design candidates must give a 5-minutes maximum presentation to the visiting examiner, preferably before the performance takes place. They must show the examiner their documentary evidence during the presentation. Their chosen skill or craft should be demonstrated throughout the performance.

I have got a design candidate who would like to do the design for the School production - is this allowed?

No. The design candidate must work alongside the performance candidates as part of one performance examination. The design skills must be evident in the performance examination.

How many theatre crafts may the performance support candidate take on?

One. Candidates will take on the responsibility of supporting ONE performance only by providing stage design or costume or lighting or masks/make up or sound.

Additional theatre crafts cannot be shown by candidates.

I have got candidate with learning difficulties / medical problems etc. Can they apply for special consideration for the performance examination?

Yes. The drama teacher should contact the Examinations officer within the centre and apply for special consideration, attaching appropriate medical (or other appropriate) documentation. The examiner should still mark what they see and consideration will be taken into account at a later stage.

Can we have the video/DVD back for Paper Two?

No. The recording and all related paperwork for the performance examination are non returnable. Centres are advised to make a copy of the examination video/DVD prior to sending the original to the examiner.

Can the performance be in another language?

Candidates are required to perform work that would communicate itself to an audience where English is the target language.

Does the examination have to have an audience present?

Yes, there should be an audience for the examination. Students should be able to communicate their role effectively to an audience. The audience most often consists of the examiner, teacher(s) and other examination candidates.

Where do I get the forms required for the examination preparation?

All forms required for the examination preparation are contained in this booklet. They are also available to download from the Edexcel website. You should photocopy as necessary.

How far in advance do I have to send the forms to the examiner?

The forms should be sent at least 10 working days before the date of the examination.

I have a candidate who would like to act in two performances - is this allowed?

Candidates can only be examined in one performance group designated by the centre in advance of the examination day. If, for whatever reason, a candidate is performing in more than one group, it must be clear prior to the examination, in which group the candidate will be examined.

Will the examiner talk to the candidates or the teachers about the performance?

No. This is an examination and should be treated the same as a written examination. The examiner must not talk about the performances to anyone in the centre or give feedback of any nature.

General

Can we get the proformas for all units on disk?

No, we do not provide disks but the ICE can be downloaded from the website and saved.

Can I have a copy of the specification?

Yes, it can be downloaded from the website or ordered from publications (01623 467467).

Can I request INSET?

Yes, your examinations officer should have further details. You can book onto a course by contacting the Edexcel INSET team. (Please call 0870 240 9800).