

Expressive Arts

OCR GCSE J367

Unit A693

Instructions relating to the Examination

1. Attention is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to these units;
 - (b) the General Coursework Regulations in Administrative Guide and Entry Procedures Folder;
 - (c) the Working Mark Sheet WMS/A693, video running order form A691/A692/A693/DVD/Vidrof, and CCS160 Centre Authentication form (available on OCR website www.ocr.org.uk).

2. Examiners will make arrangements to visit the centre at a date and time convenient to both the centre and to themselves, between the first Monday in March and the first Friday in May.

3. **The Examination day**

The examiner will examine **all** candidates for Unit A693. The date of the visit will be arranged at a time convenient to both centre and the moderator/examiner and will be scheduled after the conclusion of the 12-hour test of Unit A693.

The arrangements for the visit will depend upon the nature of the evidence, and the number of candidates.

For centres with a large entry (>30), live performance work should be arranged so that there is the minimum of gap between each, just allowing sufficient time for teacher and examiner to write up their marks and comments. Again, the examining of non-performance work may be done whilst groups are changing, or after all performance work is finished.

Centres are reminded that in a 12-hour examination it is not expected that there will be large outcomes. The emphasis is on quality reflecting the assessment objectives. An individual performer is likely to achieve this in **no more than 2 minutes** with perhaps other evidence for other art forms on display, if appropriate. In a group setting of, for example, 5 candidates who may be performing, it is likely that this will not exceed 10 minutes at the very most, and probably less because candidates may well be providing evidence by performing at the same time.

Although it is expected that, in most cases, outcomes/realisations will be marked at the centre, if time precludes this examiners will take realisations away to mark. In the case of performance work, this would need to be on video/DVD, with a teacher commentary explaining the context and giving any additional information needed by the examiner. Centres will know in advance if this is likely to affect them. In

exceptional circumstances it may be necessary to examine a whole centre by post if no examiner visit can be arranged.

For the examination, candidates with realisations that are in permanent form and are not performance should normally be present. This is so the examiner can ask for explanations if needed, and for the candidate to put the realisation into context, if this is necessary to provide the examiner with a full understanding.

The arrangements for the day should reflect that it is a public examination. There should be quiet and no interruptions. It is the centre's responsibility to run the day; examiners will not offer material nor will they run the session. When examiners talk to candidates it will be to gain an understanding in relation to the evidence or nature of the work.

4. Examiners will attempt to contact centres if they are unavoidably delayed and likely to be late. If lateness of arrival may interfere with a programme of assessment that cannot be delayed, for example, a visit to a primary school at a set time to perform, then advice should be sought from OCR.
5. As this is an examined unit, the examiner will need to take all work away with them, as the work constitutes confidential candidate scripts. Additionally, this may be for any of the following reasons:
 - to complete the marking
 - as an example of work for the Awarding Committee to look at
 - because there is an issue the Chief Examiner needs to consider
 - for exhibition purposes
6. Evidence may be in any permanent form, for example, written, CD, cassette, standard VHS, chaptered DVD, or a mixture, and should clearly demonstrate what marks have been awarded for and which assessment objective(s) is relevant. Evidence must contain appropriate annotation by the teacher, referring to the assessment criteria. As far as possible, centres should use separate a DVD/VHS for each candidate in the sample, to aid moderation.

Realisations for Unit A693 that include performance must be recorded by the centre on a chaptered DVD. Candidates must be clearly identifiable on this recording (also if VHS has been used). A running order form (A691/A692/A693/DVD/Vidrof) should be completed and submitted with the tape/DVD/video. Your examiner may ask you to submit specific examples of work on a separate DVD.

If the recording is a non-standard viewing format the centre must provide the moderator with appropriate converters/equipment to view it outside the centre.

7. Please complete and attach the labels provided (CWL520) to all videotape, audiocassette, CD, DVD etc submitted for controlled assessment work or examination.
8. Centres must complete the following documentation and submit to the moderator/examiner at the time of the visit:

Description of Document	Document Code
Working Mark Sheet (for every candidate for Unit A693)	WMS/A693
Video Running order form (for each video/DVD submitted)	A691/A692/A693/DVD/Vidrof

9. The Working Mark Sheet (WMS/A693), for each candidate for Unit A693, provides evidence of the process and the assessment band into which the teacher feels the evidence places each candidate. The forms should be headed with centre and candidate details, with both evidence for Assessment Objectives AO1 and AO2 completed prior to the visit. As each candidate is examined on the visit, the teacher must complete their commentary for Assessment Objective AO3, and pass the form immediately to the examiner for completion.
10. Any subsequent requests from the moderator/examiner should be acted upon with the minimum of delay (e.g. to reconsider the centre's order of merit or to supply further samples of work).
11. The outcome of moderation and examination will be notified to the centre in due course at which stage the centre will have the right of appeal. However, attention is drawn to the General Controlled Assessment Work Regulations in the Administrative Guide and Entry Procedures Folder.
12. After moderation has been completed, all Controlled Assessment work must be kept securely in the centre until the results have been published and until any Results Enquiries/Appeals have been concluded.