



# Administrative Support Guide

## BTEC Tech Award in Creative Media

First teaching September 2022

**Component 3 Create a media product in  
response to a brief**

## Document Classification and Version Control

<b>Version</b>	<b>Amendment</b>	<b>Date</b>
1.0	Document created	07.11.2023
1.1	Link to the Learner Authentication and Record Form added	23.04.2024

# Table of Contents

Document classification and version control .....	2
Overview of assessment .....	4
Summary of assessment .....	6
Before the assessment .....	6
During the assessment .....	6
After the assessment .....	7
General Information .....	8
Key Links	

## Overview of Assessment

The set task should be completed during the 12-week assessment period timetabled by Pearson.

The 12-week assessment period comprises of:

- An independent research period
- Activity 1 (Parts A and B)
- A preparatory period
- Activity 2.

The written outcomes for Activity 1 must be completed under supervised conditions with a maximum duration of five hours.

The supervised time can be in more than one session and must be completed during the 12-week assessment period specified by Pearson.

Outcomes for Activity 1 must be retained by the teacher/tutor.

Copies of the outcomes should be made available to the learner during the preparatory period and Activity 2.

Following the completion of Activity 1 (Parts A and B), learners will need to use the preparatory period to collect and generate material, footage and/or assets for the production process. The preparatory period must be within the 12-week assessment period and prior to Activity 2.

This preparatory period will be supervised under low control conditions.

All outcomes for submission must be produced individually. However, in generating the material during the preparatory period that will subsequently be used in Activity 2, learners may enlist the help of others to create material, for example as an actor, interviewee, model, camera assistant or boom operator.

Learners must save their work regularly and ensure that all materials can be identified as their own work.

Learners have a maximum of five hours to complete Activity 2. Activity 2 is where they will pull together footage, assets and content to create their final project and create their technical and review record. This must be completed under supervised conditions. The supervised time can be in more than one session and must be completed during the time specified by Pearson.

The set task is a formal external assessment and must be conducted with reference to the instructions in this booklet and the Instructions for Conducting External Assessments document, to ensure that the supervised period is conducted correctly and that learners carry out the required activities independently.

### Outcomes for Submission

You should submit four pieces of evidence:

- Activity 1 (Part A): Ideas Log
- Activity 1 (Part B): Planning Material
- Activity 2: Final Media Product(s)
- Activity 2: Technical and Review Record.
- You must complete an authentication form sheet.

Each externally assessed component has a set of Sample Assessment Materials (SAMs) that can be downloaded from the website, SAMs are there to give you an example of what the external assessment will look like in terms of the feel and level of demand of the assessment.

## Summary of Assessment.

The external component builds on knowledge, understanding and skills acquired and developed in component one and component two. Learners will apply their practical skills to the creation of a media product in response to a brief. Learners will submit their ideas, Pre production planning and final media product in a portfolio evidence.

The task is worth 60 marks which will need to be completed under supervised controls. The supervision assessment is 10 hours and should be arranged in a period timetable by Pearson.

### Before the assessment

Centres must ensure that:

- They have read and understood the instructions for administration of BTEC Tech Awards assessments provided in this document.
- They have understood the delivery of the assessment and read the JCQ 'Instructions for Conducting Examinations (ICE)' document and Pearson's 'Instructions for Conducting External Assessments (ICEA)' document, which can be found here.
- Learners have been registered onto the correct course and entered for the correct assessment and series by the deadline for the series they wish to sit the assessment.
- Learners due to sit the assessment are made aware of the timetabled sessions for the supervised assessment and any prior preparatory work.
- Have created **a secure empty folder** for each learner. Each folder should be named according to the following naming convention:

**[Centre #]\_[Registration number #]\_[surname]\_[first letter of first name]**

Example: Alex Green with registration number JA00756 at centre 12345 would have work in a folder titled:

12345\_JA00756\_Green\_A

## After the assessment

### Submission of work

Work must be uploaded using the Learner Work Transfer (LWT) platform by the submission deadline for the assessment series.

A [Learner Authentication and Record Form](#) must also be completed by each learner submitting work. Each Learner Authentication and Record Form must also be countersigned by the teacher.

### Outcome of submission

You should submit four pieces of evidence:

Activity 1 (Part A): Ideas Log

Activity 1 (Part B): Planning Material

Activity 2: Final Media Product(s)

Activity 2: Technical and Review Record.

You must complete an authentication form sheet

### Marking

Pearson will allocate standardised examiners to mark the evidence remotely. We review quality of marking throughout the marking period and ensure that our Moderator mark to the agreed marking scheme during this time.

External assessments for this qualification are available once a year in summer.

The brief is released in January each year.

You must enter learners for the external assessment series you wish them to complete the assessment.

In order to meet the terminal rule requirement, a learner must take the external assessment in their final series, i.e. the one in which they are requesting certification for the qualification.

## General information

This Administrative Support Guide (ASG) should be read in conjunction with the Instructions for Conducting External Assessments (ICEA) and specification. If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

Exams Officers  
Teachers

Key links

Key dates and deadlines	entry deadlines and results dates exam timetables
Post Results Services (PRS)	Access to Scripts (ATS) Review of Marking and Moderation (RoMMs) Appeals
Special requirements	Special considerations Access arrangements
Training from Pearson	- Training events
Support materials	Visit your qualification page to find: Sample Assessment Materials



Pearson Education Limited. Registered company number 872828 with its registered office at 80 Strand, London, WC2R 0RL, United Kingdom