



Administrative Support Guide

BTEC Level 2 Technicals in Digital Media/ Digital Audio – Visual Production / Digital Games Production

Unit 5/6 : Digital Production Project
(21250K)

Table of Contents

Unit 5/6 : Digital Production Project - Specific information.....	3
This assessment contains:	3
Before the assessment	3
During the assessment.....	4
After the assessment	6
Submission of work.....	6
Submission of work.....	7
General Information	10
Adaptations	10
Key Links	11
Appendices	12
Appendix A - Centre Register.....	12
Appendix B - Learner Authentication and Record Sheet	14

Unit 5/6 : Digital Production Project - Specific information

This assessment contains:

Material	Information	Level of supervision and control	Dispatch Method
Task booklet	Set task	<p>Low Control The set task has an unsupervised preparation period of 31 hours which learners are recommended to use for development purposes.</p> <p>Medium Control The supervised assessment will take place over 20 hours (15 informal, 5 formal) in the period scheduled by the centre.</p>	Web release

Before the assessment

Centres must ensure that:

- They have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- 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](#).
- Materials received from Pearson are kept secure by the centre until the start of the assessment window.
- Centres must not discuss the details of the examination content with learners.
- Learners have been registered onto the correct course and entered for the correct assessment and series.
- Learners due to sit the assessment are made aware of the timetabled session for the supervised assessment.

During the assessment

The externally set task will be available for download from the BTEC website on the date specified for that series. It is available under the “Course Material” category:

Digital Audio Visual Production course material is [here](#).

Digital Games Production course material is [here](#).

Digital Media course material is [here](#).

Please note that your examinations officer will need to enter their username and password in order to download this secure material. They will then be able to pass this onto you to enable you to set up user accounts prior to the externally set task being completed.

Preparatory work (low control)

The set task will be released in January each year with the supervised assessment undertaken before the submission date specified by Pearson.

Learners are required to develop a digital media product in response to a client brief. There are three stages of development that need to be completed prior to the supervised period of assessment.

It is recommended that learners spend approximately:

- 8 hours on research
- 8 hours on a proposal
- 15 hours using skills and techniques to develop a media product.

Supervised assessment (medium control)

Learners will undertake a set task comprising 20 hours of formal supervised assessment. This is made up of:

During the formal assessment period:

- 15 hours shaping/refining the final product under informal supervision
- 5 hours to select work and create a digital folder of evidence under formal supervision.

During the 15 hours of informal supervision for shaping/refining the final product:

- the majority of the work must be produced in the supervised environment
- work and resources can be brought in and out of the supervised environment, but these must be monitored so the learner's final product can be authenticated.

During the 5 hours of formal supervision for producing the digital portfolio:

- all work must be produced in the supervised environment
- only permitted materials for the set task can be brought into the supervised environment
- during any permitted break and at the end of each session materials must be kept securely and no items removed from the supervised environment
- there should be no internet access available.

At the end of the 20 supervised hours the teacher/tutor and/or invigilator will confirm that all learner work was completed independently as part of the authentication submitted to Pearson.

All learner work for the set task must be completed independently. Learners must save and/or document their work regularly and ensure that all materials can be identified as their work.

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

Teachers/Tutors and/or invigilators are responsible for maintaining security and for reporting issues to Pearson.

Centres are free to arrange the supervised period how they wish, provided it is within the timetabled period specified by Pearson and the 5 hours for producing the digital portfolio are under the level of control specified, and in accordance with the conduct procedures. Once the preparatory period has finished, learners will undertake a 20-hour supervised assessment:

- 15 hours will be under informal supervised conditions
- 5 hours will be under formal supervised conditions

When learners start the assessment, centres must ensure that the 20 hours are completed within the assessment window.

Learners are **not** allowed to remove anything from the examination room between sessions. Examination papers and learners' notes **must** be collected at the end of each session, stored under secure conditions and re-issued at the start of the next session.

Any unwanted documents produced during any session should be collected and stored under secure conditions until the end of the examination window, at which time they should be destroyed.

Learners must only be allowed access to their examination user area during the sessions.

Learners may **not** have access to email or internet during the supervised assessment.

Attendance register

The attendance register will be sent to centres along with the postage labels for you to return your learners' work to us.

If a learner is absent or has been withdrawn from the assessment, you must mark the learner as 'Absent' on the attendance register. All learners who complete work should be marked as 'Present'.

After the assessment

Submission of work

Learners' work will be externally assessed and marked. You will be provided with postal labels for you to return your learners' work to us. These postal labels will have our script processing centre address on it. **Centres must not send the work to their Standards Verifier or to an examiner for another subject.**

The submission deadline for sending the work to Pearson after the end of the assessment window is 2 working days. Submission deadlines can be found in your [exam timetable](#).

If you are unable to locate the original label, centres can request replacement labels via the following link: <https://collections.parcelforce.net/pearsonlabels>

Please ensure the following are submitted for each learner who sat this task.

Submission of work

Learners' work will be externally assessed and marked. You must submit the work via memory stick for all learners taking this assessment.

You will be provided with postal labels for you to return your learners' work to us. These postal labels will have our script processing centre address on it. If you are unable to locate the original label, centres can request replacement labels via the following link:

<https://collections.parcelforce.net/pearsonlabels>

Centres must not send the work to their Standards Verifier or to an examiner for another subject.

The submission deadline for sending the work to Pearson after the end of the assessment window is 2 working days. Submission dates can be found in your [exam timetable](#).

The following materials must be submitted for each learner:

Act	Item	✓	Number to be sent
1	Part 1 – Media Product		One per learner
2	Part 2 – Production of digital folder of evidence		
Other documents			
	Learner Authentication and Record form (printed and signed copy)		One form per learner*
	Centre Register (printed copy)		One register per cohort*

*scanned and included on the digital medium or in paper and included in the envelope.

Transfer onto Memory Stick(s)

You must submit all assessment material on memory stick(s). More than one learner's work can be submitted on each Memory stick presented. Learners' work must be copied onto memory sticks.

When setting up a password or other encryption method for accessing the learners' work, you must provide Pearson with it by emailing passwords@pearson.com.

Please indicate in the subject of the email your centre number, the subject name and code, and the series:

Example: **Centre 12345 subjectname 31761H – January 2020**

The Password should be set in the following way:

Subject code and centre number

Example: **31761H12345**

We require that you create **datafiles** organised in the following way:

- You must create a 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_ KA12345_Green_A

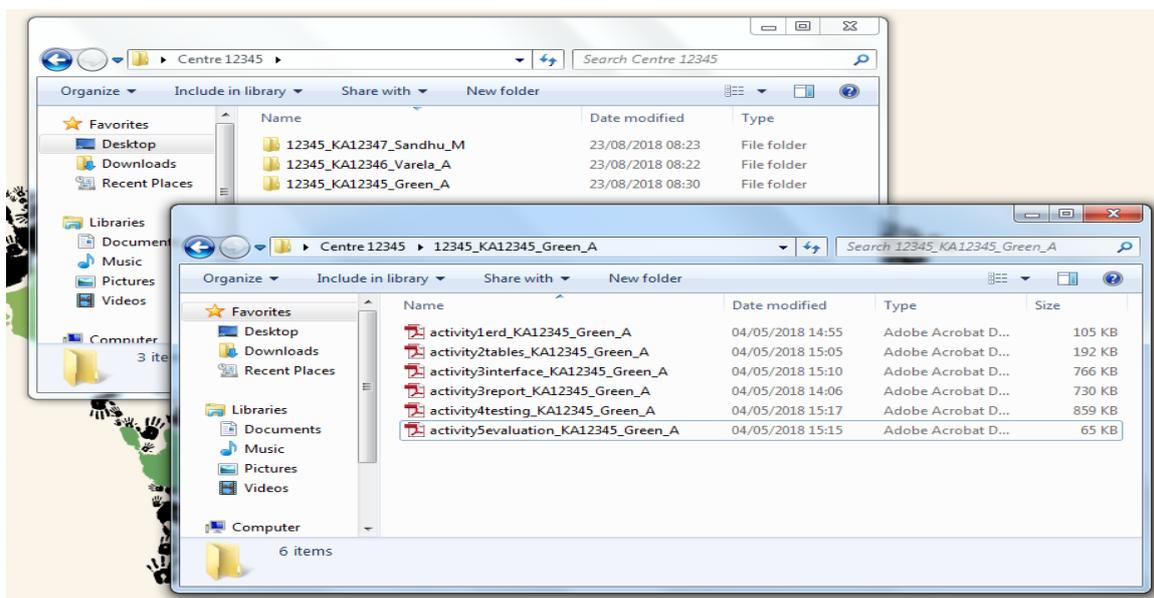
- Each folder must then contain all pieces of assessment evidence. Each piece of the evidence should be named according to the following naming convention:

[Activity title #]_[Registration number #]_[surname]_[first letter of first name]

Example: Alex Green with registration number KA12345 would have work in the folder titled for activity 1 as:

activity1 _ KA12345_Green_A.pdf

Please see an example below:



The Memory stick(s) and hard protective case should be **clearly labelled** with:

- Centre number and name
- Qualification name – Unit/Component number – (series date)
- Memory stick number (if more than one is being provided e.g. 1 of 2).

Centres are reminded that **memory sticks are not returned**, therefore you must make a copy for your own records and in case memory sticks are damaged or lost within the postal system. **Any other form of media will be rejected.**

Before the memory stick(s) are sent for marking, the teacher should check that:

- The memory stick(s) work on other computers.
- At least one copy has been made of the learners' work in case of postal problems.

Centres **must** retain copies of Learners work until after the examination session and appeals processes have completed.

Copies of the relevant forms are provided at the bottom of this document. They can be filled in electronically, but **they must be printed and signed.****

Please note that the learner's **BTEC registration number** must be indicated in the relevant field in the forms (GCE candidate number should not be used).

Absent/withdrawn learners should be indicated with an "A" on the assessment forms/online attendance register.

Centres are advised to retain proof of postage.

All materials sent to the examiner for this paper, including memory stick(s) and forms, will be retained by Pearson.

**scanned and included on the digital medium or in paper and included in the envelope.

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](#)

[The External Assessment Overview document](#) contains key information and definitions of terms related to the delivery of our external assessments from assessment dates, entry deadlines, and levels of control in one useful document.

Adaptations

It is expected that COVID-19 will continue to affect teaching, learning and assessment in 2021/22.

Please refer to our [Teaching, learning and assessment 2021/2022](#) webpage for information about any adaptations for external assessments in 2021/22.

This information will be kept updated throughout the academic year, and should be used in conjunction with the [Exam Timetables](#) and Administrative Support Guides.

Key Links

Key Dates

Visit [here](#) for information on **entry deadlines** and **results dates**

Visit [here](#) for information on **exam timetables**

Post Results Services (PRS)

Visit [here](#) for information on:

- **Access to Scripts (ATS)**
- **Review of Marking and Moderation (RoMMs)**
- **Appeals**

Special Requirements

Visit [here](#) for information on **special considerations**

Visit [here](#) for information on **access arrangements**

Training from Pearson

Visit [here](#) to register your interest for our upcoming training events.

Support Materials for Unit 5/6 - Digital Production Project (21250K)

Please visit your [qualification page](#) to find the following **support materials**:

- **Past papers** and **mark schemes**
- **Lead examiner reports**
- **Sample Assessment Materials**

Appendices

Appendix A - Centre Register

The following page provides the Centre Register Form that **must** be completed for the cohort of learners submitting work for Unit 5/6 - Digital Production Project (21250K).

This form does **not** replace the Edexcel Online register form. Both forms **must** be completed, signed and submitted with the learners' work.

Appendix B - Learner Authentication and Record Sheet

The following page provides the Learner Authentication and Record Form that must be completed by each learner submitting work for Unit 5/6 - Digital Production Project (21250K).

You must complete Section A and Section B. Section C will be completed by the examiner.

The form must be countersigned by the teacher.

Please note that the learner's BTEC registration number should be indicated in the relevant field (GCE candidate number should not be used).

Section A: Must be completed by the Centre

Centre Name		Centre No.	
Sector		Unit Code	
Unit Title		Exam Series	

BTEC LEARNER AUTHENTICATION AND RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section B: Must be completed by the Teacher and Learner

Learner Name		Registration Number	
---------------------	--	----------------------------	--

<p>Notice to Learners</p> <p>The work you submit for assessment must be your own. You may be disqualified from at least the subject concerned if you copy from someone else, allow another learner to copy from you, or if you cheat in any other way.</p>	<p>Declaration by the Teacher</p> <p>I confirm that the learner's work was conducted under the conditions laid out by the specification. I have authenticated the learner's work and am satisfied that to the best of my knowledge the work produced is solely that of the learner.</p>
<p>Declaration of Authentication</p> <p>I have produced the attached work without assistance, other than that which my teacher has explained is acceptable within the specification.</p>	<p>Signed (Teacher)</p>
<p>Signed (Learner)</p>	<p>Name (Block capitals)</p>
<p>Date</p>	<p>Date</p>
<p>By signing this declaration, you agree to your work being used to support Professional Development, Online Support and Training of teachers and/or Pearson Moderators or Examiners. If you have any concerns regarding this please contact Account Services.</p>	

Section C: Must be completed by the examiner

Research	Proposal	Dev of work	Final product	Total (72)

