

Guidance on postal BTEC Samples for Standards Verification

Centre Guidance

Art & Design

Creative Media Production

Dance

Music

Performing Arts

Production Arts

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1. Introduction

The **Quality Assurance Handbook 2010-11** has full guidance on Standards Verification. It can be found here: www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx.

This note provides guidance for Standards Verifiers and centres working in the creative arts. It applies specifically to the following Principal Sectors:

- Art & Design
- Creative Media Production
- Dance
- Music
- Performing Arts
- Production Arts.

It is important that sampling evidence is sufficient to justify the assessment and grading criteria awarded. Please ensure that the Standards Verifier has all the information needed to verify grades, so that misunderstandings are kept to a minimum.

Copies should be sent, rather than original evidence, to reduce the risk of damage to the learners' work. Also, original work may be too bulky and expensive to deliver. For some units in creative arts BTECs, this may present logistical issues.

The following guidance gives hints and tips on how best to prepare and send samples for various creative arts disciplines. If in doubt, discuss the sample with your Standards Verifier.

2. General guidance

- Encourage the recording of work as it is being done. Records of work in progress can provide good evidence. Also, it makes collating a sample easier if records have been kept throughout.
- Witness statements and observation records should be included where relevant.
- A front sheet should be included, showing the learner's name, number, centre name & number, unit and criteria awarded. The work of each learner must be clearly identifiable and it should be clear which assignment each piece of work applies to.
- All work, including electronic files, should be clearly labelled with the learner name and unit title.
- Electronic evidence should be sent on a CD or DVD as the files are generally too large to email as attachments. If memory sticks are used they may not be returned.
- The quality and resolution of any photographs or digital evidence must be high enough for the Standards Verifier to be able to make judgments on the quality of the original work. This includes video or audio files.
- To make sure that the Standards Verifier can open electronic files, please discuss this with them before you prepare the sample. You should use the following file formats:
 - PowerPoint
 - Word (in Rich Text Format, to ensure compatibility)
 - PDF
 - for video & audio files: WMV (Windows), MPEG (Mac), high quality MP3.
- Please do not use software that is not commonly available on home systems unless you have agreed this with the Standards Verifier beforehand.
- When photographing work, please ensure the following:
 - adequate lighting, using natural daylight where possible
 - proper framing

- in focus
- white balance corrected
- any text is easily readable
- a high resolution (for digital).

3. Virtual arts units

- Completed units in Art & Design may include a significant amount of visual evidence. Think carefully about which units may be most appropriate to send evidence by post. Some units may have evidence which is easier to copy, or may have more evidence in electronic or written formats.
- Any 3D work or large scale 2D pieces should be photographed. It would also be useful to identify the dimensions of the work by showing a coin or a ruler alongside the artefact. It may also be useful to photograph ceramic or 3D work from all sides. With hollow vessels an overhead view would reveal the quality of the interior.
- Visual evidence should be supplemented by the learners' research and analysis of the brief, roughs sketchbook work and design development, presentation sheets and the final outcome.
- Where a learner has produced several versions of a piece, but these don't materially add to the evidence, you may select the appropriate evidence. However, the evidence selected should still show coverage of the assessment and grading criteria awarded.
- Any annotations on work should be readable. (We have experienced issues with this when producing work for online standardisation). If this is difficult, then close ups of the annotation or a supplementary sheet showing what was said would help.
- The images should be presented in the correct sequence so that the SV can see the learner's journey. PowerPoint is one way of ensuring that the images stay in order. Each individual JPEG image or word file should be numbered and the sequence should be absolutely clear. Numbering files is another simple way of doing this.
- If Level 3 learners' are undertaking 'Unit 10: Personal and Professional Development in Art and Design', they could be asked to record their own work for Standards verification and this activity can be assessed as part of the unit evidence.

4. Performance based units

- Some units require working log books (actor logs, dance diaries, production files, etc.) which can be bulky (including A3 size), contain annotated scripts, studio diagrams, etc. Think carefully about which units may be most appropriate to send evidence by post. Some units may have evidence which is easier to copy, or may have more evidence in electronic or written formats.
- Completed units may relate to more than one performance. At the Standards Verifier's discretion, samples of completed units may comprise one of the performance projects, as long as all the assessment and grading criteria have been assessed at least once in the sample. This should include the final (summative) assessment, with tracking documentation of earlier formative achievement.
- Learners must be clearly identified, particularly in a group performance. Learners can verbally identify themselves on video and/or you can provide a written commentary with a written description, timings and positions.
- For musical performances, all performers should be identified. If this is an audio only recording, a written note would cover this.
- Ensure that the playback medium is agreed beforehand with the Standards Verifier. In most cases, a DVD which is playable in a domestic DVD player will be appropriate. If a DVD-Rom is provided, you must check that it can be played on a standard PC or Mac without the need for specialist software.

5. Production based units

- As with performance based units, some productions often require working log books (actor logs, dance diaries, production files, meeting minutes, etc.) which can be bulky, contain annotated scripts, studio diagrams, etc. Think carefully about which units may be most appropriate to send evidence by post. Some units may have evidence which is easier to copy, or may have more evidence in electronic or written formats.
- CAD evidence of stage plans, studio layouts, shot blocking, etc. will need to be printed or made available in a format accessible to the Standards Verifier.
- Evidence may include design portfolios containing sketches, swatches, textured elements, etc.; 3D sets and models; large ground plans and scale diagrams; costumes, etc. These will need to be recorded in photos or videos. Please see the general guidance above.
- Video and photo records of puppets and masks will be needed to show quality of workmanship as well as fitness for purpose and fitting (masks) and ease of use (puppets).
- For audio and video group productions, it should be made clear what role the learners undertook, so that the Standards Verifier can assess the contribution from the learner in the sample. Individual production logs are a good way for learners to identify what they did and allows for self evaluation of their processes and finished production.
- Some production evidence may come from project files using specific sequencing or editing software (e.g. ProTools, Avid, Final Cut Pro, etc.). You should discuss this with the Standards Verifier beforehand. If they do not have access to the relevant software, you may wish to include screenshots of the project environment and include versions of the finished piece to show progression. These will need to be clearly labelled.



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