



Administrative Support Guide

BTEC Level 3 Nationals in Performing Arts

Unit 1: Investigating Practitioner's Work

31555H

Version control

Version	Date	Author	Summary of changes
5.1	15/09/26	BTEC Assessment	Added in acceptable file formats in submission of work
5.0	20/08/26	BTEC Assessment	Original ASG template transferred onto new branded template and added in the use of AI
4.0	03/03/25	BTEC Assessment	Information added regarding the use of spellchecker and drives.
3.0	26/09/24	BTEC Assessment	Added further guidance on Part A prep period and amended control to medium.
3.0	26/09/24	BTEC Assessment	Corrected link to JCQ ICE document and added change log
3.0	26/09/24	BTEC Assessment	Guidance column amended

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Glossary of Terms

Definition of conditions

The level of control will depend on the individual external assessment, and you'll find arrangements specific to each one detailed in the relevant BTEC specification and sample assessment material.

Non-supervised conditions – Many of the set tasks include a period during which learners can conduct research, plan, prepare and develop their response to the task. During this period, learners follow the non-supervised conditions.

Supervised conditions – In many cases the set tasks include a period during which learners write up the final version of their work ready for submission. During this period, learners follow the supervised conditions.

Levels of control

Each external assessment has a defined degree of control under which it must take place. Some external assessments may have more than one part and each part may have a different degree of control. We define degrees of control as follows.

High control – This is the completion of assessment in formal invigilated examination conditions.

Medium control – This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes, or the internet to help them complete the task.

Low control – These are activities completed without direct supervision. They may include research, preparation of materials and practice. The materials produced by learners under low control will not be directly assessed.

There is no requirement for BTEC assessments to be held in an exam hall. You can use a classroom setting as long as the room is appropriately set up. Please see the [BTEC ICEA](#) for further guidance.

Please refer to the 'During the Assessment' sections below for detailed guidance on the controls for this unit.

Methods of dispatch

Secure web release – these documents will be made available Exams staff to on the date specified by Pearson in the timetable on the [Pearson Website Secure Tests page](#).

Secure dispatch – these documents will be sent securely to the centre in the same way as an Exam Paper, ahead of the release date in the [BTEC Timetable](#).

Timetabling

Set tasks and performance tasks will usually have either:

- timetabled period during which the task must be completed.
- a deadline for submission of work.

You are free to decide when and how to complete the tasks within the particular parameters set for each relevant unit. Where this document references centre-timetabled, this indicates you must schedule time for your learners within the Pearson timetabled window.

For pre-release materials which are released ahead of a Christmas break, Easter, or half term, we have accommodated for this within the window. This will mean a January window and a Summer window might have different lengths of time depending on when they are released.

Summary of assessment conditions for BTEC external assessment

	Paper-based/Written and onscreen tests	Set tasks and performance tasks	
Control Type	Exam Conditions	Supervised Conditions	Non-supervised Conditions
Authenticity	Learners complete all work under the direct supervision of an invigilator. Learners are within direct sight of the invigilator(s) throughout the assessment.	Learners complete work under direct supervision. Learners are within direct sight of the supervisor(s) throughout the assessment.	Learners do not need to be directly supervised at all times, but there is sufficient supervision to ensure that work submitted for assessment can be authenticated to confirm it is the learner's own.
Time	Learners have a limited amount of time in which to complete all work; the duration is specified by Pearson.		Learners may use as much time as they wish to work on the task up until the deadline for submission or start of the supervised conditions (depending on specific unit).
Resource	The use of resources is tightly prescribed, and if appropriate, restricted to material provided by Pearson (supplemented by preparatory notes if allowed). The centre must ensure that there is no access to internet (or mobile phones) or e-mail; display materials which might provide assistance are removed or covered.	Clearly specified in the task paper. The centre must ensure that learners only have access to materials and resources as defined in the task paper; display materials which might provide assistance are removed or covered.	The use of resources, including the internet or prepared notes, is not tightly prescribed.
Collaboration	Learners complete their work independently; there is no interaction with other learners.	Learners complete their work independently; there is no interaction with other learners.	Whilst interaction with other learners is not prohibited, the work that an individual learner submits for assessment must be their own.
Feedback	There must be no assistance of any description provided to the learner during the assessment.		General advice may be given unless BTEC specification or task instructions say otherwise.

Unit Information

This set-task is to be completed on a date or window set by Pearson. This date can be found in our [BTEC timetable](#).

The table below shows information specific to this unit.

Material	Information	Level of supervision and control	Dispatch Method
Part A	Part A is given to learners 4 weeks before Part B is scheduled. Learners should use this time to carry out research and preparatory work.	Independent Research Non supervised Low control	Secure web release
	Learners then have 3 hours of monitored preparation to write up their independent notes and prepare their bibliography.	Monitored Preparation Supervised Medium control	
Part B	Part B is undertaken under formal supervision in a 3 hour timetabled slot specified by Pearson.	Supervised High Control	Secure web release

Before the assessment

You must ensure that:

- You 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.
- You 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.
- Materials received from Pearson are kept secure until the start of the assessment window.
- Centre staff 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 assessment and any prior preparatory work

Use of AI

Sometimes learners are allowed to use an AI tool to create their NEA/coursework. The learner must keep a copy of the original question(s) and any AI generated content they used, for example, a screenshot with a short explanation of how they used it. The learner must acknowledge the name of the AI tool used; the date the content was generated and the sources used by the AI tool in generating the content. This evidence should be submitted alongside the learner's final work and retained by the centre. It will enable the teacher/assessor to review the AI-generated content and assess how it has been used within the learner's work.

During the Assessment

Part A (preparatory period)

Part A will be released for download on the website on the date specified by Pearson. It must be given to learners within the timetabled assessment window, **four weeks before Part B**, to allow learners to undertake independent research.

Independent preparation is required in this assessment so that learners can watch live or recorded performances of work relating to their chosen practitioners in relation to the specific theme for the assessment. Centres need to make provision for this preparation using scheduled lessons and ensuring that learners have access to information and equipment that may be required. Learners should be working independently rather than being taught or directed.

At the end of the independent research/preparatory period learners will spend **3 hours** in one or more monitored medium control sessions writing up their independent notes and finalising their bibliography. The use of a spellchecker is permitted when writing up the Part A notes. Monitored sessions are where learners are being directly observed.

Learners may be supervised by individuals involved in the delivery of the subject during the monitored preparation.

During this time learners may only have access to the:

- Internet to carry out searches and to access secondary sources related to their research
- Outcomes of independent research such as sources they have selected and research notes

At the end of the monitored preparation sessions centres will retain the notes

which will be provided to learners during the Part B assessment. After the assessment the notes will be retained by the centre and may be requested by Pearson during the marking

process. Please note these notes do not need to be submitted with the learner response and bibliography.

The notes produced in the medium control sessions must:

- contain brief bullet points and may include reference images e.g., a picture of a scene to help them remember the costumes/lighting and mind maps of ideas.
- contain extracted quotes from the learner's research findings.
- be hard copies and can be either handwritten or typed.
- be kept securely by the centre in advance of the supervised session for Part B.

The notes must not:

- include fully formed sentences or phrases that could be used in Part B.
- exceed four sides of A4 or 1000 words.
- Be written in a smaller font size than 12-point.
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Part B (supervised assessment)

Part B must be completed under high control supervised conditions. Learners must be given 3 hours to complete the Part B assessment on the assessment date.

During this period learners must work independently, cannot work with other learners, cannot talk about their work to other learners and will only be able to access the materials specified in the assessment. Learners are not permitted access to the internet when completing

the Part B task. The use of an offline spellchecker is permitted when completing the Part B assessment. Learners **must not** provide links in their submissions to evidence saved on Google Drives or on any other personal or centre-owned drive.

- During supervised sessions, the assessment areas must only be accessible to individual learners and to named members of staff.
- Only permitted materials (notes produced in Part A) for the set task can be brought into the environment.
- Learner notes (produced in Part A) must be checked to ensure length and/or contents meet limitations.
- Any work learners produce under supervision must be kept securely.
- During any permitted break and at the end of the session, materials must be kept securely, and no items removed from the supervised environment.
- Learners are not permitted to have access to the internet or resources other than their notes during the assessment period or during any break.

During the assessment period, centres may schedule supervised rest breaks. This time is in

addition to the time for the task. For example, if a centre starts an assessment at 9am and has a 15-minute supervised break, the session would be scheduled to end at 12.15pm. Task booklets and learners' notes must be collected prior to any break, stored under secure conditions, and re-issued when the session resumes.

Centres must ensure that the supervised assessment is conducted correctly and that learners submit evidence that is their own work. The Head of Centre must ensure that suitably qualified and experienced adults carry out the supervision. **Any individual involved in the delivery of the subject or with a conflict of interest, such as a relative of a learner in the test room, is not eligible to serve as sole supervisor.**

After the Assessment

You must ensure that a learner's work is submitted to Pearson for marking in the format in which the learner completed it. A learner's work cannot be amended or changed by anyone once the Assessment has been completed.

Please ensure the following are uploaded for each learner who sat this task:

Item		Quantity
1	Part A – Bibliography	One copy for each learner
2	Part B – A response to the three activities in the set task	One copy for each learner

Centres must submit all learner work together for each learner by the submission deadline and each activity saved as per the following naming convention:

Item		Quantity
1	PartA_Registration Number_firstname_surname	One copy for each learner
2	PartB_Registration Number_firstname_surname	One copy for each learner

Submission of work

Methods for returning the work to Pearson can be found on our submitting set-task work [webpage](#). Centres do not need to complete a paper copy of the attendance register for their learners.

Work must be submitted to Pearson for marking on the submission deadline as stated in the [Pearson Timetable](#) for the relevant series.

Acceptable file formats – Please refer to our [Acceptable File Formats: Frequently Asked Questions \(FAQs\) for Centres](#) on our website

Authentication Forms

A blank copy of the Authentication Sheet can be downloaded [here](#). The completed and signed record sheets should be retained in centre. Centres no longer need to send these to Pearson.