

Administrative Support Guide

June 2018

BTEC Level 3 Nationals in
Performing Arts

Unit 3: Group Performance
Workshop

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Key dates

Event	Date	Other information
Externally set task released on website	3 January 2018	Secure download. Learners resitting the unit must complete new work in line with the new externally set task.
Bookings for learners taking external assessment to be made on Edexcel Online	28 March 2018	Submitting bookings after this date may result in delay to allocation of an examiner. It will also result in a late fee.
Learner work submitted to your allocated examiner	15 May 2018	The work must be with the examiner by the 15th of May. When sending the work, you must allow time for it to be delivered to the examiner.
Results day	15 August 2018	Release of results to learners. Next Generation NQF BTEC results can be released to learners on the same day as electronic results (EDI and Edexcel Online) are released.
Last day for enquiries about results (EAR)	20 September 2018	Last date for receipt by Pearson of EAR applications.
Last day for access to scripts (ATS)	20 September 2018	Last date for receipt by Pearson of ATS requests. A photocopy of the learner record sheet is available in lieu of access to scripts. After 23 August, requests will need to be made via e-mail to resultsresolution@pearson.com .

Outcomes for submission

Two digital pieces of evidence will need to be submitted by each learner.

1. A digital process log
2. A digital video recording of the group performance workshop to an audience

In addition to the above:

A fully completed authentication sheet must be completed by each learner; any prepared notes **do not** need to be submitted with the final outcomes to Pearson.

Entering learners for the assessment and support materials

Booking

It is essential that centres ensure that their **learners are entered for the examination**. Final bookings should be made by the **28 March 2018**.

It is vital that bookings are submitted in order to ensure that an examiner is allocated to your centre. These bookings must be made by the examinations officer on Edexcel Online. To do this, your Examinations Officer will need to log in to Edexcel Online and select 'Book Assessment' from the External Assessment tab:

External Assessment ▶	Book Assessment
NQF Results Reports	View/Amend Assessment booking
Centre Engagement Document	View results by assessment booking
myBTEC	View results by learners
OSCA	Manage Assessments

Resit

There is one opportunity to resit this externally assessed unit.

Learners may attempt the external unit in any available assessment session, once they are ready. Learners must produce new work to match the new externally set task. There is a charge for retaking the external assessment.

Accessing the externally set task

The externally set task for the current year will be available for download from the BTEC website. It will be available under the "externally set task" category – follow the link below for the relevant web page.

Please note that you will be required to enter your Edexcel Online username and password in order to download this secure material. If you do not have access to Edexcel Online, contact your Examinations Officer who will be able to set up an account for you. Alternatively, they may download the externally set task for you and pass it on.

<http://qualifications.pearson.com/en/qualifications/btec-nationals/performing-arts-2016.coursematerials.html#filterQuery=category:Pearson-UK:Category%2FSpecification-and-sample-assessments>

Support materials

The following support materials are also available at the link above:

- Sample assessment materials (SAMs)
- The mark scheme
- Sample Marked Learner Work

Teachers: if you have any subject specific teaching queries please contact the Subject Advisor team on 0207 010 2189 or e-mail:

TeachingPerformingArts@pearson.com

Examinations Officers: if you have any questions relating to bookings, registrations, training courses, EOL, invoices, certificates, eligibility, approvals or results please contact Accounts Services on 0344 463 2535 or e-mail:

examsofficers@pearson.com

Assessment process

Learners will be assessed on their demonstration of relevant knowledge, understanding and skills through a group performance workshop to an audience and associated digital log. This must be produced in response to the set task brief.



- Pearson releases set task brief in January



- Learners complete activities and log entry for milestone 1:
Interpretation and planning of stimulus



- Learners complete activities and log entry for milestone 2:
Development of creative ideas (early stage review)



- Learners complete activities and log entry for milestone 3:
Development of creative ideas (mid stage review)



- Learners take part in a group performance workshop to an audience which is recorded by the supervising teacher/tutor.



- Learners complete activities and log entry for milestone 4:
Review and reflection



- Centres post digital copy of learner evidence and a recording of each group workshop performance to their examiner.
- Centres retain copies of all learner evidence.
- Please note: Standards Verifiers **do not** assess this work. It is sent to a separate examiner.

Assessment evidence

Digital process log:

The digital process log is made of four milestones. Evidence requirements for each milestone are listed below:

Milestone	Mandatory evidence	Optional information
Milestone 1 Interpretation and planning of stimulus	Up to 800 words	Up to four images
Milestone 2 Development of creative ideas (early stage review)	Up to 800 words	Up to four images Up to four minutes of video and/or audio Video and audio material for milestone 2 must not exceed four minutes
Milestone 3 Development of creative ideas (mid-stage review)	Up to 800 words	Up to four images Up to four minutes of video and/or audio Video and audio material for milestone 3 must not exceed four minutes
Milestone 4 Review and reflection	Up to 800 words	Up to four images

Centres are free to arrange the supervised assessment period how they wish, provided the five hours for producing final outcomes are under the level of supervision specified, and in accordance with the conduct procedures

The five hours comprises: four hours for the digital log and up to one hour for the group performance workshop which will include the 10 - 20 minute recorded performance, plus an audience feedback session. (The audience feedback session does **not** need to be recorded.)

Workshop performance recording

For identification purposes, each learner **must** introduce themselves, in the same attire as at the beginning of the performance at the start of the recording for their group.

Learners must state their:

- Name
- Registration number
- Character/role they play in the performance

The recording must be made under controlled conditions. The performance can be undertaken by learners and recorded by the centre at an appropriate time. This appropriate time should take into account the development of the piece and associated digital log. Recordings should then be safely stored e.g. in exams office, until it is time to submit the work to the examiner.

The camera must be positioned to ensure that **the best possible quality (please avoid backlighting) and unobstructed recording is made of the performance.**

Learners should wear a different colour to the backdrop/cyclorama.

Unless permission has been granted by Pearson, all learners in the group performance workshop must have been entered for the unit and be being assessed.

Centres with fewer than three learners in the cohort and needing to use non-assessed candidates must contact the BTEC assessment team at btecdelivery@pearson.com and request permission. This permission can then be shared by the centre with the examiner.

You will need to provide the registration number and full name of the non-assessed learner/s.

Non-assessed learners can be involved in the performance of the workshop piece, however they must not contribute or have an input into the creative process. Their role is as a performer only.

Teachers are not permitted to question or respond to the students. If a learner forgets their lines during the recording and cannot recover they can provide a prompt for them; however, this will be reflected in the marks awarded.

The recording **must not** be paused or stopped, ie. the full performance should be submitted to the examiner.

There is **a requirement for an audience to be present** during the recording. The audience must not take an active part in the performance itself unless this is specified by the performing group as integral to the creative intention of their performance, for example, in a piece of immersive theatre. They will be expected to participate in the feedback session. The centre must ensure that the camera is not obscured, eg. by the backs of people's heads.

It is important to remember that this is a 'work in progress'. Production elements of the work, for example costumes, lighting, and sound, may still be undecided or unfinished. The workshop performance must be filmed using natural lighting or a general lighting wash/cover. You may use music, sound-effects, props, costumes and basic staging as suited to a workshop performance and to give an impression of the creative intention of the work.

Any images, video and/or audio material included as optional evidence as part of the Digital Process Log must be saved and submitted in one of the formats listed. These must be clearly linked and referenced to the individual learner's Digital Process Log and saved in the same folder as the learner's Milestone log entries. Please see submitting conventions below.

The recording must be readable through one of the following programs: windows movie, real time, VLC or quick time. We advise that you save the recordings in one of the following file type: MPEG, FLV, MOV, WMV or RM.

In summary, the **maximum total** evidence for this unit, **per learner**, is:

- 3200 words
- 16 images
- 8 minutes of video and/or audio.

Submission of work

Learner work will be externally assessed and marked. You must **submit the work for all learners taking the examination**. Examiners will be trained and fully standardised across the range of performance disciplines. The mark scheme is available on the BTEC Nationals website.

The following materials **must** be sent to the examiner by the **15 May 2018**:

	Item	✓	Number to be sent
1	Digital copy of log and group workshop performance		Number as appropriate
2	Centre register form (printed and signed copy)		
3	Authentication form (printed and signed copy)		One form per learner
4	Learner record sheet (printed copy)		

Copies of the forms are provided in the appendix of this booklet. These forms are also available in a Word format on the website. They can be filled in electronically, but **they must be printed and signed**.

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

Absent 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 unit will be retained by Pearson.

Submitting conventions:

Please create a folder for each respective group, and then create sub folders for each learner within the relevant group folder/s.

Create a folder for each learner and name each folder according to the convention below:

[centre #]_[Registration number #]_[surname]_[first letter of first name]

For example: Joshua Smith with registration number F180542 at centre 12345 would have work in a folder titled

12345_ F180542_Smith_J

Each folder must then contain the digital log with each milestone clearly labeled according to the conventions below and the recording of the performance.

12345_ F180542_Smith_J_Log1

12345_ F180542_Smith_J_Log2

12345_ F180542_Smith_J_Log3

12345_ F180542_Smith_J_Log4

12345_ F180542_Smith_J_Performance

More than one piece of learner work can be submitted on each DVD/stick presented.

Learners' work must be copied onto sticks/burnt to the DVD(s). The DVD(s)/memory stick(s) and hard protective case should be **clearly labelled** with:

- centre number and name,
- 'NQF BTEC National in Performing Arts – Unit 3 - May 2017',
- DVD/stick number (if more than one is being provided e.g. 1 of 2).

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

The DVD(s) must be a new, previously unused disc(s).

Examiners will not check the quality of the recordings. It is the centre's responsibility to check all introductions and performances on a computer before sending to the examiner.

You must ensure the quality of the sound and picture of the recordings is sufficient to enable individual learners to be identified and performances to be marked.

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

- the DVD(s)/memory stick(s) play in other computers. For instance, if the video was created on an Apple Mac computer, you must check that the files can be opened on a Microsoft Windows computer.
- an audio signal has been successfully recorded. You should ensure that the camera being used has appropriate facilities for adjusting recorded sound levels,
- all learner introductions and group workshop performances have been captured on the recordings
- A copy has been made of all evidence in case of postal problems.

Special requirements

Requests for **access arrangements** and **special consideration** are made on behalf of learners:

- with known and long-standing learning difficulties
- with physical disabilities, permanent or temporary
- with sensory impairment
- whose first language is not English, Irish or Welsh
- who have difficulties at, or near, the time of assessment that may affect their performance in that assessment.

Access arrangements

Access Arrangements allow learners to show what they know and can do without changing the demands of the assessment, i.e. using a reader or scribe. Access Arrangements are approved **before** an examination or assessment and they allow learners with special educational needs, disabilities or temporary injuries to access the assessment.

Submitting a request for Access arrangements

Access arrangements **should be made online, via Edexcel Online**. First, select 'BTEC' on the qualification drop-down list, and then select 'access arrangements'.

You will need to get the access arrangement online tool in order to complete an application. Submission of access arrangements for externally set tasks should be submitted at least **6 weeks** before the work submission deadline.

Special Consideration

Special consideration is applied **following** an examination or assessment. This ensures that a candidate who has a temporary illness, injury or indisposition at the time of the examination is given some compensation for those difficulties or circumstances.

Please refer to the JCQ regulations and guidance booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications* for information on candidate eligibility, procedures, evidence requirements and deadlines.

You can apply for special consideration by using '**Form 10**'. The form can be downloaded from the JCQ website here: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-10-application-for-special-consideration>

To ensure effective processing of an application, centres must additionally submit evidence to support the application, such as a statement from a member of centre staff or any other appropriate information.

The head of centre or exams officer must authorise and sign all applications submitted for special consideration.

JCQ/SC Form 10 must be completed in detail and submitted to the **Special Requirements Section** at **Pearson**, prior to the marking of learners' work.

This should be sent with the appropriate documentation, such as medical certification, to:
E-mail: uk.special.requirements@pearson.com

Learners will not be eligible for special consideration if the effect on the final assessment cannot be reliably quantified by Pearson. Please therefore ensure that full details of dates when the learner was suffering from the illness, injury or indisposition is given along with any appropriate supporting evidence. No special consideration can be made unless JCQ/SC Form 10 is submitted. The centre should retain copies of any such forms.

If an application for special consideration is accepted, Pearson will review the learner's performance in the part(s) of the examination which have been completed. Pearson will take into account all the available evidence to compensate for the adverse circumstances and make an appropriate award.

The examinations officer will be able to advise on learner eligibility for special consideration.

Special consideration applications must be made no later than 7 days after the final examination.

Special consideration will **not** be given to those students absent because of holidays.

Post results services

Access to scripts

A photocopy of the learner record sheet is available in lieu of scripts. It provides a **breakdown of the marks achieved by learners** (comments/notes from the examiner are not available). "Access to scripts" requests are submitted on Edexcel Online. You should refer to your examinations officer for further details.

The breakdown information will detail marks for the following:

Marking grid 1	Understand how to interpret and respond to stimulus for a group performance
Marking grid 2	Develop and realise creative ideas for a group performance in response to a stimulus
Marking grid 3	Apply personal management and collaborative skills to a group performance workshop process
Marking grid 4	Apply performance skills to communicate creative intentions during performance workshop
Marking grid 5	Review and reflect on the effectiveness of the working process and the workshop performance

Clerical check

This service (Service Type 1) constitutes a check of all clerical procedures which lead to the issue of a result.

This service includes the following checks:

- all parts of the work - the digital process log (four milestone entries), and the group workshop performance - have been marked
- the totalling of marks
- the recording of marks
- the application of any adjustments

- the application of grade thresholds

Please note that learners' marks can go up or down.

Review of marking

Requests for a review of marking (Service Type 2) can be made by the examinations officer via Edexcel Online. Once the request has been received Pearson will arrange for the learner's work to be sent to a senior examiner for reviewing. Learners' marks may be confirmed, lowered or raised.

Additional information

Please note that enquiries about results and access to scripts requests can only be submitted using Edexcel Online. Centres are advised to submit applications at the earliest opportunity, as applications cannot be accepted after the published closing date. There is a fee involved for these services. Note that the fee is waived if a learner's grade is increased following an enquiry about results.

More information regarding the different types of results enquiry services available to centres and how to apply for the services can be found online:

<http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html>

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 3: Group Performance Workshop.

Centre Name		Centre No.	
Unit Name	Unit 3: Group Performance Workshop	Unit Code	31557H

NQF BTEC Level 3 Nationals in Performing Arts – 2018
Centre Register

This form must be completed and sent to your examiner along with the CD(s)/USB Memory stick(s)
(All learners entered for the unit must appear on this register. Please indicate an absence or withdrawal with "A")

Registration No.	Learner Name	DVD/USB Ref.	Examiner use only	
			E mark	TL mark
Quality of video/additional comments:				
Teacher's declaration: I confirm that I have checked the quality of the learner evidence and noted any issues above. All learner evidence is clearly attributable to each learner.				
Name of Teacher (Print)		Signature		Date

Appendix B - Authentication form

The following page provides the authentication declaration that must be completed by each learner submitting work for unit 3: Group Performance Workshop

The form must be countersigned by the teacher.

Authentication form

This form must be signed by both the learner and the teacher.

Qualification (delete as appropriate):

BTEC Certificate/ BTEC Extended Certificate / BTEC Foundation Diploma / BTEC Diploma / BTEC Diploma / BTEC Extended Diploma

Unit number		Unit name	
Centre number		Centre name	
Registration number		Learner name	

Notice to Learners

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.

Declaration of Authentication

I have produced the attached work without assistance, other than that which my teacher has explained is acceptable within the specification.

Signed (Learner).....Date.....

Declaration by the Teacher

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**.

Signed (Teacher)Date.....

Name (Block capitals)

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 btecdelivery@pearson.com

Appendix C – Learner record sheet

The following page provides the learner record sheet. You must complete the header (centre name and number) and **section A only** for each learner submitting work. Section B will be completed by the examiner.

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

Centre Name		Centre No.	
Unit Name	Unit 3: Group Performance Workshop	Unit Code	31557H

NQF BTEC Level 3 Nationals in Performing Arts
LEARNER RECORD SHEET

DO NOT ATTACH ANYTHING TO THIS FORM

Section A: Must be completed by the Centre

Learner Name		Registration Number	
Chosen Discipline	Acting <input type="checkbox"/>	Dance <input type="checkbox"/>	Musical Theatre <input type="checkbox"/>

Section B: Must be completed by the examiner

	E MARK	TL		
Understand how to interpret and respond to stimulus for a group performance				
Develop and realise creative ideas for a group performance in response to stimulus				
Apply personal management and collaborative skills to a group performance workshop process				
Apply performance skills to communicate creative intentions during performance workshop				
Review and reflect on the effectiveness of the working process and the workshop performance				
TOTAL				

Appendix D – Frequently asked questions

Do we need to provide learners with an assignment brief for this unit?

No, it is an externally assessed unit and learners have to prepare work in response to the externally set task brief available in the externally set task section, published on the website.

Can we retake the external assessment? How many times? When can we retake it?

Each year there is one opportunity to sit the external assessment. Learners wanting or needing to retake the assessment can do so the following year. Please see our website for submission dates. Learners will be required to create new work using the relevant set task brief. There will be a charge for retaking the external assessment.

Learners can retake the external assessment once.

We have a very large cohort of learners. Do we have to send work for all of them?

Yes, as this is an externally assessed unit (as opposed to a moderated or verified unit) work will need to be submitted for all learners.

Are the assessment criteria for the externally assessed unit in the specification?

No, but they are published as a mark scheme on the website in the sample assessment materials.

Where can I find the grade boundaries?

New grade boundaries are set each year. Previous years' grade boundaries can be found in lead examiners' reports.

These reports also give information on the previous performance of learners and are intended to support teachers in preparing learners for future external assessment.

What materials/notes are learners allowed to take in with them when completing milestones 1-4? And are learners allowed to take the exam paper in with them to refer to the stimulus and what areas they need to write about.

Learners can refer to their own factual information that they have prepared themselves, including notes, records and recordings. The information can contain brief bullet points or mindmaps of ideas to be covered but must not include fully-formed sentences or phrases that could be used directly in their response. Learners may take in the exam paper.

Should the images be contained within the PDF or copied into each learner's relevant folder?

Learners should provide details of the image file name in the space provided on their milestone log. These can then be saved in the relevant learner's folder.

Do learners need to submit a bibliography?

Learners do not have to include a bibliography with their digital log entries.

Learners initial interpretation and practical exploration of the stimulus should include primary and/or secondary research, this research should be discussed in their Milestone 1 log entry. The research can be referenced within the milestone log entry itself and/or in a bibliography. A bibliography could be completed separately for some or all of the milestone entries and/or one bibliography for all milestone entries however a bibliography is not a requirement for this unit.

Do the students need to keep a reflective log together with the 4 entries of the digital process log?

Learners do not need to keep a reflective log they just need to complete the 4 milestone entries of their digital process log. However in order to complete the 4 milestone log entries effectively learners are going to need to make ongoing reflective notes as they respond to the stimulus and create their group workshop performance.

Does this need to be a detailed log, like other units or can it be a notebook with creative notes and research?

The format in which learners choose to make these notes is up to them and you as a centre.

Am I only filming the sessions that they write their process log on or am I expected to film other sessions as well?

The final group workshop performance needs to be filmed. The devising and rehearsal sessions do not need to be recorded. However if learners would like to include recorded evidence as part of their digital log then sessions will need to be recorded. You can record all practical sessions if you would like but it is up to you as a centre how many and which of the practical sessions you record if you decide not to record them all.

My students are struggling to fit everything required into 800 words. Within the image allowance can they include photo images of their mind maps from their initial ideas sessions and then reference this in their write up?

The image allowance can include photo images of the learners mind maps from their initial ideas sessions which learners can then reference in the written content of their log.

Can learners take photos of research (articles, poems etc.), rehearsal schedules and peer feedback forms? Can they then reference the images in their responses?

Photographs can also be taken of research (articles, poems etc.), rehearsal schedules and peer feedback forms if required. It is worth remembering that images should normally be referenced and analysed/evaluated within the written content of the log unless the actual image itself speaks very clearly for itself.

Can learners use some of the video footage to verbally explain ideas rather than writing. I.e. must the 800 words be written only or could this be spoken?

No. Verbal evidence cannot be used in place of a written response for this assessment.

Do the students videos/image have to be on a blank USB to take in to each milestone write-up with them or emailed to the teachers to place onto the evidence disk / memory stick prior to exam date (i.e. within the learners assessment folder?)

This is up to the centre. Most have a secure space on an internal drive with a file for each learner to which they can then upload their work after each entry has been written.

Does everything the learners include in the performance have to be original or can they adapt small sections of script/choreography/song (along with their own work) to fit in with a theme they have interpreted within the stimulus?

Learners can use 'some' existing repertoire as part of their group workshop performance. They can use 'extracts' from a published text, song, music and/or choreographic score as a base from which to develop their own original work.

It is worth remembering that learners are assessed on their *own* creative ideas for an *original* piece of performance work. They are also assessed on the generation of their *own* ideas, and the development and refinement of their *own* ideas and material for performance. Therefore if learners are going to use some existing repertoire then, in order to achieve in this unit, they should either be using the existing repertoire to inspire their own original work or alternatively they could adapt/change a small section of existing repertoire and incorporate this into their workshop performance alongside their own original work.

Do all members of the group performance workshop piece need to be being externally assessed?

Unless permission has been granted by Pearson, all learners in the group performance workshop must be being assessed.

Centres with fewer than 3 learners in the cohort and needing to use non-assessed candidates must contact the BTEC assessment team at btecdelivery@pearson.com and request permission. This permission can then be shared by the centre with the examiner.

You will need to provide the registration number and full name of the non-assessed learner/s.

Non-assessed learners can be involved in the performance of the workshop piece, however they must not contribute or have an input into the creative process. Their role is as a performer only.