



Pearson

**Administrative Support Guide
(Instructions for the Conduct of the
Controlled Assessment and
Examination)**

June 2017

GCSE Drama (2DR01)

Units 5DR01, 5DR02, 5DR03

Edexcel qualifications come from Pearson, the UK's largest awarding body. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Pearson's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please call our Subject Advisor 0844 372 2191, or visit our website at <https://www.pearson.com/>

If you have any subject specific questions about the content of this Administrative Support Guide that require the help of a subject specialist, you may find our **Ask the Expert** email service helpful.

The GCSE Drama Homepage with all relevant information and support can be found [here](#).

Table of Contents:

KEY DATES AND SUMMARY OF EVENTS	4
ENTRY INFORMATION	5
CONSORTIA ARRANGEMENTS	5
NEW CENTRES	5
INTERNATIONAL CENTRES	5
SUBMISSION OF MEDIA EVIDENCE	6
UNIT 1: DRAMA EXPLORATION	7
UNIT 2: EXPLORING PLAY TEXTS	15
UNIT 3: DRAMA PERFORMANCE	23
NON- ASSESSED CANDIDATES	31
ABSENT CANDIDATES	31
SPECIAL CONSIDERTION	33
LOST COURSEWORK	33
POST RESULTS	35
TEACHING SERVICES	35

KEY DATES AND SUMMARY OF EVENTS

Event	Date	Other Information
Consortia Arrangements Deadline	31 January 2017	Final date to send JCQ consortia notification form to Deployment Team at Pearson.
Estimated Entries Deadline (5DR03)	10 October 2016	Final date to submit estimated entries to Pearson.
Notification of Visiting Examiner for Unit 3 (5DR03)	Early February 2017	Examiners will contact centres directly early February.
Examination period for Unit 3 (5DR03)	6 February to 26 May 2017	Examinations must take place between these dates only.
Final Entry Deadline	21 February 2017	Final date for Examinations Officer to submit student entries
Notification of Moderators for Unit 1 (5DR01) and Unit 2 (5DR02)	April/May 2017	Pearson will send details of Moderators to Examination Officers in centres.
Deadline for receipt of OPTEMS, materials and marks to Unit 1 and Unit 2 moderators.	15 May 2017	Work should be dispatched as soon as the centre has received the Moderator's details.
Restricted Release Results Day	23 August 2017	Restricted release of results to centres only. View results on Edexcel Online and on Results Plus via Examinations Officer.
Results Day	24 August 2017	Release of results to candidates.
Post Results Services (EAR)	Date TBC September 2017	Final date for Enquiries About Results applications. Refer to JCQ website for 2016 Key Dates.
Post Results Services (ATSC)	Date TBC 2017	Final date to apply for the return of Examiner Comment Sheets if ordered via Access to Scripts service.

ENTRY INFORMATION

It is vital that entries are submitted in order to ensure that both Moderators and a Visiting Examiner are allocated to your centre. These entries must be made by the Examinations Officer.

Final entries for all students must be made by **21 February 2017**.

CONSORTIA ARRANGEMENTS

Centres working with students from another centre(s) must ensure that they inform the Drama Deployment Team about their consortia arrangements by **31 January 2017**. Pearson need to be aware that you are working as a consortium centre in order to allocate the same examiner and moderator to all centres covered by the arrangement. Students should be entered by their 'home' centre but their work must be submitted by the teacher/centre assessing the work.

You can find a copy of the required JCQ form at www.jcq.org.uk/exams-office/forms/centre-consortium-arrangements-form

This form must be completed and sent to dramavisitingdeployment@pearson.com or sent to **Drama Deployment, Pearson, 190 High Holborn, London WC1V 7BH**.

NEW CENTRES

It is strongly recommended that all teachers make arrangements to access the controlled assessment example work on the GCSE 2009 Drama website. The DVD of the practical session may be ordered from the Pearson website <http://qualifications.pearson.com/en/qualifications/edexcel-gcses/drama-2009.html>

Teachers: If you have any subject specific teaching queries please contact the Subject Advisor on 0844 372 2191 or e-mail TeachingPerformingArts@pearson.com

Examinations Officers: If you have any questions relating to entries, registrations, training courses, Edexcel Online (EOL), invoices, certificates, eligibility, approvals or results please contact Service Operations on 0844 463 2535 or e-mail examsofficers@pearson.com

INTERNATIONAL CENTRES

For international centres, please find our booklet entitled, Information for International Centres Summer 2017 on our website. This booklet should be used in conjunction with the GCSE Drama Summer 2017 Administrative Support Guide (ASG). It is possible to request a Visiting Examiner to mark Unit 5DR03. However, this is dependent upon the full costs of the visit (i.e. travel, accommodation and subsistence) being met by the centre.

SUBMISSION OF MEDIA EVIDENCE

1. Refer to your centre's Data Protection Policy.
2. Ensure that the media is playable or either VLC and/or QuickTime.
3. Ensure the data on the removable storage device is encrypted.
4. Place the removable storage device in a protective envelope, and complete the form below.
5. Enclose this form with the removable storage device.

Centre Name:	
Centre Number:	
Contact Name:	
Please provide the contact details for the person who will have the password to access the data.	
Please sign to confirm that the data is encrypted accordingly, that the media is playable on VLC or QuickTime and that you have provided a contact name and method of contact for the moderator to obtain the encryption password.	Signed:
Print Name:	
Date:	

UNIT 1: DRAMA EXPLORATION

This is a content free specification. Centres are able to explore any theme, topic or issue that they feel is suitable for their students.

The program of study outlined in the specification is applicable to the whole course. Strategies, medium and elements are selected from the program of study as described in the Assessment Tasks for Unit 1.

This unit is internally assessed and externally moderated by post. Centres will be informed of the details of their moderator for Unit 1 by early May. Centres must not wait for moderator details or OPTEMS to assess the work. All students' work must be assessed and all documentation completed.

The unit is comprised of two parts. For Paper 01, students are awarded marks for their practical exploration during 6 hours of practical drama sessions led by the drama teacher. Paper 02 is their individual documentary responses completed under controlled conditions.

MARK STRUCTURE

Teachers must award a total mark out of 60 for this unit.

Centres must finalise marks and complete documentation as soon as this unit has been taught and assessed.

Please note that in centres with two or more Teacher-Examiners it is the responsibility of the centre to standardise the marking to ensure that all students have been marked against the same standards. The moderation process assumes that this will have been completed by the centre and will make any adjustments necessary to the centre as a whole.

To enable Pearson to monitor the standards being applied, Pearson reserves the right to visit centres to observe a normal lesson in progress. Such visits would be undertaken by either the Chief Examiner or a Principal Moderator. Further samples of work may also be requested by the Moderator.

5DR01 Paper:	Max Marks
01 (Practical Controlled Assessment)	40
02 (Written Controlled Assessment)	20
	60

N.B. Marks must be awarded with reference to the Assessment Criteria in the Specification. Half marks must not be used.

SUBMISSION OF UNIT 1: SUPPORTING EVIDENCE

Centres are requested to submit the following evidence to their Unit 1 Moderator as soon as possible after receiving the OPTEMS, by **15 May 2017**.

Please note that the documentation below must be produced for **all** candidates. Pearson will ask for a sample of the cohort, however your moderator reserves the right to request the work of all candidates.

Item	Number to be sent
Documentary Response	1 per sampled student (including the highest + lowest marks for paper 02)
Controlled Assessment Record Card (D1a) – stapled to the documentary response	1 per sampled student
DVD/USB Record Time Sheet (D1b)	1
Sample Session Record Card (D1c)	1
Recording of: One session which identifies 5 students (highest, lowest and three students with a range of abilities in between)	1
Check list (D1d)	1
Records of Work (D1e) (including stimulus material) <i>version</i>	1 per group - <i>D1e as an optional not a compulsory pro-forma for the ROW, centres may use their own</i>
OPTEMS (middle copy)/Edexcel Online printout by 15 May 2015	Number as appropriate

D1a- CONTROLLED ASSESSMENT RECORD CARD

The teacher-examiner comments on the D1a record card must provide clear examples to support the marks awarded.

- For the 6 hour Exploration Paper 01 comment, a summative statement about the student's achievement over the whole 6 hours must be added.
- For the Documentary Response Paper 02 comments, examples must indicate the teacher-assessor's reasons for awarding the mark, rather than repeating the criteria.
- Both the teacher and student must sign and date the record card to authenticate the work and word count.

Please remember that each students' work must be securely stapled to the D1a Controlled Assessment Record Card.

Teachers must complete Controlled Assessment Record Cards for **all students** as the moderator may wish to see a further sample of work. These must be ready for immediate despatch to the moderator if requested. Please note that Controlled Assessment Record Cards will not be returned to centres. **Ensure that students write their name, student number and centre number on every page of their documentary response.** Please keep a copy of the Controlled Assessment Record Cards for your reference.

D1b- DVD/USB RECORD TIME SHEET

It is helpful to the moderation process if this is completed with as much detail as possible, for example if the time sheet details the activities of the sample students at specific moments in the session EG: *50.00 - Group 1 (including Sample Student 1 Candidate no 1234) shares work.*

D1c- SAMPLE SESSION RECORD CARD

Centres must list the main practical drama activities for the sample session only with timings for each element. They must select and mark 5 students: the highest and lowest attaining students and three in between. Marks awarded will be based solely upon their practical drama work in the sample session and centres are reminded that the "AO1 Assessment Criteria for practical exploration" out of 40 should be used for this session.

The Sample Session Record Card must include supporting comments and marks for that session only, with reference to the assessment criteria for practical exploration. Centres must provide a detailed description to help identify the 5 assessed students. It is helpful to the moderation process if timings and positions in the session/ drama studio are included, for example: *Candidate A: works screen right for main task. Moves to back of studio screen left for task 2.*

D1d- CHECKLIST

A completed checklist must be included in the materials sent to the moderator.

D1e- RECORD OF WORK

A Record of Work must be produced for the 6 hour practical session with the recorded session indicated. A Record of Work is a written record of what activities actually happened during the 6 hours of classroom lessons/workshops; it is not a series of planned possible lessons or a scheme of work. The inclusion of timings is excellent practice and helpful to moderation. The Record of Work must demonstrate how the 2 assessment objectives have been met, making it clear that for paper 01, the only assessment objective is Exploration and for paper 02, the only assessment objective is Evaluation. All Records of Work must be sent, as explained below. Example Records of Work can be found on the website as part of the various sets of example materials, however, it is not necessary for all information on the ROW to be typed. Hand-written annotations to a printed scheme, making it clear which activities were completed by that group of students, meet the requirements for this document.

OPTEMS/EDEXCEL ONLINE PRINTOUT

Centres will receive two sets of OPTEMS; one for the practical exploration (5DR01 paper 01), out of 40 marks, and another one for the controlled assessment (documentary response – 5DR01 paper 02), out of 20 marks.

In place of the OPTEMS, you may submit your teacher-assessor marks directly onto Edexcel Online at <http://www.edexcelonline.com> and include a printout with the work sent to the moderator.

In cases where centres submit their centre marks through the Edexcel Online portal, two sets of marks should be submitted. Please note centres should submit marks on the OPTEMS or through Edexcel Online for the practical exploration undertaken over

a 6 hour period, out of 40 marks, and separately submit marks out of 20 for the documentary response.

Centres must ensure that the mark awarded for each student is transferred onto the OPTEMS correctly.

SAMPLED CANDIDATES

The pre-printed Paper 02 OPTEMS will be asterisked indicating the students whose written work is to be sampled. The five identified students in the sample session are selected by the centre for paper 01 (practical exploration). This work, together with the relevant completed forms, and the second copy of the OPTEMS, should be posted to reach the moderator by **15 May 2017**. The name and address of the moderator will be supplied on a label attached to each OPTEM sheet or can be viewed on Edexcel Online via your examinations officer.

In addition, the centre must send the documentary response of the student awarded the highest mark for the documentary response and the documentary response of the student awarded the lowest mark for the documentary response in the centre, if these are not already included within the initial samples selected. The centre should indicate the additional samples by means of a tick in the left-hand column against the names of each of the students covered. Further samples may be requested by the Moderator and these must be dispatched by return of post.

For centres submitting marks on Edexcel Online the students in the sample selected on the OPTEMS must be marked with an asterisks (*) or a tick (√) on the Edexcel Online printout. The annotated printout must be sent to the moderator.

Please remember:

- Centres must keep a copy of all marks awarded.
- All documentation will be returned during July.
- Additional evidence must not be submitted.
- It is the responsibility of each centre to keep all materials for this unit in a secure place until requested for moderation.

UNIT 1 PAPER 01: PRACTICAL CONTROLLED ASSESSMENT

A recording of **one** of the sessions within the 6 hour assessment, regardless of the number of teachers/teaching groups at the centre, must be sent to the moderator. It

is recommended that a number of sessions are recorded. The centre can then choose which session to send to the Moderator. The recording should be made during the six hour sessions and be of a normal teaching session preferably of approximately 1 hour and up to 2 hours maximum. The 6 hour practical exploration must be completed over no more than 6 working weeks. The recording should be made from a fixed point in the space and must not be cut or edited. Centres may zoom and pan when appropriate. The recording must be transferred to a single DVD/USB. **Recordings must not be edited.** It is good practice that if a student is awarded full marks for the overall 6 hours that this achievement/ability is clearly evident and supported in the sample session recording.

The purpose of the recording is to provide evidence that students were presented with opportunities to fulfil the assessment objectives at GCSE standard and that the centres marking of students is in line with the national standard. The DVD recording of one explorative session must identify five students representing within the session:

- The highest achieving
- The lowest achieving
- Three students with a range of achievement between the highest and lowest.

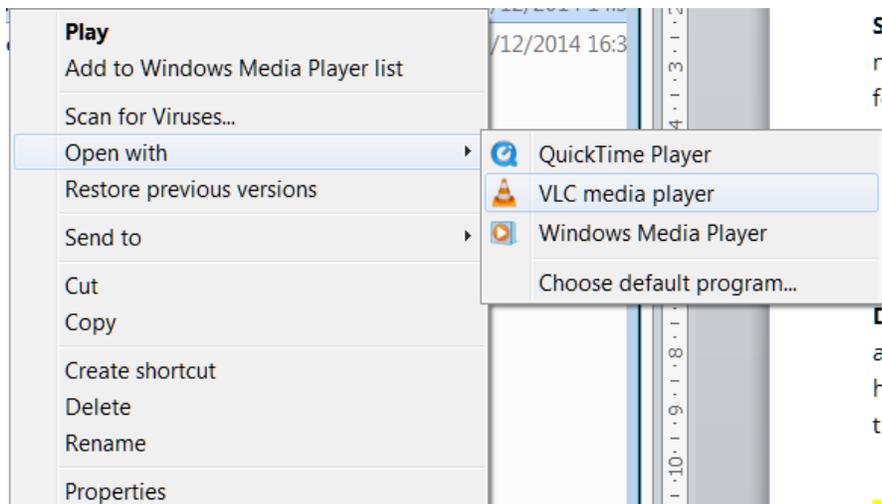
Centres are required to mark students' work over the 6 hour assessment periods, not only in the recorded session.

Centres must record more than one session but only one should be sent to the Moderator. It is recommended that a number of sessions are recorded to enable a representative session to be submitted for moderation. The DVD/USB must be checked and a copy of the session sent to the Moderator must be kept securely in the centre.

Centres can submit video media evidence of the performances on USBs, External Hard Drives and DVDs. A copy of the evidence must be retained in the centre.

New USBs, External Hard drives and DVDs must be used and must not contain any other files.

The file types must be compatible for **both Windows and/or Mac devices**, therefore files types that can be played on VLC Media Player or QuickTime Movie must be used.



Files formatted in any other format cannot be used for moderation, and the correct format will be requested by Pearson.

The DVD must be sent in a hard protective case and clearly labelled with:

- Centre number and name
- Exam level, subject, number and series (GCSE Drama 2016)
- Unit number and name (5DR01- Unit 1)

STUDENT IDENTIFICATION

Students must appear in the introductions on the recording in the same clothing they wear in the recorded session sent for moderation. It is a requirement that all students introduce themselves by name and candidate number clearly, slowly, audibly and in a long shot on the recording. It is helpful to the moderating process if the photographs of the five sample students are also submitted.

It is the responsibility of centres to make copies of the evidence including DVD recordings before sending the requested work to the moderator.

IMPORTANT INFORMATION

- Always check the recordings before sending the evidence for moderation.
- Always ensure that the camera being used has appropriate facilities for adjusting recorded sound levels - particularly important if the camera is some distance from the students
- Centres can submit video media evidence of the performances on USBs, External Hard Drives and DVDs. The file types must be compatible for both Windows and/or Mac devices,

Files formatted in any other format cannot be used for moderation, and the correct format will be requested by Pearson.

UNIT 1 PAPER 02: DOCUMENTARY RESPONSE

In addition to the practical session, each student will produce a written documentary response which consists of:

- A maximum of 2,000 words may be submitted by each student.
- The response may be presented in essay form but could also include some pictorial and diagrammatic evidence.
- Teachers must ensure that students' work is their own and has been completed under **controlled conditions**.
- Both the teacher and student must sign and date the record card to authenticate the work and word count.

Teachers must ensure that only the student's own work is sent to the Moderator. Plastic wallets, folders, envelopes, hardbound book format, ring binders, card etc, must not be used and will not be returned to centres. Documentary responses should be completed as soon as possible after the 6 hour practical assessment.

Centres must ensure that student documentary responses only contain materials that meet the assessment tasks.

UNIT 2: EXPLORING PLAY TEXTS

This is a content free specification. Centres are able to select any play text for exploration as long as it is complete and substantial and that it has been published with an ISBN number.

The program of study outlined in the specification is applicable to the whole two-year course. Strategies, medium and elements are selected from the program of study as laid down in the Assessment Tasks for Unit 2.

This unit is internally assessed and externally moderated by post. Centres will be informed of the details of their moderator for Unit 2 by early May. Centres must not wait for moderator details or OPTEMS to assess the work. All students' work must be assessed and all documentation completed.

Students are awarded marks for their practical exploration during 6 hours of practical drama sessions led by the drama teacher and their individual documentary responses completed under controlled conditions.

MARK STRUCTURE

Teachers must award a total mark out of 60 for this unit.

Centres must finalise marks and complete documentation as soon as this unit has been taught and assessed.

In centres with two or more teacher-examiners it is the responsibility of the centre to standardise the marking to ensure that all students have been marked against the same standards. The moderation process assumes that this will have been completed by the centre and will make any adjustments necessary to the centre as a whole.

5DR02 Paper:	Max Marks
01 (Practical Controlled Assessment)	30
02 (Written Controlled Assessment) Response to Live Performance Documentary Response	20 10
	60

N.B. Marks must be awarded with reference to the Assessment Criteria in the Specification. Half marks must not be used.

To enable Pearson to monitor the standards being applied, Pearson reserves the right to visit centres to observe a normal lesson in progress. Such visits would be undertaken by either the Chief Examiner or a Principal Moderator. Further samples of work may also be requested by the Moderator.

SUBMISSION OF UNIT 2: SUPPORTING EVIDENCE

Centres are requested to submit the following evidence to their Moderator as soon as possible after receiving the OPTEMS, by **15 May 2017**. You will have the same moderator for Unit 1 and 2.

Please note that the documentation below must be produced for **all** candidates. Pearson will ask for a sample of the cohort, however your moderator reserves the right to request the work of all candidates.

Item	Number to be sent
Documentary Response and Response to Live Performance	1 per sampled student (including the highest + lowest marks for paper 02)
Controlled Assessment Record Card (D2a) - stapled to the student documentary response	1 per sampled student
DVD/USB Record Time Sheet (D2b)	1
Sample Session Record Card (D2c)	1
Recording of: One session which identifies 5 students (highest, lowest and three students with a range of abilities in between)	1
Check list (D2d)	1
Records of Work (D2e)	1 per group
OPTEMS (middle copy)/ Edexcel Online printout by 15 May 2015	Number as appropriate

D2a- CONTROLLED ASSESSMENT RECORD CARD

Teachers must complete Controlled Assessment Record Cards for **all students** as the moderator may wish to see a further sample of work. These must be ready for immediate dispatch to the moderator if requested. One Controlled Assessment Record Card must be completed for each student's documentary response, signed and

dated by the teacher- examiner and student, and stapled in the top left hand corner to the student's work. These must be completed for all students, however, only the sampled students as indicated on the paper 02 OPTEMS need to be sent to the moderator. Please include the highest and lowest achieving students' work for paper 02 if they are not already included in the sample.

Please note that Controlled Assessment Record Cards will not be returned to centres, therefore please keep a copy of the Controlled Assessment Record Cards for your reference.

- For the 6 hour Exploration Paper 01 comment, a summative statement about the student's achievement over the whole 6 hours must be added.
- For the Documentary Response and Response to Live Performance Paper 02 comments, examples must indicate the teacher-assessor's reasons for awarding the mark, rather than repeating the criteria.
- Both the teacher and student must sign and date the record card to authenticate the work and word count.

Each student's work must be securely stapled to the D2a Controlled Assessment Record Card.

D2b- DVD/USB RECORD TIME SHEET

It is helpful to the moderation process if this is completed with as much detail as possible, for example if the time sheet details the activities of the sample students at specific points in the session EG: *50.00 - Group 1 (including Sample Student 1 Candidate no 1234) shares work.* D2c- SAMPLE SESSION RECORD CARD

The teacher-examiner comments on the record card must provide clear examples to support the marks awarded.

Centres must list the main practical drama activities for the sample session only with timings for each element. They must select and mark 5 students: the highest and lowest attaining students and three in between. Marks awarded will be based solely upon their practical drama work in the sample session and centres are reminded that the "AO1 Assessment Criteria for practical exploration" out of 30 should be used for this session. The Sample Session Record Card must include **supporting comments and marks** for that session only, with reference to the assessment criteria for practical exploration. Centres must provide a detailed description to help identify the 5 assessed students. It is helpful to the moderation process if timings and positions in the session/ drama studio are included, for example: *Candidate A: works screen right for main task. Moves to back of studio screen left for task 2.*

D2d- CHECKLIST

A completed checklist must be included in the materials sent to the moderator.

D2e- RECORD OF WORK

A Record of Work must be produced for the 6 hour practical session with the recorded session indicated. A Record of Work is a written record of what activities actually happened during the 6 hours of classroom lessons/workshops; it is not a series of planned possible lessons or a scheme of work. The inclusion of timings is excellent practice and helpful to moderation. The Record of Work must demonstrate how the 2 assessment objectives have been met, making it clear that for paper 01, the only assessment objective is Exploration and for paper 02, the only assessment objective is Evaluation. All Records of Work must be sent. Example Records of Work can be found on the website as part of the various sets of example materials, however, it is not necessary for all information on the ROW to be typed. Hand-written annotations to a printed scheme, making it clear which activities were completed by that group of students, meet the requirements for this document.

OPTEMS/EDEXCEL ONLINE PRINTOUT

Centres will receive two sets of OPTEMS; one for the practical exploration (5DR02 paper 01) and another one for the controlled assessment which includes the documentary response and the response to live theatre performance (5DR02 paper 02). Similarly, in cases where centres submit their centre marks through the Edexcel Online portal, two sets of marks should be submitted.

Please note centres should submit marks on the OPTEMS or through Edexcel Online for the practical exploration undertaken over a 6 hour period, out of 30 marks, and separately submit a total mark out of 30 for the documentary response (out of 10) and response to live theatre (out of 20).

In place of the OPTEMS, you may submit your teacher-assessor marks directly onto Edexcel Online at <http://www.edexcelonline.com> and include a printout with the work sent to the moderator.

SAMPLE OF WORK FOR MODERATION

The pre-printed paper 02 OPTEMS will be asterisked indicating the students whose written work is to be sampled. The five identified students in the sample session are selected by the centre for paper 01 (practical exploration). This work should be posted to reach the moderator by **15 May 2017**. The name and address of the moderator will be supplied on a label attached to each OPTEM sheet and can be viewed on Edexcel Online via your examinations officer.

In addition, the centre must send the work of the student awarded the highest mark for the documentary response and response to live performance combined; and the work of the student awarded the lowest mark for the documentary response and response to live performance combined in the centre, if these are not already included within the initial samples selected. The centre should indicate the additional samples by means of a tick in the left-hand column against the names of each of the students covered. Further samples may be requested by the moderator and these must be dispatched by return of post.

Centres must ensure that the mark awarded for each student is transferred onto the OPTEMS correctly.

For centres submitting marks on Edexcel Online the students in the sample selected on the OPTEMS must be marked with an asterisks (*) or a tick (✓) on the Edexcel Online printout. The annotated printout must be sent to the Moderator.

Centres must keep a copy of all marks recorded.

All documentation must be returned by July 2017.

PAPER 01: PRACTICAL CONTROLLED ASSESSMENT

A recording of one session within the 6 hour assessment, regardless of the number of teachers/teaching groups at the centre. It is recommended that a number of sessions are recorded. The centre can then choose which session to send to the Moderator. The recording should be made during the six hour practical sessions and be of a normal teaching session preferably of approximately 1 hour and up to 2 hours maximum. The 6 hour practical exploration must be completed over no more than 6 working weeks. The recording should be made from a fixed point in the space and must not be cut or edited. Centres may zoom and pan when appropriate. The recording must be transferred to a single DVD/USB. **Recordings must not be edited.**

It is good practice that if a student is awarded marks for the overall 6 hours that this achievement is clearly evident and supported in the sample session recording.

The purpose of the recording is to provide evidence that students were presented with opportunities to fulfil assessment objectives at GCSE standard and that the centres marking of students is in line with the national standard. The DVD recording of one explorative session must identify five students representing within the session:

- The highest achieving
- The lowest achieving
- Three students representing a range of achievement between the highest and lowest.

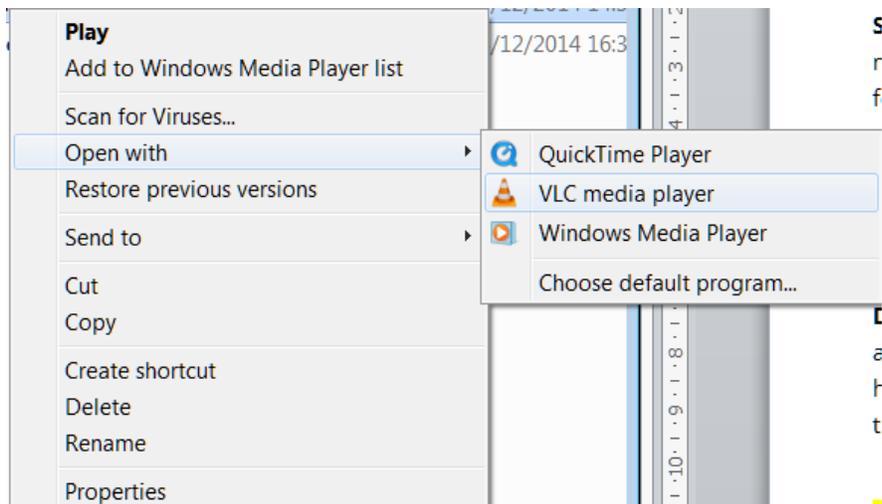
Centres are required to mark students' work over the 6 hour assessment periods, not only in the recorded session.

Remember: Centres must record more than one session but only one should be sent to the Moderator. It is recommended that a number of sessions are recorded to enable a representative session to be submitted for moderation. The DVD/USB must be checked and a copy of the session sent to the Moderator must be kept securely in the centre.

Centres can submit video media evidence of the performances on USBs, External Hard Drives and DVDs. A copy of the evidence must be retained in the centre.

New USBs, External Hard drives and DVDs must be used and must not contain any other files.

The file types must be compatible for **both Windows and/or Mac devices**, therefore files types that can be played on VLC Media Player or QuickTime Movie must be used.



Files formatted in any other format cannot be used for moderation, and the correct format will be requested by Pearson.

The DVD must be sent in a hard protective case and clearly labelled with:

- Centre number and name
- Exam level, subject, number and series (GCSE Drama 2016)
- Unit number and name (5DR02- Unit 1)

It is the responsibility of centres to make copies of the evidence including recordings before sending the requested work to the moderator.

STUDENT IDENTIFICATION

Students must appear in the introductions on the recording in the same clothing they wear in the recorded session sent for moderation. It is a requirement that all students introduce themselves by name and candidate number clearly, slowly, audibly and in a long shot on the recording. It is helpful to the moderating process if the photographs of the five sample students are also submitted.

PAPER 02: DOCUMENTARY RESPONSE AND RESPONSE TO LIVE THEATRE

Each student will produce a documentary response which consists of 2 tasks:

- For the **documentary response** a maximum of 1,000 words may be submitted by each student.
- For the response to live performance a maximum of 2,000 words may be submitted by each student.
- Quality of Written Communication (QWC) must be taken into account when centres mark the responses to live performance.

- The responses may be presented in essay form but could also include some pictorial and diagrammatic evidence.
- Teachers must ensure that students' work is their own and has been completed under controlled conditions.

Teachers must ensure that only the student's own work is sent to the moderator. The documentary response to the practical exploration must be on paper and no longer than 1,000 words. The **response to live performance** must be on paper and no longer than 2,000 words. Plastic wallets, folders, envelopes, hardbound book format, ring binders, card etc, must not be used and will not be returned to centres. Documentary responses should be completed as soon as possible after the 6 hour practical assessment. The response to live performance should be completed as soon as possible after the visit to the theatre.

Centres must ensure that student documentary responses only contain materials that meet the assessment tasks.

It is the responsibility of each centre to keep all materials for this unit in a secure place until requested for moderation.

IMPORTANT INFORMATION FOR 5DR01 AND 5DR02:

Practical marks cannot be agreed if the appropriate video recording and/or the Records of Work are not sent to the moderator. Marks for missing evidence cannot be agreed by the moderator.

Applications for Missing Centre Assessed work or Special Consideration must be made by the examinations officer to the relevant department at Pearson.

In the case of missing video evidence, a Notification of Lost Centre Assessed Work form must be submitted for each sampled student whose work has been sent for moderation. The Notification of Lost Centre Assessed Work form must be sent to Pearson and a copy sent to the moderator by 15 May 2016. To access the Notification of Lost Centre Assessed Work form (form 15) please go to the Joint Council website at the following link: <http://www.jcq.org.uk/exams-office/forms>

Ensure that you read the Instructions for Conducting Controlled Assessments Document available on the Joint Council website at <http://www.jcq.org.uk/exams-office/controlled-assessments>

Materials submitted after the deadline on 15 May 2017 for GCSE Drama 5DR01 and 5DR02 paper 01/02 may not be moderated.

UNIT 3: DRAMA PERFORMANCE

Unit 3 is an externally assessed unit. The assignment brief for Unit 3 performances will be available on the Pearson website on the last Monday of October. The examination must take place between 6th February and 26th May 2017.

Please note that students can only be examined as a performer **or** a performance support student.

Examination sessions must take place during the normal school day or after school (all performances must be completed by 9pm at the latest.).

Examiners will expect to mark at least 20 students in one session. Sessions can be morning / afternoon / twilight / evening. The sessions must run consecutively on any one day and also on consecutive days for the whole cohort.

The performance must be to an audience, of which the most important member is the examiner. On the day of the examination, the examiner is not permitted to talk or interact with the candidates in order to maintain a professional distance. The examiner must have the best seat in the house in order to mark the candidates. Ensure that the Examiner is provided with adequate facilities at the venue to examine the performance; a chair and table away from the audience and a suitable light source must be provided. The examiner must be provided with a private space between performances to consider their marks.

All Unit 3 performances must be recorded and the camera must be positioned to ensure that the best possible and unobstructed recording is made of the performance, as it would be seen by the examiner. Marks can only be monitored and Enquiries About Results be undertaken, where performances can be clearly seen and heard on the recording. Centres must ensure that neither the examiner nor audience obstruct the recording of the performance.

YOUR VISITING EXAMINER

Unit 3 will normally be marked by a visiting examiner. Whilst every effort will be made to provide every centre with a visiting examiner, this cannot be guaranteed. If it is not possible for an examiner to visit a centre, the recording of the performance(s) will be used as the basis for external assessment. Where an examiner is unable to attend due to unforeseen circumstances, then please follow the same procedure and record the performance under examination conditions. The allocations of visiting examiners is at the discretion of Pearson. For information regarding change of examiners, please refer to our Frequently Asked Questions.

Centres will be contacted by their visiting examiner in the spring term. Please note that Pearson does not send separate notification of the visiting examiner. Centres should agree with the examiner mutually convenient date(s) and time(s) when they will visit the centre. It is important to liaise with your Examiner before fixing your date and time. Centres must have a range of possible dates and times available. Your examiner will notify Pearson of the agreed arrangements.

Please note that it may not be possible to accommodate any last minute changes to the date made by the centre. The visiting examiner will normally arrive at the centre approximately 30 minutes before the agreed start time of the first performance.

Please remember, examiners are not permitted to speak to students, audience members or staff in connection with the performance(s).

A Team Leader and/or Assistant Principal Examiner/Principal Examiner may accompany an examiner to a centre for monitoring purposes. Centres will be notified in advance by the visiting examiner where this is the case. The running time of the session should not be affected when a Team Leader is present. The accompanied visits will be for one session.

SAFEGUARDING

Pearson staff or representatives of Pearson should never be left on their own with children and will withdraw their services rather than find themselves in this situation. It is the responsibility of the centre to provide an environment where Pearson staff or representatives of Pearson can carry out their duties without the likelihood of finding themselves left unsupervised with children. For more information regarding the Safeguarding Children Policy please go to the Pearson website at the following link: <http://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>

TIMINGS

The length of the performance will depend on the number of candidates in the group, but the minimum should be approximately 15 minutes and the maximum 45 minutes. **Centres are strongly advised not to exceed the time limit.** Each performance must run without an interval. Centres should aim for the lower time limit depending on the number of candidates in the group. For example, 4 candidates in a group should perform between approximately 15 – 20 minutes.

Number of performance students	Running time of performance
3	15 minutes maximum
4 to 6	15 – 30 minutes maximum
7 to 9	30 – 45 minutes maximum

EXAMINERS WILL ONLY AWARD MARKS WITHIN THE ABOVE TIME LIMITS

Centres should allow approximately 10 - 15 minutes between each performance. Examiners may need a longer break after approximately three groups. The timing of the performances will depend on the number of students in each group and the length of the performance. Daytime examinations should consider the centre timetable to ensure examination conditions are in place throughout the examination sessions.

Chosen twilight/evening sessions must also have consecutive evenings. For three or more sessions, the examining days must run consecutively in the same week. An examiner will expect to mark at least 40 candidates in one centre on the same day. Centres with 20 candidates or less must be examined in a half-day session. An examining session is defined as approximately 3 hours in a centre. The examiner

will only attend the number of sessions the centre is entitled to based on the number of actual candidates entered for the examination.

3 – 20 candidates	1 session
21 – 40 candidates	A total of 2 sessions
41 – 60 candidates	A total of 3 sessions
61 – 80 candidates	A total of 4 sessions
81 – 100 candidates	A total of 5 sessions

Please note that examiners are not required to stay later than the session limit imposed on the centre.

If performances run over the session limit, centres must send in the recordings for assessment purposes as examiners are not required to stay longer than the session entitlement.

PERFORMANCE GROUPS AND IDENTIFICATION

The number of students in a group must be between **three** and **nine** performers and up to three design students. **Centres must not exceed these numbers.**

Students can only be assessed in one performance group. Students who have not been entered for the examination can only take part in the performance in **extreme circumstances** to stand in for an absent student. Please see the section for Absent Students for more information. The visiting examiner must be informed in writing or by telephone of the circumstances in advance. Only the students in the performance group are permitted on stage during the performance. No extra or additional performers are allowed on the stage to take part in the examination performance.

To the examiner and in the recording, students must introduce themselves in a full length shot by name, student number and role(s) before each piece as they appear in performance. Students must also describe and/or show any costume changes. There must also be a full length group shot clearly showing all students in the group. A full length group photograph showing students as they appear in the performance should be available to the examiner on the day of the examination as it is very helpful for student identification.

Students must not wear very similar costumes, particularly all in one colour. Examiners must be able to clearly identify each individual student for assessment.

As candidates are awarded individual marks for the performance, centres are reminded that examiners need to be able to identify all candidates at all times during the performance. It is the centres responsibility to ensure that any costume considerations

should enable identification and any change of costume must be indicated to the examiner before the performance begins.

PERFORMANCE SUPPORT STUDENTS

Performance support students can only offer one performance support option and be examined in one group. Students offering Performance Support should not take part in the performance but must demonstrate their theatre craft during a single performance seen by the visiting examiner and give a presentation, no longer than 5 minutes, to the visiting examiner. This can be done live before the performance or pre-recorded and shown to the examiner before the performance.

Neither the examiner or teacher are permitted to question or respond to the student, nor are centre staff permitted to take any part in the presentation.

The presentation must be recorded and transferred to DVD/USB before the relevant performance.

The student must complete and have available documentation showing the development of ideas and how they have carried them through into performance. All documentation must be recorded and included with the performance recordings. This must be seen clearly in the recording.

The documentation and any other materials must be available for the examiner to assess but will not be taken away after the presentation. All documentation must be retained in a secure place until 31 October 2017.

BEFORE THE EXAMINATION

Centres must send the following to the visiting examiner at least **7 working days before** the date of the examination. The table below should be used as a checklist.

Item	Number to be sent
Group Performance Sheet (D3a)	1 per performance group
Copy of texts as performed for scripted performance or performance outlines for a devised performance	
Performance Examiner Comment Sheet (D3b)	1 per student
Performance Support Examiner Comment Sheet (D3c)	
Centre Register (D3d) - all students entered in candidate number order with performance group number clearly indicated	4 per centre
(D3f) Checklist before the examination	
Examination date(s) and start times of first performance/ performance support presentation	1 per centre
Outline of the schedule of performances including breaks	
Map of venue and location of performance space, along with a contact name and telephone number for the day of the performance.	

AFTER THE EXAMINATION

The following documentation **must** be sent to the visiting examiner within **10 working days after** the date of the final performance examination at the centre. Centres must complete the checklist provided and send it with the correct materials to the examiner.

Item	Number to be sent
DVD recordings of all the candidate performances and any presentations	Number as appropriate
Completed DVD Time Sheet (D3e)	
(D3g) Checklist after the examination	

GUIDANCE FOR RECORDING

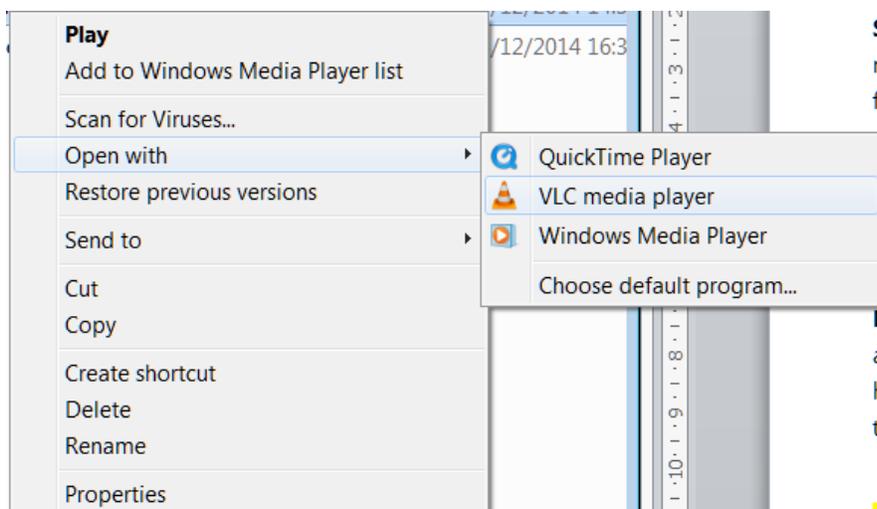
The recording must be a complete, unedited recording of each examination performance and student introductions must be immediately before the performance. Centres are reminded that recordings are not returned, therefore you must make a copy for your own records.

A DVD/USB must be made of the performance at which the examiner is present and sent to the examiner as soon as possible and within **10 working days** of the performance at the latest. Centres are advised to retain a proof of postage certificate. The camera must be placed so that an unobstructed view of the performance is recorded. The camera must be placed close to the visiting examiner.

Centres can submit video media evidence of the performances on USBs, External Hard Drives and DVDs. A copy of the evidence must be retained in the centre.

New USBs, External Hard drives and DVDs must be used and must not contain any other files.

The file types must be compatible for **both Windows and/or Mac devices**, therefore files types that can be played on VLC Media Player or QuickTime Movie must be used.



Files formatted in any other format cannot be used for moderation, and the correct format will be requested by Pearson.

Recordings not sent within 10 working days cannot be monitored or have any Enquiries About Results.

ALL DVDs MUST BE SENT IN HARD PROTECTIVE CASES

Examiners will not check the quality of the recordings, it is the centres responsibility to check all introductions, presentations and performances before sending to the examiner.

All materials (including recordings and texts) sent to the examiner for this unit will not be returned.

It is the centres responsibility to ensure the quality of the sound and picture on the recordings is sufficient to enable performances to be monitored, used for any Enquiries About Results or marking purposes.

Pearson will only request replacement DVDs if damage occurs to DVDs sent in hard protective cases. Faulty DVDs for any other reason cannot be used for monitoring or Enquiries About Results (EAR).

STUDENT IDENTIFICATION

All students must introduce themselves by student name, number and role(s) played. They must introduce themselves **clearly and slowly** at the beginning of their performance wearing their performance costumes and detailing any costume changes. The first student must introduce the group number, title of the performance and the date. Centres must check that all introductions, presentations and performances are on the recording. Where centres transfer onto DVD, performances must be in the original performance running order. Centres must keep a copy of the recording and all written documentation.

The recording and hard protective case must be **clearly labelled** with:

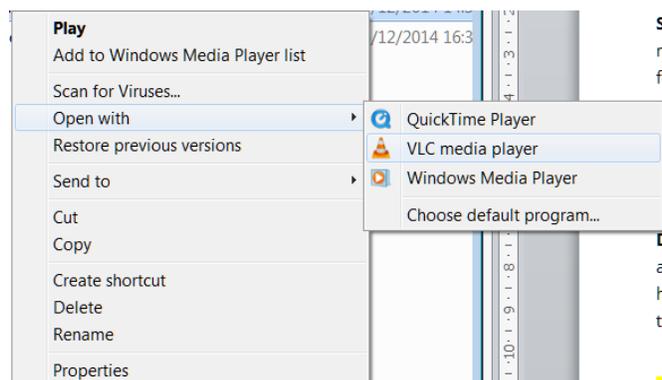
- Centre number and name,
- 'GCSE Drama 5DR03 Paper 01 Summer 2017',
- Details of performances on the recording (titles and group numbers),
- DVD number (if more than one is being provided e.g. 1 of 2).

IMPORTANT INFORMATION

Centres can submit video media evidence of the performances on USBs, External Hard Drives and DVDs. A copy of the evidence must be retained in the centre.

New USBs, External Harddrives and DVDs must be used and must not contain any other files.

The file types must be compatible for **both Windows and/or Mac devices**, therefore files types that can be played on VLC Media Player or QuickTime Movie must be used.



Files formatted in any other format cannot be used for moderation, and the correct format will be requested by Pearson.

NON- ASSESSED CANDIDATES

Non-assessed students can only be used when the total number of students in the cohort do not meet the minimum group size requirement, a student has withdrawn from the examination near to the examination date or a student is absent on the day of the examination.

In situations where there is insufficient candidate entry to meet the minimum group size requirement, a student has withdrawn from the examination or a student is absent on the day of the examination, permission must be sought from Pearson in advance for the inclusion of a non- assessed individual.

Non-assessed individuals may be used to take the part of the absentee students thus supporting the performance group. Please note that a non-assessed individual may be a class peer, student from a different year group or a member of staff. Assessed and non-assessed students must be clearly identified to the examiner and on the recording.

Please email your requests to facilitate a non-assessed individual to drama.assessment@pearson.com. A copy of the email from Drama Assessment must be included with the work sent to the examiner before the examination

ABSENT STUDENTS

Absent students should be indicated with an "A" on the assessment forms/attendance register/OPTEMS. Where a candidate is disadvantaged or affected by circumstances that are beyond his or her control, or is suffering from illness or a temporary condition at the time of the examination, you can submit a request for special consideration.

5DR01 & 5DR02 - If students have missed one of the sessions in the Unit 1/Unit 2 practical exploration, and provided that you are happy that this absence was for genuine reasons, you may repeat the missed session with your absentee students as part of a larger group but you must only count the marks for this session for your absentee students. Marks for other students in the session must not be counted towards the 6 hours.

Alternatively, if a repeat session is not feasible for your students, for example if students have not been absent at the same time, you may run a follow up session in which you must only count the marks for this session for your absentee students. Marks for other students in the session must not be counted towards the 6 hours.

If you do not assess the students in repeat/ follow up sessions, their marks must reflect their absence accordingly. You should indicate a student absence on the student's D1a/D2a (the form stapled to the front of the Documentary Response) along with reference to any repeat/ follow up sessions or to the fact that marks were adjusted to reflect their absence. You should also indicate this on the Record Of Work (ROW) detailing, for any repeated sessions, what the students actually did in both sessions and ensuring that any follow up sessions are included in the ROW.

It is entirely a centre decision whether to run repeat/follow up sessions. It is not permissible for students, who took part in a 'follow up' session for absentee students to write about this in their Documentary Response. Students must only write about the sessions in which they were assessed.

5DR03 - For the performance examination, if a student is absent on the day of the examination, then a non-assessed individual may be used to support the performance group. . A non-assessed individual may be a class peer, student from a different year group or a member of staff. Please identify the assessed and non-assessed individuals clearly to the examiner.

SPECIAL CONSIDERATION AND LOST COURSEWORK

For any special consideration, access arrangements or information on examination procedures please ensure that you read the documents available at the Joint Council website: <http://www.jcq.org.uk/exams-office>

If a centre considers that a student may not have realised their full potential because of absence or illness which was not the fault of the student then a request should be submitted on the *Special Consideration Form* held by the centre's Examinations Officer. This should not be sent to the Drama Assessment Team, but should be sent with the appropriate documentation such as medical certification to:

Special Requirements
Pearson 190 High Holborn
London WC1V 7BH
E-mail: uk.special.requirements@pearson.com

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.

NOTIFICATION OF LOST CENTRE ASSESSED WORK

In the case of missing DVD/USB or written evidence, a Notification of Lost Centre Assessed Work form must be submitted for each student whose work is requested for moderation purposes and sent to Pearson and a copy sent to the moderator by 15th May 2016

To access the Notification of Lost Centre Assessed Work form (form 15) please go to the Joint Council website at the following link: <http://www.jcq.org.uk/exams-office/forms>

Information on access arrangements or special consideration is available at the Joint Council website:
<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

For further details of the special consideration process and to access all the necessary forms, please go to the Joint Council website at <http://www.jcq.org.uk> and consult your Examinations Officer.

RESIT INFORMATION

In the new linear specification for first certification in 2016, students wishing to re-take a GCSE are required to re-take all of the units in the qualification. Students will be permitted to carry forward the results from the internally assessed controlled assessment units (5DR01/5DR02) if they wish and only re-take the externally- assessed unit (5DR03). GCSE Drama can only be re-taken in the June examination series.

POST RESULTS SERVICE

As part of our Post Results Service, centres have the opportunity of accessing a copy of the examiner's notes (D3b/D3c only) for this examination. Centres must apply for a student by completing an 'Access to Scripts Request'. There is a fee involved for this service. Further details can be found in Pearson Information Manual. You should refer to your Examinations Officer for further details.

Pearson provides you with a breakdown of marks achieved by your candidates in this unit. This information will be available to centres via ResultsPlus
<http://qualifications.pearson.com/en/support/Services/ResultsPlus.html>

The breakdown information will detail marks for the following:

FOR PERFORMANCE CANDIDATES

AO2i	= Marks awarded for Voice and Movement
AO2ii	= Marks awarded for Roles and characterisation
AO2iii	= Marks awarded for Communication
AO2iv	= Marks awarded for Content, style, form

FOR PERFORMANCE SUPPORT CANDIDATES

AO2i	= Marks awarded for Justification of design decisions
AO2ii	= Marks awarded for Documentation
AO2iii	= Marks awarded for Realisation of design
AO2iv	= Marks awarded for Communication of the design in performance

SUBJECT ADVISOR

Paul Webster is the Performing Arts and Drama Subject Advisor at Pearson. For any subject specific queries, please contact Paul on 0844 372 2191 or at TeachingPerformingArts@pearson.com

The primary purpose of the Subject Advisor team is supporting teachers in the delivery of our qualifications:

- Subject advisors act as the public face and a focus of expertise for their subject both to customers and within the business
- They offer an excellent responsive service for teachers providing subject expertise through emails, the telephone and other channels
- The subject advisor will bring the customer view into the business and be responsible for creating or contributing to solutions

They lead virtual teams across the business of those involved with the sectors; this includes managing the "Ask the Expert" examiner email service.