



Pearson

Administrative Support Guide

(Instructions for the Conduct of the Controlled Assessment and Examination)

GCSE Drama 1DRO



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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.

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** service helpful. For further information, please call our Subject Advisor Paul Webster and his team on 02070102189, email Teachingperformingarts@pearson.com or visit <https://qualifications.pearson.com/en/home.html>

The GCSE Drama homepage link is [here](#).

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Introduction

The Administrative Support Guide (ASG) must be used in conjunction with the latest version of the following documents:

- GCSE Drama [Specification](#)
- JCQ [Instructions for conducting non-examination assessments](#)
- JCQ [Instructions for Conducting Examinations](#)
- JCQ [Instructions for Conducting Coursework](#)

Teachers should also share the latest version of the following document with their candidates:

- JCQ [Information for candidates: Non-examination Assessments \(NEA\)](#)

The ASG is to help teachers to ensure that the requirements and regulations of the assessment process have been met and that all assessment evidence is produced accordingly for the examined and NEA components.

Key dates

Event	Date	Other Information
Component 2 & 3: Submission of text choices	3rd September – 31st January	Submission form will be located on the GCSE Drama homepage
Component 2: Preliminary arrangement form for Visiting Examiners	End of November	For centres that would prefer a January visit.
Component 2: Notification of visiting examiners	Subject to visit	Examiners will aim to contact centres a month before their requested examination period.
Component 2: Visiting examiner window	Beginning of January – End of March	10 week window
Component 1: Submission deadline for moderation	15th May	Assessed sample work sent to allocated moderator by this date
Component 3: 1DR0/03 Examination	Timetable available on the Pearson website.	
Component 3: Text Change	May 2020	<i>Dr Korczak's Example</i> , David Greig will be replaced by <i>100</i> , Diene Petterle, Neil Monaghan and Christopher Heimann in the 2020 examination paper.

Component 1: 1DR0/01

This Component consists of **two parts of assessment**: a portfolio **and** a performance or design realisation.

In the NEA Components, optional routes of performer or designer are available. For either option, all candidates must evidence their work through the same requirements i.e. a portfolio and realisation.

The portfolio

All candidates must produce a portfolio documenting and reflecting on their exploratory process and the refinement and rehearsals that took place in response to the stimuli. Candidates must include a response to the six questions as detailed on page 15 of the specification.

It is important to remember that the portfolio is used for **assessment purposes** and that the work must be **clearly evidenced** and **accessible** for the teacher and moderator to check the centre assessment of the work. It is a **requirement** for centres to complete the **coursework authentication form** for each candidate. It is also a requirement to submit the Component 1 checklist for the entire cohort.

Centres are reminded that there are **three possible options** for portfolio evidence.

Option 1: handwritten/typed evidence between 1500-2000 words

Option 2: recorded/verbal evidence between 8-10 minutes

Option 3: a combination of handwritten/typed evidence (between 750-1000 words) and recorded/verbal evidence (between 4-5 minutes)

Time limits and/or word counts must be adhered to. Any work produced exceeding the maximum limit will not be moderated.

Candidates may use:

- Annotated photographs
- Annotated drawings/sketches

Please note: annotation will count towards the word limit.

Presentation of work

In line with the [JCQ Instructions for conducting non-examination assessments](#), candidates **must** insert the following details on each page as a header or footer:

- Centre number
- Candidate number
- Component code (1DR0/01)

Candidates are allowed to word process their work if practicable and when doing so they are allowed to use the spell/grammar check.

Candidates are encouraged, if submitting handwritten work, to use black ink and write legibly. Written portfolios must be submitted on A4 paper; A3 paper and card is not acceptable.

Ensure that each candidate's work is securely fastened and that the coursework authentication form is fully completed, signed and attached to the work.

Remove bulky covers. Documents sent for moderation purposes must be secured with treasury tags, or stapled – plastic wallets, folders, envelopes, hardbound book format, ring binders, card etc., must **not** be used and will not be returned to centres. It is the responsibility of each centre to keep all materials for this Component in a secure place until requested for moderation.

It is the centre's responsibility to ensure that consent has been obtained if videos or photographs/images of candidates are being included as evidence.

N.B Materials that are not the candidates' own work (e.g. copied or printed factual materials downloaded from the internet, or work that has been edited/alterd by anyone other than the candidate at any time) **must not be submitted** for moderation.

The Devised Performance/Design Realisation

Candidates can undertake preparatory work outside the classroom, for example to practice the performance or develop skills.

The actual performance must be live and in front of a suitable audience, without interruptions and in the presence of the teacher-assessor.

Centres must record all group performances and candidate identifications. This must include design candidates.

Before the performance, candidates are required to identify themselves by name, candidate number and role(s).

Centres must adhere to the group size and time limits as outlined on page 10 of the [GCSE Specification](#).

Group Size	Regulatory minimum performance times	Recommended minimum performance times	Maximum performance times
3-4 performance candidates (group)	4 minutes	10 minutes	15 minutes
5-6 performance candidates (group)	4 minutes	20 minutes	25 minutes

Submission of supporting evidence

Centres are required to submit the following evidence for Component 1 to their moderator as soon as possible after the receipt of moderator details on Edexcel Online:

- Portfolios for sampled candidates
- Recordings of performances and additional documentation for design candidates.
- Additional documentation for design candidates (if part of the sample)
- Non-examination assessment form – one per sampled candidate
- Checklist
- A hard copy printout of the Edexcel Online mark submission after marks have been uploaded. The declaration must be signed by the teacher-assessor.

Submission of audio/video evidence

Centres can submit video media evidence of the performances or portfolios on USBs, External Hard Drives and DVDs. Please ensure that the hardware is new and free of viruses.

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

Centres must also retain copies of the work sent for moderation and assessment. Awarding Bodies are not liable for the loss of work or damage that occurs during moderation or in transit.

Any DVD(s) and hard protective case should be clearly labelled with centre number and name, and DVD number (if more than one is being provided e.g. 1 of 2).

File encryption

Centres have the option to encrypt USBs prior to sending them for moderation.

How to encrypt a USB:

Windows – BitLocker on Windows. BitLocker will encrypt your USB drive, and then require a password to be entered whenever it is connected to a PC. To get started using BitLocker, connect your USB drive to your computer. Right-click on the drive, and click 'turn on BitLocker'.

Mac – When your USB stick is connected to your Mac, right-click the disk, and select the 'encrypt' option. Enter in a password and Finder will encrypt the disk.

If you choose to encrypt the work, you must email the password for the USB to Drama.Assessment@pearson.com as soon as you have sent the work. You must state your centre name, centre number and component code in the email i.e. 1DR0/01.

File naming conventions

All files must be saved with the following naming convention:

For performance: Centre number_Group Number. E.g. 12345_Group1_Performance title

For portfolio: Centre number_group number_candidate number

Centres must ensure all files are backed-up and saved on the centre's system.

Centres are required to send recordings of all performance(s)/realisation of design(s) for their selected sample. These recordings must not be edited.

The recording must be clearly labelled with the centre number, centre name, and component code.

The recording must adhere to the minimum/maximum time scales (provided in the specification).

Centres are reminded that you must ensure you are following the best practice when recording a performance. Please refer to page **64, appendix 4 of the GCSE specification** for further information.

Data Protection

It is the centre's responsibility to ensure that their Data Protection Policy is adhered to. In order to support this process you must ensure that all work is sent via tracked Parcelforce.

What constitutes secure storage of digital content?

It is the centre's responsibility to keep the work that candidates have submitted securely. Where work is stored electronically centres are required to restrict access to this material and to utilise appropriate security safeguards such as firewall protection and virus scanning software. An effective back-up strategy must be employed so that an up to date archive of candidates' evidence is maintained.

Sampled candidates

The teacher assessor **must** select the sample after the internal assessment has taken place to reflect the overall mark range of the cohort. This **must** include the performance/design realisation and portfolio evidence of all sampled candidates.

This should be selected from a **maximum** of four groups and must include:

- The highest overall scoring candidate
- The lowest overall scoring candidate
- The work of at least 8 further candidates with a range of marks between the highest and the lowest scoring candidates.

Cohort size	Sample Size requested
1-10	All
11-99	10
100-199	15
200+	20

Unlike previous years, Edexcel Online will not provide a sample for you and there will not be asterisks to indicate the highest candidate, lowest candidate, or candidates in-between.

If the centre has a cohort size of 10 or less, you must send all work for moderation.

Centres must check that the mark entered on Edexcel Online matches with the coursework authentication form sent to the moderator. Any requests for a change of centre mark following the issuing of results will be denied.

Component 2: 1DR0/02

This Component is externally assessed by a visiting examiner.

The examination must take place either between the first working day in January or the last working day in March. If your centre requires a visited examination in **January**, please complete the **preliminary arrangement form** which is sent via email newsletter to all examination officers. February and March visits will be arranged directly with your allocated examiner.

Please note that Pearson does not send separate notification of the visiting examiner. Centres should agree with the visiting examiner a mutually convenient date and time when the examiner will visit the centre.

Centres should have a range of possible dates available prior to being contacted by the examiner. Please note that it may not be possible to accommodate changes to the agreed date or time. Where changes to the agreed dates have been made, centres must be prepared to record the performances.

Examiners will expect to mark at least 20 candidates in one session. Sessions can be morning/afternoon/twilight/evening. **The sessions must run consecutively and finish by 9pm.**

Requirements for Component 2

Centres should consider an appropriate and supportive audience to allow candidates to communicate meaning.

All candidates must interpret and explore two extracts from a chosen performance text that has been professionally commissioned or produced and is at least 45 minutes in length. Each extract is marked discreetly. Candidates may complete this Component as a performer or designer or as a combination of both.

The performance text must not be from the set text lists for Component 3.

The performance text must fulfil the contrast requirements of time, genre and playwright with the chosen text for Component 3. All centres are required to submit their Component 2 text choices; the submission form can be found on the [GCSE Drama home page](#). Centres should aim to submit their text choices as early as possible.

One form should be submitted per school/college. You can list the texts for your whole cohort on one form.

Responses will be stored and cross referenced against examination responses to ensure that centres have complied with the requirements of the specification and subject criteria.

Please note: we will only contact you if your choices do not meet the requirements of the specification. If we do not contact you, there are no issues with your selections.

Centres can choose different texts for each candidate or groups of candidates. Candidates can cover the two extracts as a performer, designer or as both of these roles.

Candidates must perform/design their two extracts from the **same text**.

Candidates can play different roles or the same roles in across the extracts.

Extract one and extract two are assessed discreetly and must have a clear start and finish with identification before each extract, and a marking break in between.

Candidates are assessed in two extracts and must **only perform** in the two assessed extracts.

Performers can do any of the possible combinations;

- 2 monologues
- 2 duologues
- 2 performances in a **group of 3-4**
- 2 performances in a **group of 5-6 or any combination of the above**.

Designers: there can be up to one designer per design role (set, costume, lighting, sound) for each monologue, duologue or group performance.

Additional design candidates' documentation must be available to the examiner on the day. See page 33 of the Specification for further guidance.

Prior to the examination

Candidates must complete a written intention for performance/design for both extracts on a single sheet of A4 paper. Photocopies of all key extracts with the performance extract highlighted must be included. Extracts must not be word processed. These must be sent to the examiner 7 days prior to the first exam session, along with the documentation and assessment forms.

Copies of the complete texts must be available on the day of the examination.

Centres must always retain copies of the work prior to sending the material off for assessment purposes. Pearson will not return any externally assessed work to centres.

All performances, candidate identifications and designer documentation must be recorded and saved by the centre. All performance and design candidates are required to identify themselves by name, candidate number and role at the beginning of each extract.

Non-assessed individuals should only be used when permission has been granted by Pearson. Please e-mail requests to use non-assessed candidates to drama.assessment@pearson.com

During the examination

The examiner must be provided with the facilities and conditions that will enable him or her to mark in confidence and without being overlooked by candidates or audience.

Please 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. Centres must provide a private area for the examiner to allow them to consider their marking. Examiners may stay in the performance space between the monologues/duologues. This should be agreed with the examiner and centre staff.

Child Protection and Safeguarding

Visiting examiners must adhere to the Pearson Safeguarding Children Policy. Examiners will take photographic ID with them on all visits. Examiners must not engage in discussions with teachers or candidates about any aspect of the examination.

Examiners will talk to candidates only to ascertain their identity and will not enter into any discussion with candidates/staff/audience members at the end of the performance. Examiners will remind centres that the candidate must introduce themselves clearly and slowly to the camera, giving their name, candidate number and role(s).

All supporting material for the presentation must remain in the centre and not be taken away. Examiners will remind centres that all documentation must be clearly seen in the recording.

Group sizes and time limits

Mono/Duologues		
Number of performers	Regulatory minimum performance times	Maximum performance times
1 performance candidate (monologue)	2 minutes	3 minutes
2 performance candidates (duologue)	3 minutes	5 minutes

The above time limits are regulatory requirements. Candidates who do not meet the regulatory **minimum** performance requirement will be awarded 0 marks for A02. Examiners will **stop marking** once the **maximum** performance time has passed.

Group Performance			
Group size	Regulatory minimum performance times	Recommended minimum performance times	Maximum performance times
3-4 performance candidates (group)	4 minutes	10 minutes	12 minutes
5-6 performance candidates (group)	4 minutes	13 minutes	15 minutes

Candidates who do not meet the regulatory **minimum** performance requirement will be awarded 0 marks for A02. Examiners will **stop marking** once the **maximum** performance time has passed.

After the examination

The centre must send the recordings to the examiner within **7 working days** of the performance examination at the centre. You **must email Drama Assessment** to inform them that the recordings have been sent, as soon as you post them. You must state your centre name and number in the email. If you do not send the recordings to your examiner within the **7 day limit**, you **will not** be able to apply for a **Review of Marking – Service 2**.

Submission of audio/video evidence

Centres can submit video media evidence of the performances on USBs, External Hard Drives and DVDs. Please ensure that the hardware is new and free of viruses.

The file types must be compatible for both Windows and/or Mac devices, therefore files types that can be played on VLC Media Player, Windows Media Player or QuickTime Movie must be used. Files formatted in any other format cannot be used for examining, and the correct format will be requested by Pearson.

Centres must also retain copies of the work sent for assessment. Awarding Bodies are not liable for the loss of work or damage that occurs during examination or in transit.

File encryption

Centres have the option to encrypt USBs prior to sending them to their examiner.

How to encrypt a USB:

Windows – BitLocker on Windows. BitLocker will encrypt your USB drive, and then require a password to be entered whenever it is connected to a PC. To get started using BitLocker, connect your USB drive to your computer. Right-click on the drive, and click 'turn on BitLocker'.

Mac – When your USB stick is connected to your Mac, right-click the disk, and select the 'encrypt' option. Enter in a password and Finder will encrypt the disk.

You must email the password for the USB to Drama.Assessment@pearson.com as soon as you have sent the work. You must state your centre name, centre number and component code in the email i.e. 1DR0/02.

File naming conventions

All files must be saved with the following naming convention:

Centre number_performance reference_extract number e.g. 12345_group1_extract1.

Performance reference refers to the type of performance e.g. group/monologue/duologue and the order they run in.

Centres must ensure all files are backed-up and saved on the centre's system.

Component 3: 1DR0/03

Section A Bringing Texts to Life

- Practical exploration and study of one complete performance text
- Choice of eight performance texts
- Copies of the set texts are not allowed in the examination.
- Extracts will be provided in the examination.
- 45 marks are available.
- Candidates must answer all questions in response to one of the eight set texts.

The texts chosen for Component 2 must fulfil the contrast requirements of time, genre and playwright with the chosen text for Component 3. **Please see p.6-7 for more detail.**

This is an externally assessed written examination with two sections to the Component 3 paper.

List A (pre-1954)		
Performance text	Genre	Prescribed edition*
<i>An Inspector Calls</i> , J.B Priestley	Social thriller/mystery	Heinemann ISBN 9780435232825
<i>The Crucible</i> , Arthur Miller	Historical drama	Methuen (student edition) ISBN 9781408108390
<i>Government Inspector</i> , Nikolai Gogol (adapted by David Harrower)	Black comedy	Faber & Faber ISBN 9780571280490
<i>Twelfth Night</i> , William Shakespeare	Romantic comedy	New Longman Shakespeare ISBN 9780582365780

List B (post-2000)		
Performance text	Genre	Prescribed edition*
<i>1984</i> , George Orwell, Robert Icke and Duncan Macmillan	Political satire	Oberon Plays ISBN 9781783190614
<i>Blue Stockings</i> , Jessica Swale	Historical drama	Nick Hern Books ISBN 9781848423299
<i>DNA</i> , Dennis Kelly	Black comedy	Oberon Plays (school edition) ISBN 9781840029529
<i>Dr Korczak's Example</i> , David Greig	Historical drama	Capercaillie Books ISBN 9780954520618

Section B Live Theatre Evaluation

- Study of one performance seen live as a member of the audience
- Production chosen must not be a live performance or any of the eight set texts.
- Free choice of live theatrical production
- Copies of any performance texts are not allowed in the examination.
- Authenticated live theatre performance notes may be used in the examination.
- 15 marks are available.

In section B, candidates must answer both questions in response to the same live performance.

When choosing a performance for candidates to evaluate, centres must consider the information on p.46 of the specification. Live theatre means being in the same performance space as the performers. The production can be professional or amateur. Centres must submit a live performance statement to Pearson. This statement can be accessed via the [text submission form](#).

Live theatre performance notes must be attached to a copy of the most up-to-date front sheet and must be signed by both the candidate and the teacher to authenticate that requirements have been met. Copies of this form can be found [here](#). Centres **must not** send research notes to Pearson with the questions paper. They must be retained by the centre and kept until after the post-results services deadline.

Candidates may use up to a maximum of 500 words for their notes, which may be handwritten or word processed.

Notes must be the candidates' own work, and may include sketches and diagrams. **No printed or published material, including programmes or photographs, may form part of these notes.** Notes may be hand-written or typed on one piece of A4 paper. Once authenticated, the notes **must not** be amended and **must** be kept secure until the examination.

Centres **must not** send research notes to Pearson with the questions paper. They must be retained by the centre and kept until after the post-results services deadline.

Important Information

Consortium arrangements

If you are a centre that will be part of a consortium, your candidates will be treated as a single group for the purposes of coursework moderation. You need to identify a consortium coordinator who must ensure that internal standardisation is carried out by all the teachers involved in each component. We will allocate the same moderator to every centre within the consortium for a particular component, with confirmation or adjustment of marks being applied to all centres within the consortium. Centres **must** register their consortium arrangements using the JCQ centre consortium form available at www.jcq.org.uk/exams-office/forms/centre-consortium-arrangements-form which then must be sent to the Pearson Deployment team at gqdeployment@pearson.com.

Lost coursework

If work is either lost, damaged or irretrievable, i.e. video performances become corrupted. Your centre should complete a form 15, which is available to download at <https://qualifications.pearson.com/en/support/support-topics/assessment-and-verification/coursework-and-controlled-assessment.html>, this must then be sent to resultsresolution@pearson.com.

In the case of missing DVD/USB/External Hard Drive or written evidence, a lost coursework form must be submitted for each candidate whose work is requested for moderation purposes and sent to Pearson and a copy sent to the moderator.

Do **not** submit a lost coursework form for centre technical errors e.g. missing sound from video performances. These instances should be followed up with an application for special considerations.

Special consideration

If a candidate has been affected by adverse circumstances beyond their control they may be eligible for special consideration. This may include candidates who have been present or absent from the assessment.

Applications for special consideration along with the appropriate documentation, such as a medical certificate, should be sent to:

The Special Requirements Department Pearson
Fretwell Road, Hellaby Business Park
Rotherham, S66 8HN

Email: uk.special.requirements@pearson.com

Special consideration will not be given to those candidates absent because of holidays or personal arrangements.

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

For further information on access arrangements or special consideration and all the necessary forms please go to the [Joint Council website](#) and consult your Examinations Officer.

Absent candidates

Absent candidates should be indicated with an "A" on the assessment forms/attendance register. 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 examinations, you can submit a request for special consideration. Special consideration will not be given to absent candidates as the performance can be recorded at the centres convenience.

Component 1

If a candidate is absent during the performance recording for submission to the moderator, then the centre must record an additional performance and only assess the candidate who was absent from the first performance, this must be completed before the submission deadline. Special considerations must be applied to absent candidateS if the centre is not able to run an additional performance.

Materials submitted after the deadline for GCSE Drama 1DR0 may not be moderated.

Component 2

For the performance examination, if a candidate is absent on the day of the examination, then a non-assessed individual may be used to support the performance group and read out the lines of the absentee. Please identify the assessed and non-assessed individuals clearly to the examiner. A non-assessed individual may be a class peer, candidate from a different year group or a member of staff. Please note that examiners will not make extra visits to a centre due to candidate absence. Examiners will only make visits to centres for what they are entitled and within the visiting window set by Pearson. The centre must apply for special considerations for absent candidates. Centres must email Drama.assessment@pearson.com for permission to use non-assessed candidates and a hard copy must be provided to the examiner. Where centres have failed to request permission for the use of non-assessed candidates prior to the examination, retrospective permission must be obtained from the Drama Assessment team.

Component 3

Special consideration may be applied for absent candidates at the time of the written examination if they have been disadvantaged or affected by circumstances beyond their control. For further information on access arrangements or special consideration and all the necessary forms please go to the [Joint Council website](#) and consult your Examinations Officer.

If there are extreme extenuating circumstances regarding the access of live theatre, for example the occurrence of natural disasters or candidates are hospitalised, then centres need to apply for special arrangements to allow for a suitable live theatre alternative such as NT live or other live theatre broadcast.

Applications must be made to drama.assessment@pearson.com.

Support for Centres

If you have any subject specific questions about the content of this Administrative Support Guide you can contact the Subject Advisors for Drama, on 0207 010 2191 or by emailing TeachingPerformingArts@Pearson.com.