

Guidance on submitting video evidence

Who needs to submit video evidence?

- 1) Centres with fewer than 20 candidates and have chosen to be moderated via video evidence. The moderator will contact the centre and advise, in consultation with the teacher/assessor, which controlled assessment need to be visually recorded
- 2) International centres who are unable to arrange for a visiting moderator. The moderator will contact the centre and advise, in consultation with the teacher/assessor, which controlled assessment need to be visually recorded.
- 3) Centres who have been given permission to assess an activity outside of the window
- 4) Centre who allow external coaches/leaders to assess candidates e.g. activities which require a specialist for example horse riding

Preparation

When you are preparing to submit video evidence please remember

- it is the responsibility of the centre to decide when and where the assessment will take place and provide a suitable environment to help candidates perform to the best of their abilities.
- to confirm with the venue filming can take place.
- to gain permission from relevant bodies before preparing for assessment. This includes, parents, venues, candidates...etc marks will be adjusted for candidates who do not present adequate evidence of their work. Where there isn't enough or no evidence, candidates might receive zero.
- each candidate must be easily identified, using bibs numbered/lettered front and back or different coloured shirts, as they are performing on the DVD. For swimming, numbers on hats is recommended. It is helpful if candidates introduce themselves to the camera at the beginning of each activity.
- the performance recorded for the video moderation must be the final formal assessment of the candidate and mark awarded must be based on the performance seen at the time of recording. Centres must not edit the footage or add to the evidence from another performance, as the moderator needs to be sure that the assessments have been carried out under controlled conditions. The whole of the sample controlled assessment sessions, to be submitted to the moderator, must be recorded, from beginning to end.

- the centre is responsible for submitting the video after internal standardisation and final assessment has taken place, to the moderator by the published or pre-arranged deadline in the year of awarding.
- the moderator can only justify the marks supported by the evidence provided. It is the centres responsibility to make sure there is sufficient evidence to support the mark awarded to each candidate
- all DVD evidence must be accompanied by a [PE2VE](#) form.
- we recommend that a storyboard/commentary is also produced , giving details about the skills being shown in the structured drills/competitive situations etc to support the video so that you, as the teacher, are confident why the marks were awarded and you can justify why the candidate was the given the mark he/she was given
- DVD evidence should be produced in a 'free to view access' IT application, such as Media player or Quicktime. (Please inform your assigned moderator which format you intend to use at the first possible opportunity so that further arrangements for viewing the materials can be made if necessary).

Please note: Specialised centres like, referral centres or centres working with candidates in detention centres must make the necessary arrangements with the facilities. The evidence requirements for candidates in special centres or detention centres are same as all other candidates. Where there is no evidence the candidate will not receive any mark or their marks adjusted if the evidence is not sufficient.

Submission of DVD Evidence – Guidelines for Filming

Please remember moderation can only be based on what is seen

1. Make use of Wide Angle (w/a), Medium (m/s) and Close Up (c/u) shots. Insert this information on the storyboard, e.g. c/u.
 - A wide-angle shot will give an overall perspective – use sparingly.
 - A medium shot is useful for showing a candidate's stance, ready position or posture.
 - Close ups help with identification and also to demonstrate techniques, e.g. the grip.
2. It is best if candidates are shown in small groups, e.g. in badminton, four candidates at a time, go through the whole assessment including the appropriate drills and a game situation, followed by another four and so on.
3. Small groups should be of a similar ability e.g. candidates with marks 3/4 followed by candidates with marks 5/6, 7/8 and 9/10. Drills should be

differentiated to show the application of skills at an appropriate mark level.

4. In team games, small-sided games are easier to follow e.g. 3 vs 2 or 5 vs 5. Basketball, netball and volleyball are activities where a full size game may be feasible but football, rugby and hockey should only show structured practices and small-sided games.
5. The selected range of candidature ability should also reflect gender differences. Male and female candidates can be shown working separately or together, as appropriate to the activity and provides best evidence to support the range of candidate activity. The basis for the assessment, however, is a competitive situation between candidates of equal/similar ability.. If you do not have enough candidates who are being assessed to make up a game, other candidates could be drafted in to play as one team against the GCSE candidates. These additional candidates do not need to be identified.

If you are videoing for the AoP (only required for centre being moderated via video evidence)

When recording the Analysis of Performance (if assessed through Q&A or presentation), the candidate must be within a close enough range for the sound to be clear and audible. It is always advisable to do a few test checks to see the best sound quality setup before recording candidates presentation.

The distance of the camera setup must show clearly the footage or performance watched for the analysis as well as the candidate being assessed. Clips should not be edited in after or before the presentation or question and answer session. It should always be included during the presentation.

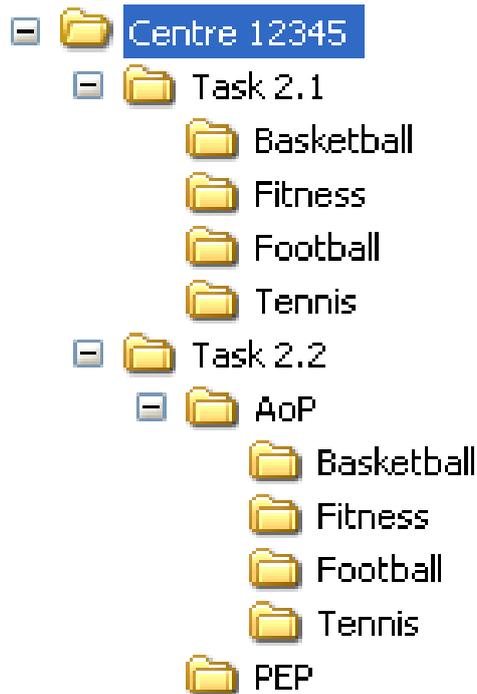
DVD Evidence - Filing convention

Centres can choose to provide evidence for individual activities with each folder containing evidence for one activity. The centre will create a folder for the component (Task 2.1- Practical activity and 2.2 – Analysis of Performance) at the top of the tree of folders and create sub-folders for each task labelled to indicate which task it relates to by following the format as

- ❖ Centre number
 - Unit number (5PE02 or 5PE04)
 - Candidate number

Evidence of work submitted via video must be organised in the following manner:

e.g.

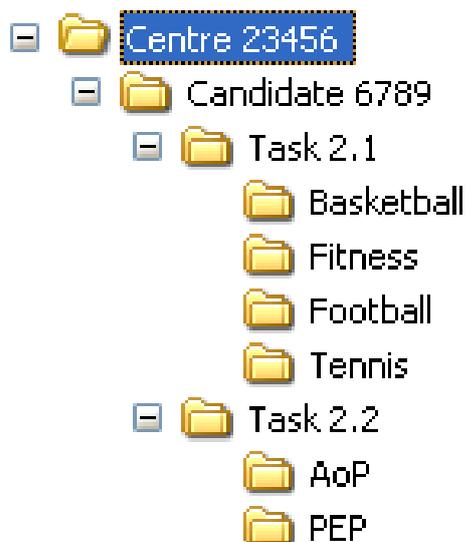


Or

Centres can choose to provide evidence by activity where each practical activity a folder and contains the evidence for each sample candidate with in the activity. Evidence of work submitted via video must be organised in the following manner:

- ❖ Centre number
 - Unit number (5PE02 or 5PE04)
 - Activity

e.g.



A separate folder on the top-most level of the folder tree should be used for each of the tasks and then below as a sub folder the activities. Each folder should be named according to the following naming convention:

Evidence by task and activity

If separate file is provided for each candidate then the following naming convention should be used.

[GCSE PE]_[centre #]_[Unit]_[Exam series]

E.g.

GCSE PE_12345_5PE02_June2015

Centres must ensure the following:

- Candidates folders are clearly labelled.
- Candidates have submitted the required evidence to justify the mark awarded,
- On all video clips provided, candidates can be clearly identified, and these clips can be played using Windows Media Player, VLC media Player, Quicktime.
- Files must not be zipped on the CD/DVD. The moderator should be able to access all files and folders directly from the CD/DVD without unzipping or altering the file or folder structure in any way
- No original work is sent to the moderator