



Administrative Support Guide

BTEC Level 2 Tech Award in Performing Arts

Component 3: Responding to a Brief (21123K)

Change log

The purpose of this section is to provide centres with an audit trail of changes that have been made to this Administrative Support Guide (ASG) from the time it was originally published.

Why might an ASG be re-published?

We may re-publish our ASGs if there are changes to the original content, for example correcting an identified error and/or making improvements following feedback received from stakeholders.

What action must centres take?

The new ASG will be uploaded onto the Pearson website, and the previous version removed. If the change(s) impacts on assessment delivery, we will notify centres via one of our communication channels. Centres will need to download the new ASG immediately and delete the previous version from their records.

If centres do not receive a communication, this means that the change(s) does not impact on assessment delivery and therefore centres can continue to use the previous ASG they had originally downloaded this year.

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Last updated: 31/01/2023

Document version: 2.0

Date of Correction	Page number	Detail of Correction
31/01/2023	Page 4	Under the heading 'Level of supervision and control' the previous version misleadingly stated that 'The supervised conditions may allow learners to access resources, prepared notes, or the internet to help them complete the task.' This has been corrected to 'The supervised conditions may allow learners to access resources or prepared notes to help them complete the task but must not have access to the internet.'

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Specific information

This assessment contains:

Material	Information	Level of supervision and control	Dispatch Method
Set Task	<p>Learners will spend approximately eight hours on the development of creative ideas and rehearsals for the workshop performance or pitch/presentation.</p> <p>Learners present their group workshop performance or pitch/presentation to an invited audience</p> <p>Written outcomes for submission (Activities 1, 2 and 4 of the set task) have a maximum duration of three hours.</p>	<p>Development and rehearsals Informal supervision, low control</p> <p>Written outcomes and performance or pitch/presentation Medium level of control, the completion of assessment is usually over a longer period of time, which may include a period of supervised conditions.</p> <p>The supervised conditions may allow learners to access resources or prepared notes to help them complete the task but must not have access to the internet.</p>	<p>Electronic download from the BTEC Secure Area</p>

Learners will be assessed on their demonstration of relevant knowledge, understanding and skills through an ideas log, skills log, workshop performance and evaluation report. This must be produced in response to the set task brief.

Before the assessment

Centres must ensure that:

- They have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- They have understood the delivery of the assessment and read the JCQ 'Instructions for Conducting Examinations (ICE)' document and Pearson's 'Instructions for Conducting External Assessments (ICEA)' document, which can be found [here](#).
- Materials received from Pearson are kept secure by the centre until the start of the assessment window.
- Centres must not discuss the details of the examination content with learners.
- Learners have been registered onto the correct course and entered for the correct assessment and series.

- Learners due to sit the assessment are made aware of the timetabled sessions for the supervised assessment and any prior preparatory work.

Centres are free to arrange the supervised sessions as they wish, provided the supervised hours for producing final outcomes are under the level of supervision specified, and in accordance with the conduct procedures.

Unless permission has been granted by Pearson, all learners in the group performance workshop must have been entered for the unit and be being assessed. **Centres with fewer than three learners in the cohort and needing to use non-assessed individuals must contact the BTEC assessment team by using the [Pearson Portal](#).** You will need to provide the registration number and full name of the individuals needing to use non-assessed performers.

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

During the assessment

Learners work within performance groups of 3-7 with up to 4 designers, to develop ideas based on the stimulus and prepare notes for the completion of the written and practical activities. Learners must complete Activities 1, 2 and 4 of the set task under formal supervision and using the templates provided. Please see the task for further information on the Assessment process.

Assessment evidence

Evidence requirements for each activity are listed below:

Activity	Evidence	Information
Activity 1 Ideas Log	Up to 800 words	The Ideas Log can be word processed, or handwritten and scanned, and must be saved as a PDF.
Activity 2 Skills Log	Up to 800 words	The Skills Log can be word processed, or handwritten and scanned, and must be saved as a PDF.
Activity 3 Group Workshop Performance to an Audience	Digital recording of Performers must be between 7 to 15 minutes . Pitch/presentation to camera for Designers must be between 5 to 10 minutes per designer.	One recording per group performance which is continuous and unedited lasting 7-15 minutes. Each learner within the group must identify themselves to the camera at the start of the performance.
Activity 4 Evaluation Report	Up to 800 words	The Evaluation Report can be word processed, or handwritten and scanned, and must be saved as a PDF.

Workshop performance/presentation recordings

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

Learners must state their:

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

The recording must be made under controlled conditions. The performance can be undertaken by learners and recorded by the centre at an appropriate time within the supervised assessment period. Recordings should then be safely stored e.g., in exams office, until they are submitted to the examiner.

The camera must be positioned to ensure that **the best possible quality (please avoid backlighting) and unobstructed recording is made of the performance**. Learners should wear a different colour to the backdrop/cyclorama.

The recording **must not** be paused or stopped, i.e., the full performance should be submitted workshop must have been entered for the unit and be being assessed.

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

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

It is important to remember that this is a 'work in progress'. Production elements of the work, for example costumes, lighting, and sound, may still be undecided or unfinished. The workshop performance must be filmed using natural lighting or a general lighting wash/cover. You may use music, sound-effects, props, costumes, and basic staging as suited to a workshop performance or those that have been designed by learners following a production route.

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

After the assessment

Submission of work

Learners' work will be externally assessed and marked. You will be provided with a secure link to a OneDrive folder where you must upload the learners' work to us. This link will only be accessible to your centre and to your named responsible person(s) provided. If you haven't provided a contact to us or are unable to locate your link, please email us at btec.traditional@pearson.com.

Centres must not send the work to their Standards Verifier or to an examiner for another subject.

The submission deadline for sending the work to Pearson after the end of the assessment window is **2 working days**. Submission deadlines can be found in your [exam timetable](#).

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

Item		Number to be sent
1	Activities 1, 2 & 4 A completed logbook (containing the ideas log, skills log & evaluation report)	One per learner
2	Activity 3 A recording of the group performance/presentation	One per group

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

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

Uploading onto OneDrive

You will **not be required** to set up passwords or encryptions for learner work and files. If you decide to encrypt, then you must provide Pearson with the password by emailing passwords@pearson.com.

Please indicate in the subject your centre number, the subject name and code, and the series: Example: **Centre 12345 - 21123K - June 2023**

The Password should be set in the following way: Subject code and centre number e.g. **21123K12345**

We will create the learner folders on your behalf (you can use this if it suits you or upload all learner work to the unit folder using the upload or drag and drop function. Please do not drag or upload work from a zipped folder as this results in the files becoming corrupt or blank).

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

Item	Number to be sent
1 Logbook_Registration No_firstname_surname	One per learner
2 Activity3_group number	One per group

Only one recording of the workshop performance per group is required to be submitted. To do this, we ask that you create a folder within OneDrive for each Group, named '**Group 1**', '**Group 2**' etc.

Centres must retain copies of Learners' work until after the examination session and appeals processes have completed.

A blank copy of the 'Learner Authentication and Record Sheet' can be downloaded from the qualification page (see 'Appendices' document). **You no longer need to upload this document to the OneDrive. The signed document should be retained in centre. By uploading learner work to the OneDrive, you are confirming Learner Authentication.** Please note that the learner's **BTEC registration number** must be indicated in the relevant field in the form (GCE learner number should not be used).

Attendance register & centre checklist

The attendance register will be contained within the OneDrive folder and pre-populated with details of all entries made. This register includes a centre checklist which clearly lists what each learner should submit as part of the assessment. Centres should indicate Yes/No that the work has been completed and uploaded.

If you notice any missing entries, please add these to the bottom of the Attendance Register and email btec.traditional@pearson.com and we will make the entries on your behalf.

Attendance Register & Centre Checklist		Please add an 'X' alongside each learner confirming their attendance or absence for the named external assessment and complete the checklist to confirm the assessment was completed and uploaded to the OneDrive				If any learners are missing, please add them to the bottom of the Register		Pearson							
Centre No:															
Unit No:	31489H														
Unit Title:	UNIT 2 DEVELOPING A MARKETING CAMPAIGN					CENTRE CHECKLIST									
						Completed	Uploaded	Completed	Uploaded	Completed	Uploaded	Completed	Uploaded	Completed	Uploaded
Learner registration no.	Learner Name	Present - Part A	Present - Part B	Absent - Part A	Absent - Part B	Part A - Act 1	Part A - Act 1	Part A - Act 2	Part A - Act 2	Part A - Act 3	Part A - Act 3	Part B - Act 4	Part B - Act 4	Part B - Act 5	Part B - Act 5

Please ensure there is an X in either the present or the absent column for any learner listed. For a learner that has withdrawn from the assessment, please mark the learner as 'Absent' on the Attendance Register. All learners who complete work should be marked as 'Present'.

For this assessment, **you must also indicate each learner's group number** on the register.

General information

This Administrative Support Guide (ASG) should be read in conjunction with the [Instructions for Conducting External Assessments \(ICEA\)](#) and specification.

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- [Exams Officers](#)
- [Teachers](#)

Key links

Key dates and deadlines	<ul style="list-style-type: none"> - entry deadlines and results dates - exam timetables
Post Results Services (PRS)	<ul style="list-style-type: none"> - Access to Scripts (ATS) - Review of Marking and Moderation (RoMMs) - Appeals
Special requirements	<ul style="list-style-type: none"> - Special considerations - Access arrangements
Training from Pearson	<ul style="list-style-type: none"> - Training events
Support materials	<p>Visit your qualification page to find:</p> <ul style="list-style-type: none"> - Past papers and Mark schemes - Lead examiner reports - Sample Assessment Materials

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