



Level 3 Diploma Principal Learning
January 2011 and June 2011

Creative and Media

CAM3U2/CAM3U3/TN

Unit 2 Exploring Professional Creativity

Unit 3 Realising Creativity

Teachers' Notes

Confidential

For immediate release to the Domain Assessor/teacher(s) responsible for the Diploma in Creative and Media and to the Examinations Officer.

Instructions for the conduct of Units 2 and 3 Visiting Assessment

These instructions are for the Domain Assessor/teacher who is responsible for arrangements for visiting assessment.

Instructions and advice to the Domain Assessor/teacher

- 1 If a consortium is entering learners for Unit 2 and/or Unit 3 Visiting Assessment, a **maximum of 20 learners** may be assessed on one day. If a consortium has more than 20 learners entered and is able to accommodate more than one examiner, each with their own space to work in, arrangements will be made accordingly. Otherwise, assessment will be carried over to additional days.
- 2 The Domain Assessor/teacher will be informed of the venue and date for learners' assessments. They will be responsible for the arrangements to transport learners to the venue, which in most cases will be the centre at which the Domain Assessor is based. If, for some reason, split venues are to be used (eg for a performance), travel time between venues must be timetabled into the day and suitable arrangements made for the examiners.

Preparing the learners

- 3 It is important that learners are given detailed advice and instructions about the assessment. Learners are required to demonstrate that they have developed their own response to the externally set brief, and planned and produced the creative outcome, combining two interlinked disciplines, to meet the needs of the client and the target audience. Evidence to show that learners have followed the production process from conception to realisation must be available on the assessment day for examiners to view. The learner must produce evidence of achievement of the assessment criteria (see specification pages 26 and 32).
- 4 **Individual and group work**
Learners may work individually, in pairs, or in small groups. The contribution by each individual learner **must**, however, be made clear to the examiner. All work, including individual sketchbooks/portfolios, must be clearly labelled and, with reference to a live performance, each learner individually introduced.

Preparation for the day of Visiting Assessment

- 5 Consortium staff must ensure that the assessment is not disturbed by noise or other interruptions.
- 6 Examiners must be able to view work privately in a room set aside for this purpose.

7 Live performances

- An **area** of 10 metres wide by 7.5 metres from front to back is required, unless using a stage. The examiner needs to be placed at least two metres back from this area, so that the examiner can view the whole of the performance space.
- Studio mirrors and windows **must** be covered to prevent distraction.
- The examiner will need a **table and chair**; the table is equally necessary where there is tiered seating. If **stage lighting** which includes blackouts is used, then the examiner's table should be lit independently.
- For dance performances, a **CD player** is required for playing the accompaniment which each learner must bring to the assessment.
- For dance performances, suitable warm up space should be provided.
- Assessments are completed live, in situ.
- Consortia are advised to record the assessment pieces. The examiner must approve the camera position. All recordings must be clearly labelled with the consortium name, centre number and unit code.
- Applications for post-results re-marking will be considered only if a consortium has submitted a recording which complies, in all respects, with the point above. Recordings should be burnt to DVD or memory stick. If the DVD only plays on a PC/Mac, please indicate on which viewing software the DVD should be played.

Special Consideration

- 8 Consortia should request Special Consideration for learners whose work is affected by illness or other exceptional circumstances. Details are available from AQA's Candidate Services Department in Guildford. Evidence of permission from AQA-City&Guilds for any alternative arrangements should be made available to the examiner.
- 9 If a group live performance is affected, the examiner must be informed as soon as possible before the assessment. A teacher or trainee teacher may not perform as a replacement. The full circumstances should be reported, as soon as possible to AQA's Candidate Services Department in Guildford.

The day of the Visiting Assessment

- 10** Consortia must give an up-to-date list of learners to the examiner on his/her arrival at the consortium.
- 11** With regards to live performances, the examiner should be given separate written running orders (x2) of learners for each unit on arrival. The order should be arranged in advance by the Domain Assessor/teacher and should correspond to the examination timetable received from the examiner.
- 12** For live performances, under AQA's Child Protection Policy, an 'appropriate adult' must be present at all times when the visiting examiner is present and learners are in the room. Apart from the appropriate adult, the examiner and the learner, only the following persons are permitted into the assessment area:
- group performers during their performances where relevant
 - the sound operator
 - one camera operator (if necessary)
 - one lighting operator (if necessary).

The last three may be fellow learners, technicians or teachers. If the teacher acts as sound, lighting or camera operator, he/she may also be the appropriate adult. If the teacher is **not** a technical operator, he/she should **not** be in the room.

- 13** Once a live performance has begun, it may not be stopped or started again, unless the examiner expressly requests this. Stopping a performance normally involves forfeiting a substantial number of marks for that item.
- 14** At the end of the assessments, the Domain Assessor/teacher **must** arrange for all work and recordings to be stored securely in case it is required for post-results re-marking. The work should be stored until after the deadline for Enquiries about Results. This work **must not** be tampered with in any way.