
Recording and submitting video evidence

GCSE Dance NEA – Performance and choreography (8236/C)

This resource gives schools/colleges guidance on the requirements for recording and submitting audio-visual evidence.

1. Requirements for recording and submitting audio-visual evidence

We require all schools/colleges to audio-visual record all students' final performances for assessment and to submit them to us for external moderation. If dances aren't recorded correctly, our moderators may be unable to moderate your marking of student work.

These guidelines are provided to ensure your students evidence of performance and choreography can be moderated effectively.

Please refer to section 4.2 of the specification for full details of the assessment tasks and centre responsibilities for administering the tasks www.aqa.org.uk/8236

Please read this document carefully and familiarise yourself with our recording requirements. If you have any questions please call us on 01483 437750 or email aqadance@aqa.org.uk

2. Before recording

Schools/colleges should check that they obtained informed consent at the beginning of the course from parents/carers/guardians to use audio-visual of students as assessment evidence.

Schools/colleges should adhere to the following guidelines to ensure sufficient quality:

- test the camera and any accessories, such as microphones, by recording a small amount of footage and playing it back
- use a tripod to stabilise the camera and position it from an audience perspective
- ensure that the space being used for filming is clear of furniture, equipment and other students standing around the edges; these can obscure the overall view of the dancer or detract from the performance
- ensure the studio is well lit, with any direct light source behind the camera operator; where natural light floods in from windows behind the dancer, the recording will appear in silhouette; stage lighting or spotlights can also adversely affect the video quality
- ask students to wear light coloured clothing where black curtains are the background; this should enable them to be seen clearly

3. Identifying students

- If the moderator is not completely certain of the identity of a student, the work cannot be moderated.
- Before every dance, the student must state their name and student number and/or hold up a notice clearly showing their full name (as entered for the examination) and student number close to the camera. The student should then move to the start position whilst on camera to commence the performance.
- DVDs should be given a menu detailing the task, and each piece of work should be chaptered with the name of the student to facilitate easy selection.
- If you are submitting a DVD that is not chaptered, you must make a comprehensive and accurate running order of the students' work. A form for this is included at the end of this document.

4. During recording

The final performance for assessment must be recorded with a single camera from an audience perspective and from start to finish and be unedited.

- Clearly identify dancers, particularly where more than one appears in shot (see the section on identifying students).
- Avoid clipping the ending of the recording.
- Ensure filming does not go automatically to auto-focus during the performance as this can cause blurring, making assessment very difficult.
- Always film the student straight-on from the audience perspective. Evidence filmed from a side angle, or from behind the student, will not be accepted.
- Ensure that extraneous noise is kept to a minimum. It can affect student performances and make it difficult to hear the soundtrack.
- Make sure that the person filming knows the dance well. This is usually the teacher acting as the technician. Familiarity with the work will enable the action to be followed and the frame zoomed to $\frac{3}{4}$ full with the student in the centre of the shot.
- Do not film the student from some distance without the zoom facility being used.
- Avoid using a fixed position camera without an operator as students may unintentionally disappear off camera.

5. After recording

After a recording has been made, please ensure you watch and check that there are no problems with the recording, and that all requirements have been met. Unsatisfactory recordings may jeopardise the moderation process and are liable to have an adverse effect on the marks of some or all students.

Make a duplicate copy of all recorded work to retain at your school/college.

6. Acceptable filetypes and media

We can only accept files that play correctly on VLC media player (www.videolan.org/vlc). Before sending work to your moderator, you must check that your recording plays successfully on this software.

We can **only** accept work on the following media:

- USB stick: a small, portable memory drive that plugs into a computer
- DVD, provided it is on the correct type of disc - either DVD±R or DVD±RW.

We **cannot** accept any of the following:

- Blu-ray
- HD-DVD
- DVD-VCD
- DVD-MP3
- Mini-DVD
- CD±R or CD±RW
- Memory cards (eg SD, Micro SD, XD, Compact Flash cards)
- Tapes (eg VHS cassette, MiniDV)

Using the wrong format may mean that we are unable to moderate students' work.

Changing filetypes or media

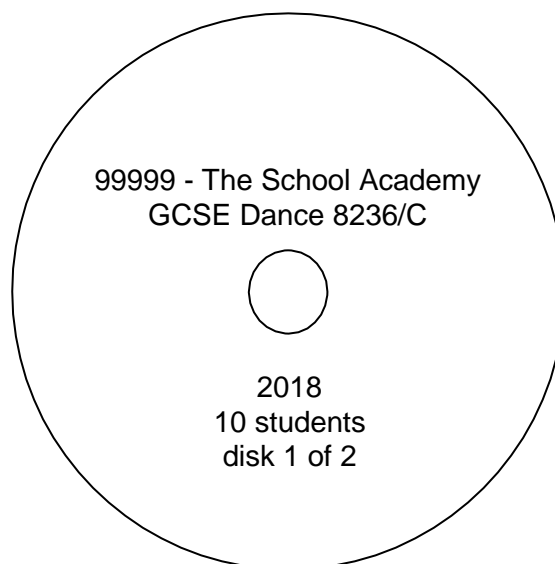
If your recording is different to those described above, you will need to transfer and/or transcode (convert) it to an acceptable format. There are several software packages that are able to do this, or you will need to find an AV technician who can do this on your behalf.

If a technician transfers and/or transcodes the material, the final version must be thoroughly checked by the teacher to ensure that the recording is intact.

7. Labelling and organising the recordings

Please label every disk with the appropriate information, or include the appropriate information with a USB stick. The information should include:

- centre number and name
- qualification and component code
- examination year
- number of students
- disk number



USB - If you are submitting work on a USB (the preferred method) you should present all the recordings for each student in a folder named for each student. Each filename must contain the student's full name, candidate number and performance title.

For example, Folder Name: Megan Stokes (8004) Folder Contents: Megan Stokes (8004) Breathe, Megan Stokes (8004) Choreography, Megan Stokes (8004) Duet, Megan Stokes (8004) Scoop.

DVD - If you are submitting a DVD, each of the recordings for the student should be consecutive. For example, Megan Stokes 8004 Breathe, Megan Stokes 8004 Choreography, Megan Stokes 8004 Duet, Megan Stokes 8004 Scoop.

Recordings containing multiple students - Where you are using the same recording (for example in a duet where both students are being assessed) you must ensure that you add the file again for the second student and name it as the second student.

For example, Megan Stokes (8004) Breathe, Megan Stokes (8004) Choreography, Megan Stokes (8004) Duet, Megan Stokes (8004) Scoop, James Li (8005) Breathe, James Li (8005) Choreography, James Li (8005) Duet (same file as Megan), James Li (8005) Scoop.

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>USB Drive
  >Megan Stokes (8004)
    Megan Stokes (8004) Breathe
    Megan Stokes (8004) Choreography
    Megan Stokes (8004) Duet
    Megan Stokes (8004) Scoop

  >James Li (8005)
    James Li (8005) Breathe
    James Li (8005) Choreography
    James Li (8005) Duet (same file as Megan)
    James Li (8005) Scoop
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8. Checking for malware (malicious software)

All digital files should be checked and cleaned of any malware (for example computer viruses, worms, spyware, adware).

9. Submitting the recordings

You must submit your marks to us online by **7 May** using either e-Subs: Centre Marks Submission on e-AQA, or by Electronic Data Interchange (EDI).

Once your mark submission is complete, details of the students that will form the moderation sample, and details of your allocated moderator will be available to view on e-Subs aqa.org.uk/eaqa

The audio-visual recordings of the live performance for assessment **of all students entered** must be sent to your allocated moderator as soon as possible, and at the very latest within five days of the mark submission deadline.

Please ensure you watch and check that there are no problems with the recording before submitting and that you have retained a duplicate copy of all recorded work. Also ensure that it is encased in a hard cover and sent in bubble wrap where appropriate to avoid any damage in transit.

You must also send to your allocated moderator

- for **every** student entered (not just the sample):
 - a candidate record form
 - the Choreography programme note
 - the Performance Duet/Trio programme note(s)
- a fully completed running order if the individual recordings are not identified by chapters or a menu (not needed if sending a USB)
- a Centre declaration sheet

For further details on submitting marks online please see www.aqa.org.uk/esubs

10. Special considerations

To ensure special considerations can be applied; it is advisable to record interim work, in case any student is injured or unwell at the time of final assessment. Please also refer to AQA policy on special consideration www.aqa.org.uk/speccon

11. Help and support

If you've any further questions please call us on 01483 437750 or email aqadance@aqa.org.uk

Running order of students' work

GCSE Dance NEA – Performance and choreography (8236/C)

If you are submitting a DVD that isn't chaptered, you must complete this form

Centre number

Centre name

Examination year

Date

	Candidate no.	Candidate name
1		
2		
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To see how we comply with the Data Protection Act 1998 please see our Privacy Statement at aqa.org.uk/privacy