

Notes and guidance: Requirements for recording and submitting performance evidence

Introduction

This document is for GCSE Dance (8236). We require centres to video record all students' final performances for assessment and submit them to AQA for external moderation. Please be aware, if dances aren't recorded correctly, AQA 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.

Please read this document carefully so you'll be familiar with AQA's recording requirements. If you have any questions please call 01483 437750 or email aqadance@aqa.org.uk

REQUIREMENTS FOR RECORDING AND SUBMITTING PERFORMANCE EVIDENCE

Before you start recording

Centres 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.

Centres should adhere to the following guidelines to ensure sufficient quality:

- Test the camera and any accessories, such as microphones, by recording a small piece of video 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.

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 exam) and student number close to the camera. The student should then move to the start position whilst on camera to commence the performance.
- In a group performance all candidates being assessed in that performance should be identified as above.

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.

- Wherever possible, try to film the dance straight-on from the audience perspective. Evidence filmed from a side angle, or from behind the student, might not be accepted for moderation.
- If a student goes out of shot during the filming, the period they are not on screen cannot be included as part of the assessment.

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- Check that the camera is not set to go automatically to auto-focus during the performance as this can cause blurring on the recording, making assessment very difficult.
- 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 operating the camera knows the dance well. 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 as this will affect the ability to moderate expressive skills
- Keep filming for several seconds beyond the end of the dance.
- Avoid using a fixed position camera without an operator as students may unintentionally disappear off camera.

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 adversely effect the moderation process.

Make a duplicate copy of all recorded work to retain at your centre, in case the media is lost or damaged in the post.

File formats

Supported video file formats

.flv .mp4 .mxf .gxf .ts .ps .3gp .3gpp .mpg .wmv .asf .avi .isma .ismv .dvr-ms .mkv
.wave .mov

Only supported filetypes can be uploaded and submitted for moderation.

If you've recorded work onto a format which is not in the above list, you will need to transfer 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 to transfer it to an acceptable format for you.

If a technician transfers the material onto DVD the final version must be thoroughly checked by the teacher to ensure that names of students are correct and whole dances have been recorded.

REQUIREMENTS FOR RECORDING AND SUBMITTING PERFORMANCE EVIDENCE

Organising and naming files

Samples must be uploaded via **Centre Services – Centre marks submission**. Files should be named as follows:

- 5 digit centre number
- component-code 8236-C
- either:
 - a single 4 digit candidate number
 - multiple 4 digit candidate numbers, separated by a space
- description, which could include:
 - candidate name (forename and/or surname)
 - type of dance (eg set phrase, duet, trio).
- file extension, as set by the application.

Each piece of information must be separated by an underscore “_”.

eg individual files:

92345_8236-C_0001_Joe Bloggs choreography.mp4

92345_8236-C_0005_Jane Doe performance.mp4

92345_8236-C_0010_John Smith set phrase.mp4

eg single file with multiple candidates:

92345_8236-C-0001 0005_Joe Bloggs and Jane Doe duet performance.mp4

92345_8236-C-0001 0005 0010_Joe Bloggs – Jane Doe – John Smith trio performance.mp4

Note: the first part of the filename (CentreNo_Component-Code_CandidateNo_) is used during the upload process to automatically tag (associate) the file with the candidate number specified.

Following this convention will make to process of uploading and submitting the samples a lot smoother and avoid needing to manually tag files to candidates.

Submitting video evidence

You must submit your marks to us by **7 May** using either Centre marks submission on Centre Services, or by Electronic Data Interchange (EDI).

Once your mark submission is complete, details of the students that will form the moderation sample will be available to view.

The audio-visual recordings of the live performance for assessment of the sample students must be uploaded as soon as possible, and at the very latest within **three** days of the mark submission deadline.

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You must also upload:

- for each sample student:
 - a candidate record form
 - the Choreography programme note
 - the Performance Duet/Trio programme note(s)
- a Centre Declaration Sheet
- a text file or Word document with the contact details of the teacher or person who can be contacted directly if there are any issues with the materials
- a fully completed running order if the individual performances are not identified by chapter markers within the digital file.

Please ensure you watch and check that there are no problems with the recording before submitting.

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](#).

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