

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. Version 3 published 15 November 2018.

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.
- In a group performance all candidates being assessed in that performance should be identified as above

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.

- 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.
- 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.

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 adversely effect the moderation process.

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

6. Acceptable filetypes and media

We can only accept work on a USB stick: a small, portable memory drive that plugs into a computer

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 are **not** able to accept any of the following:

DVD, 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), files stored on cloud storage systems (eg Google Drive, OneDrive, iCloud) or online media playing channels (eg Youtube)

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

7. Organising the recordings

All the work on the USB should be presented in a separate folder for each student. For example:



Megan Stokes 8004

Within the folder, include everything for that student as a separate file

- Megan Stokes 8004 Breathe
- Megan Stokes 8004 Scoop
- Megan Stokes 8004 Duet
- Megan Stokes 8004 Choreography
- Megan Stokes 8004 Duet/Trio Programme Note
- Megan Stokes 8004 Choreography Programme Note

It is helpful to the moderator if programme notes can be included both as hard copies and also as separate PDF files on the USB as above.

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 in their own folder.

8. Labelling the recordings

Please label every USB stick with a label so that if it gets separated from the paperwork for the centre, it can be reunited:

- centre number and name
- qualification and component code (GCSE Dance 8236/C)
- examination year
- number of students
- if you have provided more than one USB stick, please number them (eg stick 1 of 2).

9. Checking for malware (malicious software)

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

10. Encryption / password protection

Whether you use an encrypted device or you encrypt/password protect the media files, you must clearly communicate the password to the moderator so that they can access the material. Guidance on encrypting files is available at [aqa.org.uk/send-samples](https://www.aqa.org.uk/send-samples)

Moderators are fully briefed on the sensitivity behind holding this footage and take suitable measures to protect its confidentiality.

11. 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 the sample students 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 review the materials and check that there are no problems with the recordings before submitting them and ensure you have a back-up duplicate copy of all recorded work in case of loss or damage. Label the media carefully and encase it in bubble wrap where appropriate to avoid any damage in transit.

You must also send to your allocated moderator

- for each sample student
 - a candidate record form
 - the Choreography programme note
 - the Performance Duet/Trio programme note(s)
- a Centre declaration sheet
- the contact details of the teacher or person who can be contacted directly if there are any issues with the materials.

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

12. Special consideration

To ensure special consideration can be applied; it is advisable to record interim work, in case any student is injured or unwell at the time of final assessment. Moderators are not able to apply special consideration - please refer to AQA policy on special consideration www.aqa.org.uk/speccon

13. Help and support

If you've any further questions please call us on 01483 437750 or email [aqadance@aqadance.org.uk](mailto:aquadance@aqadance@aqadance.org.uk)