



CREATIVE, MEDIA AND PERFORMANCE ARTS SUBMISSION GUIDELINES

- ✓ Candidates **must** be able to provide evidence that they have met **all** the assessment criteria for every unit they are entered for.
- ✗ Candidates **must not** be entered for a unit if they have not met **all** the assessment criteria for that unit. If candidates are entered for a unit and are then unable to provide evidence that they have met all the criteria for that unit **you must withdraw the candidate.**

Submitting Your Marks

You are required to enter marks (Pass or Absent) for each candidate on the Internal Assessment Mark Input System (IAMIS). Once all marks have been submitted, the system will automatically generate the sample of work that you will need to send to the moderator. For instructions on how to submit marks please refer to the [Entry Pathways IAMIS User Guide](#).

Submitting Your Sample

All Creative, Media and Performance Arts work sent to the WJEC for moderation must be **copies only**. For Design & Technology and Art & Design units, actual artefacts/products and related work should not be sent. **Photographic evidence**, with indication of scale where appropriate, is all that is required. Further guidance and examples showing appropriate presentation formats for Art and Design submissions for moderation are available on the [WJEC website](#).

Creative, Media and Performance Arts work sent to WJEC for moderation will not be returned to the centres after the moderation period; it is essential that you keep original work for your own records.

All work will be kept by WJEC for 6 months before being confidentially destroyed.

A sample for each unit and at each level must be submitted for moderation.

- ✓ 1 – 10 candidates = 3 samples
- ✓ 11 – 20 candidates = 5 samples
- ✓ 21+ candidates = 7 samples

✓ **Example:**

If you have 9 candidates who have completed 6300 (Exploring Genres) at Entry 2 and another 9 candidates who have completed 6300 at Entry 3, we would expect 6 candidates all together; 3 x 6300/E2 and 3 x 6300/E3

Every unit of work that is submitted as part of the sample must include:

- An [Assessment Record Sheet](#)
per candidate and unit
- A [Candidate Authentication Sheet](#)
signed by candidate and teacher

*It is essential that the assessment record forms are filled in, clearly

Each Candidate's work should be submitted in an A4 (preferably) or A3 folder/file. Please do not send work in individual plastic wallets (poly pockets). Alternatively work can be documented digitally via a PowerPoint presentation and submitted in DVD format. **If you prefer to submit work as hard copies, we suggest submitting work in A4 presentation folders as these are an inexpensive way of securing the work together while allowing moderators easy access to the work.**

N.B. Ring binders or individual plastic wallets should not be used.

Any digital evidence should be supplied in disc format and should be playable on a standard DVD or CD player. Please double check that all discs work properly before submitting them for moderation.

It is essential that all work, including hard copies and discs, is clearly labelled with the centre name and number, candidate name and number, unit title/code and level.

For centres submitting more than one subject area:

(i.e. Art & Design, Design & Technology, Drama, Media and Music)

To ease the moderation process, please ensure that all subject areas are packaged individually.

To save on cost you can put individual subject packages in to one larger envelope to send for moderation. Each individual subject package should be labelled with the relevant subject area and centre name and number.

Subject Specific Guidance

Drama

- For filmed work it is important that each candidate can be clearly identified on the disc. Candidates should introduce themselves individually, giving their own name, character name and a description of their costume. Support staff may do this for those children who find it difficult.
- The work for each group should be chaptered.
- Consider using close-up shots, zoom and/or panning in order to capture key moments (facial expressions, gestures, etc.)

Media

- For moving image work created for Media, it is important that group members for each piece are clearly identified either by a written index or through chapters on the disc.
- A disc containing the Audio-Visual Sequence is **essential** evidence for the Creating an Audio-Visual Sequence Unit.

Music

- For the music performance and composition units a written index should be submitted so that each candidate's work can be identified. You may want to reinforce this by a voice over announcement before each performance/composition.

Witness Statements

Where accreditation has been awarded but where no actual physical evidence can be found, details should be included on a signed and dated [witness statement](#).

N.B. witness statements should only be used in extreme circumstances, i.e. lost work and/or illness.

Example Statement:

"I have on numerous occasions seen the candidate use a pillar drill with care and awareness of Health and Safety." (Design and Technology – Health and Safety unit)