

# Level 1 / 2 Performing Arts (Technical Award)

## April 2024 Newsletter

Welcome back. We hope that this newsletter finds you and your learners well rested after the break and ready to start the new term. In this edition we hope to provide you with general information and subject-specific updates that you may need as you start back.

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## 1. Welcome

Welcome back to the start of a new term. For anyone new to us, I'm Victoria Husband and I'm the Subject Officer for this qualification. I'm available to support you throughout delivery and can assist you with any subject specific queries you may have.

Always on hand is our knowledgeable Subject Support Officer, Mike Saltmarsh who can assist with any queries relating to administration, dates and processes involved in delivering our qualifications. You can contact the subject team directly via email or phone.



[performingarts@wjec.co.uk](mailto:performingarts@wjec.co.uk)

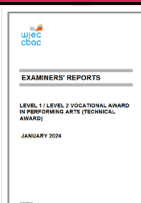


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## 2. Centre Moderation Reports January 2024

These are available on the [WJEC Portal](#) from result day (7<sup>th</sup> March). Use the Internal Assessment > Internal Assessment Marks / Outcomes then drop down to level then report should be next to the subject / unit. If you did not enter your marks on Portal this winter then you will need to ask your Examinations Officer to download the report(s) or give you permission to access them on the portal.

## 3. Principal Examiners' Reports January 2024



The Principal Examiners' report providing feedback on the Winter 2024 series was made available on the [Level 1 / 2 Performing Arts webpage](#) from results day (7<sup>th</sup> March). The report breaks down the tasks for each unit and has a handy bullet pointed list at the end of each section to summarise key points and areas of concern and success.

## 4. Unit 3 Brief Release Date

Unit 3 Performing Arts in Practice is the externally assessed unit, in place of a written examination, but is still subject to tighter controls and rules relating to timing (including the terminal rule) and supervision. Centres are reminded that pre teaching can happen prior to the brief being released, and that this unit should be treated equally to other external examinations within centres. We are aware that a number of centres have struggled with the release date of the brief in January, particularly where learners continue to be removed from dedicated controlled assessment time for mock exams. In light of this, we have been working to negotiate an earlier release date for Unit 3, this is currently waiting for approval from the regulators, so we are unable to guarantee anything. I will update you as soon as possible, but wanted to let you know that we are aware of your concerns and have been taking steps to try to address these. **Please note that availability for submission of this unit will remain as the June series in the year of cash in only.**

## 5. Recording Practical Work

A reminder that when recording practical work care should be taken over the positioning of the camera. It is permissible to make use of pan and zoom where you feel this may be appropriate.

When performing and recording performances with an audience, centres must undertake their own risk assessment in regard to performers and audience, and abide by relevant GDPR and data protection legislation.

If there are any non-assessed candidates in the performance, then a non-assessed participant declaration form should be submitted alongside the work.

## 6. Surpass Upload Guidance



User Name:

Password:

Login

Level 1 / 2 Performing Arts  
(Technical Award)  
NEA Admin Walkthrough



Uploading of candidates' work is done via the [Surpass](#) platform. Our updated [subject specific](#) guidance is available which includes the [Teachers Surpass](#) Upload Portal link. This document outlines file naming conventions and supported file types.

Once you have inputted candidate marks for Units 1 and / or 2 via IAMIS (Portal), then you will be able to access keycodes for the requested sampled candidates. Please allow 48 hours for keycodes to be generated in Surpass. For Unit 3 you will not enter marks but will upload the work for all candidates to Surpass.

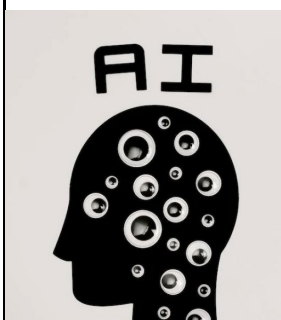
We have also produced further guidance in the form of an Admin Walkthrough. This includes guidance on which forms you need to submit and how to complete them. This will be found on the [training tab](#) of our subject website.

Further guides and video walkthroughs can be accessed on the [E-Submissions](#) webpage.

In order to ensure a smooth process for the submission of NEA marks and the upload of work to Surpass, teachers should note the following:

1. If you are responsible for entering marks on IAMIS please ensure you have an account on Portal <https://portal.wjec.co.uk/>. Your Exams Officer will set you with this account.
2. The deadline for submission of work is the 5<sup>th</sup> May. Centre marks (Units 1 and / or 2) should be inputted on **IAMIS a week before the above deadline**, as key codes for the sample candidates will take up to 48 hours to generate. The deadline (a set date each year) year falls on a Sunday this year, and has a Bank Holiday following it, hence inputting marks a week prior to the 5<sup>th</sup> May deadline is highly recommended.
3. To access keycodes please liaise with your centre's Surpass account holder – normally your Exams Officer. Each centre has one Surpass account only.
4. Once in receipt of your keycodes enter each individual keycode into the link <https://wjecdhdelivery.surpass.com/htmldelivery/> and upload the files.
5. Please ensure when uploading work that all candidate declaration forms have been signed by the candidate prior to uploading.
6. If after uploading work you realise a mistake has been made (e.g. incorrect files were uploaded / signatures were missing / not all files were uploaded, etc). you will need to request replacement key code(s). To do this please complete the following [form](#). Replacement keycode(s) will be produced within 48 hours and will be made available on Surpass for you to access via your Exams Officer.

Updated forms which include a statement relating to the use of Artificial Intelligence can be found below.



### UNIT 1

[Candidate Declaration Sheet \(CDS\)](#)

[Assessment Record Sheet \(ARS\)](#)

[Time Record Sheet \(TRS\)](#)

### UNIT 2

[Candidate Declaration Sheet \(CDS\)](#)

[Assessment Record Sheet \(ARS\)](#)

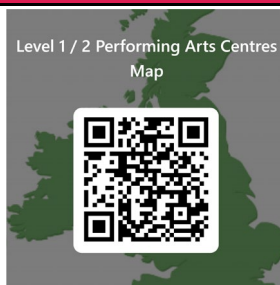
[Time Record Sheet \(TRS\)](#)

### UNIT 3

[Candidate Declaration Sheet \(CDS\)](#)

[Time Record Sheet \(TRS\)](#)

## 7. Centre Networking Map



To support centres and allow you the opportunity to connect with other teachers delivering the Level 1 / 2 Performing Arts Technical Award we have set up our Centre Networking Map. To sign up please complete your [details](#). We will then give you access to the map and the contact details of other centres who have given permission to be included on the map.

## 8. Professional Learning (CPD)

We have really enjoyed meeting everyone who attended our face to face professional learning events in January and February. We are currently planning our professional learning programme for the autumn term, full details and booking information will be available in our autumn newsletter. This will include a combination of our online summer feedback session in September and our face to face events which will have a focus on practical approaches to units.

Recordings from all of our past online CPD can be found [here](#). The most up to date sessions are:

- Approaches to Unit 3
- Getting Started Autumn 2023
- Feedback on Summer 2023 Assessment

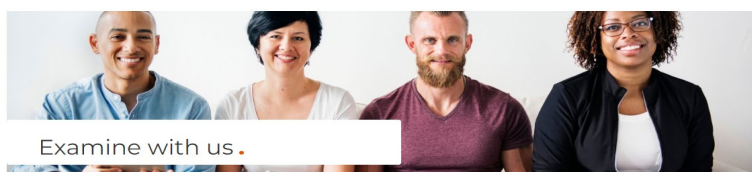
## 9. Exemplar Material

Following the face to face CPD events and the January 2024 series we will be releasing some further exemplar material for Unit 1 and Unit 2. This will be uploaded to portal later this month once work is no longer live. We have tried to include more low to mid range examples to supplement the previous higher band work.

Further examples, including Unit 3 exemplar will be made available following Summer 2024 series, once work is no longer live.

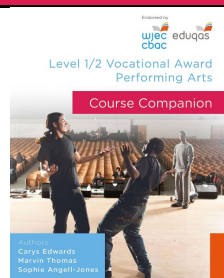
Please note that we have updated our guidance in relation to the sharing of exemplar work. The materials are intended to exemplify the standard and support teachers in their understanding of the expectations of the NEA task. You are encouraged to use them for standardisation purposes. The sharing of any part of these NEA materials with candidates must be closely controlled and supervised to ensure that candidates are not using the material in their own assessments. Teachers must inform candidates that the copying of any NEA material in order to present it as their own constitutes as malpractice.

## 10. Become a Moderator / Examiner



We are looking to expand our team of dynamic Performing Arts practitioners and appoint new moderators and examiners. This is an excellent way of learning more about the requirements of the qualification and thus supporting your learners and developing your skills. For further details, please see the [appointees section](#) of the website. Please complete an [online application](#) to be considered.

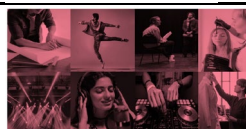
## 11. Resources



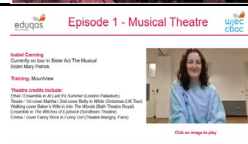
The Level 1 / 2 Vocational Award Performing Arts [Course Companion](#) has now been published and is available to order. Written specifically for this qualification by a team of experienced subject specialists.



One page summaries of each unit are available under the Resources for Teachers section of the [webpage](#). These give a brief overview of the tasks required along with handy QR codes for you to scan to take you directly to the documents you need.



Teacher Notes for each unit have been updated and are available on the subject webpages under [Resources for Teachers](#).



The first of our 'Industry Insights' has been released under [Resources for Students](#). Performers across a range of disciplines will be sharing their tips to support students. Episode 1 is a focus on Musical Theatre.

## 12. Subscribe for Updates

Get the latest subject updates

+ Subscribe for updates

All of our key dates and newsletters are posted on our [subject page](#) on the website, but to make sure you do not miss out on the latest news, resources and subject developments please [subscribe for updates](#).

## 13. Key Dates

Submission deadline Summer 2024 – **5th May 2024**

Results to centres Summer 2024 – **22nd August 2024**

Unit 2 Brief released – **1st September 2024**

Entries deadline for Winter 2025 series (Units 1 and 2) – **21st October 2024**

Submission of marks and work deadline for Winter 2025 series – **10th December 2024**

## 14. Next Newsletter

This is our last newsletter of the academic year, so I hope you all have a restful summer. The next newsletter will be published in September 2024. In the meantime, if you have any questions then please get in touch with us at the subject team.

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