

# Guidelines for Video Evidence – GCSE P.E

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 piece of video and playing it back
- the camera must be positioned to ensure that the best possible and unobstructed recording is made of the performance, as it would be seen by the marker/moderator.
- Audio-visual evidence should clearly show all the assessment requirements of the performance, which should be a combination of:
  - wide-angled shots, to give an overall perspective
  - close range shots, to show aspects such as stance, posture and position.

## Identifying candidates

- If the moderator is not completely certain of the identity of a candidate, the work cannot be moderated.
- Candidates must state their centre number and name, candidate number and name, qualification (eg GCSE Physical Education), chosen activity and role at the start of each activity.
- The candidate for whom the recording is being made must be easily identifiable. If in a team situation, they should be identified by a number, or a coloured item of clothing, eg a bib.

## During recording

The practical performance for assessment must be recorded from start to finish and be unedited.

- Avoid clipping the ending of the recording.
- Ensure filming does not automatically auto-focus during the performance as this can cause blurring, making assessment very difficult.
- Always film keeping the candidate in shot. Evidence filmed where the candidate disappears from shot, will not be accepted.
- Ensure that extraneous noise is kept to a minimum.
- Do not film the candidate from some distance without the zoom facility being used.
- Avoid using a fixed position camera without an operator as candidates may disappear off screen.

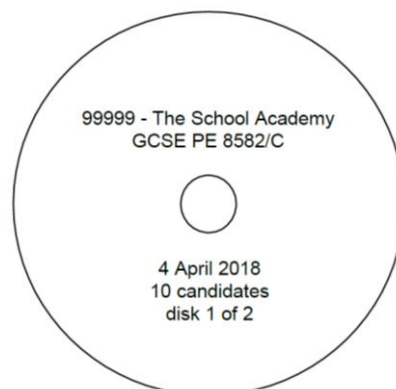
After a recording has been made, please ensure you watch and check that there are no problems with the recording, and that all requirements have been met. Unsatisfactory recordings may jeopardise the moderation process and are liable to have an adverse effect on the marks of some or all candidates.

## After recording

You must retain a duplicate copy all audio-visual work obtained for moderation purposes. This is in the case of breakage or loss in the post or if files become corrupted. 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
- date
- number of candidates
- disk number

For example



## Acceptable file types and media

We can only accept files that play correctly on VLC media player ([www.videolan.org/vlc](http://www.videolan.org/vlc)). Before giving 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 mark candidates' work. Any unsatisfactory recordings may jeopardise the moderation process and are liable to have an adverse effect on the marks of some or all candidates.

## Changing file types 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.