GCSE, AS and A Level Art and Design – Autumn 2020 series

Guidance for submitting evidence

GCSE: J170-J176
AS Level: H200-H206
A Level: H600-H606

Please follow this guidance as well as the specifications for GCSE, AS and A Level Art and Design.

Introduction

On 30 June 2020, Ofqual announced that there will be non-exam assessment for Art and Design (at GCSE, AS and A Level) in the autumn 2020 exam series. We've created this guidance to support centres through our updated process for this series.

We'll be setting a task for your candidates to complete under supervised conditions. We will mark this task – it will not be internally marked and externally moderated as it normally would.

As approved by Ofqual, we have decided to re-issue tasks that were set in previous series. Therefore, if any candidate has already produced any evidence against a theme, option or starting point from these tasks as practice, they **must** choose a new theme, option or starting point for their autumn 2020 assessment. You must complete Appendix 1 at the end of this document and retain it in centre to declare this is the case. The signed document must be available on request.

We will mark your candidates' assessments remotely for this series – assessors will not visit your centre as they would normally. You can send evidence to us in the following ways:

- Original, physical evidence
- Original digital evidence* (using USBs or QR codes)
- Photographs or videos of original evidence, sent digitally (using USBs or QR codes)
- A combination of physical and digital evidence.

*Any evidence that is created digitally **must** be submitted digitally

Please note that any post-results services, such as reviews of marking and appeals, will be based on the evidence you give us. For example, if you provide digital evidence through photographs and videos, any post-results services will only use this digital evidence. We will not review the original evidence.

In this document, we offer advice, guidance and best practice on the following areas:

- Photographing and videoing candidate evidence
- Acceptable file types
- Naming and ordering digital files
- Packaging and sending physical evidence.

Please note that you must still complete a Centre Authentication Form (CCS160), available from the [Forms Finder](#) area of our website.

Deadlines for submitting evidence in the autumn series are:

- 30 October 2020 for AS/A Level
- 13 November 2020 for GCSE

Photographing and videoing candidate evidence

When you photograph and/or video a candidate's evidence for submission, you must record everything that would have been displayed during the visiting moderation. You **must not** photograph or film the evidence as it would have been displayed for visiting moderation.

Videos are suitable for all types of candidate evidence and final outcomes. However they are particularly useful to show 3D evidence, for example for three-dimensional design or textile design. You can send a video of the entire candidate submission.

Dos and don'ts

Follow these tips when photographing or filming a candidate's evidence:

Dos
- Use a tripod so that photos/videos are steady and not blurred.
- Take photos/videos straight on and not on an angle.
- Take photos/videos in good lighting, without glare or reflection.
- Make sure the photographs/videos are in focus so that all the evidence can be seen clearly.
- Fill the frame with the evidence.
- Use a ruler or tape measure for larger pieces of evidence, to show the scale.
- Have a white or neutral, uncluttered background behind the evidence.
- For 3D pieces, make sure you take a 360-degree view of the evidence.
- If filming items such as sketchbooks, go through each page at a speed that can allow for assessment. We recommend two seconds per page.

Don'ts
- Do not crop, adjust, balance or re-size photographs.
- Do not photograph/video evidence that is behind glass or in plastic sleeves.
- Avoid hands/arms in the image.
- Avoid overlapping images.
- Do **not** provide a commentary for videos.

For more advice on filming candidates' evidence, see our video guide to filming evidence for assessment.

Examples
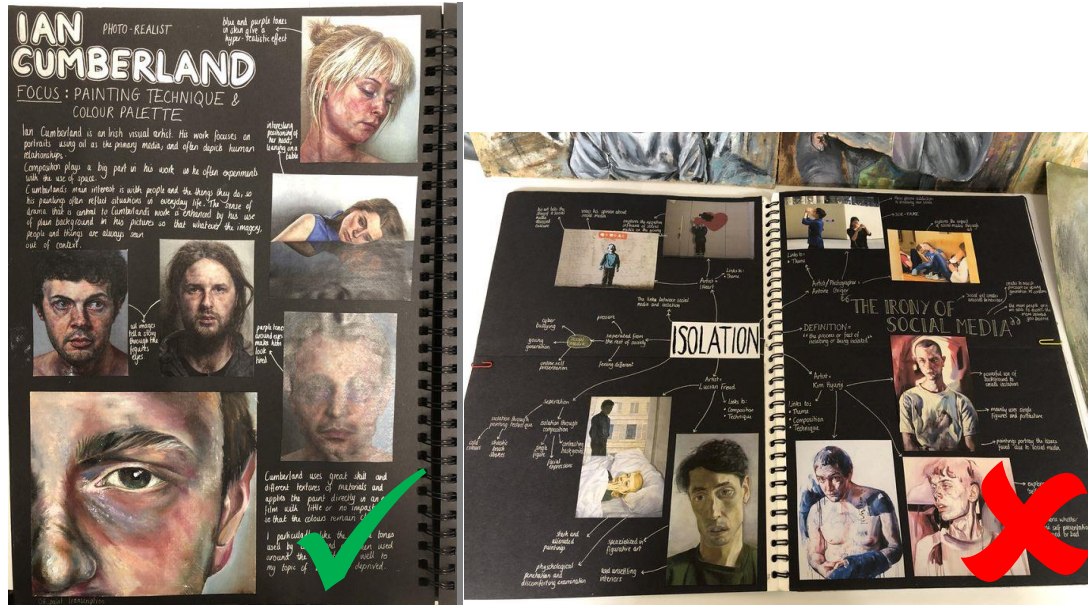
The images above show good and bad examples of how to photograph a page of a sketchbook. The image on the left is straight on, in good lighting without glare. It's in focus so the assessor can read the candidate's annotations and clearly see images.

The image on the right is a poor example of how to photograph a sketchbook. It's at an angle so it's not all in focus, and some of the candidate's annotations can't be read.
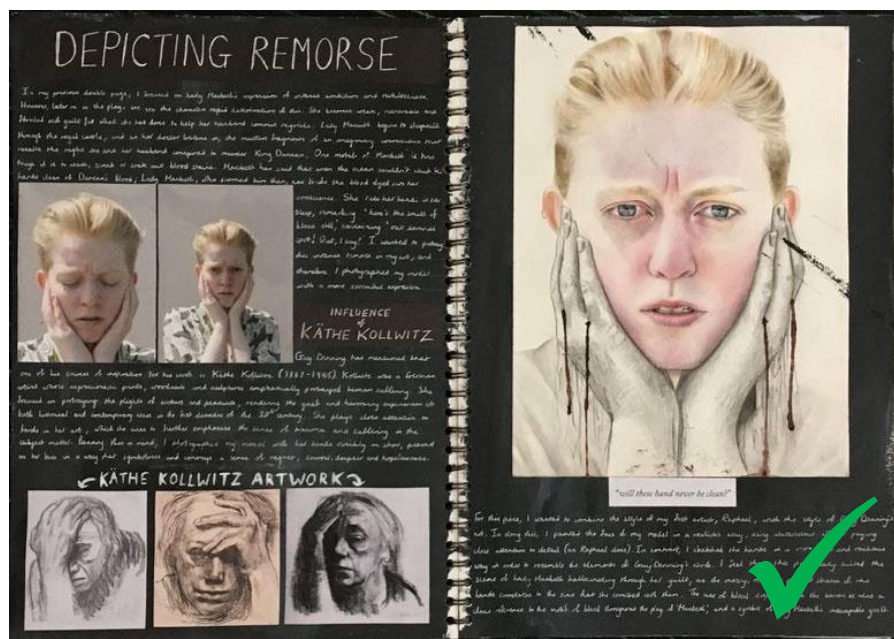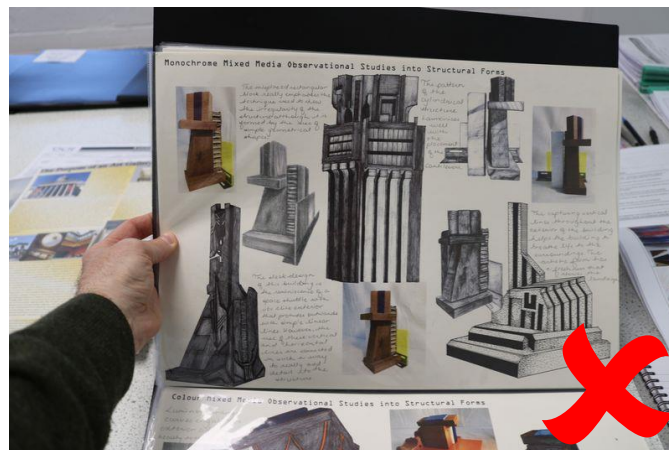

You can photograph double pages of sketchbooks, as long as the assessor can clearly see all the details, as shown here.
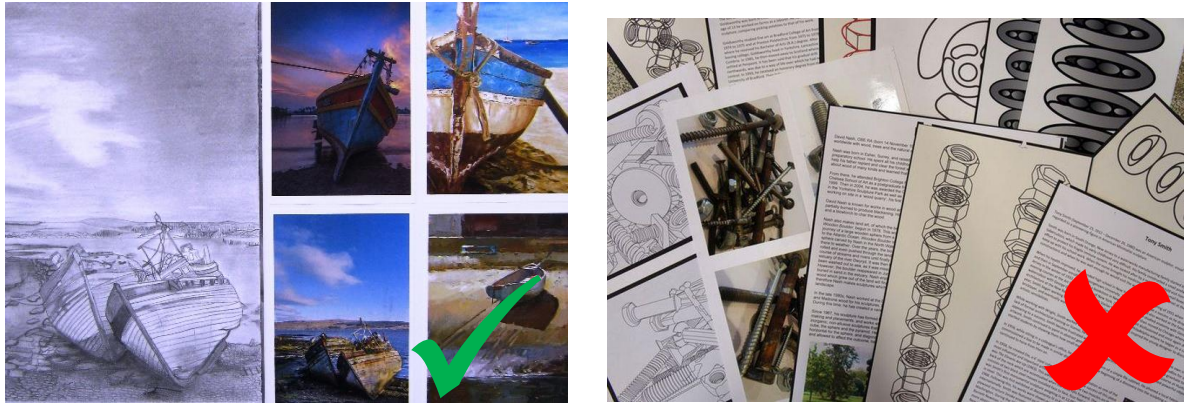
Make sure the evidence fills the frame.

Have a neutral, uncluttered background behind the evidence.

Avoid hands or arms appearing in the images/videos.

Avoid overlapping images.

This is a good example of how to photograph a candidate's final piece.

Digital evidence

You must send digital evidence to us on a USB. To order USBs and Jiffy bags, please contact the Customer Support Centre on 01223 553998 or email general.qualifications@ocr.org.uk

We recommend that candidates present no more than sixteen PowerPoint slides' worth of evidence, with up to four images or one video per slide. However, this does not mean that this is the format evidence should be submitted in. More information on acceptable file formats is below. Evidence should be prepared/arranged in the desired sequence.

Send your evidence to us using the DfE yellow label service https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service.

File formats

We can accept most common file types, including the ones listed below. Please contact us if you have questions about any other file types.

Movie formats for digital video evidence

MPEG (*.mpg)
QuickTime movie (*.mov)
Macromedia Shockwave (*.aam)
Macromedia Shockwave (*.dcr)
Flash (*.swf)
Windows Media File (*.wmf)
MPEG Video Layer 4 (*.mp4)

Animation formats

Macromedia Flash (*.fla)

Microsoft Office suite

PowerPoint (*.ppt, *.pptx)
Word (*.doc, *.docx)
Excel (*.xls, *.xlsx)
Visio (*.vsd, *.vsdx)
Project (*.mpp, *.mppx)

Text formats

Comma Separated Values (*.csv)
PDF (*.pdf)
Rich text format (*.rtf)
Text document (*.txt)

Graphics formats

JPEG (*.jpg)
Graphics file (*.pcx)
MS bitmap (*.bmp)
GIF images (*.gif)

You can also use QR codes. Please make sure that they are not blurred, and check that they can be scanned before you send them.

Naming and organising files and folders

Please save candidates' complete sets of evidence files in separate folders so that assessors can easily find and identify candidate's work. You can then zip all the candidate folders for a qualification level (GCSE/AS/A Level) into a single centre folder.

Please use the following naming conventions for files and folders. Elements should be separated by underscore characters, not spaces

Candidate files

Candidate Number_Candidate Surname and First Initial_Brief Description of File Contents
(for example: **1234_BloggsF_SketchbookPgs1and2**, **5678_AliM_FinalPieceVideo1**)

Folders containing a candidate's complete submission

Centre Number_Candidate Number_Candidate Surname and First Initial_Qualification Level_Four Digit Entry Code
(for example: **123456_7890_LeeB_ALevel_H603**)

Zipped folder containing a centre's complete submission

Centre Number_Four Digit Entry Codes_Qualification Level_Number of Candidate Folders Included
(for example: **123456_J172-J174_GCSE_3**)

Physical evidence

For both health and safety reasons and for assessment purposes, you should only send physical evidence where there is low risk of damage in transit. For example, flat paintings, accompanying sketchbooks or mounted evidence. We strongly recommend that you send digital evidence for any fragile, bulky or breakable evidence, such as ceramics or sculpture.

Preparing and packing evidence

Follow these guidelines when preparing to send physical evidence:

- Any evidence that is mounted must be no larger than A1 size and must be arranged in the desired sequence. We recommend candidates present no more than four A1 pieces of evidence.
- All mounted evidence must be secure and not likely to detach from the mount in transit.
- Where evidence is **not** intended for assessment it must be obvious to the assessor. For example, you could clip sketchbook pages together.
- You can send a combination of physical and digital evidence for an individual candidate (such as digital preparatory evidence on USB and a physical final piece). Make sure they are securely fastened together and clearly labelled with the candidate's name and candidate number.
- You must pack physical evidence securely and protect it against damage.

When sending physical evidence, you must **only** use the packaging that we provide:

- A1 OCR Art Heavy Duty Bag (1050x740mm), item number 3333011712. These bags are A1 in size and so you cannot send any no evidence larger than this. Use one bag **per candidate**.

Please contact the Customer Support Centre on 01223 553998 or email general.qualifications@ocr.org.uk to order packing materials.

Send your evidence to us using the DfE yellow label service (see below).

We strongly recommend that you photograph physical evidence before sending it to us. This will
- provide proof of the original state of the items, in case of damage.
- allow you to make an informed decision about whether to apply for any post-results services.

We won't return any physical items to centres until after the deadline for applying for post-results services. In some cases we may keep candidate evidence for awarding, standardisation or exemplar material purposes. We'll let you know if this is the case.

Using the DfE yellow label service

At the end of the assessment, you must keep all evidence secure and send it for marking as soon as possible. Please follow the steps detailed in this section. Guidance is also available on the [Parcelforce website](#).

1 Complete the attendance register

It's important that all you list all candidates who attempt the assessment on the attendance register. If you know a candidate has been withdrawn, please cross through their candidate number and name.

The names on the attendance register must match the names on the evidence. If a candidate has used a different name on the evidence, please show this on the attendance register.

2 Attach the right address label

Attach an address label to each packet. Make sure the assessment code matches the evidence enclosed.

For physical evidence, use a separate bag for each candidate. For digital evidence, you can send multiple USBs in the same envelope.

If you have not received your labels you can request emergency replacement labels from [Interchange](#):

1. Log in to [Interchange](#). Hover over 'Resources and materials' on the left, then click on 'Emergency exam labels'. We will deal with your request within 12 hours.
2. Click on 'Examiner address labels' and follow the on-screen instructions. If possible, the label should be printed onto yellow label stationery.
3. Please note that **only one label can be generated** and it is important you only use it once. Do not produce duplicate copies.

If you need more than one label for the evidence, please call our [customer support centre](#) and we will re-send the originals.

3 Seal the packet securely

You must make sure that envelopes containing evidence are undamaged. Seal them securely before they are collected.

Make sure there is there is an OCR return address on the packet in case there is a problem with the delivery of the evidence.
Use the following address:

OCR, Progress House, Westwood Business Park, Coventry, CV4 8JQ.

4 Prepare the despatch log

Fill in a [despatch log sheet](#) with one line for each packet you're sending.

5 Send your packet

Contact the Parcelforce Worldwide exams helpdesk on 0344 561 7998 to arrange collection.

Further details are available on the [DfE website](#).

When the packets are collected, make sure the Parcelforce driver signs a printed copy of the despatch log to confirm the number of packets collected and the date and time.

What happens next?

Parcelforce will collect the packet and take it to a local depot. They will then forwarded it to their central hub, where it is sorted and then sent to the delivery depot. The packet should be delivered within 24 hours, although there can be delays around weekends.

You can track delivery on the [Parcelforce website](#). Use the consignment numbers recorded on the despatch log.

Further help and support

Do you need any more help and support? If you have any questions about this guidance, or about the arrangements for the Art and Design assessments, please contact us.

Telephone

Call the Customer Support Centre on 01223 553998.

Email

For general queries, email the Customer Support Centre on general.qualifications@ocr.org.uk
For specific questions about art and design, email art@ocr.org.uk

Appendix 1

One copy of this form must be completed for GCSE, AS and A Level Art and Design for the Autumn 2020 series.

This form must be retained in centre and available on request by OCR if required.

Centre name

Centre no

Examination series Autumn 2020

By submitting this form you are confirming:

(1) The work produced is solely that of each candidate concerned.
(2) Candidates have used a new theme, option or starting point to produce evidence for assessment and not one that they have previously used for practice purposes.

Signature of persons responsible for carrying out internal supervision:

Signature of teachers:

Signature:…………………………………… Print name:……………………………………………

Signature:…………………………………… Print name:……………………………………………

Signature of senior leader:

Signature:…………………………………… Print name:……………………………………………

Candidate authentication
In order to support the authentication of candidates' work, an example of a candidate authentication statement is provided on the OCR website (www.ocr.org.uk/candidate-authentication).