# Preparation of non-written materials

## Recording audio and visual material

The purpose of any recorded image(s), or video, audio, or multimodal work, is to:

* provide a record of the student’s non-written assessment, which may take a variety of forms
* help the teacher in
* preparatory discussions with the student about the development of his or her ideas and work
* assessing the work and giving feedback to the student
* provide evidence that helps moderation teams in confirming the teacher’s assessment decisions.

When recording non-written student work, teachers should focus on providing the best possible environment for students to produce a good-quality live performance or presentation.

It should be noted that modern devices are capable of ultra-high definition recording capabilities. The Recording should be of good clear quality but does not need to be presented in ultra-high definition due to the storage requirements.

## Suggestions for recording audio material

* Use a carpeted space or a temporary floor covering (matting).
* Use curtains or drapes to cover hard vertical surfaces.
* Place an external microphone close to the action.
* Turn off other electrical equipment if possible.
* Try to find a time when there is little or no noisy activity in nearby spaces such as corridors.
* Make sure that people behind the recording device are quiet.
* Plug a set of headphones into the recording device to check the level of background noise being picked up.

## Suggestions for recording visual material

* Choose a location that supports the recording of the visual material.
* Place the camera far enough away to be able to record everything that is happening, and use an external microphone if possible.
* There is no need to cut between shots or zoom in or out to emphasise details. If, however, this is unavoidable (e.g. to record what is happening in a small space), pan the camera from side to side. Such movement should be minimal.
* Adequately frame the subject.
* Make sure that the action is suitably lit and that there is adequate contrast between subject and background.
* As far as possible, ensure that the student’s clothing contrasts with the background, particularly when it is important to see the body (e.g. in Dance and Drama).
* If filming in natural light, use a part of the room where the camera is directed away from any brightness (e.g. away from a window, rather than towards it).