

# GCSE AQA Performing Arts

Toot Hill School Drama Department

## Section D – Exam Performance Coursework

	Requirements	Task Number	Content of Page	Plan/Research	Skills	Work related	Evaluation
All – Everyone must complete this section and one of the ones below				Task 1 to 6			
	All	Task 1	Front Cover				
	All	Task 2	Skills Evaluation		✓		✓
	All	Task 3	Planning Skills Development	✓	✓	✓	
	All	Task 4	The Project Brief		✓	✓	
	All	Task 5	1 <sup>st</sup> and 2 <sup>nd</sup> Production Meeting	✓			
	All	Task 6	Research	✓	✓		
Lighting - This section to be completed by lighting technicians only				Task 7 to 16			
	Lighting	Task 7	Planning lighting requirements	✓	✓	✓	
	Lighting	Task 8	Lighting plans – Rough & Final Designs	✓	✓	✓	
	Lighting	Task 9	Progress Reports – Examples and blanks		✓	✓	✓
	Lighting	Task 10	Rig Plan	✓	✓	✓	
	Lighting	Task 11	Cue Sheet	✓	✓	✓	
	Lighting	Task 12	Lighting Script	✓	✓	✓	
	Lighting	Task 13	Lights, gobos and gels used		✓	✓	
	Lighting	Task 14	Photo Album – Rigging/stowing/running lights		✓	✓	
	Lighting	Task 15	Exam Review and Evaluation		✓	✓	✓
	Lighting	Task 16	Witness Statement Sheet		✓	✓	
Stage Management – This section to be completed by stage mangers only				Task 7 to 16			
	Stage M	Task 7	Attendance Registers & Rehearsal Schedules	✓	✓	✓	
	Stage M	Task 8	Stage Mark Out Diagram	✓	✓	✓	
	Stage M	Task 9	Production weekly action plan	✓	✓	✓	✓
	Stage M	Task 10	Health and safety checklist		✓	✓	
	Stage M	Task 11	Props lists/acquiring props	✓	✓	✓	
	Stage M	Task 12	Props/prompt/lighting Script	✓	✓	✓	
	Stage M	Task 13	Get In, Get Out		✓	✓	
	Stage M	Task 14	Photo Album		✓	✓	
	Stage M	Task 15	Exam Review and Evaluation		✓	✓	✓
	Stage M	Task 16	Witness Statement Sheet		✓	✓	

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## **Task 1: Front Cover**

On this page you need to ensure that you have the following information:

The title: Exam Performance Workshop  
Your name: [Whatever it is]  
Job Title [Actor, Dancer, Singer, Stage Manger, Lighting]

Then leave a gap and write:

Course name: GCSE in Performing Arts (Single Award)  
Your school: Toot Hill School  
Your centre number: 28308

Try to make your title page look professional in it's layout and style.

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**All – Everyone must complete this section**

In the first part of this coursework section you will include an evaluation of what you learnt in the last project [evaluation], how you intend to use that knowledge to improve and develop what you do during this project [planning] and the research you have done to develop your ideas [research].

## **Task 2: Skills Evaluation [Skills Development and Evaluation]**

In this section what you need to do is to evaluate what skills you used in the last piece of work and what you learnt through using them. This section should be AT LEAST 1 PAGE OF A4!

Use the table format in your coursework please. Remember the most important thing is that you evaluate what you did in DETAIL! To help you there is an example on this page and a list of possible skills on the next page.

Remember, you must evaluate AT LEAST 3 different skills for a C grade, 5 for a B or A grade. Use the heading above on the top of your page.

What professional skills and working practices did I use in my last piece of work?	
<u>Working practices and skills</u>	<u>Evaluation of use</u>
<ul style="list-style-type: none"><li>Warming up [Example]</li></ul>	<p>[This bit explains what you did] We started using warm-ups when we were improvising our script at the beginning of the project. Once we got going though, we did it less because we just wanted to get on with it and they took up too much time.</p> <p>[This is the important bit, this is where you <u>evaluate what you did and what you have learnt</u>] I think that during this next project I would like to try to use warm-ups all the way through because as we rehearsed performances it was difficult to get everyone to focus at the start of a session. I also think it would have been better to use different warm-ups for different sessions. For example if we were writing your script or improvising we might do a word game warm up such as Zip Zap Bop but if we were acting we might do a range of physical warm-ups.</p>

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What professional skills and working practices did I use in my last piece of work?	
<u>Working practices and skills</u>	<u>Evaluation of use</u>
<ul style="list-style-type: none"><li>• Warming up</li><li>• The tool box of devising and acting techniques</li><li>• Rehearsal techniques</li><li>• Marking out the rehearsal space</li><li>• Scheduling rehearsals</li><li>• Researching: character, content, other theatre companies ideas</li><li>• Annotating scripts</li><li>• Learning lines</li><li>• Experimenting with different ideas</li><li>• Developing characterisation</li><li>• Completing progress reports</li><li>• Being pro active, turning up on time, clearing away, taking ownership of all my responsibilities</li><li>• My commitment to character</li><li>• Punctuality to rehearsals</li><li>• Character research</li><li>• Offering a range of ideas when working on a piece and then choosing the best one. NOT just settling for our first idea</li><li>• Being pro-active</li><li>• Constantly evaluating my work and setting ways to improve through my progress reports</li></ul>	

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## Task 3: Planning Skills Development [Planning, Skills Development & Work Related]

In this section you must plan what skills you want to develop during this piece of work and why?

Use the table format (like the example below) in your coursework please. You must produce AT LEAST 1 PAGE OF A4!

Remember the most important thing is that you write in DETAIL why and how you wish to develop your chosen skills! Use the list on the next page to guide you. To help you there is an example on this page and a list of possible skills on the next page.

You must discuss AT LEAST 3 different skills for a C grade, 5+ for a B or A grade. Use the heading above at the top of your page.

What professional skills and working practices am I aiming to use this time?	
<u>Working practices and skills</u>	<u>How I will use them</u>
<ul style="list-style-type: none"><li>• My commitment to character</li></ul>	Use more of the Rehearsal, Tool Box and Stanislavski techniques learnt in the acting workshop when developing character. In particular I need to work on my character beyond the workshop time and develop details at home
<ul style="list-style-type: none"><li>• Punctuality to rehearsals</li></ul>	It is crucial to be on time and a quality essential for employment. I will keep a copy of the rehearsal schedule on me at all times. I will also try to ensure that other group members are on time, particularly during lunchtime and after school rehearsals where we usually have most problems
<ul style="list-style-type: none"><li>• Being pro-active</li></ul>	I must come over as dedicated and committed part of the team. If anything needs to be done I should be first to volunteer. Last time I didn't say as much as I should even when I had an idea. This time I must always contribute when we are developing work.

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What professional skills and working practices am I aiming to use this time	
<u>Working practices and skills</u>	<u>How I will use them</u>
<ul style="list-style-type: none"><li>• Warming up</li><li>• The tool box of devising and acting techniques</li><li>• Rehearsal techniques</li><li>• Marking out the rehearsal space</li><li>• Scheduling rehearsals</li><li>• Researching: character, content, other theatre companies ideas</li><li>• Annotating scripts</li><li>• Learning lines</li><li>• Experimenting with different ideas</li><li>• Developing characterisation</li><li>• Completing progress reports</li><li>• Being pro active, turning up on time, clearing away, taking ownership of all my responsibilities</li><li>• My commitment to character</li><li>• Punctuality to rehearsals</li><li>• Character research</li><li>• Offering a range of ideas when working on a piece and then choosing the best one. NOT just settling for our first idea</li><li>• Being pro-active</li><li>• Constantly evaluating my work and setting ways to improve through my progress reports</li></ul>	

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## **Task 4: The Project Brief [Skills Development and Work Related Aspects]**

The project brief is the sheet of paper we gave you with all the instructions on telling you what we wanted you to do. To complete Task 4 you must simply include your copy of the Exam Brief in your coursework portfolio. USE THE HEADING ABOVE ON THE TOP OF THIS PAGE. If your original sheet has notes on and looks well used all the better.

So this page contains your project brief.

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## Task 5: 1<sup>st</sup> and 2<sup>nd</sup> Production Meeting [Planning and Research]

Once you have received your brief you need to hold your 2 production meetings to research the area it asks you to work on. In the 1<sup>st</sup> meeting you should outline initial ideas and in the 2<sup>nd</sup> meeting you need to plan sources for your research and types of research that would be useful for your group. EVERYONE MUST TAKE RESPONSIBILITY FOR A RESEARCH TASK AS YOU WILL NEED TO COMPLETE THE NEXT PAGE OF THE PORTFOLIO USING YOUR RESEARCH.

Record the results of the discussion and who is responsible for each task below. This page should be AT LEAST 1 SIDE OF A4.

**Meeting 1:**

**Sources & types of research decided on:**

**Why:**

**Meeting 2:**

**Sources & types of research decided on:**

**Why:**



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## Task 6: Research [Planning/research and Professional Development]

Record your research and where it came from below. You will need to include the key bits of research in your final coursework so make sure everyone has a copy and that you keep hold of it. Once you have gathered your research cut and stick it on this page and include NOTES about why you have chosen it and why it is relevant. **THIS PAGE IS WORTH LOADS OF MARKS!**

Research collected:

Research selected and why:

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***Lighting - This section to be completed by lighting technicians only***

This section should only be completed by those who have worked as lighting technicians during the performance exam.

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## ***Task 7: Planning Lighting Requirements [Planning, Skills and Work Related]***

The content of this page should include all the information you have gathered from the group regarding their lighting requirements. Go through their planned drama scene by scene noting down the following things

What they require

What your initial ideas are including possible gobos, lights and gels

Initial rough design sketches

This page should look like a working document. You can add more evaluation and information by sticking notes over the original page.

## ***Task 8: Lighting Plans: Rough and Final Drafts [Planning, Skills and Work Related]***

This page should look really neat and be professionally presented. You can make this page a foldout A3 section of your coursework if you need the space.

This page should include a neat design drawing for each lighting change in the drama you are working on. It should have a drawing of the rig and which lights are being used and next to that a sketch showing what the light would look like on stage.

Remember that under each of these drawings should be a brief explanation of your design.

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## Task 9: Progress Report Examples and Blanks

These example sheets show you how to record an awareness of the standard of your work [evaluation] and what to do to improve it at critical points through development [planning].

Progress Report	Date:
<u>Evaluation of the work so far:</u>  <ol style="list-style-type: none"><li>1. I have now completed the rough sketches of my initial lighting designs. The sketches have taken a couple of hours but I think that they really communicate my design.</li><li>2. I have also booked the portable lighting rig and spoken to the stage manager about time to begin setting the lights up with the group actually on stage.</li></ol>	
<u>Future Planning:</u>  <ol style="list-style-type: none"><li>1. I will now show my designs to the group and ask for feedback. In particular I am interested to see what they think of the lights in the final scene because I am not sure they quite capture the mood of the piece.</li><li>2. I now need to set up the portable rig to check I know how to use it and also make sure all the lights, cables and fuses work</li></ol>	

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Use the examples above to fill in at least 4 Progress Reports over the course of your preparation for the GCSE exam. The purpose of these sheets is to evaluate what you have done so far and plan for your work in the future.

You should have four progress reports as a MINIMUM that cover the run-up to the performance date. Each individual Progress Report should be AT LEAST half a page of A4.

The Progress Reports should use the format below.

13 / Page

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## **Task 10: Rig Plans [Planning, Skills and Work Related]**

You must make sure that you have full and detailed Rig Plan for your lighting of your group's performance piece

Your rig plan should:

- Be on A3 paper and fold out
- Have each of the lights you are using on it
- Have the colour of each light noted
- Include any gobos in the rig
- Have notes on it explaining why they are rigged in that pattern

## **Task 11: Cue Sheets [Planning, Skills and Work Related]**

You should have a fully filled in cue sheet and attached to it should be notes explaining what each state looks like on stage.

## **Task 12: Lighting Script [Planning, Skills and Work Related]**

You must include a fully annotated lighting script that looks like a working document. You should also include notes on it explaining how you used it.

## **Task 13: Lights, Gobos and Gels used [Skills Development and Work Related]**

On this page you should include a diagram of each type of light used explaining what it does and giving an example of where you have used it.

You should also include and Gels you have used with notes on why you have chosen that colour and what effect you wanted it to create.

Finally include drawings and explanations of any Gobos you have used.

## **Task 14: Photo Album [Skills Development and Work Related]**

You should include a photo gallery of you rigging the lights, working the lights and then stowing the lights. This should cover two pages. Each photograph should have an explanation of what is going on and why you have included it.

## **Personal Evaluation**

This section should include your exam evaluation and a page of detailed witness statements

## **Task 15: Personal Evaluation [Skills Development, Work Related & Evaluation]**

In this section you need to include the 4-page exam evaluation you will produce at the end of the performance exam. It's really crucial that you use a new version, not the one we marked after the exam so we can mark it again afresh.

Use the heading above at the top of your evaluation.

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## Task 16: Witness Statement Sheet [Skills Development and Work Related Aspects]

Use this sheet to record witness statements to confirm that you have completed the Performance Workshop. One witness should be a member of staff; the other two should be fellow students you have worked with. Remember to include the heading above well as the witness statements in your portfolio

Witness Statement One
<p><b>Name:</b></p> <p><b>Date:</b></p> <p><b>Statement:</b></p>
Witness Statement Two
<p><b>Name:</b></p> <p><b>Date:</b></p> <p><b>Statement:</b></p>
Witness Statement Three
<p><b>Staff Name:</b></p> <p><b>Date:</b></p> <p><b>Statement:</b></p>

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***Stage Management - This section to be completed by SM's only***

This section should only be completed by those who have worked as Stage Managers during the performance exam.



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## **Task 7: Attendance Registers, Rehearsal Schedules [Planning, Skills and Work]**

This page should have all your attendance registers and rehearsal schedules attached.

These documents should look like working documents.

Your attendance registers and schedule should contain the following information:

- List of actors
- A register of every rehearsal schedule
- Notes on each rehearsal
- Notes on future actions

## **Task 8: Stage Mark Out Diagram [Planning, Skills and Work Related]**

On this page you should have diagrams outlining a stage mark out diagram for each of the scenes in your group's performance.

If you need more space you can attach a sheet of A3 and fold it out.

In particular this page should contain:

A diagram showing where each bit of furniture and each prop should be positioned for each scene. The diagrams should be marked and have notes explaining where props brought on to stage are stored.

Notes on each diagram explaining the planning and layout of the set.

## **Task 9: Production Weekly Action Plan [Planning, Skills, Work & Evaluation]**

This page should show what tasks you carried out each week during the preparation and performance periods. It should outline what the task was and when it was completed by.

It should be laid out on a weekly basis with a week number at the top and then the list with dates and notes underneath.

Task	Start	End	Description/Notes
Buy costumes	12/2	18/2	It was essential to buy the costumes this week as we were planning a full dress rehearsal on the 18 <sup>th</sup> . I went into town on the Saturday and was pretty successful in picking up the t-shirts and hats but struggled to find the inflatable hammer. I will need to order this online and ensure delivery before the 18 <sup>th</sup> .
Order hammer	14/2	18/2	I need to order an inflatable hammer off Amazon by the 18 <sup>th</sup> for the dress rehearsal
Etc.			

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## **Task 10: Health and Safety Checklist [Skills Development and Work Related]**

This page should list the health and safety checks you should carry out at various stages of the production. It should cover three areas:

Rehearsal      Performance      Get in, Get out

It should read as a checklist of health and safety issues you should be aware of or check before and during a rehearsal, performance or work on the set. Notes explaining why you have included certain points on the list would get you more marks.

## **Task 11: Props List/Acquiring Props [Planning, Skills and Work Related]**

The props list should list each prop required in each scene, where you are going to source it from and which prop table or stage area it is going to be stored on. An example might be...

Scene One			
Prop	Source	Storage	Return
Gun	Joke Shop (£6.99)	Stage right prop table	Stage right prop table
Table Lamp	Home	Table on stage	Table on stage
Table	Props room	Stage	Stage
Chair	Props Room	Stage	Stage
Scene Two			
etc.			

## **Task 12: Props, Prompt and Lighting Script [Planning, Skills and Work Related]**

It is your responsibility to have a master script that has all the lighting cues marked (as it is your job to call them during the performance) but also prompt notes and what props are needed where.

This script should be attached to this page and look dog-eared, worn and used. It should have notes on all over it. That way it will look more professional!

## **Task 13: Get In, Get Out [Skills Development and Work Related]**

This page should include all your notes and plans for setting up the stage and props in the theatre and packing them away. You can include pictures lists and notes but the main thing is a list of things to do in a particular order. You could also give the actors in your group particular responsibilities and mark this next to the task.

## **Task 14: Photo Album [Skills Development and Work Related]**

You should include a photo gallery of you completing your various stage management tasks. This should cover two pages. Each photograph should have an explanation of what is going on and why you have included it.

## **Task 15: Personal Evaluation [Skills Development, Work Related & Evaluation]**

In this section you need to include the 4-page exam evaluation you will produce at the end of the performance exam. It's really crucial that you use a new version, not the one we marked after the exam so we can mark it again afresh.

Use the heading above at the top of your evaluation.

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## Task 16: Witness Statement Sheet [Skills Development and Work Related Aspects]

Use this sheet to record witness statements to confirm that you have completed the Performance Workshop. One witness should be a member of staff; the other two should be fellow students you have worked with. Remember to include the heading above well as the witness statements in your portfolio

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Witness Statement Two
<p><b>Name:</b></p> <p><b>Date:</b></p> <p><b>Statement:</b></p>
Witness Statement Three
<p><b>Staff Name:</b></p> <p><b>Date:</b></p> <p><b>Statement:</b></p>