

## Clerical Issues

First and foremost, be sure that the cover sheet is filled out completely and that you are working from the current version of the cover sheet and not an old photocopy of ones from previous sessions. If students consulted any sources at all in preparation for this presentation, they must be cited appropriately on the cover sheet.

Presentations must be recorded on CD (which should be playable on a standard CD player not only via a computer). No other format is permissible as stated in the Handbook of Procedures so it is essential that teachers do not send in an alternative mode of recording as it will not be accepted.

It is good practice in all IB assessments that are sent to an examiner to imagine a worst-case scenario of all the various bits of material getting separated from each other. This is not a common occurrence, but it does happen, so protect your students' work and make things as easy as possible for an examiner to reassemble. What does this mean? Label everything with all of the following information: school name, school code, assessment type, examination session, candidate name, candidate number. Even though all of this information is on the cover sheet as well, put it on everything else, including the CD, the CD case and in a read-only file on the disk itself. Be sure to include a track list in the order that the students' work is to be found on the disk, and name each file with name and candidate number as well.

There is no need to make a separate CD for each student, as this just makes the package bigger and increases the likelihood of CDs going astray. However, it is a good idea to include another copy of the CD just in case a glitch arises with the first one. Obviously, make a copy to keep in your own files, so that if the IB asks for it, you can send it on its way as quickly as possible. The IB always insists that schools keep a copy of all assessment material sent off as there is always the danger of work going astray in the post and the school must be ready to provide back up copies if requested to do so.

Make sure you test the CD on a CD player, not a computer. Some examiners do not assess work at a computer station and you must accommodate that practice in the type of CD you send. Test it out, ideally on a few different CD players, just to make sure it will play. As stated above, clear instructions on this can be found in The Handbook of Procedures, Section 6 Film (available on the OCC and from your IB Coordinator).

Remember that students are to begin their presentation as follows: "John Student. Candidate Number 01234-123. Film Presentation. Higher (or Standard) Level." This is followed by a slight pause and then the presentation begins, as does the official timing of the presentation. The student proceeds with a continuous analysis to the time limit prescribed by the level and then stops.

It is the instructor's responsibility to provide a quiet, private place for students to record their presentations. Ensure that you have a quality microphone available and that all recording equipment is functional. Although it may sound obvious, it is paramount that the student NOT be interrupted in any way, so telephones or public address systems need to be nowhere near the recording place. Even a seemingly minor interruption can rattle a student who is already nervous about this assessment task, causing them to lose the thread of their presentation, so do take care to prevent disturbances of any kind. Teachers choose **three** films from the prescribed list released the November of the year prior to examination in the November Coordinator Notes (available on the OCC). **These films must not be studied in class.** Should any of the films on the list have already been studied in class when the list is published, these films must not be chosen by the teacher for any of the presentations.

Students should be provided with the names of the three chosen films **four weeks** in advance of the

presentation. They will select **one** film from the three and prepare their presentation within this four-week period.