Recording and submitting NEA evidence
GCSE, AS and A-level Media Studies (8572, 7571, 7572)

Advice and guidance on submitting NEA practical work for moderation.

Television, Music Video, Radio

Submission on USB.
Please convert video files to .MP4 as these create less compatibility problems than other formats. Please avoid QuickTime as moderators often have problems getting them to run smoothly.

Sound files should be sent in either .wav or .MP3 formats.

Please ensure that each student's data files are placed into a folder titled with their name, candidate number and centre number.

If more than one USB containing multiple submissions is sent, you must enclose details of whose work is on each USB so that the moderator can locate each student's work easily.

Submission of broadcast work online
It is permissible for centres to submit broadcast productions that have been uploaded to video and/or audio sharing sites. However, centres must be sure that students do not have access to the files once the work has been submitted for marking. In addition, centres should ensure that the students' work is not in the public domain.

For example, centres wishing to submit videos via YouTube must set up a **dedicated YouTube channel** for their centre for the submission of NEA. Videos can then be submitted via the **centre's** YouTube channel using an 'unlisted link' for each video so that only those with the link can see the videos. Students must **not** have access to this channel's password.

The 'unlisted links' for each video should then be pasted into a Word document next to each candidate's number. The Word document should be submitted to the moderator as a digital file.

Newspapers, Magazines and Advertising/Marketing (print briefs)

Submissions must be printed out.

Submissions must reflect the forms that the student is working in; for example, the proportions of paper and quality of printing used should relate to the type of publication they are attempting to emulate.

Please ensure the student's name, number and centre number are on every sheet (possibly on the reverse side of printouts). Work should be presented in the ways that allow the work to be seen as intended.

Advertising/Marketing (audio/visual briefs)

Submission on USB.

Please convert video files to .MP4 as these create less compatibility problems than other formats. Please avoid QuickTime as moderators often have problems getting them to run smoothly.

Sound files should be sent in either .wav or .MP3 formats.

Please ensure that each student's data files are placed into a folder titled with their name, candidate number and centre number.

If more than one USB containing multiple submissions is sent, you must enclose details of whose work is on each USB so that the moderator can locate each student's work easily.

Submission online

It is permissible for centres to submit **Advertising/Marketing (audio/visual briefs)** productions that have been uploaded to video and/or audio sharing sites. However, centres must be sure that students do not have access to the files once the work has been submitted for marking. In addition, centres should ensure that the students' work is not in the public domain.

For example, centres wishing to submit videos via YouTube must set up a **dedicated YouTube channel** for their centre for the submission of coursework. Videos can then be submitted via the **centre's** YouTube channel using an 'unlisted link' for each video so that only those with the link can see the videos. Students must **not** have access to this channel's password.

The 'unlisted links' for each video should then be pasted into a Word document next to each candidate's number.

Online, Social and Participatory Media, Video Games

Online, Social and Participatory Media and Video game productions can be submitted in one of three ways:

USB option 1
- USB containing the full submission, accessible offline as a working artefact Apps such as Mobirise may be used to create this.

USB option 2
- A video walkthrough of the production submitted on USB

   The walkthrough should demonstrate all working hyperlinks to internal and external pages and present any embedded video, audio, animation, etc. in full.

   Separate files for embedded audio/video work where relevant, should also be included on the USB. Walkthroughs must be supported with accompanying print outs to show the detail of the work.

   A video walkthrough must be either a film of the screen made using a mobile phone or camera in a static position, or it could be done with screen recording software.

   The walkthrough must not include an audio commentary or any additional notes.

Please ensure that each student's data files are placed into a folder titled with their name, candidate number and centre number.

If more than one USB containing multiple submissions is sent, you must enclose details of whose work is on each USB so that the moderator can locate each student's work easily.

Option 3 - Live URL
Websites that are submitted via URL must be submitted in such a way that students **cannot** change their production after it has been submitted. To ensure this the following two steps must be followed:
1.   Online, Social and Participatory Media and Video game productions must be password protected by the centre in such a way that students cannot access them after their final submission to, and marking by, the teacher. This could mean, when students have created websites, on final submission the student logs into their website builder app/software in front of the teacher who then changes that password to one that the student does not know.
2.   Printed screen-grabs of the website at the point of submission must be included as well as the URL, to ensure that the work has not been changed since submission.

The URL links to such websites should then be pasted into a Word document next to each candidate's number.

N.B. Please be aware of GDPR and safeguarding issues for work on live URLs that are accessible by the public. Ensure your students do not use real names and contact details on these sites.

Checking for malware (malicious software)

All digital files should be checked and cleaned of any malware (for example computer viruses, worms, spyware, adware).

Encrypting media devices

Work or information submitted via USB memory stick / pen drive **must** be encrypted, following our encrypted media guidance www.aqa.org.uk/encrypting-media

Each centre has been allocated a unique password to use. This is emailed to your Exams Officer. If you experience any difficulties with encryption, please e-mail our Media Support team at mediasupport@aqa.org.uk

Submitting your marks and sample of work

You must submit your marks to us online by **7 May** for GCSE and **15 May** for AS and A-level using either e-Subs: Centre Marks Submission on e-AQA, or by Electronic Data Interchange (EDI).

Once your mark submission is complete, details of the students that will form the moderation sample, and details of your allocated moderator will be available to view on e-Subs aqa.org.uk/eaqa

Your sample must be sent to your allocated moderator as soon as possible, and at the very latest within five days of the mark submission deadline.

You must send to your allocated moderator:

- for each student in the sample:
  - a completed candidate record form
  - a completed statement of intent with centre comments to support marks awarded
  - an individual media production in response to one of the briefs

- a centre declaration sheet

Please ensure you have retained a duplicate/backup copy of all the evidence. Also ensure that USB memory sticks are sent in bubble wrap where possible to avoid any damage in transit.

For further details on submitting marks online please see www.aqa.org.uk/esubs

Help and support

If you've any further questions please contact your NEA advisor or the subject department: mediastudies@aqa.org.uk