

How to Complete the Coversheet—A Guide

The coversheet is an important working document that should be used throughout the NEA production process. It is a record of the learner's work, it fulfils the JCQ requirements for authentication declaration, it is the method by which the learner submits their Statement of Aims and Intentions and by which the teacher records assessment and its rationale.

The coversheets can be downloaded from the Eduqas [AS/A Level](#) and [GCSE](#) Media Studies webpages under 'Key Documents/Non Exam Assessment.'

**A-LEVEL MEDIA STUDIES
COMPONENT 3: CROSS MEDIA PRODUCTION**

Cover Sheet Section A: Candidate to complete

Centre No:

Candidate Name:

Candidate No:

Brief Choose an item. **Forms produced (Please tick):** A/V ☐ Print ☐ Online ☐

Title of cross-media production:

Chosen genre/sub-genre:

Authentication of Key Stages of the Process	Date reviewed	Candidate signature	Teacher signature
Completion of Planning: details of key planning documents completed.			
Statement of Aims and Intentions			
Production Process Task 1: details of footage/draft work produced.			
Production Process Task 2: details of footage/draft work produced.			
Completion of Cross-Media Production: details of products, including their length, submitted for assessment. Please include the URL if a website has been produced.			

References: Give details of the exact source of any non-original material used in the production.

Software packages: Give brief details of all software packages used and how these have been used in the production.

Authentication Declaration
I declare that my cross-media production work, as detailed above, was completed independently. All work is my own, except for any non-original material clearly credited above, and any non-assessed individuals listed in Section E worked under my direction. This work has not been submitted for any other qualification.

Signed: **Date:**

The candidate should use the drop down box to indicate what brief they have completed.

Insert the title of the production (i.e. the title of the magazine/film/TV programme etc.)

The candidate should insert concise details about what they have completed as their planning.

As a loose approximation, we would expect to see between 100 and 150 words here.

This column is for the dates of review.

This should be completed throughout the process.

There should be different dates in this column.

The candidate should provide brief details about their production; this provides the moderator with the information needed to check that the work submitted is the correct work for this candidate.

The boxes in these columns should be signed or initialled by **both** the candidate and the assessor at each date of review.

The candidate must cite any non-original material here. Failure to do this is in breach of the specification stipulations about non-original material, and in breach of JCQ regulations.

The candidate should insert details of what they have completed as their draft and development work.

The candidate should list the software packages used to create their production e.g. Wix, Adobe Photoshop, Garageband etc.

N.B. This form can be completed and signed either digitally or by hand.

The candidate must sign the sheet here. Failure to sign will result in the moderator contacting the centre request a signature. The candidate can sign digitally (by typing) or by hand.

The candidate should write the total word count here. It is important that the word count be adhered to (+/-10%) as the assessor must stop assessing after the word count has been reached.

The word count for GCSE is **250**, and for AS level is **350**.

Cover Sheet Section B: Candidate Statement of Aims and Intentions (approximately 500 words).

Explain the ways in which you will respond to the brief to create a cross-media production, applying your knowledge and understanding of the theoretical framework. Use the questions below as a guide.

Word Count:

Centre No:

Candidate Name:

Candidate No:

Use evidence from your research into: similar products; the industry context; your target audience, as well as theoretical perspectives, to explain your decisions:

- How and why will you use media language in your cross-media production?
- How and why will you construct representations of individuals, groups and issues/events?
- How will you target your intended audience?
- How will your production conform to its industry context?
- How will your cross-media production demonstrate digital convergence?

The bullet points should be used as a template for candidates to use to structure their Statement.

The bullet points are slightly different for each GCSE, AS and A Level.

Every bullet point should be addressed within the word count.

N.B. This form can be completed and signed either digitally or by hand.

The candidate should write their Statement of Aims and Intentions here. This can be handwritten or typed.

Use the drop down box to indicate what brief the candidate has completed.

In this column, indicate what mark has been awarded for each part of the assessment objective.

Cover Sheet Section C: Teacher/Assessor to complete

Centre No:

Candidate Name:

Candidate No:

Brief Choose an item. Forms produced (Please tick): A/V ☐ Print ☐ Online ☐

Assessment

Please use phrases from the assessment grid and examples from the candidate's work to support.

Criteria	Comments	Mark
Produce a statement of aims and intentions to create a cross-media production for an intended audience.		/10
Create a cross-media production that meets the requirements of the set brief, including suitability for the chosen form, genre, industry context, and target audience.		/20
Create a cross-media production that uses media language to communicate meanings and construct representations.		/30
TOTAL MARK		← /60

The assessor must provide a detailed rationale explaining the marks that you have awarded. This should use the language of the assessment grid. These comments should clearly explain why the assessor has awarded the marks.

Add the marks awarded for each part of the assessment objective and put the total here.

Authentication Declaration

I declare that the cross-media production work, as detailed in Section A, was completed independently by the candidate. All work is the candidate's own, with the exception of any non-original material clearly credited, and any non-assessed individuals listed worked under the candidate's direction. This work has not been submitted for any other qualification.

Signed: Date:

N.B. This form can be completed and signed either digitally or by hand.

The assessor must sign to authenticate the work. Failure to sign will result in the moderator contacting the centre request a signature. The assessor can sign digitally (by typing) or by hand.

This page indicates to WJEC how the candidate consents to having their work used, and how any unassessed participants consent to having their data used.

Candidates give consent by signing (digitally or by hand) in the spaces below.

Candidates and unassessed participants can 'opt out' of giving consent by ticking the boxes below.

GDPR Consent

Cover Sheet Section D: Candidate to Complete

- WJEC may select your work for use at teacher training events and subsequently upload it onto WJEC's secure website (accessible only to teachers via a secure login). Your name would be removed from your work before we use it. All materials are reviewed regularly and are removed when no longer relevant to our qualifications.
- WJEC may select your work for use in teaching and learning resources published on the WJEC/Eduqas public website. Your name would be removed from your work before we use it. All materials are reviewed regularly and are removed when no longer relevant to our qualifications.
- You understand that this agreement may be terminated at any time through written request.¹
- For further details about how we process your data please read WJEC's [privacy notice](#)

If you prefer that WJEC does not use your work in this way, please tick here:

☐

Centre No:

Candidate name:

Candidate No:

Candidate Signature:

Date:

Cover Sheet Section E: Production participants (models/actors) to complete

Over 13

- I am over 13 and I give permission for my film/photographic image to be used according to the points detailed in Section D (above) in line with the consent of the candidate (Section D).

Under 13

- I give permission for my child's film/photo image to be used according to the points detailed in Section D (above) in line with the consent of the candidate (Section D).

Please sign as appropriate.

Name of participant (printed)	Participant/Parent Signature	Date

If any participant has declined permission, please tick here:

☐

¹ You must be over 13 to provide consent. You may withdraw your consent at any time by contacting WJEC on media@eduqas.co.uk. Please include the title of the work, the year of assessment, centre name and number, candidate name and the Component in the communication. The work will then be removed from the secure website.

N.B. This form can be completed and signed either digitally or by hand.

Candidates sign here to agree their consent. They can sign digitally (by typing) or by hand.

Unassessed Participants (anyone whose voice or image has appeared in the production) sign here to agree their consent. They can sign digitally (by typing) or by hand.

Candidates/ Unassessed participants can 'opt out' of giving consent by ticking these boxes.

This means that WJEC will not use their work for any reason other than assessment.