

## 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 and it is the method by which the teacher records assessment and its rationale.

The coversheets can be downloaded from the WJEC [AS/A Level](#) and [GCSE](#) Media Studies webpages under ‘Key Documents’.

This section should only be completed if the candidate has created an audio-visual production.

**A2 MEDIA STUDIES**  
**UNIT 4: CREATING A CROSS MEDIA PRODUCTION**

Cover Sheet Section A: Candidate to complete

Candidate Name:

Centre No:

Candidate No:

Brief [Select a brief]    Options [Select 1 or 2] and [Select A or B]    Forms produced (Please tick):  
A/V     Print     Online

AV Work Only: (please tick)    Individual     Pair

If Pair:  
Please indicate technical role:    Camerawork     Editing (Incl. Sound)

Please include the details of the other candidate in the pair.  
Candidate Name:     Candidate No:

Title of media production:

Chosen genre/sub-genre:

Authentication of Key Stages of the Production	Date reviewed	Candidate signature	Teacher signature
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 and where/how it has been used.

List of software packages: give brief details of 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 D worked under my direction.

Signed:     Date:

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 details of the other candidate in the pair should be noted here.

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 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.

This column is for the dates of review. This should be completed throughout the process. There should be different dates in this column.

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

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

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

Use the drop down boxes 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 B: Teacher/Assessor to complete**

Centre No:

Candidate Name:

Candidate No:

Brief [Select a brief]    Options [Select 1 or 2] and [Select A or B]    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 the marks awarded

Criteria	Comments	Mark
<b>Investigative Research</b> Research media products for an intended audience, applying knowledge and understanding of key concepts of media studies		/20
<b>Development Outline</b> Develop media products for an intended audience, applying knowledge and understanding of key concepts of media studies.		/10
<b>Cross-Media Production</b> Create a media production for an intended audience and industry context, that uses media language to communicate meanings and construct representations		/20
<b>Cross-Media Production</b> Create a media production that meets the requirements of the set brief, including suitability for the chosen form		/20
<b>Critical Analysis</b> Apply knowledge and understanding of the key concepts of media studies to evaluate their own practical work		/10
<b>TOTAL MARK</b>		<b>/80</b>

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.

**Authentication Declaration**  
 I declare that all 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 in Section D worked under the candidate's direction.

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.

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

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.

This page is compulsory and must be submitted to Surpass with the other sections of the coversheet.

**GDPR Consent**

**Cover Sheet Section C: 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.<sup>1</sup>
- 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:

<sup>1</sup> You must be over 13 to provide consent. You may withdraw your consent at any time by contacting WJEC on [media@eduqas.co.uk](mailto: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 and 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.