**Clerical Issues**

The same rule of thumb applies with this assessment as with the others in terms of getting things ready to send to an examiner. If you imagine that everything might get separated, you will want to make sure that the student's name and candidate number appears on every written page. The DVDs should be labeled on the disk itself as well as on the case with all of the following information: candidate name and number, the word "Film" and the level, the name of the assessment which is "Production Portfolio," and finally the exam session. Redundancy is a good quality here: label it all.

The films themselves are sent on DVD ONLY and may no longer be sent on VHS or any other type of media. DVD authoring should, furthermore, take care of a few necessities. First, region encoding should be turned off, so that the DVD can be played on any player. Then, be sure that the menu that appears when the DVD is inserted allows for clear and easy navigation to each film. Test each link and make sure that each one works. Test the DVD on a variety of players.

Make sure each film begins with a black slate that has all of the information on the label with one more piece added, the desired role for assessment. To clarify, the production slate will be the first few seconds of the film and will be a black screen with white lettering, and read like this:  
  
John Student  
  
#0000-1234  
  
Film Higher Level  
  
Production Portfolio  
  
Cinematographer  
  
May 2010

All students who are being assessed on the film can be put on the same slate.  
Make sure that the films play in their entirety and that no errors occurred during encoding.  
The written portion of the portfolio typically features one significant clerical error, in that supporting evidence from the student's production journal should not be included as an appendix, but should rather be excerpted and embedded within the body of the commentary itself. The excerpts should be relevant to the student's assessed production role and should clearly relate to a particular comment being made.  
Restrictions regarding word limits, as always, must be observed.