

	Material required by internal school deadline
Higher level and standard level external assessment	<p>For sending to the examiner: practical performance proposal</p> <ul style="list-style-type: none"> One practical performance proposal coversheet form 6/Tproposal (HL) or form 6/Tproposal (SL) for each candidate, signed and dated by the teacher and candidate. Each candidate's practical performance proposal. <p>For sending to the examiner: research investigation</p> <ul style="list-style-type: none"> One research investigation coversheet form 6/TRI (HL) or form 6/TRI (SL) for each candidate, signed and dated by the teacher and candidate. Each candidate's research investigation.

B6d Film

B6d.1 Publications

The information given in this section of the handbook must be read in conjunction with the *Film guide*.

May and November 2011 examination sessions	
Title of publication	Date of issue
<i>Film guide</i>	March 2008
<i>Film teacher support material</i>	July 2008
<i>DVD film support material (pilot material available on request while stocks last)</i>	November 2005

B6d.2 Summary of latest arrival dates: May and November 2011 sessions

Action	To	Latest arrival date	Method/form
Submit film presentation selection (can be emailed to gr6enquiry@ibo.org)	IB Cardiff	15 January 2011/ 15 July 2011	Form 6/FPS
Submit predicted grades and marks for internal assessment	IB Cardiff	10 April 2011/ 10 October 2011	IBIS
Submit sample production portfolios	Moderator	20 April 2011/ 20 October 2011	Form 6/FPPHCS Form 6/FPPSCS Form 6/IAFportfolio

Action	To	Latest arrival date	Method/ form
Submit all independent studies	Examiner	30 April 2011/ 30 October 2011	Candidate checklist Form 6/FISCS
Submit all presentations (CDs)	Examiner	30 April 2011/ 30 October 2011	Candidate checklist Form 6/FPCS

B6d.3 Internal assessment

Internal assessment is a requirement for film at both higher level and standard level. Of the total marks for film, 50% is allocated to this component at both higher and standard level. The submission of sample work from candidates at each level allows the IB to moderate teachers' marks for these components in order to achieve a common standard across schools.

B6d.4 Internal assessment requirements

The criteria for internal assessment are published in the *Film guide* (March 2008). Each criterion has levels of achievement with descriptors. The descriptors should be used to assess the performance of each candidate on each criterion. The assessment should be made by the person responsible for teaching film.

B6d.4.1 Production portfolio

Higher level and standard level

This section of the internal assessment is based on part 3 of the course of study.

In conducting the assessment the teacher is encouraged to take into account all aspects of a candidate's contribution to, and involvement in, production at whatever point in the course these have occurred.

There may be wide diversity in the nature of different candidates' contributions to production, and part 3 of the course is designed to be flexible and responsive to the needs, interests and aptitudes of the candidates. Teachers and candidates should refer to the assessment criteria and descriptors for guidance during the course, in addition to the course details.

The candidates' involvement in, and contribution to, production should be evaluated by the teacher using the assessment criteria and descriptors. The total mark out of 50 should be submitted by IBIS by **10 April/10 October**.

Each candidate must complete a copy of the production portfolio coversheet form 6/FPPHCS (higher level) or form 6/FPPSCS (standard level), which must accompany the work submitted for assessment. Each candidate's work must be enclosed in a separate folder. The teacher should enter the marks for internal assessment on the appropriate coversheet. The purpose of the comments box on the coversheet is to help moderators understand how teachers have arrived at their marks, so it is particularly important to mention strengths or weaknesses that may not be apparent from the production portfolios themselves.

Schools are required to submit productions on DVD only. DVDs must be clearly labelled with candidate numbers. DVD navigation must be clearly marked. Every film should be preceded by a production slate (a black screen with white lettering) stating the candidate's name and session number, the school and school

code, the title of the film and the student's designated role. Schools must check that all DVDs can be played on standard equipment (DVDs should be non-regional) and not through a PC only.

B6d.5 The marks for internal assessment

Ensure that you have used the correct assessment criteria and descriptors for each level and component for internal assessment. Remember to use whole numbers only; do not use decimals, fractions or estimates.

Carry out an arithmetical check. Add up the achievement levels and check that the total marks for each component are correctly entered. If scaling is required in order that each mark corresponds with the percentage available for the component, this will be undertaken at IB Cardiff.

Please remember that the coversheet has three sides at HL and two sides at SL to be completed.

B6d.6 Moderation of internal assessment

The submission of sample work from candidates allows the IB to moderate the marking of teachers in order to achieve a common standard across schools.

B6d.6.1 Samples for moderation

Ensure that all candidates' production portfolios are clearly labelled on the front cover with the:

- reference number of the candidate
- subject, level and component of the examination
- session and year of the examination.

For each level, give to the coordinator, by any internal school deadlines:

- one completed copy of form 6/FPPHCS for each higher level sample candidate
- one completed copy of form 6/FPPSCS for each standard level sample candidate
- the production portfolios of the sample candidates at both levels.

B6d.6.2 The submission of IA/PG data and sample work

The coordinator must submit internal assessment/predicted grade data on IBIS to arrive by **10 April/10 October**.

The coordinator must send to the moderator to arrive by **20 April/20 October**:

- production portfolios of the sample candidates at both levels
- completed form 6/FPPHCS or form 6/FPPSCS for each candidate.

B6d.7 External assessment: Independent study

The independent study section of the external assessment is based on part 2 of the syllabus but will also draw to some extent on part 1. At both higher level and standard level the independent study accounts for 25% of the total marks.

B6d.7.1 Procedure prior to the submission of the independent studies

Ensure that all candidates' independent studies are clearly labelled on the front cover with the:

- reference number of the candidate
- subject, level and component of the examination
- session and year of the examination.

Each candidate must complete a copy of the independent study coversheet form 6/FISCS, which must accompany the work submitted for assessment. Each candidate's work must be enclosed in a separate folder.

Please remember that the coversheet has two sides to be completed.

B6d.7.2 Submission of the candidates' independent studies

The mark/attendance sheets have been withdrawn in favour of coordinators indicating on IBIS those candidates who have not submitted examination material for a particular component. The same screen can be printed off and used as a checklist for collecting candidates' work.

Include the candidate checklist with the independent studies. Package the studies and checklists securely. The coordinator should send the package to the examiner, to arrive by **30 April/30 October**.

B6d.8 External assessment: Presentation

The presentation section of the external assessment is based on part 1 of the syllabus. At both higher level and standard level the presentation accounts for 25% of the total marks. The choice of films prescribed by the IB is included in the November issue of *Diploma Programme coordinator's notes* each year. This is published on the online curriculum centre (OCC) and is also available via the film page of the OCC. Teachers will choose three films from this list provided by the IB. These films must not have been studied in class. Students should be provided with the name of the chosen films four weeks in advance of the presentation. They will select one film from the three and prepare the presentation within this four-week period.

The teacher conducts, but does not assess, this component of the examination. The CD of each candidate's presentation must be submitted to the examiner for the assessment of this component. Each candidate must complete a copy of the presentation coversheet form 6/FPCS, which must accompany the work submitted for assessment. Schools must check that all CDs can be played on a standard CD player and not through a computer. Schools must also keep a copy of all student work. Schools must notify IB Cardiff of the three films selected using form 6/FPS by the deadline of **15 January/15 July**.

B6d.8.1 Practical arrangements on the examination day

It is recommended that a timetable/schedule be prepared showing the order in which the candidates will make their presentations. There should be a short break between each candidate. A maximum of 15 minutes should be allowed for each higher level candidate. A maximum of 10 minutes should be allowed for each standard level candidate.

B6d.8.2 Conduct of the presentations

The candidate's presentation must be in the response language in which he or she has registered for film.

The presentation must be recorded on CD for each candidate. Neither video cassettes nor audio cassettes must be used.

Candidates may refer to notes, but the presentation must not be simply a reading of prepared notes.

The candidate must make the presentation on his or her own, that is, the candidate may not be supported by anyone other than the teacher.

B6d.8.3 Submission of the candidates' presentations

The mark/attendance sheets have been withdrawn in favour of coordinators indicating on IBIS those candidates who have not submitted examination material for a particular component. The same screen can be printed off and used as a checklist for collecting candidates' work.

Include the candidate checklist with the labelled CDs. Package them securely, in CD holders and using a padded envelope. The coordinator should send the package to the examiner, to arrive by **30 April/30 October**.

Please remember that the coversheet has two sides to be completed.

B6d.9 Summary of the coordinator's requirements

The following is a summary of what the coordinator will need from the film teacher(s).

	Material required by internal school deadline
Higher level internal assessment	<p>For sending to moderator: internal assessment sample work</p> <ul style="list-style-type: none"> • One production portfolio for each sample candidate. • One production portfolio coversheet form 6/FPPHCS for each sample candidate, signed and dated by the teacher and candidate. • One form 6/IAFportfolio, signed and dated by the teacher. <p>For sending to IB Cardiff: IA/PG data</p> <ul style="list-style-type: none"> • Predicted grades. • Production portfolio marks out of 50.
Standard level internal assessment	<p>For sending to moderator: internal assessment sample work</p> <ul style="list-style-type: none"> • One production portfolio for each sample candidate. • One production portfolio coversheet form 6/FPPSCS for each sample candidate, signed and dated by the teacher and candidate. • One form 6/IATportfolio, signed and dated by the teacher. <p>For sending to IB Cardiff: IA/PG data</p> <ul style="list-style-type: none"> • Predicted grades. • Production portfolio marks out of 50.
Higher level and standard level external assessment	<p>For sending to the examiner: independent study</p> <ul style="list-style-type: none"> • Each candidate's independent study. • One independent study coversheet form 6/FISCS for each candidate, signed and dated by the teacher and candidate. • Candidate checklist. <p>For sending to the examiner: presentation</p> <ul style="list-style-type: none"> • Audio recording of each candidate's presentation. • One presentation coversheet form 6/FPCS for each candidate, signed and dated by the teacher and candidate. • Candidate checklist. <p>For sending to IB Cardiff</p> <ul style="list-style-type: none"> • One film presentation selection form 6/FPS.

Film presentation selection formSubmit to: **IB Cardiff**Arrival date: **15 Jan / 15 July**

Session:

School number:

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School name:

- *This form must be submitted by **15 January/15 July** of the year in which the assessment will take place.*
- *Complete this form in the working language of your school (English, French or Spanish).*
- *Write legibly using black ink and retain a copy of this form.*
- *Once selected these films cannot be changed.*

Instructions to teachers

Please list the three films your school will use for the presentation assessment component:

1. _____
2. _____
3. _____

Teacher's name:

Date:

Teacher's signature:

Film cover sheet: production portfolio

Submit to: **Moderator**

Arrival date: **20 Apr / 20 Oct**

Session:

School number:

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School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).
- Complete one copy of this form for each candidate.

Subject: Film

Level: Higher

Candidate name: _____

Candidate session number:

0	0						
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Technology used: _____

Details of production

Production title: _____

Principal role: (circle **one** role only)

Director

Writer

Cinematographer

Sound designer/recordist/mixer

Editor

Date of production:

Candidate's contribution to film production:

You may wish to mention such issues as analytical, technical, creative, communication/teamwork, interpersonal, organizational and decision-making skills.

For completion by the candidate

Please turn over

School name:

Trailer**Date of production:****For completion by the candidate****Candidate's comments on production of trailer:**

Candidate declaration: I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Candidate's signature: Date:

For completion by the teacher

A 0–10	B 0–10	C 0–10	D 0–10	E 0–10	Total 0–50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments (please add further comments on a separate sheet, if necessary)

I confirm that, to the best of my knowledge, the material submitted is the authentic work of the candidate.

Teacher's name: Date:

Teacher's signature:

Please turn over

School name:

For completion by the moderator

A 0–10	B 0–10	C 0–10	D 0–10	E 0–10	Total 0–50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For completion by the senior moderator

A 0–10	B 0–10	C 0–10	D 0–10	E 0–10	Total 0–50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For completion by the candidate

I confirm that I have informed everyone who has been involved in the production of this film that it may be used by the IB for assessment, educational, training and/or promotional purposes in relation to the IB's activities or those related activities of which it approves. I have also informed them that they and the school may be identified on the film and that, because of the nature of the material, it will not be possible for the IB to later remove identifiers.

I confirm that all involved in the production of this film took part in it on this understanding.

Candidate's signature: Date:

In the unlikely event that an individual's objection to this statement would have prevented the successful completion of this component of the course, the candidate may use [form B11](#) to claim exclusive copyright and so allow that individual to take part in the production.

If this is the case, please discuss it first with your teacher and note the nature of the individual's reservations below.

Film cover sheet: production portfolio

Submit to: **Moderator**

Arrival date: **20 Apr / 20 Oct**

Session:

School number:

0	0				
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School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).
- Complete one copy of this form for each candidate.

Subject: Film

Level: Standard

Candidate name:

Candidate session number:

0	0							
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Technology used:

Details of production

Production title:

Principal role: (circle **one** role only)

Director

Writer

Cinematographer

Sound designer/recordist/mixer

Editor

Date of production:

For completion by the candidate

Candidate's contribution to film production:

You may wish to mention such issues as analytical, technical, creative, communication/teamwork, interpersonal, organizational and decision-making skills.

Candidate declaration: I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Candidate's signature:

Date:

Please turn over

School name:

For completion by the teacher

A 0–10	B 0–10	C 0–10	D 0–10	E 0–10	Total 0–50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments (please add further comments on a separate sheet, if necessary)

I confirm that, to the best of my knowledge, the material submitted is the authentic work of the candidate.

Teacher's name: Date:

Teacher's signature:

For completion by the moderator

A 0–10	B 0–10	C 0–10	D 0–10	E 0–10	Total 0–50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For completion by the senior moderator

A 0–10	B 0–10	C 0–10	D 0–10	E 0–10	Total 0–50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please turn over

School name:

For completion by the candidate

I confirm that I have informed everyone who has been involved in the production of this film that it may be used by the IB for assessment, educational, training and/or promotional purposes in relation to the IB's activities or those related activities of which it approves. I have also informed them that they and the school may be identified on the film and that, because of the nature of the material, it will not be possible for the IB to later remove identifiers.

I confirm that all involved in the production of this film took part in it on this understanding.

Candidate's signature: Date:

In the unlikely event that an individual's objection to this statement would have prevented the successful completion of this component of the course, the candidate may use [form B11](#) to claim exclusive copyright and so allow that individual to take part in the production.

If this is the case, please discuss it first with your teacher and note the nature of the individual's reservations below.

Moderation of internal assessment: Production portfolio

Submit to: **Moderator**

Arrival date: **20 Apr / 20 Oct**

Session:

School number:

0	0				
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School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).

Subject: Film

Level: _____

Number of candidates at this level: _____

Details of candidates whose work is submitted: *Copy from each candidate's coversheet.*

Candidate session number	Candidate name	Choose SL or HL											
		SL mark (A–E) 0–50	HL mark (A–E) 0–50										
<i>If the entry for this subject is 1 to 20 candidates the sample size is 5 candidates.</i>													
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<i>If the entry for this subject is 21 to 40 candidates, the sample size is 8 candidates, so an additional 3 candidates must be included.</i>													
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<i>If the entry for this subject is 41 or more candidates, the sample size is 10 candidates, so in addition to the 8 candidates above, another 2 candidates must be included.</i>													
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I confirm that, to the best of my knowledge, the sample work submitted is the authentic work of each candidate.

Teacher's name: Date:

Teacher's signature:

Film cover sheet: independent study

Submit to: **Examiner**

Arrival date: **30 Apr / 30 Oct**

Session:

School number:

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School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).
- Complete one copy of this form for each candidate.

Subject: Film

Level: _____

Candidate name: _____

Candidate session number:

0	0						
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Instructions to candidates

Please tick/check to show you have included:

☐

Rationale

☐

Script

☐

List of sources

Number of script pages (HL 12–15, SL 8–10): _____

Title: _____

Cultures examined	Films studied

Candidate declaration: I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Candidate's signature: Date:

Teacher declaration: To the best of my knowledge, the material submitted is the authentic work of the candidate.

Teacher's name: Date:

Teacher's signature: Date:

Please turn over

School name:

For completion by the examiner

Mark awarded (0-25)

Examiner's name: Date:

Examiner's signature:

Film cover sheet: presentation

Submit to: **Examiner**

Arrival date: **30 Apr / 30 Oct**

Session:

School number:

0	0				
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School name:

- Write legibly using black ink and retain a copy of this form.
- Complete this form in the working language of your school (English, French or Spanish).
- Complete one copy of this form for each candidate.

Subject: Film

Level: _____

Candidate name: _____

Candidate session number:

0	0						
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Title of film: _____

Identification of sequence

Brief description of initial shot of sequence: _____

Length of sequence: _____

Sources used: _____

Candidate declaration: I confirm that this presentation is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

Candidate's signature: Date:

I confirm that to the best of my knowledge, the material submitted is the authentic work of the candidate.

Teacher's name: Date:

Teacher's signature:

Please turn over

School name:

For completion by the examiner

Mark awarded (0–25):

Examiner's name:

Date:

Examiner's signature: