**IB Theatre**

**West Sound Academy**

**Instructor: G Nordleaf-Nelson**

**IB Theatre Assessment Submission Check List**

**Task 1: Solo Project (HL Candidates only) Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* a report (3,000 words maximum)  PDF format
* a continuous unedited video recording of the whole solo theatre piece (4–8 minutes)
* a list of all primary and secondary sources cited PDF format

**Title page** should include name of Assessment, Name of Piece, Theorist, and candidate number – see below.

Solo Project

*In My Dreams*

Theorist: Augusto Boal

Candidate abc123

This document should include the prescribed **Table of Contents**, which is a separate page but not included in your page count.

**Task 2: Director’s Notebook (HL & SL Candidate) Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each student submits the following components:

* A director’s notebook (20 pages maximum) PDF format
* A list of all sources cited PDF format

**Title page** should include name of Assessment, Name of play, playwright, candidate number – see below.

Director’s Notebook

*The Glass Menagerie*

By Tennessee Williams

Candidate abc123

This document should include the prescribed **Table of Contents**, which is a separate page but not included in your page count.

The size and format of pages submitted for assessment is not prescribed to enable students to be creative with how they record and present their work. Submitted materials are assessed on screen and students must ensure that their work is clear and legible when presented in a digital, on-screen format. To ensure that examiners are able to gain an overall and legible impression of each page without excessive scrolling, students are recommended to use common page sizes (such as legal, A4 or folio). Overcrowded or illegible materials may result in examiners being unable to interpret and understand the intentions of the work.

**Task 3: Research Presentation (HL & SL Candidates) Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each student submits the following components:

* a continuous, unedited video recording of the live presentation (15 minutes maximum) as an .mp4  maximum file size is 500MB.
* If a power point is used in the presentation this must be submitted as a PDF and all sources must be cited on the final slides.
* Do not put student name on pptx
* If no power point is used in the presentation, then a PDF of the sources must be included with the submission.

**Task 4: Collaborative Theatre Project (HL & SL Candidates) Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each student submits the following components:

* a process portfolio (15 pages maximum)  in PDF format
* a video recording (4 minutes maximum) -evidencing the student’s contributions and artistic choices in the collaboratively created piece; the selected footage must be chosen by the student and must demonstrate artistic choices made by the student; it can be either one continuous shot or can be from two different moments (maximum) in the presentation; the combined total submitted must not exceed 4 minutes of footage for each student.
	+ Format for video: .mp4  maximum file size is 500MB
* a list of all sources cited  PDF format

**Title page** should include name of Assessment, Name of piece, candidate number – see below.

Collaborative Theatre Project

*And Then You Live or You Die*

Candidate abc123

This document should include the prescribed **Table of Contents**, which is a separate page but not included in your page count.

**GUIDELINES FOR DOCUMENT FORMATTING FOR IB THEATRE WRITTEN SUBMISSIONS**

The following formatting is required for written eCoursework (excluding visual arts). This ensures the work can be easily read on-screen by examiners as well as ensuring there is consistency between the diploma subjects.

* + Use of fonts such as Arial, minimum font size 11
	+ Single (or greater) line spacing
	+ Numbered pages
	+ Portrait orientation (rather than landscape)—except where it is necessary or appropriate. The use of landscape orientation may be to accommodate a specific item such as a graph or illustration

For components with page limits:

* + It is not acceptable to “shrink to fit” an eCoursework assignment to remain within page limits by reducing white space on the page, reducing A3 to A4 so the font size becomes less than 11pt, or by choosing a non-standard font. Examiners are instructed not to award marks for work that has been “shrunk to fit” in this way.

**To check how a document will be presented to an examiner for marking:**

* view the document in a “Print Preview” mode
* print the document
* export the document to a PDF file.

The candidate’s personal code (abc123) should be used as a means of identifying candidates’ work on coursework and forms submitted to the IB but is not required.

**You MUST include your Candidate Number and your NAME in the file name *please.* These will be edited out but will support the process of organizing and uploading your work by the IB Coordinator and/or instructor.**