**IB Theatre**

**West Sound Academy**

**Instructor: G Nordleaf-Nelson**

**IB Theatre Assessment Submission Checklist**

First Assessment May 2024

**PRODUCTION PROPOSAL – Internal Assessment (HL & SL Candidate). Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* A production proposal (a maximum of 12 pages of written text and images\*) plus a list of all sources

used.

* The title page should include the name of the Assessment, the Title of the Play, the Playwright’s Name, and the student candidate number – see example below.

Production Proposal

*The Glass Menagerie*

By Tennessee Williams

Candidate abc123

Page count

* The page count is stated on the first page of the production proposal.
* The page count must be stated on the first page of the production proposal. All text, annotations, labels, and citations must be included in the overall page count.
* The list of sources used is excluded from the page count.
* The production proposal is assessed on screen and students must ensure that their work is clear and legible when presented in a digital, on-screen format.
* The work is created using a common page size (A4 or US Letter), is typed in a legible sans serif 12-point font, and uses standard margin sizes and single spacing. (The production proposal may also contain legible handwriting.)
* Students should adhere to the following structure, considering the criteria weighting for each section.

**RESEARCH PRESENTATION (HL & SL Candidate) Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each student submits the following components:

* A video recording of the student’s research presentation (15 minutes maximum).
	+ Format for video: .mp4  maximum file size is 500MB
* A list of all sources cited, and any additional resources used by the student during the presentation.
If a PowerPoint 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 the student’s name on ppt.

**COLLABORATIVE PROJECT (HL & SL Candidates) Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each student submits the following for assessment.

* A completed cover sheet. The cover sheet can be found [HERE](https://www.wsaibtheatre.org/lesson-ideas.php)
* A project report (a maximum of 10 pages of written text and images\*) plus a list of all sources used.
* The work is created using a common page size (A4 or US Letter), is typed in a legible sans serif 12-point font, and uses standard margin sizes and single spacing. (The project report may also contain legible handwriting.)
* A video recording of the final piece (7–10 minutes maximum).
	+ Format for video: .mp4  maximum file size is 500MB

**SOLO PROJECT (HL only) Submitted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each student submits the following for assessment.

* A report (2,500 words maximum) plus a list of all primary and secondary sources cited.
* A continuous unedited video recording of the whole solo theatre piece (lasting 4–7 minutes
maximum).
	+ Format for video: .mp4  maximum file size is 500MB

**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 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.**