City & Guilds Level 3 Video Software (7574-314)

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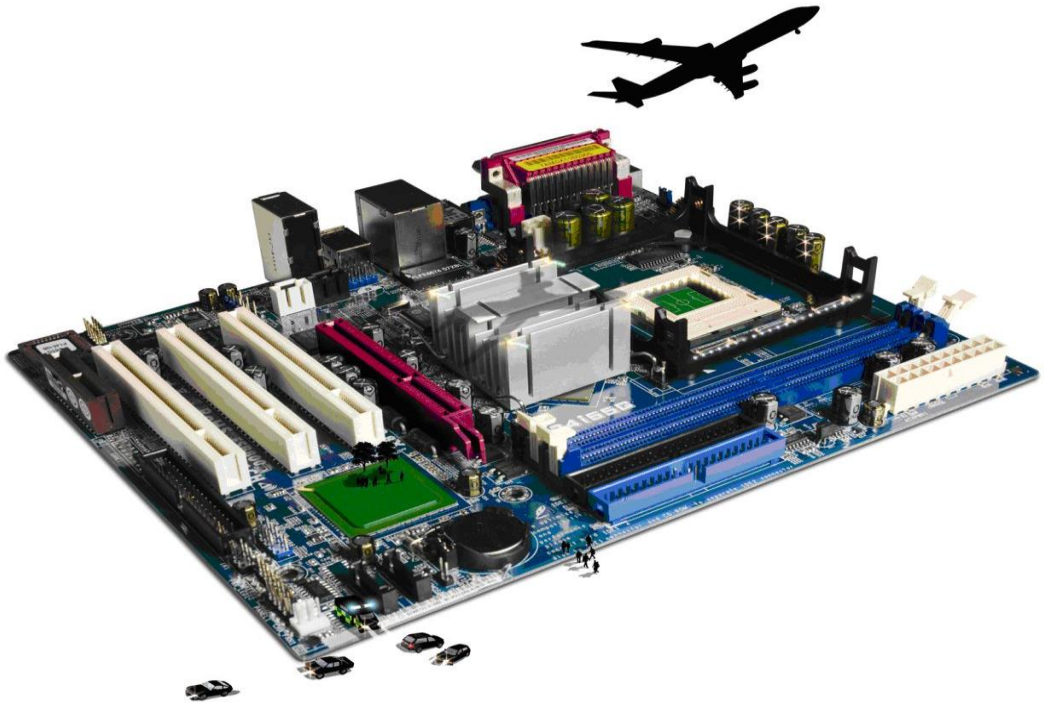
ITQ
Assignment guide for Candidates
Assignment B



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Level 3 Video Software (7574-314)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Video Software (7574-314).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is **two and a half hours**.

Level 3 Video Software (7574-314)
Candidate instructions

Time allowance: two and a half hours

The assignment:

This assignment is made up of **three** tasks

- Task A Planning a promotional video
- Task B Use video software tools and techniques to create and edit sequences
- Task C Play, present and enhance video sequences

Scenario

You have been approached the City & Guilds Centre where you are taking this assignment, to produce a **three** minute promotional video about the Centre for an Educational and Training Conference.

You should produce and record your own video, promoting the Centre, which should appear to be of a professional standard. Your Promotional Video should consist of the following:

- a planned and storyboarded of **three** minute video of your own creation
- no more than one minute of downloaded or screen captured, previously recorded video material, may be included in your final Promotional Video.
- clearly audible, scripted, voice description(s) / commentary about the City & Guilds Centre

Your Promotional Video may include elements such as: interviews, music, statistics, comments from other promotions etc. All copyright sources must be acknowledged and complied with.

Your Promotional Video may be initially recorded in a format of your choice, however the final version must be saved in a format suitable for playing over the internet.
An additional copy of the final video review should be saved in a format suitable for playing on a CD/DVD, attached to either a personal computer or a laptop.

Task A – Use hardware and software to capture video sequences

1 Storyboard your proposed Promotional Video, including:

- any elements from previously recorded video
- any screen captures
- any graphics
- audio content
- video content
- any titles
- approximate timelines
- any additional research required
- audio / video codecs to be used

2 Using your **Answers 314 B** document, provided by your assessor list all the intended elements that will make up your Promotional Video.

3 Using your **Answers 314 B** document, provided by your assessor identify all the Hardware and Software to be used in the production of the Promotional Video.

4 Using your **Answers 314 B** document, provided by your assessor identify the proposed file formats, including where compression is to be used and explain your choices for each:

- pre-recorded audio / video and how it could be manipulated
- created audio / video
- work in progress
- final video versions.

5 Using your **Answers 314 B** document, provided by your assessor identify any Hardware or Software compatibility issues that may occur between recording, editing and playback of the Promotional Video.

6 Using your **Answers 314 B** document, provided by your assessor specify the following:

- file storage locations
- backup locations
- proposed file name structure
- proposed file versioning structure

7 Using your **Answers 314 B** document, provided by your assessor justify the proposed file formats for the final version of your Promotional Video:

- for streaming media (internet)
- for CD / DVD player

8 Record the Audio / Video elements as specified in your storyboard, that will make up your Promotional Video.

Save the files in the appropriate formats and in the directories specified in Task A6

Task B – Use video software tools and techniques to edit sequences

1 Using the available audio / video editing software, combine the various elements of your Promotional Video into a single recording sequence, lasting no more than **three minutes**.
Using your **Answers 314 B** document, provided by your assessor, screen print the use of mark-up tools.

Demonstrate to your assessor the following:

- general editing tools including:
  - cut, copy and paste
  - sequence
  - any special effects used
- combining images with sound
- integration of images / screen shots
- integration of pre-recorded sound
- integration of pre-recorded video

2 Using your **Answers 314 B** document, provided by your assessor explain any issues of copyright that are involved in the use of your Promotional Video.

Identify any permissions that you may be required to gain before your Promotional Video may be broadcast.

Task C – Play and present video sequences

1 Play your Promotional Video sequence to your assessor.

2 Using your **Answers 314 B** document, provided by your assessor identify the minimum hardware, software settings and bandwidth, required for successfully viewing the finished Promotional Video over the internet.

3 Adjust playback and display settings to enhance the quality of the presentation as necessary.

4 Using your **Answers 314 B** document, provided by your assessor identify the settings which could be adjusted to improve the quality of presentations.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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