

3. Ensure that the DVD recorder is connected to a television.
4. Turn the Video Camera to VCR (playback) mode.
5. Select the AV-in channel on the DVD Recorder and the image on the Video Camera should appear on the television.
6. Insert a blank DVD-R into the DVD Recorder.
7. Forward the Video Camera to the desired point in the recorded interview, Press RECORD on the DVD Recorder and PLAY on the Video Camera.
8. Press STOP on DVD Recorder when the desired recorded interview is finished and then the Video Camera.

9. Repeat points 7 and 8 above until all the interviews have been recorded from the Video Camera on to the DVD Recorder



10. The next step is called **FINALISING** the DVD (the procedure may differ according to the model of Recorder)

11. Select MENU on the remote control, choose DVD DISC, select FINALISE DISC and then OK, this process may take several minutes.
12. On completion eject the DVD and make sure to test the new DVD on an ordinary domestic DVD player as stated in the SEC Guidelines.



### Contact details

Navan Education Centre  
Athlumney  
Navan, Co, Meath  
Tel: 046 907 8382

### NOTE:

A DVD should not be **FINALISED** until **ALL** the interviews are recorded and once **FINALISED** no further interviews can be added to the DVD. Only Finalised DVDs are acceptable.

## Presenting the LCVP RECORDED INTERVIEW / PRESENTATION on DVD



### Audio Visual Notes for the Leaving Certificate Vocational Programme



*Log onto our website for the  
above Audio Visual Booklet*

## Preface

Over 80% of Recorded Interviews/ Presentations were submitted on DVD in 2008. The following are some helpful hints in preparing to submit the Recorded Interview/ Presentations on DVD. Remember that the Recorded Interview/ Presentation is worth 21% of the Portfolio and is therefore critical to ensure best practice for this Portfolio item. Further details can be found on the PDST website [www.pdst.ie](http://www.pdst.ie) and click on the link to LCVP.



## Ensuring a successful Recorded Interview/Presentation

Recorded Interviews should be reviewed immediately after recording.

- Play the DVD
- Check the DVD against the Sequence Sheet

## Checklist for Reviewing

- [ ] Does student state exam number clearly at the beginning of the Recorded Interview/Presentation?
- [ ] Is the exam number clearly visible **at all times** during the Recorded Interview?
- [ ] Does the image of the student match the recommendations of the LCVP Audio Visual Notes? (Available on our website)
- [ ] Can the student be **heard** clearly **at all times**?

[ ] Does the Recorded Interview/ Presentation represent a variety of the Link Modules activities and meet the Assessment Criteria? Ensure the 25% restriction is adhered to.

- Handle the DVD with extreme care and ensure that the DVD is not scratched/ damaged.
- Make **4 copies** of the DVD, two of which are sent to the SEC and one retained in the school as a backup readily obtainable during the month of June.
- Label the DVD with the **School Roll Number and School Name** along with the relevant sequence sheet.
- Check that the DVD is FINALISED and can play on a **Domestic DVD Player**.
- Return the DVDs (two copies) in Protective cases and in Padded Envelopes.

## Editing

**Plan and organise Recorded Interviews so that there is no need for any editing.**

Ensure not to edit an individual interview/ presentation as this could penalise a students recording.

Editing can be used to enter a Candidates Number, however, if a student has been absent (out of sequence) then it may be added to the end of the DVD before Finalising or submitted on a separate DVD.

## Finalising DVDs for Recorded Interview/ Presentation

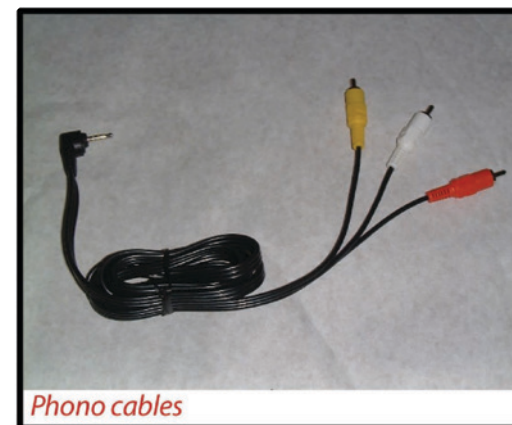
(Using a DVD Recorder)

### Essential Equipment

- Video Camera
- DVD Recorder (there are now many Dual DVD Player-Recorders) which needs to be connected to a television via scart/phono cable
- Phono/Scart lead
- Blank DVD-R

### Procedure

1. Operators should familiarise themselves with the operational instructions of their DVD Recorder and Video Camera as models vary widely.
2. Connect the Phono cable to the AV-out on the Video camera, connect the yellow, red and white phono connectors to the input on the DVD Recorder (the input on the DVD Recorder may be located at the back or the front).



Phono cables

**Best Practice is to keep the Original Recordings until after the appeals process has been completed. (Usually October)**