When examination committees develop questions for the examination, they may write ‘sample answers’ or, in the case of some questions, ‘answers could include’. The committees do this to ensure that the questions will effectively assess students’ knowledge and skills.

This material is also provided to the Supervisor of Marking, to give some guidance about the nature and scope of the responses the committee expected students would produce. How sample answers are used at marking centres varies. Sample answers may be used extensively and even modified at the marking centre OR they may be considered only briefly at the beginning of marking. In a few cases, the sample answers may not be used at all at marking.

The Board publishes this information to assist in understanding how the marking guidelines were implemented.

The ‘sample answers’ or similar advice contained in this document are not intended to be exemplary or even complete answers or responses. As they are part of the examination committee’s ‘working document’, they may contain typographical errors, omissions, or only some of the possible correct answers.
Section II

Question 16 (a)

Sample answer:
Marking out a stage is important as it shows the crew where to place all set pieces and where they need to be moved to. The marking shows both cast and crew specific areas of the stage such as the centre and the setting lines.

Answers could include:
• So crew knows where they place stage elements
• Assist with time management
• Help in moving sets
• Cast can be aware of the placement of the set
• Safety reasons — all will be aware of correct staging elements and safe positioning of sets worked out prior
• Clean and prep surface
• Assist other technical departments, such as lighting and audio

Question 16 (b)

Sample answer:
Prior to a rehearsal I would organise a meeting with my stage crew and delegate jobs to each member. The crew would need to correctly mark out the stage. I would give each member a stage plan to refer to when arranging set pieces. I would ensure all crew members are aware of correct manual handling procedures when lifting and moving the set. Organisation of the wing space and where sets are struck to would also be part of the instruction.

Answers could include:
• Allocate jobs – delegate to stage crew
• Mark up space correctly
• Move sets into performance space
• Refer to stage plan
• Coordinate scene changes
• Communication including handling set/staging safely
• Hold a briefing
• Clean and prep surface
• Organise props table
Question 17 (a)

Sample answer:

When the speaker is presenting to the 25-seat room we could use LCD TV connected to a laptop to allow the presenter to show slides and videos. In the instance of the 400-seat space, it would potentially need one or two data projectors, laptop, DVD player, vision mixer and camera to show the presenter up close.

Answers could include:

- Use of data projector or portable screen/whiteboard
- Interactive whiteboard for small space
- Multiple screens in larger space
- Use of cameras in larger space
- Laptop/DVD players/hard drive players
- May reference amplification of audio

Question 17 (b)

Sample answer:

400 seat example
Question 18

Sample answer:
Information that I would contact the MEAA for includes details about the award such as pay scales, leave loading, working hours and scheduled breaks. In addition, I would consult the industry safety guidelines in relation to working at heights, and required safety equipment. I would seek assistance on induction processes. I would also seek funding from government agencies including the NSW Ministry for the Arts. I would contact Live Performances Australia to find out your rights and responsibilities as an employer.

Answers could include:
- The award
- Working conditions
- Industry safety guidelines
- Pay scales
- Contracts
- Inductions
- MEAA, Live Performance Australia, Ministry of the Arts, Fair Work Australia
- Manual handling

Question 19 (a)

Sample answer:
Firstly, the audio technician would meet with the festival director to discuss the budget for the festival, how many acts are involved, which venue is being used and whether any of the acts have specific requirements. Secondly, the Audio Technician would contact the venue manager to organise a site visit, and request a list of available equipment and technical specifications of the venue.

Answers could include:
- Meet venue manager re all equipment
- Site visit
- Festival director – number of acts and performer requirements
- Discuss budgets
- Meet with hire companies
- Organise access to the venue
- Meet with stage manager re access/sound cues
- Meet with performers’ reps → act requirements and sound effects
- Lighting technician
- Vision technician → combined video/sound
Question 19 (b)

*Sample answer:*

The operator would request the sound source from the performer and test that it works either at interval or on headphones. May have to change format from CD source to MP3. Adapt sound cue sheets and discuss changes with stage manager. Check levels at interval. Inform the MC/compere if appropriate.

*Answers could include:*

- Inform other operators, stage manager
- Check content appropriate with show rating
- Copyright information/approved
- Adding to iTunes – adjust show order
- Approval from stage manager
- Inform other performers
- Check the levels, adjust the mixing desk
- Adjust cue sheet

Question 20 (a)

*Sample answer:*

Because there are no rigging points I would need to hire T–Bar stands (trees) or winch-up stands and possibly some trussing. This gives me something to hang/rig the lanterns on. I would also hire some H stands for the floor. I would require a 3-phase dimmer rack and possibly some portable 4-pack dimmers. Specialty lights could be run from the portable dimmers or plugged directly into 240 volts. I would also require a lighting desk to operate the dimmer rack and a variety of lights such as par cans and profiles.

*Answers could include:*

- Power supply/availability and position
- Layout
- Positioning of tables and dance floor
- Entrance and exits
- Rigging points
Question 20 (b)

Sample answer:
Equipment and accessories to create mood: fairy and special lights (behind stage), gels and gobos to create colour and texture, a haze machine to highlight the lighting effects. For the school formal, the lighting and accessories will be used to create a festive party mood.

Answers could include:
- Par can – wash/mood
- Fresnel – wash
- Profile – highlight/textured effect
- Gels – gobos
- Iris
- Smoke machine
- Haze machine
- Pin spots (birdie)
- Lighting trees – hack rigs
- Mirror ball
- Floor lighting
- 4 packs
Section III

Question 21

Answers could include:

- In coordinating this event you must have excellent communication skills and be able to relate to key personnel through active listening, open and closed questions, building rapport, appropriate speech, body language
- Be able to manage all tasks by being able to write all key forms of communication such as, emails, internal/external memorandums, letters, forms etc and be able to use correct spelling, grammar etc.
- In organising the event you must be highly organised and able to liaise with all key personnel, such as the production team (sound, lighting, vision), to ensure the smooth running of the event
- Use of delegation techniques with production assistants, creation of scheduling and time lines
- Organisation of regular production meetings to monitor progress from the various teams.
- Understanding the financial responsibility – managing budgets, able to effectively mediate between staff conflicts
- Organisational considerations include:
  - Allocation of staging in the space
  - Coordination of contractors
  - Allocation of stalls/spaces for the designers
  - Lighting requirements for the parades
  - Power requirements for the exhibitors
  - Audio requirements
  - Appropriate number of event staff
  - Vision requirements
  - Time allocations for each event
  - Safety requirements
Section IV

Question 22 (a)

Answers could include:

• Put together the production team
• Work out budget and sub-dissections of budget
• Approve changes to the vision of the production
• Be responsible for OHS/WHS
• Approve scheduling
• Hire a director to suit the type of production
• Hand over control to stage manager once production begins
• Hiring of venues/rehearsal spaces
• Publicity
• Manage budget
• Addressing legal issues

Question 22 (b)

Answers could include:

• Details of bump out procedures
• Return hire gear eg equipment, costumes
• Document production
• Pay staff
• Pay bills/creditors
• Archive prompt copy
• Restore space (paint/repair)
• Repair and store sets
• Secure venue and return keys
• Inventory of costumes/laundry
• Clean venue/restore venue
• Debrief staff/crew
• Evaluate performances/potential for touring
• Production roles in this phase
• Discontinue marketing
• Debrief and evaluation