

Design: External assessment portfolio

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General information

This document contains information for the external assessment of the production component in Design.

In 2010, all Year 12 students enrolled in at least two Stage 2 or two Stage 3 units in the Design course will be required to submit work to receive marks for the production component of the external examination.

The Curriculum Council will supervise and conduct the external assessment of work submitted by students undertaking Stage 2 and Stage 3 units. This will take place in a centralised metropolitan location, ensuring standardised conditions and marking comparability.

Further advice on matters related to the administration of Curriculum Council assessment will be published in the Curriculum Council WACE circular. Teachers should also refer to the TEE/WACE examination policy published in the WACE manual and on the Curriculum Council website.

Teachers are responsible ensuring the syllabus requirements are met this includes following the Curriculum Council assessment guidelines and making sure the materials the external examination conform with the specifications. Teachers must ensure they are using the currently accredited course.

External examination weightings

In Design the external examination weightings are as follows:

Portfolio (production)	50%
Written examination paper (2.5 hours)	50%

Reporting achievement

For each unit, schools will be required to submit a mark out of 100 to the Curriculum Council. The school course mark will be calculated by the Curriculum Council by averaging the mark out of 100 for the two units studied in Year 12. The examination mark (a combination of the practical component and the written component) will statistically moderate the school course mark. In 2010, the Curriculum Council will report a WACE course mark which is determined from the moderated school course mark and the standardised examination mark. For the purpose of ranking students for tertiary entrance, the average of the moderated school course mark and the standardised examination mark will be scaled.

Principles

1. The marking process preserves the anonymity of the candidate and the candidate's school.

This requires that:

- candidates and their work will be identified only by their randomly allocated student number
- marking occurs in central locations where the work can be displayed and not be identified with a particular candidate or school.

2. The authenticity of the candidate's work must be guaranteed.

It is essential that:

- the main development of work takes place in school time
- work completed away from the school is regularly monitored by the teacher
- each student signs a statement*, witnessed by the supervising teacher and the principal, that the work is genuinely his or her own
- under no circumstance can any teacher work directly on any part of a student's work that is submitted for external assessment
- a candidate must not submit the same piece of work in more than one course.

3. Markers will apply a consistent standard to assess the candidate's work.

This requires:

- separate marking guides for Stage 2 and Stage 3 units
- attendance at a training meeting prior to the commencement of marking
- trial marking of work to ensure a common understanding of the marking guide.

4. Double marking of candidate's work will be carried out.

This requires that:

- each marker marks the work independently
- where necessary, the Chief Marker will reconcile significant differences
- the Chief Marker will ensure marking consistency throughout by monitoring the marking process
- marking of production examinations will be concluded prior to the commencement of the written examinations.

External production examination requirements

For the purposes of fairness and equity the following options regarding size of submitted works must be adhered to. Candidates are to submit work for assessment in one of the following categories listed below:

Category 1

Flat Design-work Portfolio

All portfolio content must be made in A3 size. Three dimensional objects can not be included, and instead will need to be photographed or otherwise represented so as to clearly demonstrate the details and overall designs that are being assessed. Low profiled textured material such as fabric swatches and paper samples can be included.

The documentation of design development relating to each project should be presented on 10 X A3 sheets double sided or 20 single sided A3 sheets. These sheets should be considered a summary of the students development work for the relevant project, and show the progress of the design from initial brief to final design. The sheets can be original drawings or composites using scanned images, photographs or photocopies.

OR

Category 2

Digital Portfolio

Each digital file should be annotated to indicate how it was created, the format of the file and an explanation of the purpose and uses of the file.

Parameters of Digital Portfolio

The teacher will advise and set parameters within the budget and resources of the school/provider. The teacher will provide examples of the standard expected for portfolio items and discuss with students the variety of work that could be included. Typically, these items will be generated from learning activities organised by the teacher at school.

The entire digital portfolio will be collated onto a CD/DVD-R and must be compiled in a PowerPoint presentation. All files required for running the presentation must be included on the CD/DVD.

Digital work, presentations (animations, slide shows or other time based media) must not exceed 6 minutes duration.

Procedures for Submission

Advice to schools

Works submitted for external assessment must not be offensive or dangerous. While it is understood that submitted works may challenge established views, it is important to consider and take into account the values of the audience and wider community in general.

Labeling of candidate's work

Candidates and their school must ensure that all portfolios:

- are clearly and securely labeled with the Curriculum Council's student number
- do **not** contain the candidate's name or names of persons associated with the candidate's school or family.

Works that can be identified, or do not comply with the above submission guidelines may incur marking penalties, or may be rejected from the marking process at the discretion of the Chief Marker.

Deadline for submission of materials

All materials must be received at the marking venue by the final date determined by the Curriculum Council so that marking can commence on the first weekend of Term 4.

Portfolios submitted after the published date and time will not be marked. Individual candidates who were unable to submit their works due to illness or an unforeseen situation can submit a sickness/misadventure application form.

Submission Requirements

A candidate's submission must include:

- **The Portfolio** (as indicated Appendix 1- Design).
- **A declaration of authenticity** (as shown in Appendix 2)
- **An appendix showing copyright details of all sources used**

Design work submitted must be selected from the last two units studied by the student and may take the form of individual works or works that are linked either conceptually or materially.

Declaration of authenticity forms for external assessment

Signed authentication forms are to be provided with a candidate's submitted work. Under no circumstances may works identify the candidate or their school.

Each private candidate completes the declaration form in the presence of a commissioner of declarations. Each candidate undertaking the external assessment production must provide the appropriate paperwork and signed forms. These forms must accompany the work in a separate manila envelope or folder but must not be attached to the work. A sample of this authentication form is provided in Appendix 2 of this booklet.

Teachers will need to ensure that copies of authentication forms are kept with school records, for verification in the event of loss during transportation to the Curriculum Council. Authentication forms act as legal documents and therefore proper records need to be maintained.

Copyright acknowledgement

As direct use of stimulus material or copying of another person's work without proper acknowledgment is not permitted candidate's must acknowledged all copyright. All copyright details must be included in the appendix.

Marking

Transport of portfolios to venues for external marking

The Curriculum Council marking process will commence on the first weekend of Term 4. Schools will be notified by the Curriculum Council of final date for submission and location for marking. Schools are responsible for ensuring portfolios are packed and prepared for transportation to the Curriculum Council by the nominated date.

Schools are responsible for the cost of transporting portfolios to and from the venue and for ensuring the material arrives at the designated examination venue location by the due date. **No late work can be accepted.**

Schools are also responsible for the packaging and insurance of portfolios against damage in transit. All submitted portfolios are to be accompanied with the appropriate paperwork and signed forms.

Appointments of markers

The Curriculum Council will appoint a Chief Marker who will be responsible for the external assessment process and training. Teachers may apply to be external markers. External markers are employed by the Curriculum Council and are therefore responsible to the Curriculum Council through the Chief Marker.

The Curriculum Council will allocate, in consultation with the Chief Marker, a set number of portfolios per marker. These portfolios will be randomly allocated according to the candidate's Curriculum Council student number.

The marking process

The markers will work collaboratively with the Chief Marker and under the direction of the principles of external assessment defined by the Curriculum Council.

The Chief Marker sets the standards and this will be based strictly on the criteria set down in the marking guidelines. Exemplar materials will be selected by the Chief Marker and used to exemplify standards and levels of production achievement.

Marking of the portfolios will be undertaken by two independent markers. A numerical scale will be used to assess student's production in terms of:

- Typography
- colour
- communication
- design principles
- technical aspects
- process
- overall success in aims and objectives
 - originality
 - use of codes and conventions
 - producing and reading drawings

Judgements will be compared and a process of reconciliation will be undertaken under the direction of the Chief marker.

All independent marks and reconciled marks will be recorded and submitted to the Curriculum Council by the Chief Marker.

The Chief Marker will be required to prepare a formal written evaluation report which will be based upon the established Curriculum Council criteria of:

- adherence to protocols and processes
- attention to administrative processes
- implementation and adherence to established production standards for the subject
- other relevant comments.

Confidentiality of student marks is vital and must not be breached. External markers must not be involved in the marking of students from their own school and must immediately disclose if they recognise a candidate's work.

APPENDIX 1

Design work

Students are to submit design work, relevant to their chosen context, which may contain one, or a number of works in the following forms.

Digital and animation	Must not exceed 6 minutes in duration.
Technical graphics	Two dimensional and three dimensional representations, either hand drawn or computer aided design.
Graphic design	The organised communication of messages for particular contexts and purposes, including digital and traditional forms
Photography	May include traditional and digital approaches.
Ceramics and glass	The manipulation of ceramic and glass materials for any design purpose. (three dimensional forms must be represented in photographs)
Textiles and fibre	The expressive manipulation of materials and fibre to create works in any dimension. (three dimensional forms must be represented in photographs; fabric swatches may be included)
Fashion design	Design of garments either to detail design stage or to construction (finished garments must be presented as photographs in portfolio.
Designed objects/ environments/ jewellery	This may include wearables, architectural models, industrial design and products, and environmental sculpture. (three dimensional forms must be represented in photographs; fabric swatches may be included)
Interactives	This is a growing field of design which explores the interactive nature of media and audience.
Costume and stage design	These design forms relate to events for stage and performance. (three dimensional forms must be represented in photographs; fabric swatches may be included)

APPENDIX 2: Sample form for resolved design work



**Declaration of authenticity
2010 External Assessment Production**

Candidate declaration									
Name: _____	School Code: _____								
Student number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									
As a candidate for the design examination in 2010, I declare that all the work submitted was completed by me during 2010, and that, to the best of my knowledge, all the information provided is correct and all references have been acknowledged on the artist statement.									
Signed: _____									
Date: _____									

Please note:

1. To maintain anonymity, this declaration form must accompany but must not be attached to the submitted work.
2. All copyright and secondary visual materials used in the submitted works must be clearly referenced.

Witness declaration

<p>School candidates (to be completed by your teacher and school principal: your work will not be marked if the declaration is not signed)</p>	<p style="text-align: center;">Teacher and principal declaration</p> <p>I declare that, to the best of my knowledge:</p> <ul style="list-style-type: none"> • the work contained in this submission was completed in 2010; • the main development occurred in school time, with regular monitoring of work away from school; and • no teacher or any other person has worked directly on the student's work. <p>Teacher signature _____ Date _____</p> <p>Principal signature _____ Date _____</p>
<p>Private candidates (a Commissioner of Declarations needs to witness your signature and complete this section)</p>	<p style="text-align: center;">Commissioner of Declarations</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Signed _____ Date _____</p>