Design ATAR course
Practical (portfolio) examination requirements
2018

Design ATAR course Practical (portfolio) examination

This document contains general advice to teachers, candidates and parents on the Design practical (portfolio) examination.

Students who are enrolled in a Year 12 ATAR course pair of units are required to sit both the practical and written ATAR course examination. There are no exemptions and if candidates fail to sit and do not have an approved sickness/misadventure claim then the grades for the course units will not contribute to any of the WACE requirements.

Schools are required to submit their candidates' practical (portfolio) submissions to the designated venue between **8.30 am** and **4 pm** on **Wednesday, 19 September 2018**.

Delivery instructions for the submissions will be sent to schools during Term 3.

For Design, the ATAR course examination weightings are:

- Written examination paper   50%
- Practical (portfolio) examination   50%

1.   Reporting achievement

Teachers are responsible for ensuring the practical (portfolio) examination requirements are met and making sure candidates are adequately prepared. Teachers must ensure they are using the current syllabus. Any further advice on matters related to the syllabus or assessment will be published in the *11to12 Circular*, which is available on the School Curriculum and Standards Authority (the Authority) website at http://www.scsa.wa.edu.au/publications/circular-ecircular.

Teachers should also refer to the ATAR course examination information published in Section 6 of the *WACE Manual 2018,* which is available on the Authority website at http://www.scsa.wa.edu.au/publications/wace-manual.

For all ATAR courses with a practical examination, for the pair of units, schools are required to submit to the Authority a:

- course mark out of 100 (weighted for each component)
- mark out of 100 for the written component
- mark out of 100 for the practical component
- grade for the completed pair of units.

2.   Forms

The following forms will be used for the practical (portfolio) examination submission and have been provided in this document as sample appendices only:

- *Declaration of authenticity* (Appendix 1)*
- *References/acknowledgements* (Appendix 2)*
- *Predicted scores data entry form* (Appendix 3).

Note: *Copies of these forms are available for download from the course page on the Authority website.

3.   Provisions for sickness/misadventure

Consideration may be given to candidates (except non-school candidates) who believe their practical (portfolio) examination submission may have been affected by an unexpected

sickness, or unforeseen event beyond their control, close to or during the ATAR course examination. Such candidates may apply for sickness/misadventure consideration. Application is made by the candidate by the prescribed date using the form available in schools or from the Authority website http://www.scsa.wa.edu.au/forms/forms.

4.   Late submissions

Late practical (portfolio) examination submissions cannot be accepted and candidates who do not submit a portfolio and do not have an approved sickness/misadventure claim will not receive a mark for the course and it will not contribute to any of the WACE requirements.

5.   Principles of external assessment

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

This requires that candidates and their work are identified only by their WA student number.

5.2   The authenticity of the candidate's practical (portfolio) must be guaranteed

It is essential that:

- the main development of work takes place in school time
- work completed away from school is regularly monitored by the teacher
- each candidate signs a *Declaration of authenticity* (a legal document), that is then signed by the supervising teacher and the Principal to endorse the originality/authenticity of the submitted practical (portfolio) examination
- a copy of the signed *Declaration of authenticity* is kept by the teacher on record at the school
- under no circumstances can any other person work directly on any part of the candidate's practical (portfolio) examination submission
- this work is not submitted by the candidate for any other ATAR course
- only materials received by the Authority by the specified time on the due date are permitted to be presented to the markers
- the teacher/supervisor has a significant role in monitoring candidate progress and in providing ongoing feedback and assessment throughout the process.

Teachers should monitor the candidate's work from the beginning to ensure that there is no plagiarism in the work that is to be submitted for marking. If the teacher has been unsuccessful in working with the candidate to avoid plagiarism while monitoring the process of work, then the teacher should sign the *Declaration of authenticity* and attach a note to this effect to the declaration at submission time.

Non-school candidates are to complete the *Declaration of authenticity* in the presence of an authorised witness. The following internet link provides a list of authorised witnesses: http://www.courts.dotag.wa.gov.au/W/witnessing_documents.aspx.

5.3   Markers apply a consistent standard to assess the candidate's work

This requires:

- the marking key for the examination
- attendance at a marker training meeting prior to the commencement of marking
- trial marking of work to ensure a common understanding of the marking key
- the practical (portfolio) examination submission will be marked independently by at least two markers
- that the marks will be reconciled
- that the chief marker ensures consistency throughout by monitoring the marking process and reconciling significant differences where necessary
- if the chief marker considers that the practical (portfolio) examination submitted is not the candidate's work completed through the duration of the units being examined, the matter is referred to the Breach of Examination Rules committee
- that each practical (portfolio) examination submission must not incorporate marks or teacher comments
- that exemplar materials are selected by the chief marker and used to exemplify the standards
- that markers do **not** adjust marks according to alleged plagiarism
- that markers assess candidates' work in light of the marking key.

6.   Criteria for marking

The chief marker sets the standards based strictly on the criteria set down in the practical (portfolio) examination marking key.

A numerical scale is used to assess the candidate's practical (portfolio) examination submission in terms of:

- application of planning
- application of skills, techniques, procedures
- experimentation
- annotations and analysis
- originality
- design elements and principles
- design process
- communication and visual literacies.

7.   Plagiarism, appropriation and attribution

Plagiarism means:

- submitting, as one's own work, work that another person has completed
- downloading work, graphics or other material from the internet and presenting it as one's own without acknowledgement
- submitting work to which another person such as a parent, teacher or professional expert has contributed substantially. While the practice of having others significantly assist in the preparation of submitted work may be a form of plagiarism, it may also be a form of fraud when it involves significant and/or improper third party assistance.

Candidates may use appropriation provided that they have appropriately referenced and acknowledged the source on the *References/acknowledgements* form including the URL where necessary.

Candidates whose work uses appropriated or re-worked images must attribute all borrowed ideas and images. The name of the work and designer must be included on the *References/acknowledgements* form.

Appropriation means:

> To 'appropriate' is to take possession of something. Appropriation artists deliberately copy images to take possession of them in their art and re-present the significance of the image or images to achieve a new level of meaning and innuendo, including irony.

> These artists are not stealing or plagiarising. They are not passing off the appropriated images as their very own. The appropriation artist 'recontextualises' (puts into a new context) these particular images in order to create a whole new work, independent of the original source.

> Appropriation artists hope the viewer immediately recognises the images they copy, and they depend on the viewer's ability to bring all of his/her original associations with the image to the designer's new context in order to enhance the meaning of the work. Irrespective of the work, this deliberate 'borrowing' of an image for this new context helps the artist comment on the image's/images' original meaning and the viewer's association with the original image/s or the real thing.

[By kind permission Beth S. Gersh-Nešić, Ph.D., Director, New York Arts Exchange]

Attribution means:

> Attribution can be defined as something, such as a quality or characteristic, that is related to a particular possessor; an attribute; the act of attributing, especially the act of establishing a particular person as the creator of a work of art.

> [© 2011 Houghton Mifflin Harcourt Publishing Company. Adapted and reproduced by permission from The American Heritage dictionary of the English language (5th ed.)]

The Authority has a specific process for dealing with alleged plagiarism in an examination. See Section 6 of the *WACE Manual 2018.*

8. Predicted marks

At the time of submitting the portfolios, schools are required to submit a predicted mark out of 100 for the practical (portfolio) examination submission. If there is a large difference between the predicted mark and the examination mark, the practical (portfolio) examination submission is reviewed by the chief marker. This process assists in ensuring the integrity of the practical (portfolio) examination submission marks.

The predicted mark is the school's mark assigned to the practical (portfolio) examination submission only. The teacher will provide the predicted school mark on the *Predicted scores data entry form*.

9.   Breach of examination rules

A breach of examination rules referral will result in the following situations if the practical (portfolio) examination submitted by the candidate:

- is not in accordance with the signed *Declaration of authenticity* and the *References/acknowledgements* form
- incorporates marks or teacher comments
- identifies the candidate's name, school, teacher, friends and/or family
- is plagiarised.

A breach of one of these rules can result in cancellation of a part or all of the practical raw examination mark.

The absence of a signed *Declaration of authenticity* at submission time, will result in a breach of examination rules referral.

An alleged breach of examination rules is referred to the Breach of Examination Rules committee. Further information related to breach of examination (malpractice) can be found at http://www.scsa.wa.edu.au/publications/year-12-information.

10.   Submission requirements

Candidates must submit their practical (portfolio) examination through the school.

A candidate's practical (portfolio) examination submission must include:

- a Design submission cover page (label) containing a checklist that indicates all documents conform to practical (portfolio) specifications
- the completed *References/acknowledgements* form
- the evidence of a design process (up to 15 pages).

It is the candidate's responsibility to ensure that each item submitted is clearly labelled with their WA student number on the right hand footer of each page. A C3 envelope with a Design submission cover page (label) pasted on the front will be provided by the Authority for each candidate for the practical (portfolio) examination submission. A candidate's name, names of persons associated with the candidate's school or family and the school name must not appear on any item, nor should the work contain evidence of previous marking.

Candidates **must** submit their practical (portfolio) examination through the school. Candidates are required to select and include a range of examples of development work as part of design projects. The examples will demonstrate their highest achievement in the realisation of Design Process and Application of Design. The emphasis is on quality not quantity.

The practical (portfolio) examination submission provides evidence of their understanding of, and practical skills in, the generation and production of design.

The practical (portfolio) examination submission includes evidence of design processes used to arrive at design solutions. Evidence of processes could include idea generation methods such as brainstorming and mind-mapping, and concept development processes such as thumbnail sketches. Evidence of testing such as user feedback could also be included. The following evidence can be included in the practical (portfolio) examination submission:

- brainstorming, idea generation methods

- analysis of information and translation into design concepts
- application of design principles
- visualisation of concepts
- application of interrelated thinking and innovative development process
- use of interpretive skills and problem solving
- selection and use of a diverse range of skills, techniques and procedures
- application of planning and production methods
- use of design elements.

Practical (portfolio) examinations submitted for ATAR course examinations must not be offensive, have objectionable content or be dangerous. While it is understood that submitted practical (portfolio) examination submissions may challenge established views, it is important to consider and take into account the values of the audience and wider community in general. Consideration should be given to submitting practical (portfolio) examinations that are socially, culturally and religiously sensitive and appropriate. The principal audience for the practical (portfolio) examination submission is a marking team, consisting of experienced teachers, who have been exposed to a wide variety of styles, design forms and expressions.

10.1 References/Acknowledgements

All references (i.e. another person's ideas, works or images) used in the investigation and development of design concepts **must** be completed on the *References/acknowledgements* form. All images obtained from the internet should contain the URL in the *References/acknowledgements* form.

Screenshots, drawings and images produced using CAD and/or graphics editing software should include the names of the software package as they appear in the practical (portfolio) examination submission and must be completed on the *References/acknowledgements* form as well.

10.2 Documentation of Design projects

The documentation of the evidence of a design process used to arrive at completed design solution(s) in response to design brief(s) should be presented on up to 15 single-sided A3 sheets.

- The A3 sheets are to be clipped together in one corner by a paperclip and should not be presented in a file.
- An envelope with a Design submission cover page (label) completed and pasted on the outside of the envelope for each candidate, will be provided by the Authority to contain the A3 sheets.
- Each page must be numbered in the top right hand corner and be clearly labelled on the right hand footer of the page with the candidate's WA student number.

Work included should be presented in a consistent and well-designed manner. The pages can be original drawings or composites using scanned images, photographs or photocopies.

Candidates are expected to choose appropriate forms which best realise their conceptual ideas.

The following examples are indicative only:

Graphic design	The organised communication of messages for particular contexts and purposes
Photography	May include traditional and digital approaches
Digital and animation	Designs and development work for computer graphics and animation
Technical graphics	Two dimensional and three dimensional representations, either hand drawn or computer aided design
Textiles and fibre	The expressive manipulation of materials and fibre to create works in any dimension
Fashion design	Design of garments either to detail design stage or to construction stage
Designed objects/ Environments/Jewellery	This may include wearables, architectural models and industrial design and products
Interactives	Design of websites with interactive functions

11. Documentation of thinking and working practices

Records of the thinking and working practices that led to the development of a candidate's submitted work must be kept by the school. The Authority may after the examination process, call upon the documentation to substantiate the authenticity of a candidate's submitted work. Copies of all documents included with submission, i.e. *Declaration of authenticity*, and the *References/acknowledgements* form must also be kept by the school.

12. Declaration of authenticity

Every candidate is required to complete a *Declaration of authenticity* and to submit it with the Design practical (portfolio) examination submission.

The completed *Declaration of authenticity* must **not** be attached to the practical (portfolio) examination submission. The completed declaration must be placed in the folder provided in the Practical ATAR course submission information sent to schools/providers during Term 3.

13. Submission and return/collection of practical (portfolio) examination submissions

Practical (portfolio) examination submissions **must** be collected by metropolitan schools on **Wednesday, 10 October 2018**. Submissions not collected by metropolitan schools will be destroyed in accordance with the Department of Education's retention and disposal schedule.

Country schools' practical (portfolio) examination submissions will be returned by the Authority.

Note: Practical (portfolio) examinations submitted after the published time and date cannot be accepted.

14. Key dates

27 July 2018	Last date for withdrawal of enrolment from ATAR courses with a practical examination component
11 September 2018	Practical (portfolio) examination submissions information received by schools/providers
19 September 2018	Practical (portfolio) examination submissions by 4 pm
10 October 2018	Practical (portfolio) examination submissions collected by schools from the designated venue

Government of **Western Australia**
School Curriculum and Standards Authority

Practical (performance/portfolio/production) examination
Declaration of authenticity

ATAR course: _____

This form must be completed by candidates enrolled to sit the examination. Failure to submit a completed Declaration of authenticity could result in a referral to the Breach of Examination Rules committee.

Candidate declaration

Name: _____ School code: _____

WA Student Number

As a candidate for the practical (performance/portfolio/production) examination, I declare that:

- I have completed all the work contained in this submission through the duration of the ATAR course units being examined
- none of the work performed or submitted was worked upon directly by a teacher or any other person or company except those acknowledged, if appropriate, in the references or acknowledgments section or form
- none of the work in this examination was used for any other external assessment
- all documentation submitted is accurate.

Signature: _____ Date: _____

Note:
1. To maintain anonymity, this signed declaration form must accompany, but **not** be attached to, the submission or where applicable for performance examinations be submitted to the supervisor at the examination venue and **not** presented to the markers.
2. Teachers **must** keep a completed copy of this form on official school records.

Principal and teacher declarations

This section is to be signed by the school Principal and the candidate's teacher.

I declare that, to the best of my knowledge the work performed or submitted:
- has been completed by the candidate throughout the duration of the ATAR course being examined
- has been developed mainly in school time, and any work away from school was regularly monitored
- has not been worked upon directly by a teacher or any other person or company and, if applicable, work has been formally referenced or acknowledged
- has not been submitted for external assessment in any other course or program
- has been checked and meets the practical examination requirements
- is in working order, i.e. appropriate USBs, DVDs and CDs are formatted correctly.

	Teacher	Principal
Name:		
Signature:		
Date:		

Non-school candidates

An authorised witness needs to witness your signature and complete this section. See the following link: www.courts.dotag.wa.gov.au/W/witnessing_documents.aspx for a list of authorised witnesses.

Authorised witness

Name: _____

Address: _____

Signature: _____ Date: _____

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School Curriculum and Standards Authority

2018 Design practical (portfolio) examination

References/acknowledgements

WA Student Number: ☐☐ ☐☐☐ ☐☐☐

Instructions to candidates

All candidates are required to acknowledge sources of information (references, appropriations, attributions) used in the practical portfolio submitted for assessment. Your references and acknowledgements should include:

- All references (i.e. another person's ideas, works or images) used in the investigation and development of design concepts be completed on the references/acknowledgements form.

- Screenshots, drawings and images produced using CAD and/or graphics editing software should include the names of the software package **as they appear** in the practical (portfolio) examination submission and must be completed on references/acknowledgements form.

Acknowledgements must be made on this official form and are to be word processed, using 11 point Arial font.

Image #	Screen shot of image used	Page it appears in the folio	Current authentic and specific URL
Example		1	http://proartspace.com/Map-Promo-Pack
1			
2			

Appendix 3: Predicted scores data entry form

School Curriculum and Standards Authority

Design practical (portfolio) examination - Predicted scores data entry form 2018

School name

School code

Page

Portfolio Not Submitted	DoA Submitted	Surname	Given name	WA Student Number	Predicted Score (/100)
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				

Total number of candidates enrolled in examination

Number of portfolios submitted
Number of DoAs submitted

Number of portfolios not submitted
Number of DoAs not submitted

Teacher details

Name _____

Email _____

Phone no. _____

Signature _____

INSTRUCTIONS:

1. Shade the Portfolio Not Submitted box for each candidate for which a portfolio is NOT submitted and leave the box blank if the candidate has submitted a portfolio.
2. All candidates must submit a completed Declaration of Authenticity (DoA) form. After checking that each candidate has correctly completed their DoA form, shade the DoA Submitted box.
3. Place a predicted score out of 100 in the column provided for each candidate.
4. Portfolios must be received at the designated location between 8.30 am and 4.00 pm Wednesday, 19 September 2018.
5. This form must be placed in the folder and submitted with the practical portfolios.
6. This form is scanned on return so do not fold or write outside the boxes.

Shade squares like this -> ■

0630613223   TIME 10:56:00 DATE 17/11/05

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