



Design ATAR course Practical (portfolio) examination requirements

2021

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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Design ATAR course Practical (portfolio) examination

This document provides general advice to teachers, candidates and parents about the Design ATAR course Practical (portfolio) examination.

Where the Year 12 ATAR course has both written and practical examinations, students are required to sit for both of these examinations. Students who do not sit an ATAR course examination and do not have an approved sickness and misadventure application for that course will not have the grades for the pair of units completed in that year contributed to the calculation of the Western Australian Certificate of Education (WACE).

Schools are required to submit their candidates' practical (portfolio) submissions to the designated venue between **8.30 am** and **4.00 pm** on **Tuesday, 21 September 2021**.

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

For the Design ATAR course examination, the 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 \(https://www.scsa.wa.edu.au/publications/circular-ecircular/11to12-circulars\)](https://www.scsa.wa.edu.au/publications/circular-ecircular/11to12-circulars) on the School Curriculum and Standards Authority (the Authority) website.

Teachers should also refer to the ATAR course examination information published in Section 6 of the [WACE Manual \(http://www.scsa.wa.edu.au/publications/wace-manual\)](http://www.scsa.wa.edu.au/publications/wace-manual) on the Authority website.

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).

*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 examination. Such candidates may apply for sickness/misadventure consideration. Candidates may make an application for sickness/misadventure by **4.00 pm Tuesday, 23 November 2021** using the form available in schools or from the [Applications and Order Forms page \(https://www.scsa.wa.edu.au/forms/forms\)](https://www.scsa.wa.edu.au/forms/forms) on the Authority website.

4. Late submissions

Late practical (portfolio) examination submissions cannot be accepted. Students 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

The marking process preserves the anonymity of the candidate and their school. This requires that candidates and their work are identified only by their Western Australian student number (WASN).

5.1 Authenticity of the candidate's work

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), witnessed by the supervising teacher and the Principal to endorse the originality/authenticity of the submitted practical (portfolio)
- a copy of the signed *Declaration of authenticity* is kept by the teacher on record at the school
- no other person works on any part of the candidate's practical (portfolio) examination.
- 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 **must** 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. A list of authorised witnesses can be found on the Department of Justice website [Witnessing Documents \(http://www.courts.dotag.wa.gov.au/W/witnessing_documents.aspx\)](http://www.courts.dotag.wa.gov.au/W/witnessing_documents.aspx).

5.2 Applying a consistent standard

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
- that the practical (portfolio) examination submission 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
- that 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 the 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 reworked images must attribute all borrowed ideas and images. The name of the work and designer must be included on the *References/acknowledgements* form, including any original work of their own.

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.

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The Authority has a specific process for dealing with alleged plagiarism in an examination. See Section 6 of the [WACE Manual \(http://www.scsa.wa.edu.au/publications/wace-manual\)](http://www.scsa.wa.edu.au/publications/wace-manual) on the Authority website.

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 will be 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 be issued 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 and/or teacher
- is plagiarised
- does not include a signed *Declaration of authenticity*.

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

An alleged breach of examination rules will be referred to the Breach of Examination Rules Committee. Further information related to examination breaches can be found on the [Rules of conduct for Year 12 ATAR course examinations page \(https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations\)](https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations) on the Authority website and in Part II of the *Year 12 Information Handbook*, published in July.

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 page is numbered in the top right hand corner and clearly labelled on the right hand footer of the page with the candidate's WASN.

An A3 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 and the school name must not appear on any item, nor should the work contain evidence of previous marking.

Candidates **must** 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 and any original work of their own) used by the candidate 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.

The name of the software package of the CAD and/or graphics editing software used throughout the practical (portfolio) examination submission must be identified on the *References/acknowledgements* form.

10.2 Documentation of Design ATAR course projects

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

- The A3 sheets must 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 WASN.

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 and sign 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. Return/collection of practical (portfolio) examination submissions

Practical (portfolio) examination submissions **must** be collected by metropolitan schools from **8.30 am to 4.00 pm** on **Wednesday, 13 October 2021**. 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) examination submission received after the published time and date cannot be accepted.

14. Key dates

Thursday, 22 July 2021	Last date for withdrawal of enrolment from ATAR courses with a practical examination component
Tuesday, 14 September 2021	Practical (portfolio) examination submissions information received by schools/providers
Tuesday, 21 September 2021	Practical (portfolio) examination submissions delivered to the designated venue from 8.30 am to 4.00 pm
Wednesday 13, October 2021	Practical (portfolio) examination submissions collected by schools from the designated venue

Appendix 1: Declaration of authenticity



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School Curriculum and Standards Authority



ATAR course Practical (performance/portfolio/production) examinations 2021 Declaration of authenticity

ATAR course: (Circle one course)

DAN	DES	DRA	MDT	MPA	VAR	MUS (Composition Portfolio examination only)
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This form must be completed by candidates enrolled to sit the examination for the above courses only. 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:

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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 on directly by a teacher or any other person or company except those acknowledged, if appropriate, in the references or acknowledgements section or form
- none of the work in this examination was submitted for external assessment in any other ATAR course examination
- all documentation submitted is accurate
- I will submit this declaration in accordance with the instructions in the course practical examination requirements document.

Signature: _____ Date: _____

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 on 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, meets the practical examination requirements and a copy of this form kept as an official school record
- 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. For a list of authorised witnesses see <https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations>.

Authorised witness

Name: _____

Address: _____

Signature: _____ Date: _____

Appendix 2: References/acknowledgements



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Design ATAR course Practical (portfolio) examination 2021

References/acknowledgements

WA student number:

Instructions to candidate

As a candidate of this examination, you must acknowledge sources of information (references, appropriations, attributions) used in your practical portfolio submitted for assessment.

References and acknowledgements must include:

- all sources (i.e. another person's ideas, works or images) used in the investigation and development of design concepts. All images obtained from the internet must be provided and the URL cited as shown in the example below
- the name of the software package of the CAD and/or graphics editing software used throughout the practical (portfolio) examination submission.

All acknowledgements provided on this form must be typed, using 11 point Arial font.

Examples of completed tables

Software program used	Design use of software
Adobe Photoshop	Photo editing and manipulation
Adobe InDesign	Portfolio layout
Autodesk Revit	3D model construction and rendering

Thumbnail of image used	Page it appears in the portfolio	Current authentic and specific URL
	2	https://blog.urbanoutfitters.com/blog/king_brown_magazine_issue_8_launch_exhibition
	6	http://www.trespassmag.com/interview-ian-mutch/

Tables for students

Software program used	Design use of software

Thumbnail of image used	Page it appears in the portfolio	Current authentic and specific URL

Appendix 3: Predicted scores data entry form

School Curriculum and Standards Authority
Design practical (portfolio) examination 2021 – Predicted scores data entry form

School name School code Page

Portfolio Not submitted	DoA submitted	Family name	Given name	WA student number	Predicted score (/100)
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

INSTRUCTIONS:

Total number of candidates enrolled in examination	<input style="width: 30px;" type="text"/>	Number of portfolios submitted	<input style="width: 30px;" type="text"/>	Number of portfolios not submitted	<input style="width: 30px;" type="text"/>
		Number of DoAs submitted	<input style="width: 30px;" type="text"/>	Number of DoAs not submitted	<input style="width: 30px;" type="text"/>

1. This form will be scanned. Do **NOT** fold or write outside the boxes. Use blue or black pen.
2. Shade the Portfolio **NOT** submitted box for each candidate who has **NOT** submitted a portfolio. Leave the box blank if the candidate has submitted a portfolio.
3. 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.
4. Place a predicted score out of 100 for each candidate in the column provided.
5. Portfolios must be delivered by the school to the designated location between 8.30 am and 4.00 pm on **Tuesday, 21 September 2021**.
6. This form must be placed in the folder provided and submitted with the practical portfolios.

0630613223

Shade boxes like this:

Teacher details

Name: _____

Email: _____

Telephone: _____

Signature: _____