



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



Media Production and Analysis ATAR course

Practical (production) examination requirements

2016

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2016/3799[v2]

Media Production and Analysis ATAR course practical (production) examination

This document contains general advice to teachers, candidates and parents on the Media Production and Analysis practical (production) examination.

Students who are enrolled in a Year 12 ATAR course pair of units are required to sit the ATAR course examination. There are no exemptions.

Schools are required to submit their candidates' practical (production) submissions to the designated venue by **4 pm on Wednesday, 21 September 2016**.

Delivery instructions for the submissions will be sent to schools during Term 3. Non-school candidates will be notified directly by mail.

For Media Production and Analysis, the ATAR course examination weightings are:

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

1. Reporting achievement

Teachers are responsible for ensuring the practical (production) requirements are met and making sure candidates are adequately prepared for the practical (production) examination. 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 Authority website at http://www.scsa.wa.edu.au/internet/Publications/Circular_eCircular. Teachers should also refer to the ATAR course examination information published in Section 6 of the *WACE Manual 2015-16 [Revised edition]*, which is available on the School Curriculum and Standards Authority website at http://www.scsa.wa.edu.au/internet/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 (production) examination submission and have been provided in this document as sample appendices only:

- *Production submission cover sheet* (Appendix 1)
- *Declaration of authenticity* (Appendix 2)
- *Predicted scores data entry form* (Appendix 3)
- *Data collection form* (Appendix 4)
- *Collaborative form* (Appendix 5)

3. Provisions for sickness/misadventure

Consideration may be given to candidates (except non-school candidates) who believe their practical (production) examination submission may have been affected by an unexpected sickness, or unforeseen event beyond their control, close to or during the ATAR course examinations. 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/internet/Events_and_Forms/Application_Order_Forms.

A candidate with an injury or illness existing at the start of Term 3 is not entitled to apply for sickness/misadventure consideration on the basis of the existing injury or illness.

4. Late submissions

Late practical (production) examination submissions cannot be accepted and candidates who do not submit a production will not receive a mark for the practical component of this course.

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 SCSA student number.

5.2 The authenticity of the candidate's production work 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 (production) examination
- a copy of the signed *Declaration of authenticity* is kept by the teacher on record at the school
- the primary and secondary production roles are identified by the candidate and the supporting documentation clearly identifies the individual candidate's contribution to the production
- under no circumstances can any other person work directly on any part of the candidate's practical (production) examination submission for example an outside agency (such as a hired 'team')
- 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.

The *Declaration of authenticity* is a legal document. 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 whilst 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:
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 (production) examination submission will be marked independently by at least two markers
- that the marks will be reconciled
- that practical (production) examination submissions which are a collaboration between two candidates fulfilling the primary and secondary production roles will be marked independently by the same two markers
- 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 (production) 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 (production) examination submission will be marked by specialists in the five context areas: audiovisual, online, radio, print and photography
- that each practical (production) examination submission does 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 (production) examination marking key.

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

- production genre or style
- codes and conventions
- primary role
- secondary role/s
- rationale and pre-production process (including details of planning and research)
- application of production skills (including details of the primary and secondary role/s)
- reflection and evaluation of the production.

The criterion remain consistent for all five media areas as defined in Production submission, however the criteria used within the shelves is specific for each area.

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 this process is explained clearly in their *Individual documentation of production process* and that they have appropriately referenced and acknowledged the source on the *Production submission cover sheet* 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 producer must be included on the *Production submission cover sheet*.

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 artist'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 2015-16 [Revised edition]*.

8. Predicted marks

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

The predicted mark is the school's mark assigned to the practical (production) 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 (production) examination submitted by the candidate:

- is not in accordance with the signed *Declaration of authenticity*
- does not comply with media forms requirements listed in Individual submission requirements Section 11.4
- identifies the candidate's name, school, teacher, friends and/or family
- is plagiarised (which could be identical written work)
- contains material which is deemed inappropriate (such as explicit violence or drug use, images of self-harm or material containing sexual references that are not within the context of a Year 12 classroom and public examination process).

Alleged breach of examination rules are 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/internet/Publications/year12_information_handbook.

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

10. Submission requirements

Candidates must submit their practical (production) examination submission in an A4 clear plastic sealable document wallet. A label with the candidate's SCSA student number will be provided by the Authority for this wallet.

The SCSA student number must appear on each practical (production) examination submission item (e.g. header/footer). Labels will be provided by the Authority for attachment to the front of the practical (production) examination submission. It is the candidate's responsibility to ensure that each item submitted is labelled securely with their SCSA student number. Candidates are to label the file/splash page/title screen on the BD-R, DVD or USB with their SCSA student number as well. Files should be compressed to make the opening of them by the markers easier.

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. The work must not contain evidence of previous marking.

As direct use of material or copying of another person's work without proper acknowledgement is not permitted, candidates must acknowledge in full, all third party material on the *Production submission cover sheet*. Third party materials obtained from the internet must be fully referenced including urls.

A candidate's practical (production) submission **must** include:

- one production sample
- a completed *Production submission cover sheet*
- a *Declaration of authenticity*
- a printed copy of the *Individual documentation of the production process*.

10.1 Production submission

The production submission is an extended production project in which candidates explore ideas and demonstrate control and management of the production process. Candidates are expected to demonstrate an understanding of styles, structures, codes and conventions and competence in the use of technologies, skills and processes within the production submission.

The production submission must be in one of the following media areas:

- Audiovisual production: one completed production that can be viewed in no more than 5 minutes duration. Candidates are required to nominate a primary and secondary production role/s which will be assessed within the production and the *Individual documentation of production process*. The production can include but is not restricted to film, television or animation. Productions to be submitted on BD-R, DVD or USB. File formats must be capable of being played in VLC media Player (www.videolan.org).
- Digital production: one completed production that can be viewed in no more than 5 minutes duration. Candidates are required to nominate a primary and secondary production role/s which will be assessed within the production and the *Individual documentation of production process*. The production can include but is not restricted to media such as a computer game or website. Productions to be submitted on DVD, CD or USB. File formats must be capable of being played in VLC Media Player (www.videolan.org) or opened in a web browser, for example Internet Explorer or Safari.
- Photography production: one completed production of no more than 10 photographs (with or without text and/or captions). Candidates are required to nominate a primary and secondary production role which will be assessed within the production and the *Individual documentation of production process*. The production can include but is not restricted to genres such as photojournalism, documentary photography or photography as art. Photographs can be submitted on DVD, CD or USB, or mounted on light card to ensure transportability. The card must not exceed A3 in size.
- Print production: one completed production of no more than 10 A3 pages. Candidates are required to nominate a primary and secondary production role which will be assessed within the production and the *Individual documentation of production process*. The production may include pages or pieces from media such as newspapers, magazines, cartoons, posters or advertisements. Print productions may be submitted on DVD, or USB. The pages must not exceed A2 in size if printed.
- Radio production: one completed production that can be heard in no more than 5 minutes duration. Candidates are required to nominate a primary and secondary production role/s which will be assessed within the production. The production can include, but is not restricted to, genres such as documentary, current affairs, news, sports program, drama or talk-back. Productions to be submitted on DVD, CD or USB. File formats must be capable of being played in VLC Media Player (www.videolan.org).

It is the teacher's responsibility to ensure the practical (production) examination submission is rendered in a format which is compatible with the VLC program for the audiovisual and radio productions. Details of specific formats can be found on the VLC website <http://www.videolan.org/>. All USB submissions must be checked for viruses before submitting and should not contain any other material except the production. The *Individual documentation of production process* must be submitted as a printed copy and not submitted electronically on the BD-R, DVD, CD or USB.

10.2 Production submission cover sheet

This requires the candidate to specify:

- their SCSA student number
- the production title
- media area and the primary and secondary role/s
- for collaborative submissions, the SCSA number of the other candidate
- acknowledgements of third party material including urls if the materials are sourced from the internet.

The *Production submission cover sheet* should be stapled to the front of the *Individual documentation of the production process*.

10.3 Guidelines for the Individual documentation of the production process

The candidate may submit **up to** five printed pages of documentation (legible single sided A4 pages in size 11 Arial font) which includes:

- a rationale outlining the intent of the production and its connection to audience context
- pre-production process
- application of production skills (including primary and secondary production role/s)
- reflection and evaluation of the production.

10.4 Individual submission requirements

All submissions are **individual**. Where candidates collaborate on an audiovisual or radio production, they must clearly nominate their primary production role and ensure all written documentation is **individually** produced. Any material which is generated between two candidates must include the candidate's notes or annotations identifying their **individual** involvement in its development. If the submission is **collaborative**, each candidate **must** submit the **five** pages of *Individual documentation of production process* plus a **single** practical (production) examination submission which must be enclosed in an **A4 clear plastic sealable document wallet**.

For audiovisual and radio productions, candidates must choose which primary role they are to be assessed on:

- Audiovisual: cinematographer **or** editor
- Radio: content producer **or** audio engineer

In these collaborative submissions, both candidates **cannot** choose the same primary role and both candidates **cannot** choose the same secondary role.

Note: Where the candidate has **not** collaborated on an audiovisual or radio practical submission, they are therefore an **individual submission** and **must** select **one** primary role for assessment.

For digital, print and photography productions, candidates **cannot** collaborate on the submission and will nominate which primary role they will be assessed on:

- Digital: content producer **or** visual designer
- Print: content producer **or** visual designer
- Photography: photographer **or** image editor.

Secondary role/s are roles which are also part of the production process, however they support the primary role. In a **collaborative** submission, a candidate may choose to be assessed on **one** or **multiple** secondary roles. Secondary roles may be:

- director
- script writer
- news producer
- advertising/promo co-ordinator
- prop/costume, set/studio designer
- photographic journalist
- digital artist
- or a role identified by the candidate which they have fulfilled within the production but may not include acting.

In a **non-collaborative** audiovisual or radio practical submission, after selecting their primary role, the candidate may select the alternative primary role as their secondary role. For example, if the candidate nominates cinematographer as the primary role, they may select editor as the secondary role. When deciding which roles are to be nominated as primary and secondary, candidates must be aware that the primary role is more heavily weighted than the secondary role/s and this should inform their choice.

For digital, print and photography submissions, the secondary role defaults to the primary role **not** selected (e.g. primary role is visual designer, secondary role is content producer).

A candidate's work may appear in more than one production submission. The candidate will then be required to choose which production is to be used for their practical examination. For example, if a candidate has collaborated on two different productions, they must nominate which production will be used for examination. They do not put their details on any other submission other than the one they have nominated for examination. Candidates who are not using the production for examination should not be listed on the cover sheet.

Non-school candidates can only submit as an individual. They will receive instructions through the mail to their home address.

10.5 Individual documentation of the production process

The candidate may submit **up to** five pages of documentation (legible single-sided A4 pages). The individual documentation should demonstrate the candidate's understanding and application of the production process, focusing on the following points:

- providing a rationale outlining the intent of the production and its connection to audience context
- a description of how pre-production processes, including details of planning and research, were applied in the realisation of the production
- a description of how production skills were used throughout the production, including the application of the primary and secondary role/s

- a reflection and evaluation of the production.

11. Data collection form

The *Media Production and Analysis data collection form* will be received by schools/providers by the **5 August 2016**. The last date for the *Media Production and Analysis data collection form* to be received by the Authority is the **26 August 2016**.

12. Procedures for submission

Teachers are encouraged to assist candidates in the refinement of their choices for the submission; however, it is the candidate's responsibility to select the practical (production) submission for examination.

The production must not be offensive or have objectionable content to the audience (i.e. the markers). While it is understood that a practical (production) examination submission may challenge established views, it is important to consider and take into account the values of the audience and the accepted standards of the wider community in general and within a Year 12 context. The practical (production) submission should **not** contain material which is deemed inappropriate (such as explicit violence or drug use, images of self-harm or material containing sexual references) that are not within the context of the Year 12 classroom and public examination process. It is recommended that a maximum classification of 'M' be applied to practical (production) examination submissions. Refer to <http://www.classification.gov.au/pages/home.aspx>.

Submissions which do not comply with the requirements will be referred to the Breach of Examination Rules committee.

Third party materials should be thoughtfully used within the practical (production) examination submission and should not be excessive in the amount which appears. It is essential that the material be used to support the candidate's original work and not as a substitute.

13. Documentation of thinking and working practices

Records of the thinking and working practices that lead to the development of a candidate's practical (production) examination submission must be kept by the school. Photocopies of all documents included with the submission i.e. *Production submission cover sheet* as well as the *Declaration of authenticity* must be kept by the school. The School Curriculum and Standards Authority may call upon the documentation to substantiate the authenticity of a candidate's submitted work. The school should also retain a copy of the submitted practical production.

13.1. Declaration of authenticity

A *Declaration of authenticity* must accompany the practical (production) examination submission. Any practical (production) submitted to the Authority without a completed form will result in a referral to the Breach of Examination Rules committee.

The completed *Declaration of authenticity* must **not** be attached to the practical (production) examination submission. The completed declaration must be placed in the folder provided for this purpose by the Authority.

Every candidate is required to complete a *Declaration of authenticity* and to submit it with the Media Production and Analysis practical (production) examination submission to declare that:

- the work submitted was completed as part of the pair of ATAR course units being examined
- the work submitted was developed mainly in school time and any work developed away from school was monitored regularly by the teacher
- none of the work submitted was worked upon directly by a teacher or any other person
- the documentation of the production process regarding their individual contribution is an accurate assessment of their contribution
- none of the work was submitted for assessment in any other ATAR course or program
- the submitted practical (production) examination submission has been checked and is in working order.

If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to the Breach of Examination Rules committee.

The *Declaration of authenticity* is a legal document and therefore proper records must be maintained by the school. Teachers must ensure that copies of completed declarations are kept on official school records.

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 then the teacher should sign the *Declaration of authenticity* and attach a note to this effect to the declaration at submission time.

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

14. Submission and return/collection of practical (production) examination submissions

Schools **must** collect their candidates' practical (production) examination submission on

14 October 2016. Submissions not collected by metropolitan schools will be destroyed in accordance with the Authority's retention and disposal system.

Country schools' practical (production) examination submissions will be returned by the School Curriculum and Standards Authority.

Note: Practical (production) examination submissions received after the published time and date cannot be accepted.

15. Key dates

29 July 2016	Last date for withdrawal of enrolment from ATAR courses with a practical examination component
5 August 2016	Media Production and Analysis data collection and collaborative forms received by schools/providers.
26 August 2016	Media Production and Analysis data collection and collaborative forms received by the Authority.
13 September 2016	Practical (production) examination submission information received by schools/providers
21 September 2016	Practical (production) examination submissions by 4 pm.
14 October 2016	Practical (production) examination submissions collected by schools from the venue

Appendix 1: Production submission cover sheet

2016 Media Production and Analysis practical (production) examination Production submission cover sheet

SCSA student number:

Production submission title: _____

Please tick relevant box – either individual or collaborative submission, media area and roles below:

Individual submission

Media area	Tick box ✓	Primary role	Tick box ✓	Secondary role	Tick box ✓
Audiovisual		Cinematographer		Indicate role here:	
		Editor			
Radio		Content producer		Indicate role here:	
		Audio engineer			

Digital		Content producer		Visual designer	
		Visual designer		Content producer	
Photography		Photographer		Image editor	
		Image editor		Photographer	
Print		Content producer		Visual designer	
		Visual designer		Content producer	

Collaborative submission

Other candidate's SCSA student number:

Media area	Tick box ✓	Primary role	Tick box ✓	Secondary role	Tick box ✓
Audiovisual		Cinematographer		Indicate role here:	
		Editor			
Radio		Content producer		Indicate role here:	
		Audio engineer			

Acknowledgements

The following third party material has been used in this practical (production) examination submission. Include urls if internet materials are used. Add additional pages if more are required for acknowledgements:



2016 Media Production and Analysis practical (production) examination
Declaration of authenticity

This form must be completed by candidates enrolled to sit the 2016 Media Production and Analysis ATAR course 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: _____

SCSA student number:

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As a candidate for the 2016 Media Production and Analysis ATAR course practical (production) examination, I declare that:

- I have completed all the work contained in this practical (production) examination submission through the duration of the units being examined
- to the best of my knowledge all of the information provided is correct, all third party material has been acknowledged on the *Production submission cover sheet* and statements about my individual contribution are correct
- None of the work contained in this practical (production) examination submission was submitted for external assessment in any other ATAR course or program.

Signed: _____ Date: _____

Please note:

1. To maintain anonymity, this declaration form must accompany but must not be attached to the submitted Media Production and Analysis practical (production) examination submission.
2. The school must keep a copy of this form on official school records.

Principal and teacher declaration

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 contained in this practical (production) examination submission:

- has been completed by the candidate through the duration of the units 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 (except other members of the group in the case of a collaborative submission)
- the individual documentation of the production process regarding candidate's understanding and application of the production process
- has not been submitted as part of any other ATAR course or program; and
- the submitted production sample has been checked, meets the School Curriculum and Standards Authority's technical requirements and is in working order.

Teacher's name: _____

Teacher's signature: _____ Date: _____

Principal's name: _____

Principal's 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: _____

Signed: _____ Date: _____

Appendix 3: Predicted scores data entry form



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School Curriculum and Standards Authority Media Production and Analysis practical (production) examination - Predicted scores data entry form 2016

School		Page																	
Production Not Submitted	DoA Submitted	Context	Surname	Given Name	Student Number	Predicted Score (/100)													
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Total number of candidates enrolled in examination

Number of productions submitted

Number of DoAs submitted

Number of productions not submitted

Number of DoAs not submitted

INSTRUCTIONS:

1. Shade the Production Not Submitted box for each candidate for which a production is NOT submitted and leave the box blank if the candidate has submitted a production.
2. All candidates must submit a completed Declaration of Authenticity (DoA) form. After checking that each student 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. Productions must be received by the School Curriculum and Standards Authority between 8:30 am and 4:00 pm Wednesday, 21 September 2016 at the specified venue.
5. This form must be placed in the folder and submitted with the practical productions.
6. This form is scanned on return so do not fold or write outside the boxes.

Teacher details

Name

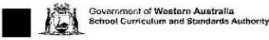
Email

Phone no.

Signature

Shade squares like this ->

4002413565 TIME 10:56:00 DATE 17/11/05



Media Production and Analysis data collection form



School name: _____

School code

Part 1: Enrolments in 2016 Media Production and Analysis

Student name	SCSA student number	AV	PP	PH	RP	OP	Left school
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 2: Others (not listed above)

Student name	SCSA student number	AV	PP	PH	RP	OP	Left School
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions

- Do not fold or fax this form as it is to be scanned.
- Squares should be shaded like this:
- For each candidate who is an examination candidate shade one box to indicate the chosen context.
- For a candidate who has left school shade the 'Left school' box.
- This form must be returned by post to the School Curriculum and Standards Authority by 26 August 2016 in the A4 envelope provided.

Legend:

- AV: Audiovisual
- PP: Print Production
- PH: Photography
- RP: Radio Production
- OP: Online Production

I declare that: 1. I have checked that the category selected for each student is correct.
2. I understand no further changes to enrolments can be made after 26 August 2016.

Name of MPA teacher (please print): _____

Signed: _____

Appendix 5: Collaborative form



Media Production and Analysis collaborative form



School name: _____

School code

Individual submissions are not to be included on this form

2016 Collaborative submission details

Candidate name	SCSA student number	AV	PP	PH	RP	OP
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>					
Candidate name	SCSA student number	AV	PP	PH	RP	OP
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>					
Candidate name	SCSA student number	AV	PP	PH	RP	OP
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>					
Candidate name	SCSA student number	AV	PP	PH	RP	OP
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>					
Candidate name	SCSA student number	AV	PP	PH	RP	OP
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>					

Instructions

1. Do not fold or fax this form as it is to be scanned.
2. For each collaborative submission print the name and SCSA student number of each candidate performing a primary role in the collaborative submission.
3. Squares should be shaded like this:
4. For each collaborative submission shade one box to indicate the chosen context.
5. This form must be returned by post to the School Curriculum and Standards Authority by 26 August 2016 in the A4 envelope provided.

Legend:

- AV: Audiovisual
- PP: Print Production
- PH: Photography
- RP: Radio Production
- OP: Online Production

Name of MPA teacher (please print): _____

3239568321

Signed: _____



Media Production and Analysis **Guidelines for the Individual documentation of production process**

The Individual documentation of production process is supporting information about the practical (production) submission. It should demonstrate the candidate's understanding and application of the production process, focusing on the following points:

- providing a rationale outlining the intent of the production and its connection to audience context
- a description of how pre-production processes, including details of planning and research, were applied in the realisation of the production
- a description of how production skills were used throughout the production, including the application of the primary and secondary role/s
- a reflection and evaluation of the production.

The Individual documentation of production process **must not exceed five, legible, single-sided A4 pages**. The documentation should be word processed; using 11 point Arial font and candidates should ensure that their SCSA student number is on each page. Any hand drawn components must be clearly legible and any screen captures or scripts must be annotated in typed font. The organisation of the Individual documentation of production process written submission is determined by the candidate in consultation with the teacher. It is highly recommended that candidates write in first person, using specific examples from their production to support their understanding and application of the production concepts.

The rationale outlines the intent of the production. The pre-production processes should exemplify the choices made as they appear in the practical submission. The candidate may include a script, journal entries, storyboards or screen captures and, if included, must clearly explain the decision making process in the planning of the documents within the annotations. Details of audience context and values are also part of the supporting information.

The application of production skills should focus on the candidate's management of time and technologies, management of team members, negotiating and adapting production processes, how they anticipated problems and applied effective solutions. When referring to primary and secondary production roles, all references must be made to the production role/s which has been nominated by the candidate and specific examples should be given to highlight their application within the production. The reflection is the candidate's opportunity to discuss the strengths of their production and areas they found challenging, with an evaluation of the final outcome achieved.

In audiovisual and radio productions where candidates can collaborate on a submission, reference to the other candidate's work and contribution can only be made within the written documentation to provide a context or to exemplify the work completed by the candidate writing the support document.

Each individual and collaborative candidate must provide **one** copy of the *Individual documentation of production process* and **one** copy of the (practical) production submission which must be enclosed in an A4 clear plastic sealable document wallet. The *Production submission cover sheet* must be stapled to the front of the Individual documentation of production process.