# Media Production and Analysis ATAR course practical (production) examination requirements

## 2025

**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.

# Contents

# Media Production and Analysis ATAR course practical (production) examination

This document provides general advice to teachers, candidates and parents/carers/guardians about the Media Production and Analysis ATAR course practical (production) examination.

Where a Year 12 ATAR course has both a written and a practical examination, 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/misadventure application for that course will not have the grades for the pair of units completed in that year contribute to the calculation of the Western Australian Certificate of Education (WACE).

Schools must submit their candidates' practical (production) examination submissions to the designated venue between **8.30 am** and **4.00 pm** on **Tuesday, 23 September 2025**.

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

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

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

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

## 1. Reporting achievement

Teachers are responsible for ensuring the practical (production) examination requirements are met and 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 *7to12 Circulars* (https://www.scsa.wa.edu.au/publications/circulars/7to12-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* (https://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:

- school mark out of 100 (weighted for each component)
- school mark out of 100 for the written component
- school 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.

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

Note: copies of these forms are available for download from the Media Production and Analysis course page on the Authority website.

## 3. Candidates with an injury, illness or disability

Candidates who have a permanent disability or condition that could prevent them demonstrating their knowledge, understanding or skills under standard examination conditions may apply to be assessed with equitable access adjustments.

Application is made through the school on the form available 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. Adjustments requested for the written examinations do not apply to the practical examinations. Requests for adjustments in the practical examinations must be stated separately in the application and relate directly to the nature and duration of the practical examination. Applications should be received by the Authority by **Thursday, 27 March 2025.**

## 4. Provisions for sickness or misadventure

Consideration may be given to candidates (with the exception of non-school candidates) suffering from a temporary sickness or misadventure close to or during the examinations. The candidate may submit a *Sickness/Misadventure Application* if they believe their performance in an examination has been affected by the sickness or misadventure.

Applications for misadventure must relate to circumstances beyond the usual control of the candidate; for example, damage to the production during delivery. If a candidate is not able to complete an examination production for health reasons, it is important that medical evidence be provided to verify the nature and severity of the illness/injury. In most cases, that will mean producing evidence from a medical professional who was consulted on the day of the examination or the day before.

Applications will be considered only if made on the correct form, available from the Application and Order Forms page ([https://www.scsa.wa.edu.au/forms/forms](https://www.scsa.wa.edu.au/forms/forms)) on the Authority website from September. Applications that relate to the practical component must be submitted immediately following the practical examination.

Only one form should be used to cover all practical examinations for which the application is being made. The completed form and all supporting evidence must be received at the Authority by **4.00 pm Thursday, 30 October 2025.**

## 5. Late submissions

Late practical (production) examination submissions cannot be accepted. Candidates who do not submit a production 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.

## 6. 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).

### 6.1 Authenticity of the candidate's work

The authenticity of the candidate's practical (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* (Appendix 1), a legal document witnessed by the supervising teacher and the school principal, to endorse the originality/authenticity of the submitted practical production
- a copy of the signed *Declaration of authenticity* is kept by the teacher on record at the school
- no other person works directly on any part of the candidate's practical (production) examination submission – for example, an outside agency (such as a hired team) – other than those acknowledged on the *Production submission cover sheet* (Appendix 2)
- this work is not submitted by the candidate for any other ATAR course
- work completed with the assistance of generative artificial intelligence (AI) tools is closely monitored and authenticity is checked by the teacher
- the teacher/supervisor has a significant role in monitoring candidate progress and in providing ongoing feedback and assessment throughout the process.

Note: only materials received by the Authority by the specified time on the due date are permitted to be presented to the markers.

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 [Authorised Witnesses for Statutory Declarations page (https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations)](https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations) on the WA.gov.au website.

### 6.2 Applying a consistent standard

Markers apply a consistent standard to assess the candidate's work. This requires:

- a marking key for the practical (production) 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 exemplar materials are selected by the Chief Marker and used to exemplify the standards
- the practical (production) examination submission be marked independently by at least two markers who then reconcile any differences between them
- the Chief Marker to ensure consistency throughout the marking by monitoring the marking process and reconciling significant differences where necessary
- the Chief Marker to refer the candidate to the Breach of Examination Rules Committee if they consider that the practical (production) examination submitted is not the candidate's work completed through the duration of the units being examined
- that each practical (production) examination submission does not incorporate marks or teacher comments
- markers to **not** adjust marks according to alleged plagiarism
- markers to assess the candidates' work against the criteria in the practical (production) examination marking key.

## 7. 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 against the following criteria:

- theme
  - clarity of theme/s
  - genre/style/narrative in support of the theme/s
  - purpose/context/audience
- production roles
  - art direction
  - cinematographer/cinematographic elements (i.e. in animation work)
  - editor
  - sound design.

Candidates are required to number their production roles (1–4) on the *Production submission cover sheet* (Appendix 2) to indicate the order of role specialisation in Section Two. More marks are allocated to the first and second preferences compared to third and fourth preferences. Refer to the *Practical (production) examination marking key* for more details.

## 8. Plagiarism, appropriation and attribution

Plagiarism means:

- submitting work that another person has completed as one's own work
- downloading work, graphics or other material from the internet and presenting it as one's own without acknowledgement, e.g. using AI tools
- submitting work that another person, such as a parent, teacher or professional expert, has contributed to 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 *Practical production statement* (Appendix 4) 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 reworked images must attribute all borrowed ideas and images, including those that have been generated using AI tools. The name of the work, producer and/or AI tool must be included on the *Production submission cover sheet.*

Appropriation means:

> [T]o 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 own. The appropriation artist recontextualises (puts into a new context) these particular images in order to create a completely new work, independent of the original source.

> Appropriation artists hope the viewer will immediately recognise the images they have copied and depend on the viewer's ability to bring all of their 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:

> [S]omething that is related to a particular possessor, such as a quality or characteristic; 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* (https://www.scsa.wa.edu.au/publications/wace-manual) on the Authority website.

## 9. Breach of examination rules

A breach of examination rules referral will be issued if the practical (production) examination submitted by the candidate:

- is not in accordance with the signed *Declaration of authenticity*
- incorporates marks or teacher comments
- identifies the candidate's name or any school and/or teacher
- is plagiarised
- was created using generative artificial intelligence tools which are **not** acknowledged and/or referenced

- 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)
- does not include a signed *Declaration of authenticity.*

A breach of one of these rules can result in cancellation of 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) 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 (production) examination submission through the school in an A4 clear plastic button document wallet. The label must be placed on the top right-hand corner of the flap of the wallet.

Good quality USB drives **must** be used for the submission of the practical (production) examination. The candidate or teacher **must** compress the size of the file if it is too large to ensure ease of loading for the markers. The candidate **must** ensure that the production is able to be opened using VLC media player. It is recommended that the file should not exceed 1.5 GB. It is recommended that candidates test the playback of their video file directly off the USB drive to ensure that it loads and plays smoothly.

All USB drives must be formatted as **exFAT** (Extended File Allocation Table). The USB drive must be formatted before loading the practical (production) examination submission. Ensuring the USB drive is formatted as an **exFAT** file will assist the marking process if there is a problem with the USB drive, and with locating the submission if it becomes fragmented. More information may be obtained from the How-To Geek website (http://www.howtogeek.com/235596/whats-the-difference-between-fat32-exfat-and-ntfs/).

The candidate's WASN must appear on each practical (production) examination submission item (e.g. header/footer). Identification labels with the WASN will be provided by the Authority for attachment to the practical (production) examination items. It is the candidate's responsibility to ensure that each item submitted is labelled securely with their WASN.

Candidates must label the following items with their WASN:

- the header of the *Practical production statement*
- the USB drive (including the backup copy), which contains a single practical (production) submission, using a permanent felt-tip pen (if the label is too large), or on the label stuck onto a card and attached to the USB drive using string
- the file name of the item saved on the USB drive
- the splash page/title screen (not counted in overall duration time for the practical (production) submission).

The candidate's name, names of persons associated with the candidate's school and/or the school name must **not** appear on any item. The work must not contain evidence of previous marking.

As direct use of another person's 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 and/or screen shots.

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

- one completely individually produced audiovisual production saved onto a USB drive (and another USB drive containing the production marked as 'backup' if wanted)
- a completed *Production submission cover sheet*
- one printed copy of the *Practical production statement.*

## 11. Production submission

The production submission is an extended audiovisual production project in which candidates explore ideas through creative processes to achieve aesthetic value in production. Candidates manage a range of production processes. Candidates are expected to demonstrate an understanding of themes, styles, structures and codes and conventions. They apply effective role-specific skills throughout the production process.

The candidate must convey a clear theme throughout their audiovisual production. The theme should be supported by the genre and/or style and/or narrative of the production.

The candidate must demonstrate the skills necessary to effectively fulfil the following production roles:

- art direction
- cinematographer/cinematographic elements (i.e. in animation work)
- editor
- sound design.

Candidates must use the *Production submission cover sheet* to number their production roles (1–4) in order of specialisation to indicate their preference for mark allocation in Section Two. More marks are allocated to the first and second preferences compared to the third and fourth preferences. Refer to the *Practical (production) marking key* for more details.

The lists below outline some of the elements candidates could consider, together with their appropriateness for the context of the production piece, when fulfilling production roles.

**Art direction**

- intentional and appropriate use of *mise en scène* and/or the composition of multiple art direction elements in the scene
- portrayal of time/place/context
- colour, objects, symbols
- prop creation or acquisition and/or decisions relating to props
- costume creation or acquisition and/or decisions relating to costumes
- hair and make-up

- decisions relating to location choice and/or location scouting

**Cinematographer/cinematographic elements (i.e. in animation work)**

- control of the camera
- framing of shots
- placement and motion of the camera
- selection and change of camera focus
- camera movement
- range of shots
- coverage of action
- exposure
- type, amount and direction of light

**Editor**

- type, duration and spacing of edits
- pace
- sequence and timing of shots
- flow
- meaningful use of transitions
- text use
- consistency

**Sound design**

- field/on-set sound recording
- sourcing or creating appropriate music and/or sound effects
- Foley
- voice over
- additional dialogue replacement (ADR)
- audio layering or mixing
- diegetic and non-diegetic sounds
- mood created through audio

**The practical (production) submission must be:**

- one completely individually produced audiovisual production
- no more than **five minutes** in duration.

The production can include, but is not restricted to, film, television or animation.

It is the teacher's responsibility to ensure that the USB drive used is formatted correctly as an **exFAT** file and that the practical (production) examination submission is rendered in a format which is compatible with the VLC media player for audiovisual productions. Details of specific formats can be found on the VLC website (https://www.videolan.org). All USB drive submissions must be checked for viruses before submitting and should not contain any material other than the production. It is recommended that the file size does not exceed 1.5 GB to ensure ease of opening by markers during the marking process. The *Practical production statement* must be submitted as a printed copy and not submitted electronically on the USB drive.

Note: candidates are encouraged to provide a second, backup USB drive with a copy of their production. If this option is chosen, then the second USB drive **must** be clearly labelled 'backup copy'. This backup copy will only be accessed should the original be faulty.

## 11.1 Production submission cover sheet

The *Production submission cover sheet* requires the candidate to specify:

- their WASN
- the production submission title
- the production theme
- the order of the candidate's production role specialisation (numbered 1–4) for preference of mark allocation in Section Two
- acknowledgements of all third-party material, including URLs if the materials are sourced from the internet and/or screenshots
- acknowledgements of all music
- acknowledgements of all internal and/or external assistance.

The *Production submission cover sheet* should be stapled to the front of the *Practical production statement.*

## 11.2 Practical production statement

The candidate must submit a printed *Practical production statement,* which must:

- be up to **two** single-sided A4 pages
- be printed in 11-point Arial font
- contain margins of 1.52 cm (top and bottom) and 2.29 cm (left and right).

Note: non-compliance with the above specifications, such as extended margins and smaller font, may result in a candidate being referred to the Breach of Examination Rules Committee. The *Practical production statement* must be legible and easy for markers to read.

The *Practical production statement* should detail an explanation and/or evidence of:

- the theme of the production
- the genre/style/narrative of the production and the production influences (if applicable)
- the purpose/context/audience of the production
- how the candidate has applied skills in relation to the following production roles
  - art direction
  - cinematographer/cinematographic elements (i.e. in animation work)
  - editor
  - sound design.

The *Practical production statement* supports the assessment evidence provided by the audiovisual production.

## 11.3 Individual submission requirements

All submissions are **individual**. Candidates **must not** collaborate on their production. (To collaborate means being involved in conceptualisation and decision making. Collaboration is not to be confused with 'helping' or having assistance where more than one set of hands is needed at the same time.

Assistance should always be conducted under the instruction and direction of the candidate.) Candidates must submit their own individually produced audiovisual production and *Practical production statement.* Candidates may require internal and/or external assistance with minor areas of their production, such as, but not limited to, support to rectify malfunctioning equipment or hardware/software errors, or assistance with covering audio capturing external to video capturing (e.g. holding a boom pole).

Candidates must not include the names of their peers, parent/s, teacher or school in the *Production submission cover sheet*. Candidates should use generic terminology, e.g. 'my classmate', 'my teacher', 'my father', without using actual names.

This assistance **must** be detailed on their *Production submission cover sheet* and **not** be excessively used within the production roles assessed in Section Two. Candidates must clearly number their production roles (1–4) in order of specialisation to indicate their preference for mark allocation in Section Two. An example is shown below.

**Figure 1. Example of how to complete the *Production submission cover sheet***

Please number your production roles (1–4) in order of specialisation to indicate candidate preference for mark allocation in Section Two:

| | | |
|---|---|---|
| 4 | Art direction | |
| 1 | Cinematographer/cinematographic elements (i.e. in animation work) | In this example, more marks would be allocated to Cinematography (role 1) and Editing (role 2), and fewer marks for Sound design (role 3) and Art direction (role 4). (Refer to the *Practical (production) marking key* for more details.) |
| 2 | Editor | |
| 3 | Sound design | |

## 12. Predicted marks

At the time of submitting the productions, schools are required to submit 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 will be 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* (Appendix 3).

## 13. Procedures for submission

The practical (production) examination submission must **not** be offensive or have content that is objectionable 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 must **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 mature classification of 'M' be applied to practical (production) examination submissions. Refer to the [Australian classification website (http://www.classification.gov.au/pages/home.aspx)](http://www.classification.gov.au/pages/home.aspx).

Submissions that 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 used excessively. It is essential that the material be used to support the candidate's original work and not as a substitute. Music used in the production, whether it be a primary (i.e. original student composition) or a secondary source, **must** be acknowledged on the *Production submission cover sheet*. A URL and screenshot of the secondary source should be provided.

## 14. Documentation of thinking and working practices

Records of the thinking and working practices that led 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. the *Production submission cover sheet* and the *Declaration of authenticity,* must be kept by the school. The Authority may call upon the documentation to substantiate the authenticity of a candidate's submitted work. Copies of the examination submissions on a USB drive, school hard drive or cloud storage must be kept by the school and be available, if required, during the examination marking period (i.e. with the school administration during the school holiday period).

## 15. Declaration of authenticity

Every candidate is required to complete and sign a *Declaration of authenticity* and submit it with the Media Production and Analysis practical (production) examination submission. Any practical (production) examination submitted without a completed *Declaration of authenticity* 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.

## 16. Return/collection of practical (production) examination submissions

Practical (production) examination submissions **must** be collected by metropolitan schools between **8.30 am** and **4.00 pm** on **Wednesday, 15 October 2025**. Submissions not collected by metropolitan schools will be destroyed in accordance with the Department of Education's retention and disposal system.

Practical (production) examination submissions from schools outside the Perth metropolitan area will be returned by the Authority.

## 17. Key dates

**Thursday, 24 July 2025**
Last date for withdrawal of enrolment from ATAR courses with a practical examination component

**Tuesday, 16 September 2025**
Practical (production) examination submission information received by schools/providers

**Tuesday, 23 September 2025**
Practical (production) examination submissions delivered to the designated venue between 8.30 am and 4.00 pm

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

**Wednesday, 15 October 2025**
Practical (production) examination submissions collected by Perth metropolitan schools from the designated venue between 8.30 am and 4.00 pm

# Appendix 1: Declaration of authenticity

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

## ATAR course practical (performance/portfolio/production) examinations 2025
## Declaration of authenticity

| **ATAR course:** (circle one course) | DAN | DES | DRA | MDT | MPA | VAR | MUS (Composition Portfolio examination only) |
|---|---|---|---|---|---|---|---|

This form must be completed by candidates enrolled to sit an 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: ☐☐ ☐☐☐ ☐☐☐

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 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. This includes the use of generative artificial intelligence (AI) tools
- 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 (including the use of generative AI tools)
- has not been submitted for external assessment in any other course or program
- has been checked and meets the practical examination requirements, and a copy of this form has been kept as an official school record
- is in working order, i.e. appropriate USB devices, DVDs and CDs are formatted correctly.

| | Teacher | Principal |
|---|---|---|
| Name | | |
| Signature | | |
| Date | | |

# Appendix 2: Production submission cover sheet

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

## Media Production and Analysis ATAR course practical (production) examination 2025

## Production submission cover sheet

WA student number: ⬚⬚ ⬚⬚⬚ ⬚⬚⬚

Production submission title: _____

Production theme: _____

_____

Number your production roles (1–4) in order of specialisation to indicate candidate preference for mark allocation in Section Two.

|  | Art direction |
|---|---|
|  | Cinematographer |
|  | Editor |
|  | Sound design |

More marks will be awarded to the first and second preferences compared to the third and fourth preferences. Refer to the practical (production) marking key for more details.

**Acknowledgements**

Third-party material refers to any item within the practical (production) examination that was not created by the candidate, e.g. music, sound effects, images, stock footage, graphics, special effects, lookup tables (LUTs).

All third-party materials must be acknowledged using the tables provided. An example within the table has been provided for your reference. Third-party material must be acknowledged and identified as work that was not created by the candidate. Include URLs and/or screen captures if third-party materials are used. **All music must be acknowledged**. Add additional table rows and pages if required.

Internal and external assistance can be provided; however, the assistance must not be a substantial contribution to the student's individual work and must not be excessively used within the production roles assessed in Section Two.

Internal assistance includes help from other Media Production and Analysis students.

External assistance is the help of a source outside the classroom. Examples include actors, family members and friends.

Note: do **not** name your parents, teacher or any school in this section. Use generic terminology, e.g. 'my teacher' or 'my father', without using actual names.

# Acknowledgement table

**(Delete the examples in italics in the tables below and include candidate information only)**

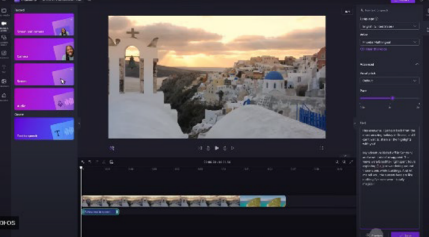| Software used | Equipment used |
|---|---|
| *e.g. Adobe Premiere Pro* | *e.g. Canon DSLR 5D Mark III* |
| | |
| | |
| | |
| | |
| | |

Note: this information is requested here to remove the perceived need to include this information in the *Practical (production) statement*.

| Acknowledgement of original music |
|---|
| *e.g. All music is original and created by WA student number 12345678.* |
| |
| |
| |

| Third-party material used | Screen capture | URL |
|---|---|---|
| *e.g. Idea inspiration from a poem* | *e.g. Text on screen in AV production at timecode 0:00:01:15* | *e.g. www.poem.madeupurl.au* |
| *e.g. Map of Australia* | *e.g.*  | |
| *e.g. Breaking news intro* |  www.youtube.com › watch Breaking News Intro After Effects Templates - YouTube Get 100's of FREE Video Templates, Music, Footage and More at Motion Array: http://bit.ly/2SiTwWM Get this ... 20 June 2019 · Uploaded by Motion Array | *e.g. https://www.youtube.com/ watch?v=lO3cDd4Yquw* |
| | | |
| | | |
| | | |
| | | |
| | | |

☐ **Tick the box if no third-party material was used.**

| AI used | Screen capture | URL |
|---|---|---|
| *e.g. Scripting assistance used to get an idea started* |  | |

| | | |
|---|---|---|
| *e.g. Inbuilt AI within editing software used to create a voiceover from my original text* |  | |
| *e.g. Animated sections of the film created using AI* | | *www.fakeaianimationsoftwareURL.com* |
| | | |
| | | |

☐ **Tick the box if no AI was used.**

| Internal/external | Internal and/or external assistance |
|---|---|
| *e.g. Internal* | *e.g. My classmate provided sound recording assistance for the location shoot in Perth city to capture the audio with the boom mic while I operated the camera.* |
| | |
| | |
| | |
| | |
| | |
| | |

☐ **Tick the box if no internal and/or external assistance was used.**

## Appendix 3: Predicted scores data entry form

**School Curriculum and Standards Authority**
**Media Production and Analysis practical (production) examination 2025 – Predicted scores data entry form**

School name [                              ]　　School code [ ][ ][ ][ ]　　Page

| Production **not** submitted | DoA submitted | Production Role Selection (e.g. A,C,E,S) | Family name | Given name | WA student number | Predicted score (/100) |
|---|---|---|---|---|---|---|
| ☐ | ☐ | | | | | |
| ☐ | ☐ | | | | | |
| ☐ | ☐ | | | | | |
| ☐ | ☐ | | | | | |
| ☐ | ☐ | | | | | |
| ☐ | ☐ | | | | | |
| ☐ | ☐ | | | | | |
| ☐ | ☐ | | | | | |

Total number of candidates enrolled in examination [   ]　　Number of productions submitted [   ]　　Number of productions not submitted [   ]

Number of DoAs submitted [   ]　　Number of DoAs not submitted [   ]

**INSTRUCTIONS:**

1. This form will be scanned. Do **not** fold or write outside the boxes. Use blue or black pen.
2. Shade the Production **not** submitted box for each candidate who has **not** submitted a production. Leave the box blank if the candidate has submitted a production.
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. Productions must be delivered by the school to the designated location between 8.30 am and 4.00 pm on **Tuesday, 23 September 2025**.
6. This form must be placed in the folder provided and submitted with the practical productions.

6008190576　　Shade boxes like this: ■

**Teacher details**

Name: _____

Email: _____

Telephone: _____

Signature: _____

# Appendix 4: Practical production statement

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

## Media Production and Analysis ATAR course practical (production) examination 2025

### Guidelines for the *Practical production statement*

The *Practical production statement* must be completed by the candidate and submitted as a printed copy. It must be typed and not exceed two A4 pages in length (single sided, in 11-point Arial font, with margins of 1.52 cm top and bottom and 2.29 cm left and right).

The *Practical production statement* and one copy of the production (with a second copy labelled 'back-up' if desired) must be enclosed in an A4 clear plastic button document wallet. The *Production submission cover sheet* must be stapled to the front of the *Practical production statement*.

The statement provides the opportunity for candidates to communicate their intentions and highlight the application of production skills used in the creation of their production.

The *Practical production statement* should provide a detailed explanation and/or evidence of:
- the theme of the production
- the genre and/or style and/or narrative of the production, and the production influences (if applicable)
- the purpose, context and/or audience of the production
- how candidates have applied skills in relation to the following production roles:
  - art direction
  - cinematographer/cinematographic elements (e.g. in animation work)
  - editor
  - sound design.

Candidates must ensure that their WA student number is on the first page. Any hand-drawn components must be contained within the two pages and be clearly legible, with any screen captures or pre-production planning annotated in typed font. Candidates should write in the first person, using specific examples from their production to support their understanding, explanation of production skills and knowledge of the course syllabus.

Candidates must acknowledge influences if applicable. Influences may include professional media work, genre, style, format, social practices, cultural experiences and/or personal context.

Candidates must explain how production skills were used throughout the production, including the application of the production roles. Specific examples should be given to highlight the application of those roles within the production.

The teacher must authenticate the *Practical production statement* prior to submission and before signing the *Declaration of authenticity*.

# Appendix 5: Submission checklist

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

**Media Production and Analysis practical (production) examination submission checklist**

This checklist must be completed by the candidate and teacher, then placed in the A4 clear plastic button document wallet. Each box must be ticked to confirm this submission conforms with the following.

**WA student number:** ☐☐☐☐☐☐☐☐

| | Candidate to complete |
|---|---|
| ☐ | This submission has been placed in an A4 clear plastic button document wallet with a candidate label placed on the top right-hand corner of the flap of the wallet. |
| ☐ | The file does not exceed the recommended 1.5 GB. |
| ☐ | The candidate's WA student number appears on each submission item (including header/footer). |
| ☐ | Submitted materials (printed and digital) do **not** contain anything that identifies the candidate or any person, school, club or achievements. |
| ☐ | This submission does not incorporate marks or teacher comments. |
| ☐ | A completed, signed and dated copy of the *Declaration of authenticity* is included in the folder provided by the School Curriculum and Standards Authority (the Authority). It is **not** attached to or included in the production. |
| ☐ | This submission is in accordance with the signed *Declaration of authenticity* form. |
| ☐ | This submission does not contain material which is deemed inappropriate. |
| ☐ | This submission is not plagiarised. |
| ☐ | Any use of generative artificial intelligence tools in this submission is acknowledged and/or referenced. |
| ☐ | This submission complies with media type requirements. |
| ☐ | A printed copy of the *Practical production statement* is included. |
| ☐ | A completed *Production submission cover sheet* is included. |
| | Teacher to complete |
| ☐ | A *Declaration of Authenticity* form is completed, signed and submitted for this candidate and placed in the folder provided for this purpose. |
| ☐ | A predicted score has been entered on the *Predicted scores data entry form* for this candidate and this form has been placed in the folder provided for this purpose. |
| ☐ | The submission has been delivered to the Authority on the specified date. |