



Design ATAR course practical (portfolio) 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.

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Contents

Design ATAR course practical (portfolio) examination	1
1. Reporting achievement	1
2. Forms	2
3. Candidates with an injury, illness or disability.....	2
4. Provisions for sickness or misadventure	2
5. Late submissions.....	3
6. Principles of external assessment.....	3
7. Criteria for marking.....	4
8. Plagiarism, appropriation and attribution	4
9. Breach of examination rules	5
10. Predicted marks	5
11. Submission requirements	6
12. Documentation of thinking and working practices	7
13. Declaration of authenticity.....	7
14. Return/collection of practical (portfolio) examination submissions	8
15. Key dates.....	8
Appendix 1: Declaration of authenticity.....	9
Appendix 2: References/acknowledgements	10
Appendix 3: Predicted scores data entry form.....	12
Appendix 4: Submission checklist	13

Design ATAR course practical (portfolio) examination

This document provides general advice to teachers, candidates and parents/carers/guardians about the Design ATAR course practical (portfolio) 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 (portfolio) 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 Design ATAR course examination, the weightings are:

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

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

1. Reporting achievement

Teachers are responsible for ensuring the practical (portfolio) 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 \(https://www.scsa.wa.edu.au/publications/circulars/7to12-circulars\)](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 \(http://www.scsa.wa.edu.au/publications/wace-manual\)](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:

- 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 (portfolio) examination submission and have been provided in this document as sample appendices only.

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

Note: copies of the *Declaration of authenticity* and *References/acknowledgements* forms are available for download from the Design 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 a portfolio piece during delivery. If a candidate is not able to complete an examination portfolio 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>) 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 (portfolio) examination submissions cannot be accepted. Candidates who do not submit a portfolio and do not have an approved sickness/misadventure claim will not receive a mark for the course and it will not contribute to any of the WACE requirements.

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 (portfolio) 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 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 examination
- 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 a candidate's work. This requires:

- a marking key for the practical (portfolio) 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 (portfolio) examination submission to 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 (portfolio) examination submitted is not the candidate's work completed through the duration of the units being examined
- that each practical (portfolio) examination submission 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 marking key.

7. 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 against the following criteria:

1. application of an iterative design process
2. development of a comprehensive design brief
3. consideration of design responsibilities
4. application of creative Design Thinking
5. experimentation with critical Design Thinking
6. selection and use of appropriate media, materials and/or techniques
7. effectiveness of the design proposal.

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 generative artificial intelligence (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 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, including those that have been generated using AI tools. The name of the work, designer and/or AI tool must be included on the *References/acknowledgements* form.

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.

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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.

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 or any school and/or teacher
- is plagiarised
- was created using generative artificial intelligence tools which are **not** acknowledged and/or referenced
- 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 \(https://seniorsecondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations\)](https://seniorsecondary.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. 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* (Appendix 3).

11. Submission requirements

Candidates **must** submit their practical (portfolio) examination through the school. Files must be saved in Portable Document Format (PDF) and submitted on a USB drive. A candidate's practical (portfolio) examination submission **must** include:

- an A5 clear plastic document wallet (provided by the Authority)
- an identification label with the candidate's WASN affixed to the top right-hand corner of the flap of the wallet
- a digital copy of the Design practical (portfolio) saved with the file name [WASN]_portfolio.pdf (e.g. 12345678_portfolio.pdf)
- a digital copy of the completed *References/acknowledgements form* saved as [WASN]_references.pdf (e.g. 12345678_references.pdf).

Identification labels with candidates' WASNs will be provided by the Authority to attach to the A5 clear plastic document wallet and to the USB drive. It is the candidate's responsibility to ensure that the submitted USB drive is labelled securely with their WASN. A permanent felt-tip pen can be used to write the candidate's WASN on the USB drive if the labels are too large. Each USB drive **must** be placed in the corresponding A5 clear plastic document wallet, ensuring there is **one** USB drive per candidate.

Good quality USB drives **must** be used for the practical (portfolio) examination submissions. The candidate or teacher must compress the size of the file if it is too large, to ensure markers can easily load the file. All USB drives must be formatted as **exFAT** (Extended File Allocation Table). The USB drive must be formatted first before uploading the practical (portfolio) examination submission onto it. Ensuring the USB drive is formatted as **exFAT** 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 \(https://www.howtogeek.com/235596/whats-the-difference-between-fat32-exfat-and-ntfs/\)](https://www.howtogeek.com/235596/whats-the-difference-between-fat32-exfat-and-ntfs/).

A candidate's practical (portfolio) examination submission must **not** contain any:

- information that identifies the candidate (by name and/or photograph) or the candidate's school. This includes names of persons associated with the candidate or the candidate's school
- evidence of previous marking or teacher annotations/comments.

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.

11.1 Contents of the practical (portfolio) examination submission

The practical (portfolio) examination submission should document:

- a comprehensive and practical application of an iterative design process (maximum of **26 A3 pages** in landscape format)
- a design proposal that effectively communicates at least two design outcomes for a specific purpose and audience (maximum of **four A3 pages** at the **end** of the portfolio).

Evidence of creative and critical design inquiry methods to inform discerning design choices should be clearly presented throughout the portfolio.

Emphasis should be placed on the visual development of ideas through low-fidelity experimentation using digital and/or non-digital methods. Ideas should be supported by succinct annotation. Further refinement, development and presentation of the final design proposal may demonstrate high-fidelity skills, where appropriate.

Work should be presented in a logical, sequential and consistent manner. The portfolio may consist of full-size images or composites of scanned original drawings, photographs of 3D prototypes, screenshots or digital representations.

11.2 References/acknowledgements

All references and extracts (i.e. another person's ideas, works or images) 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, and their URL, should be included on the *References/acknowledgements* form. Any collaborative Design Thinking activities must be acknowledged on the *References/acknowledgements* form.

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

The *References/acknowledgements* form **must** be submitted electronically on the USB drive.

12. 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. the *Declaration of authenticity* and the *References/acknowledgements* form, must also be kept by the school.

13. Declaration of authenticity

Every candidate is required to complete and sign a *Declaration of authenticity* and 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.

14. Return/collection of practical (portfolio) examination submissions

Practical (portfolio) 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 schedule.

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

15. 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 (portfolio) examination submissions information received by schools/providers

Tuesday, 23 September 2025

Practical (portfolio) examination submissions delivered to the designated venue between 8.30 am and 4.00 pm

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

Wednesday, 15 October 2025

Practical (portfolio) examination submissions collected by Perth metropolitan schools from the designated venue between 8.30 am and 4.00 pm

Appendix 1: Declaration of authenticity



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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)
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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:

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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 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: References/acknowledgements



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School Curriculum and Standards Authority



Design ATAR course practical (portfolio) examination 2025

References/acknowledgements

WA student number:

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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 acknowledgments must include:

- the name of the CAD software packages, graphics editing software and/or generative artificial intelligence (AI) tools used throughout the practical (portfolio) examination submission
- 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 or created with the assistance of AI must be disclosed and the URL cited as shown in the example below.

Examples of completed tables

Software program used	Design use of software
Adobe Photoshop	Photo editing and manipulation
Adobe InDesign	Design proposal layout
Fusion 360	3D model construction and rendering
Procreate	Digital illustrations
Generative artificial intelligence (AI) tools used	Design use of AI
ChatGPT	Summary of text and graph creation
VIZCOM	Idea visualisations and iterations (as specified below)

Thumbnail of image	Page of portfolio	Current authentic and specific URL
	5	https://tbarneyblog.wordpress.com/2017/10/12/what-goes-in-the-ocean-goes-in-you-a-visual-analysis/
	15	https://app.vizcom.ai/
	16	https://chatgpt.com/



Tables for candidate to complete

Software program used	Design use of software
Generative artificial intelligence (AI) tools used	Design use of AI

Thumbnail of image	Page of portfolio	Current authentic and specific URL

As a candidate of this examination, I acknowledge that all other work not listed above is my own.

Appendix 3: Predicted scores data entry form

School Curriculum and Standards Authority Design practical (portfolio) examination 2025 – 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 type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Total number of candidates enrolled in examination

Number of portfolios submitted

Number of portfolios not submitted

INSTRUCTIONS:

- This form will be scanned. Do **not** fold or write outside the boxes. Use blue or black pen.
- 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.
- 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.
- Place a predicted score out of 100 for each candidate in the column provided.
- Portfolios must be delivered by the school to the designated location between 8.30 am and 4.00 pm on **Tuesday, 23 September 2025**.
- This form must be placed in the folder provided and submitted with the practical portfolios.

Teacher details

Name: _____

Email: _____

Telephone: _____

Signature: _____

1075264870

Shade boxes like this:

Appendix 4: Submission checklist



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Design practical (portfolio) examination submission checklist

WA student number:

This checklist must be completed by the candidate and teacher, then attached to the front of the candidate's paperwork. Tick each box to confirm that this practical (portfolio) examination submission conforms to the following.

Candidate to complete	
<input type="checkbox"/>	A digital copy of the Design practical (portfolio) is saved on a good quality USB drive, with the file name [WASN]_portfolio.pdf.
<input type="checkbox"/>	A digital copy of the completed <i>References/acknowledgement</i> form is saved on the USB drive as [WASN]_references.pdf.
<input type="checkbox"/>	The USB drive is enclosed in the A5 clear plastic document wallet provided.
<input type="checkbox"/>	All eight numbers of the WA student number on the sticker match the WA student number on the submission enclosed.
<input type="checkbox"/>	Submitted materials (printed and digital) do not contain anything that identifies the candidate or any person, school, club or achievements.
<input type="checkbox"/>	This submission is not plagiarised.
<input type="checkbox"/>	Any use of generative artificial intelligence tools in this submission is acknowledged and/or referenced.
<input type="checkbox"/>	This submission does not incorporate or contain marks or teacher comments.
<input type="checkbox"/>	A completed, signed and dated copy of the <i>Declaration of authenticity</i> is included in the folder provided by the School Curriculum and Standards Authority (the Authority). It is not attached to or included in the portfolio.
<input type="checkbox"/>	This submission is in accordance with the signed <i>Declaration of Authenticity</i> form and <i>References/acknowledgements</i> form.
<input type="checkbox"/>	This submission has been handed in to the teacher by the date and time they specified.



Teacher to complete	
<input type="checkbox"/>	A <i>Declaration of Authenticity</i> form is completed, signed and submitted for this candidate and placed in the folder provided for this purpose.
<input type="checkbox"/>	A predicted score has been entered on the <i>Predicted scores data entry form</i> for this candidate and this form has been placed in the folder provided for this purpose.
<input type="checkbox"/>	The portfolio has been delivered to the Authority on the specified date.

SAMPLE