



# **Materials Design and Technology ATAR course practical (portfolio) examination requirements**

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**2024**

## **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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## Materials Design and Technology ATAR course practical (portfolio) examination

This document provides general advice to teachers, candidates and parents about the Materials Design and Technology 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 are required to submit their candidates' practical (portfolio) submissions to the designated venue between **8.30 am** and **4.00 pm** on **Tuesday, 17 September 2024**.

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

For the Materials Design and Technology ATAR course examination, the weightings are:

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

### 1. Reporting achievement

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

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

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

- 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)
- *Predicted scores data entry form* (Appendix 2)

Note: copies of these forms are available for download from the Materials Design and Technology 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, 21 March 2024**.

## 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 misses or 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 Authority website (from September) at <http://www.scsa.wa.edu.au/forms/forms>. 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, 24 October 2024**.

## 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 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* (a legal document), witnessed by the supervising teacher and the Principal, to endorse the originality/authenticity of the submitted practical portfolio
- a copy of the signed *Declaration of authenticity* is kept by the teacher on record at the school
- no other person works on any part of the candidate's practical (portfolio) examination
- this work is not submitted by the candidate for any other ATAR course
- 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 (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
- that each practical (portfolio) examination submission be marked by specialists in the designated contexts
- markers to **not** adjust marks according to alleged plagiarism
- markers to assess the candidate's 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:

- statement of intent
- evidence of research
- development of concepts and ideas
- production documents
- visual evidence of production
- evaluation.

## 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. artificial intelligence applications (AIA)
- 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 and designer below the image as they appear within the portfolio.

Candidates whose work uses appropriated or reworked designs must attribute all borrowed ideas and images, including AIA-generated responses. The name of the work, designer and/or application are to be clearly cited to identify the source, below the existing design, image or product that has been used, as they appear within the portfolio.

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*
- incorporates marks or teacher comments
- identifies the candidate's name, school and/or teacher
- is plagiarised
- does not include a signed *Declaration of authenticity*.

A breach of one of these rules can result in cancellation of 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 2).

## 11. Submission requirements

Candidates **must** submit their practical (portfolio) examination through the school. A candidate's practical (portfolio) examination submission **must** be on a USB drive and include:

- a folder labelled with the candidate's WASN and context
- the submitted file in the Portable Document Format (PDF).

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's school
- evidence of previous marking or teacher annotations/comments.

An A5 clear plastic document wallet and the candidate's WASN label will be provided by the Authority for each candidate for the practical (portfolio) examination submission. The USB drive must be placed in the A5 clear plastic document wallet. The candidate's WASN label must be placed on the USB drive. A permanent felt-tipped pen must be used to write the WASN on the USB drive if the label is too large, or the label can be attached to the USB drive using string.

The practical (portfolio) examination submission **must** document the development of a completed design process from the initial design brief through to the finished product and show the quality of the finished product.

The practical (portfolio) examination submission **must**:

- use the A5 clear plastic document wallet provided by the Authority
- have a label with the candidate's WASN attached to the USB drive, or written in felt tipped pen
- have only **one** practical (portfolio) examination submission per USB drive for each candidate
- have only **one** PDF file on the USB drive, i.e. the submission should **not** be broken into parts
- **not** be a Microsoft® Word document or PowerPoint® slides
- have the PDF file on the USB drive titled with the candidate's WASN and context
- have the candidate's WASN on the first page of the PDF file when opened on the USB drive
- have a contents page after the first page
- have all pages numbered sequentially
- have the WASN on each page in the bottom right-hand corner
- have the WASN on pages that are scanned
- be no more than **40 pages** in one PDF file only
- have the correct orientation of each page when viewed on screen for ease of marking
- use black text and at least 11-point font size for all writing and annotations
- have minimal use of italics in all writing and annotations
- be presented on a white or light-coloured background
- comprise original drawings and/or composites using scanned images, photographs or digital copies
- have 300 dpi resolution images for best quality

- have three-dimensional objects photographed or otherwise represented to clearly demonstrate the details and contribution to the design.

### 11.1. USB drive requirements

The practical (portfolio) submission on the USB drive submission **must**:

- have a PDF file capable of being opened in a web browser, e.g. Internet Explorer®, Microsoft Edge®, Google Chrome® or Safari®
- be compressed if the files are large, to make opening them easier for the markers.

Good quality USB drives **must** be used for the practical (portfolio) examination submissions. All USB drives must be formatted as **exFAT** (Extended File Allocation Table). The USB drive must be formatted before loading the practical (portfolio) examination submission. 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/).

It is the teacher's responsibility to ensure that the USB drive used works, is formatted correctly as **exFAT**, has been checked for viruses before submitting, and does not contain any other material except the practical (portfolio) examination submission. Markers will **not** view or mark any additional material on the USB drive.

Note: candidates are encouraged to provide a second, backup USB drive with a copy of their portfolio. 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.

### 11.2. Contents of the practical (portfolio) examination submission

The practical (portfolio) examination submission should contain:

1. A cover page (one page maximum)
2. A contents page (one page maximum)
3. A statement of intent (recommended maximum of two pages)

The statement of intent should identify a problem or situation to be solved and include:

- a design proposal
- client profile/target audience
- design fundamentals, e.g.
  - aesthetics
  - environmental impact and considerations
  - function
  - sustainability issues
  - safety
  - ergonomics
  - cost
  - anthropometric data
- design considerations and constraints
- performance criteria.

#### 4. Evidence of research (recommended maximum of four pages)

Evidence of research is a summary analysis of relevant research undertaken into:

- the client and/or market
- design inspirations and influences and materials selection.

Images to solve the problem or situation may also be included.

All references and extracts (i.e. another person's ideas, works or images) used in the investigation and development of design concepts are to be clearly cited below the reference, as they appear within the portfolio, to identify the source.

#### 5. Development of concepts and ideas (recommended maximum of ten pages)

The development of concepts and ideas should include:

- rapid concept sketches, annotated using technical terminology, with
  - utilisation of 2D and/or 3D illustrations
  - evidence of a clear relationship between research and concept development, through images and annotations linked to the statement of intent
  - ongoing client consultation
- design development, i.e. the development of four designs reflecting a progression of ideas towards a solution, with
  - utilisation of 2D and/or 3D illustrations
  - evidence of a clear relationship between research and concept development, through images and annotations using the statement of intent
  - ongoing client consultation
- justification of the final design, using the statement of intent and client consultation
  - justification of the selection of materials against comprehensive design needs as well as the functional and aesthetic properties of materials.

#### 6. Production documents (recommended maximum of seven pages)

The production documents should include:

- drawings
  - 3D rendered presentation drawing/s (recommended maximum of one page)
  - 2D working drawings with dimensions and annotations (recommended maximum of three pages)
    - Metal/Wood: a complete 2D dimensioned drawing (3rd angle projection) and construction details, e.g. joint details
    - Textiles: design specification sheet, including 2D working drawings with measurements and construction details, e.g. seam types
- materials
  - detailed materials list/s and costing of the product, including individual components and consumables required for the production of the product (recommended maximum of one page)
- planning
  - sequential, logical and appropriate production plan (recommended maximum of two pages).

## 7. Visual evidence of production (recommended maximum of three pages)

The evidence of production should include:

- clear photographic evidence showing all views of the final product
- clear annotated photographic evidence showing all features of the final product, e.g. embellishments, inlays, decorative technique, joining methods.

## 8. Evaluation (recommended maximum of two pages)

The finished product and final evaluation should include an:

- evaluation of the design and production processes
- explanation of the problems identified, and the solutions proposed or applied
- evaluation of the product against the statement of intent.

Note: references to extracts (i.e. source of another person's ideas, works or images) used in the development of the design should be clearly cited below the images, as they appear within the portfolio, to identify the source.

## 12. Documentation of thinking and working practices

Records of the thinking and working practices that led to the development of a candidate's practical (portfolio) examination submission 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, e.g. the *Declaration of authenticity*, 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 Materials Design and Technology practical (portfolio) examination submission.

The completed *Declaration of authenticity* must **not** be attached to the USB drive with 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, 9 October 2024**. Submissions not collected by metropolitan schools will be destroyed in accordance with the Department of Education's retention and disposal schedule.

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

## 15. Key dates

### Thursday, 18 July 2024

Last date for withdrawal of enrolment from ATAR courses with a practical examination component

### Tuesday, 10 September 2024

Practical (portfolio) examination submissions information received by schools/providers

**Tuesday, 17 September 2024**

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, 9 October 2024**

Practical (portfolio) examination submissions collected by 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 2024 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
- none of the work in this examination was submitted for external assessment in any other ATAR course examination
- all documentation submitted is accurate
- I will submit this declaration in accordance with the instructions in the course practical examination requirements document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Principal and teacher declarations

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

I declare that, to the best of my knowledge, the work performed or submitted:

- has been completed by the candidate throughout the duration of the ATAR course being examined
- has been developed mainly in school time, and any work away from school was regularly monitored
- has not been worked on directly by a teacher or any other person or company and, if applicable, work has been formally referenced or acknowledged
- has not been submitted for external assessment in any other course or program
- has been checked, meets the practical examination requirements and a copy of this form 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:		

#### Non-school candidates

An authorised witness needs to witness your signature and complete this section. For a list of authorised witnesses see <https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations>.

#### Authorised witness

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 2: Predicted scores data entry form

**School Curriculum and Standards Authority**  
**Materials Design and Technology practical (portfolio) examination 2024 – Predicted scores data entry form**

School name  School code  Page 1

Portfolio NOT submitted	DoA submitted	Context	Family name	Given name	WA student number	Predicted score (/100)
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
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**INSTRUCTIONS:**

Total number of candidates enrolled in examination  Number of portfolios submitted  Number of portfolios not submitted   
 Number of DoAs submitted  Number of DoAs not submitted

- 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, 17 September 2024**.
- This form must be placed in the folder provided and submitted with the practical portfolios.

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Shade boxes like this:

**Teacher details**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_