



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

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**2019**

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# Materials Design and Technology ATAR course Practical (portfolio) examination

This document contains general advice to teachers, candidates and parents on the Materials Design and Technology ATAR course Practical (portfolio) examination.

Students who are enrolled in a Year 12 ATAR course pair of units are required to sit both the practical and written ATAR course examinations. There are no exemptions and if candidates fail to sit and do not have an approved sickness/misadventure claim then the grades for the course units will not contribute to any of the WACE requirements.

Schools are required to submit their candidates' practical (portfolio) submissions to the designated venue between **8.30 am** and **4 pm** on **Wednesday, 25 September 2019**.

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

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

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

## 1. Reporting achievement

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

Teachers should also refer to the ATAR course examination information published in Section 6 of the *WACE Manual 2019*, which is available on the Authority website at <http://www.scsa.wa.edu.au/publications/wace-manual>.

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

- course mark out of 100 (weighted for each component)
- mark out of 100 for the written component
- mark out of 100 for the practical component
- grade for the completed pair of units.

## 2. Forms

The following forms will be used for the practical (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 this form are available for download from the course page on the Authority website.

### 3. Provisions for sickness/misadventure

Consideration may be given to candidates (except non-school candidates) who believe their practical (portfolio) examination submission may have been affected by an unexpected sickness, or unforeseen event beyond their control, close to or during the ATAR course examinations. Such candidates may apply for sickness/misadventure consideration. Application is made by the candidate by the prescribed date using the form available in schools or from the Authority website <http://www.scsa.wa.edu.au/forms/forms>.

### 4. Late submissions

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

### 5. Principles of external assessment

The marking process preserves the anonymity of the candidate and their school. This requires that candidates and their work are identified only by their WA student number.

#### 5.1 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
- under no circumstances can any other person work directly on any part of the candidate's practical (portfolio) examination submission
- this work is not submitted by the candidate for any other ATAR course
- only materials received by the Authority by the specified time on the due date are permitted to be presented to the markers
- the teacher/supervisor has a significant role in monitoring candidate progress and in providing ongoing feedback and assessment throughout the process.

Teachers should monitor the candidate's work from the beginning to ensure that there is no plagiarism in the work that is to be submitted for marking. If the teacher has been unsuccessful in working with the candidate to avoid plagiarism whilst monitoring the process of work, then the teacher should sign the *Declaration of authenticity* and attach a note to this effect to the declaration at submission time.

Non-school candidates are to complete the *Declaration of authenticity* in the presence of an authorised witness. The following internet link provides a list of authorised witnesses [http://www.courts.dotag.wa.gov.au/W/witnessing\\_documents.aspx](http://www.courts.dotag.wa.gov.au/W/witnessing_documents.aspx).

## 5.2 Markers apply a consistent standard to assess the candidate's work

This requires:

- the marking key for the examination
- attendance at a marker training meeting prior to the commencement of marking
- trial marking of work to ensure a common understanding of the marking key
- that the practical (portfolio) examination submission will be marked independently by at least two markers
- that the marks will be reconciled
- that the chief marker ensures consistency throughout by monitoring the marking process and reconciling significant differences where necessary
- that if the chief marker considers that the practical (portfolio) examination submitted is not the candidate's work completed through the duration of the units being examined, the matter is referred to the Breach of Examination Rules committee
- that each practical (portfolio) examination submission must not incorporate marks or teacher comments
- that each practical (portfolio) examination submission will be marked by specialists in the designated contexts
- that exemplar materials are selected by the chief marker and used to exemplify the standards
- that markers do **not** adjust marks according to alleged plagiarism
- that markers assess candidates' work in light of the marking key.

## 6. Criteria for marking

The chief marker sets the standards based strictly on the criteria set down in the practical (portfolio) examination marking key.

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

- statement of intent or design proposal
- research
- development of ideas and concepts
- production proposal (drawings, materials and planning process)
- evidence of production (process, time and visual)
- finished product and final evaluation.

## 7. Plagiarism, appropriation and attribution

Plagiarism means:

- submitting, as one's own work, artwork that another person has completed
- downloading work, graphics or other material from the internet and presenting it as one's own without acknowledgement
- submitting work to which another person such as a parent, teacher or professional expert has contributed substantially. While the practice of having others significantly assist in the preparation of submitted work may be a form of plagiarism, it may also be a form of fraud when it involves significant and/or improper third party assistance.

Candidates may use appropriation provided that they have appropriately referenced and acknowledged the work and designer below the image as they appear within the portfolio.

Candidates whose work uses appropriated or re-worked designs must attribute all borrowed ideas and images. The name of the work and designer 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:

To 'appropriate' is to take possession of something. Appropriation artists deliberately copy images to take possession of them in their art and re-present the significance of the image or images to achieve a new level of meaning and innuendo, including irony.

These artists are not stealing or plagiarising. They are not passing off the appropriated images as their very own. The appropriation artist 'recontextualises' (puts into a new context) these particular images in order to create a whole new work, independent of the original source.

Appropriation artists hope the viewer immediately recognises the images they copy, and they depend on the viewer's ability to bring all of his/her original associations with the image to the artist's new context in order to enhance the meaning of the work. Irrespective of the work, this deliberate 'borrowing' of an image for this new context helps the artist comment on the image's/images' original meaning and the viewer's association with the original image/s or the real thing.

[By kind permission Beth S. Gersh-Nešić, Ph.D., Director, New York Arts Exchange]

Attribution means:

Attribution can be defined as something, such as a quality or characteristic, that is related to a particular possessor; an attribute; the act of attributing, especially the act of establishing a particular person as the creator of a work of art.

[© 2011 Houghton Mifflin Harcourt Publishing Company. Adapted and reproduced by permission from The American Heritage dictionary of the English language (5th ed.)]

The Authority has a specific process for dealing with alleged plagiarism in an examination. See Section 6 of the *WACE Manual 2019*.

## 8. Predicted marks

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

The predicted mark is the school's mark assigned to the practical (portfolio) examination submission only. The teacher will provide the predicted school mark on the *Predicted scores data entry form*.

## 9. Breach of examination rules

A breach of examination rules referral will result in the following situations 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.

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

The absence of a signed *Declaration of authenticity* at submission time, will result in a breach of examination rules referral.

An alleged breach of examination rules is referred to the Breach of Examination Rules committee. Further information related to breach of examination (malpractice) can be found at <http://www.scsa.wa.edu.au/publications/year-12-information>.

## 10. Submission requirements

Candidates must submit their practical (portfolio) examination through the school.

A candidate's practical (portfolio) examination submission **must** be on a USB which includes:

- a folder named with the candidate's WA student number 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.

Identification labels will be provided by the Authority for attachment to the plastic zip-lock bag and USB containing the practical (portfolio) examination submission. The label must be placed on the top right hand corner of the zip-lock bag. Use a permanent felt-tipped pen to write the WA student number on the USB if the labels are too large or attach the label to the USB 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 final product.

Good quality USBs must be used for the practical (portfolio) examination submissions. All USBs must be formatted as 'exFAT' (Extended File Allocation Table). Ensure that the USB is formatted first before loading the practical (portfolio) examination submission. Ensuring the USB is formatted as 'exFAT' will assist the marking process if there is a problem with the USB by locating the submission if it becomes fragmented. More information may be obtained from <http://www.howtogeek.com/235596/whats-the-difference-between-fat32-exfat-and-ntfs/>.

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

- be submitted on a labelled USB and placed in the labelled A5 plastic zip-lock bag (size 18 x 16.5 cm)
- have a label with the candidate's WA student number
- have only **one** practical (portfolio) examination submission per USB for each candidate
- have only **one** PDF file on the USB i.e. the submission should **not** be broken into parts
- **not** be a word document or powerpoint slides
- have the PDF file on the USB titled with the candidate's WA student number and context
- have the candidate's WA student number on the first page of the PDF file when opened on the USB
- have a contents page after the first page
- have all pages numbered sequentially
- have the WA student number on each page in the bottom right hand corner
- have the WA student number on pages that are scanned before the scanning is done
- be no more than a **maximum of 60** pages in one PDF file only
- ensure that the orientation of each page is correct when viewed on screen for ease of marking
- use at least a black 11 point font size and/or style for all writing and annotations in the practical (portfolio) examination submission
- 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
- ensure that images have a 300 dpi resolution for best quality
- have three dimensional objects photographed or otherwise represented to clearly demonstrate the details and contribution to the design.

### 10.1 USB requirements

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

- have the PDF file capable of being opened in a web browser, for example Internet Explorer, Google Chrome or Safari.
- be compressed if they are large to make the opening of them by the markers easier.

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

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

## **10.2 Contents of the practical (portfolio) examination submission**

The practical (portfolio) examination submission should contain:

1. A statement of intent or design proposal, identifying how a problem or situation may be solved. This may include some, or all, of these design considerations and limitations:

- product purpose
- client profile/target audience
- location or environment where product will be placed
- timeline or time constraints
- budget and cost constraints
- limited materials
- perceived skill levels.

2. Evidence of research using different strategies to investigate some, or all, of the following:

- an analysis of product research including specific product data, client and/or market survey
- inspirations/influences
- pre-existing products by application of the design fundamentals and factors affecting design
- an analysis of materials research with samples or images, including testing
- production techniques joining, construction, embellishment, finishes.

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 to identify the source, below the reference as they appear within the portfolio.

3. Development of concepts and ideas should include some, if not all, of the following:

- evidence of a clear relationship between research and concept development, through images and notation linked to design fundamentals and the statement of intent
- client feedback on ideas
- number of annotated images or sketches of products
- ongoing evaluation and justification of design development
- justify selection of materials based on materials specifications
- final proposed design in this section must reflect a progression of ideas development
- final proposed design chosen and justified
- use of correct terminology.

4. Production proposal should include some, if not all, of the following:
  - working drawings with dimensions and annotations
  - 3D presentation drawing
  - specification sheets
  - materials list/s and costing must be included with a full list of individual pieces required for the product
  - production procedures to show proposed timed procedure for making product in hours and minutes
  - planned use of equipment and safety appropriate to the procedures
  - possible additional use of extra time available at lunch and after school.
5. Evidence of production should include some, if not all, of the following:
  - description of actual process
  - relevant photographs of process
  - timeline of production
  - comparison to proposed timeline
  - evidence of ongoing evaluation in each stage of the production process
  - comparison to original design
  - discussion of changes to design and process where appropriate.
6. Finished product and final evaluation include some, if not all, of the following:
  - clear photographic evidence showing aspects and features of the final product
  - photographs that show specific features of the finished product
  - evaluation statements that relate back to the features of:
    - statement of intent
    - design process and specific design features
    - design fundamentals, essentially aesthetics and function.

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

## 11. Documentation of thinking and working practices

Records of the thinking and working practices that led to the development of a candidate's submitted work must be kept by the school. The Authority may after the examination process, call upon the documentation to substantiate the authenticity of a candidate's submitted work.

## 12. Declaration of authenticity

Every candidate is required to complete a *Declaration of authenticity* and to submit it with the Materials Design and Technology practical (portfolio) examination submission. Copies of all documents included with submission, i.e. *Declaration of authority* must also be kept by the school.

The completed *Declaration of authenticity* must **not** be attached to the USB 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.

### 13. Submission and return/collection of practical (portfolio) examination submissions

Practical (portfolio) examination submissions **must** be collected by metropolitan schools on **Wednesday, 16 October 2019**. Submissions not collected by metropolitan schools will be destroyed in accordance with the Department of Education's retention and disposal schedule.

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

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

### 14. Key dates

26 July 2019	Last date for withdrawal of enrolment from ATAR courses with a practical examination component
12 September 2019	<ul style="list-style-type: none"><li>• Personalised examination timetables can be downloaded by schools/providers from SIRS</li><li>• Students can access their personalised examination timetables via the Authority's student portal</li></ul>
17 September 2019	Practical (portfolio) examination submission information received by schools/providers
25 September 2019	Practical (portfolio) examination submission by 4 pm
16 October 2019	Practical (portfolio) examination submissions collected by schools from the designated venue

## Appendix 1: Declaration of authenticity



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



### Practical (performance/portfolio/production) examination Declaration of authenticity

ATAR course: (Circle one course) 

DAN	DES	DRA	MDT	MPA	VAR	MUS Composition portfolio
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*This form must be completed by candidates enrolled to sit the examination for these courses only. Failure to submit a completed Declaration of authenticity could result in a referral to the Breach of Examination Rules Committee.*

#### Candidate declaration

Name: \_\_\_\_\_ School code: \_\_\_\_\_

WA student number 

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As a candidate for the practical (performance/portfolio/production) examination, I declare that:

- I have completed all the work contained in this submission through the duration of the ATAR course units being examined
- none of the work performed or submitted was worked upon directly by a teacher or any other person or company except those acknowledged, if appropriate, in the references or acknowledgments 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.

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

#### Note:

1. To maintain anonymity, this signed declaration form must accompany, but **not** be attached to, the submission or where applicable for performance examinations be submitted to the supervisor at the examination venue and **not** presented to the markers.
2. Teachers **must** keep a completed copy of this form on official school records.

#### 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 upon 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 and meets the practical examination requirements
- is in working order, i.e. appropriate USBs, DVDs and CDs are formatted correctly.

	Teacher	Principal
Name:		
Signature:		
Date:		

#### Non-school candidates

*An authorised witness needs to witness your signature and complete this section. See the following link: [www.courts.dotag.wa.gov.au/W/witnessing\\_documents.aspx](http://www.courts.dotag.wa.gov.au/W/witnessing_documents.aspx) for a list of authorised witnesses.*

#### Authorised witness

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

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

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

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## Appendix 2: Predicted scores data entry form

### School Curriculum and Standards Authority Materials Design and Technology practical (portfolio) examination - Predicted scores data entry form 2019

School name	School code	Given Name	Surname	Context	WA student number	Page
	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>					<input style="width: 20px; height: 20px;" type="text"/>
Portfolio Not Submitted	DoA Submitted	Metalworking		Metalworking	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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<input type="checkbox"/>	<input type="checkbox"/>			Metalworking	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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Total number of candidates enrolled in examination				<input style="width: 40px; height: 20px;" type="text"/>	Number of portfolios submitted <input style="width: 20px; height: 20px;" type="text"/>	Number of portfolios not submitted <input style="width: 20px; height: 20px;" type="text"/>
Number of DoAs submitted				<input style="width: 40px; height: 20px;" type="text"/>	Number of DoAs not submitted <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

**INSTRUCTIONS:**

1. Shade the Portfolio Not Submitted box for each candidate for which a portfolio is NOT submitted and leave the box blank if the candidate has submitted a portfolio.
2. 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.
3. Place a predicted score out of 100 in the column provided for each candidate.
4. Portfolios must be received at the designated location between 8.30 am and 4.00 pm Wednesday, 25 September 2019.
5. This form must be placed in the folder and submitted with the practical portfolios.
6. This form is scanned on return so do not fold or write outside the boxes.

**Teacher details**

Name	
Email	
Phone no.	
Signature	

3278193665

Shade squares like this ->