



# **Design 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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## Design ATAR course practical (portfolio) examination

This document provides general advice to teachers, candidates and parents 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 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 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 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)
- *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, 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 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* (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 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. 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 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 AIA-generated responses. The name of the work, designer and/or application 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.

[© 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 \(http://www.scsa.wa.edu.au/publications/wace-manual\)](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, 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 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 students' 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-tipped pen can be used to write the student'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 loading 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'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**)
- a design proposal that effectively communicates at least two design outcomes for a specific purpose and audience (maximum of **four A3 pages**).

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 the 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, 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: References/acknowledgements



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



### Design ATAR course practical (portfolio) examination 2024

#### 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 acknowledgements must include:

- 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 must be provided and the URL cited as shown in the example below
- the name of the CAD software package and/or graphics editing software used throughout the practical (portfolio) examination submission.

All acknowledgements provided on this form must be typed using 11 point Arial font.

#### Examples of completed tables

Software program used	Design use of software
Adobe Photoshop	Photo editing and manipulation
Adobe InDesign	Portfolio layout
Autodesk Revit	3D model construction and rendering

Thumbnail of image used	Page it appears in the portfolio	Current authentic and specific URL
	2	<a href="https://blog.urbanoutfitters.com/blog/king_brown_magazine_issue_8_launch_exhibition">https://blog.urbanoutfitters.com/blog/king_brown_magazine_issue_8_launch_exhibition</a>
	6	<a href="http://www.trespassmag.com/interview-ian-mutch/">http://www.trespassmag.com/interview-ian-mutch/</a>

#### Tables for candidate to complete

Software program used	Design use of software

Thumbnail of image used	Page it appears in the 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 2023 – Predicted scores data entry form**

School name

School code

Page 1

Portfolio Not submitted	DoA submitted	Family name	Given name	WA student number	Predicted score (/100)
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>

Total number of candidates enrolled in examination <input style="width: 30px;" type="text"/>	Number of portfolios submitted <input style="width: 30px;" type="text"/>	Number of portfolios not submitted <input style="width: 30px;" type="text"/>
Number of DoAs submitted <input style="width: 30px;" type="text"/>	Number of DoAs not submitted <input style="width: 30px;" type="text"/>	

**INSTRUCTIONS:**

1. This form will be scanned. Do **NOT** fold or write outside the boxes. Use blue or black pen.
2. 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.
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. Portfolios must be delivered by the school to the designated location between 8.30 am and 4.00 pm on **Tuesday, 19 September 2023**.
6. This form must be placed in the folder provided and submitted with the practical portfolios.

**Teacher details**

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

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

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

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

0630613223

Shade boxes like this: