



Visual Arts ATAR course practical (production) examination requirements

2024

Acknowledgement of Country

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Visual Arts ATAR course practical (production) examination

This document provides general advice to teachers, candidates and parents about the Visual Arts ATAR course practical (production) examination.

Irrespective of submission category, the resolved artwork must be assessed using the *Visual Arts practical production examination marking key 2024*.

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 contributed to the calculation of the Western Australian Certificate of Education (WACE).

Schools are required to submit their candidates' practical (production) examination submissions to the designated venue between **8.00 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 Visual Arts ATAR course examination, the weightings are:

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

1. Reporting achievement

Teachers are responsible for ensuring the practical (production) 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 \(https://www.scsa.wa.edu.au/publications/wace-manual\)](https://www.scsa.wa.edu.au/publications/wace-manual) on the Authority website.

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

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

2. Forms

The following forms will be used for the practical (production) examination submission and have been provided in this document as sample appendices only.

- *Declaration of authenticity* (Appendix 1)
- *Submission cover sheet and photograph/s* (Appendix 2)
- *Artist statement* (Appendix 3)
- *Visual evidence of work in progress* (Appendix 4)
- *Production validation (source acknowledgements)* (Appendix 5)

- *Predicted scores data entry form* (Appendix 6)
- *Visual Arts submission categories data form* (Appendix 7)

Note: copies of these forms are available for download from the Visual Arts 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 (production) examination submissions cannot be accepted. Candidates who do not submit a production and do not have an approved sickness/misadventure claim will not receive a mark for the course and it will not contribute to any of the WACE requirements.

6. Principles of external assessment

The marking process preserves the anonymity of the candidate and their school. This requires that candidates and their work are identified only by their Western Australian student number (WASN).

6.1 Authenticity of the candidate's work

The authenticity of the candidate's practical (production) work must be guaranteed. It is essential that:

- the main development of work takes place in school time
- work completed away from school is regularly monitored by the teacher
- each candidate signs a *Declaration of authenticity* (a legal document), witnessed by the supervising teacher and the Principal, to endorse the originality/authenticity of the submitted practical production
- a copy of the signed *Declaration of authenticity* is kept by the teacher on record at the school
- no other person works directly on any part of the candidate's practical (production) examination submission except for those acknowledged in the *Production validation (source acknowledgements)* form
- 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 include a note to this effect to the declaration at submission time.

Non-school candidates are to complete the *Declaration of authenticity* in the presence of an authorised witness. A list of authorised witnesses can be found on the [Authorised Witnesses for Statutory Declarations page \(https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations\)](https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations) on the WA.gov.au website.

6.2 Applying a consistent standard

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

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

- markers to assess the candidates' work against the criteria in the practical (production) examination marking key.

7. Criteria for marking

The Chief Marker sets the standards based strictly on the criteria set down in the practical (production) examination marking key.

A numerical scale is used to assess the candidate's practical (production) examination submission against the following criteria:

- creativity and innovation
- communication of ideas
- use of visual language
- application of techniques (skills and/or processes) when handling media, material and/or technology.

8. Plagiarism, appropriation and attribution

Plagiarism means:

- submitting work that another person has completed as one's own work
- downloading artwork, graphics or other material from the internet and presenting it as one's own without acknowledgement, e.g. artificial intelligence applications (AIA)
- submitting artwork 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 *Production validation (source acknowledgements)* form, including the URL where necessary.

Candidates whose artwork uses appropriated or reworked images must attribute all borrowed ideas and images, including AIA-generated responses. The name of the artwork, artist and/or application must be included on the *Production validation (sources 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 \(https://www.scsa.wa.edu.au/publications/wace-manual\)](https://www.scsa.wa.edu.au/publications/wace-manual) on the Authority website.

9. Breach of examination rules

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

- identifies the candidate's name, school and/or teacher
- is not in accordance with the signed *Declaration of authenticity*
- incorporates marks or teacher comments
- does not comply with category size, weight or time requirements, electrical compliance, or is dangerous to handle
- is plagiarised
- is framed
- does not have the *Submission cover sheet and photograph/s* and *Production validation (source acknowledgements)* forms completed
- 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 is referred to the Breach of Examination Rules Committee. Further information related to examination breaches can be found on the [Rules of conduct for Year 12 ATAR course examinations page \(https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations\)](https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations) on the Authority website and in Part II of the *Year 12 Information Handbook*, published in July.

10. Submission requirements

Candidates must submit their practical (production) examination through the school. A candidate's practical (production) examination submission **must** include the resolved artwork.

The following appendices must be stapled and two-hole punched in the order shown below:

- *Submission cover sheet and photograph/s*, which includes an electrical compliance statement (as required)
- *Artist statement* (provide only **one** statement to cover the entire submission)
- *Visual evidence of work in progress*
- *Production validation (source acknowledgements)*.

The completed *Declaration of authenticity* must **not** be attached to the practical (production) examination submission. The completed declaration must be placed in the folder provided by the Authority for this purpose.

Schools submitting the artwork should ensure that the stapled appendices are attached to the resolved artwork or package (if there is more than one artwork) containing all items for a candidate's practical (production) examination submission, if there is more than one artwork.

If the submission is an audiovisual production on a USB drive, or if a USB drive is submitted together with another category submission, then the USB drive must be placed in an A4 clear plastic button document wallet. The USB drive and plastic button document wallet must be clearly labelled with the candidate's WASN both on the USB drive itself and on the top right-hand corner of the flap of the plastic button document wallet. The submission on USB drive should be saved with the title ATAR_<Course>_<WASN>_<Title of work>_<Year>, e.g. ATAR Visual Arts_12345678_ProductionXYZ_2024.

Schools submitting artwork by courier must ensure that all three folders for the *Declaration of authenticity*, *Predicted scores data entry form* and appendices are secured in a visible position in the package. Schools must clearly identify on the outside of the package where the paperwork can be found. To assist with the submission process, forms should not be placed in and amongst the package wrapping. If there are multiple packages, each package should be labelled with the school name, numbered 1 of X, 2 of X etc.

If the submission has more than one artwork, each individual part of the practical (production) submission must be labelled with the candidate's WASN and must be numbered 1 of X, 2 of X etc.

10.1 The resolved artwork

A resolved artwork is an artwork that would generally be considered display or exhibition ready.

Resolved artwork/s submitted can take a variety of forms, including individual artwork/s linked either conceptually or materially.

The resolved artwork must be selected from the pair of ATAR course units completed by the candidate through the duration of the ATAR course being examined. Teachers are encouraged to assist candidates in the refinement of their choices. Candidates are advised to select artwork that demonstrates their highest achievement in production and which conforms to the definition of a resolved artwork.

10.2 Practical (production) cover sheet and photograph/s (Categories 1–3)

Photograph/s provided **must** show the resolved artwork as it would be displayed. Photograph/s must be included and stapled in the correct order as above (this applies to Categories 1, 2 and 3 and all combinations of Categories 1, 2 and 3). Candidates must write their WASN on the back of photograph/s.

Note: markers will not move artwork to a special room to accommodate lighting and unusual display requests.

10.3 Artist statement

The *Artist statement* is a concise explanation of the selected artwork in 300 words or less. A single *Artist statement* is submitted for the entire submission. The *Artist statement* explains the rationale for the conceptual and material development and realisation of ideas and artwork.

The *Artist statement* is read by the markers in conjunction with submitted artwork. Markers will only read up to 300 words. The *Artist statement* is **not** assessed formally as its purpose is to provide clarification of the ideas communicated in the resolved artwork.

10.4 Visual evidence of work in progress

Candidates **should** include **nine** photographs to support the production submission. Photographs may be from significant and appropriate stages of the art making process and provide visual evidence (e.g. one art journal page, studio process, sensory/experiential stimulus, media experiment). The *Visual evidence of work in progress* must be presented on one page **only**.

Photographs of faces and school logos should be pixelated/blurred to preserve the anonymity of the candidate, school and/or teacher.

Note: photographs are to be single frames, not composite images. Photographs of journal pages must be clear if they contain more than one image on the journal page. They should be from different stages of the art making process of the final artwork/s.

10.5 Production validation (source acknowledgements)

All candidates **must** complete a *Production validation (source acknowledgements)* form. Candidates **must** acknowledge all sources on the *Production validation (source acknowledgements)* form provided, including any original work of their own. Direct use of stimulus material or copying of another person's artwork without proper acknowledgment is not permitted. All candidates must complete the primary sources section of this form and, if applicable, the secondary sources and internal and external assistance sections.

All primary and secondary sources, including external assistance provided or outsourcing used in the construction, **must** be acknowledged. A primary source is original stimulus/information (such as direct observational drawings, photography, interviews, collections of objects, sourcing of materials) on which the candidate's artwork is based. Secondary sources are those sources that have been utilised (including visual images or sound that has been appropriated, used or adapted, other artists', designers', photographers' works and written articles, found online or in hard copy texts) in the resolved artwork. Internet sources must have reference to the URL and preferably a screenshot of the internet site from where the image/s was obtained.

The transference of images onto surfaces is an accepted artistic process. If the image being transferred is the candidate's own artwork, then acknowledgement is not required. However, images that are obtained from a secondary source and then transferred onto any medium by any means, such as overhead projectors, computers etc., must be acknowledged in the *Production validation (source acknowledgements)* form.

The use of brand names or logos may be an intrinsic part of an artwork, in particular to create commentary and parody, and must be acknowledged in the *Production validation (source acknowledgements)* form.

Avoid using the school or teacher's name in the secondary acknowledgements, especially in the *Production validation (source acknowledgements)* form. Use generic names, for example, if the candidate's father has provided assistance, refer to the person as 'my father' and **not** 'my father, Mr Smith'. Do not use 'the Hope School's D&T department', but rather 'the school's D&T department'.

10.6 Electrical compliance

Artwork requiring **any** electrical connection to mains power must be certified by a qualified electrician and have a certification tag attached. Artwork delivered to the marking venue without the required tag will not be plugged into a power source until the artwork has been certified by a qualified electrician. Compliance will be checked when artwork is delivered and schools will be notified immediately of non-compliance. All electrical certification costs incurred will be the responsibility of the school. Compliance must be completed before the commencement of marking. Candidates need to acknowledge compliance on the *Submission cover sheet and photograph/s* and advise in writing if parts of the electrical connection do **not** require electrical certification.

Copies of all paperwork required for submission and, if applicable, the electrical certification tag must be retained by the school.

11. Predicted marks

At the time of submitting the productions, schools are required to submit a predicted mark out of 100 for the practical (production) examination submission. If there is a large difference between the predicted mark and the examination mark, the practical (production) examination submission will be reviewed by the Chief Marker. This process assists in ensuring the integrity of the practical (production) examination submission marks.

The predicted mark is the school's mark assigned to the practical (production) examination submission only. The teacher will provide the predicted school mark on the *Predicted scores data entry form* (Appendix 6).

12. Submission categories – maximum size, weight or time requirements

Candidates make their submission in one of the three categories. For the purposes of fairness and equity, the following requirements regarding the maximum size, weight or time of submitted artwork must be adhered to. The overall requirements of weight (20 kg), display space (2.5 square metres), volume (1.5 cubic metres) and time (four minutes) applies to the entire submission in Categories 2 and 3, irrespective of whether the submission is a single work or a combination of different artworks. For example, if three- and two-dimensional works are included in one submission in Category 2, the entire display space must not be more than 2.5 square metres, weigh no more than 20 kg and be no larger in volume than 1.5 cubic metres. See *Submission dimensions* (Appendix 8).

12.1 Category 1

Two-dimensional artwork is submitted in this category. The complete submission must **not** exceed 2.5 square metres when displayed for marking. The resolved artwork must **not** exceed 20 kg in weight when packed or constructed for marking. The depth of the resolved artwork should **not** exceed 10 cm. Generally, when there is an extension of 10 cm or more from the surface of the artwork it becomes a three-dimensional artwork.

Or

12.2 Category 2

Three-dimensional artwork is submitted in this category. The complete submission must **not** exceed 1.5 cubic metres in volume. The resolved artwork must **not** exceed 20 kg in weight when packed or constructed for marking. Three-dimensional artwork which includes audiovisual footage must **not**

exceed four minutes in duration and must be submitted on a USB drive, CD or DVD if included in this category. File formats must be capable of being played in VLC media player for use on a PC or Mac.

Two-dimensional artwork may accompany the resolved artwork submitted in this category. The two-dimensional submission must not exceed the size and weight restrictions as detailed in Category 1.

Or

12.3 Category 3

Time and motion-based artwork is submitted in this category. Forms, such as animation, film, audiovisual and slideshow, which may include a sound recording, are included in this category. The individual submission must **not** exceed four minutes in duration and must be submitted on a USB drive, CD or DVD. File formats must be capable of being played in VLC media player for use on a PC or Mac.

USB drive submissions must be checked for viruses before submitting and should not contain any other material except the production. It is the teacher's responsibility to ensure the practical (production) examination submission on a USB drive is rendered in a format which is compatible with the VLC media player so that markers are able to view it. Details of specific formats can be found on the [VLC website \(http://www.videolan.org\)](http://www.videolan.org). Label the USB drive with the candidate's WASN.

Photographs or audiovisual footage (must not exceed four minutes in duration) of two- and Three-dimensional artwork, which is oversize and/or overweight and does not fit into Category 1 or 2 (e.g. performance, installation and artwork which relies on a specific environment or site), can be submitted in Category 3 providing it is submitted on a USB drive, CD or DVD. File formats must be capable of being played in VLC media player for use on a PC or Mac.

Two- or three-dimensional artwork may accompany the resolved artwork submitted in this category. Two- or three-dimensional submissions must not exceed the size and weight restrictions as detailed in Categories 1 and 2.

Good quality USB drives must be used for the practical (production) examination submissions in Categories 2 and 3. All USB drives must be formatted as **exFAT** (Extended File Allocation Table). The USB drive must be formatted before loading the practical (production) examination submission. Ensuring the USB drive is formatted as **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 \(http://www.howtogeek.com/235596/whats-the-difference-between-fat32-exfat-and-ntfs/\)](http://www.howtogeek.com/235596/whats-the-difference-between-fat32-exfat-and-ntfs/).

Note: candidates are encouraged to provide a second backup USB drive with a copy of their practical (production) submission. The second USB drive **must** be clearly labelled 'backup copy'. This backup copy will only be accessed should the original be faulty.

If supplying the production on a USB drive (including the backup copy) in Categories 2 and 3, place the USB drive in an A4 clear plastic button document wallet. Clearly label the USB drive and plastic document wallet with the candidate's WASN both on the USB drive itself and on the top right-hand corner of the flap of the plastic button document wallet.

12.4 Change to category

The deadline for the Authority to receive a candidate's submission category is **Wednesday, 31 July 2024**; however, candidates can email exams@scsa.wa.edu.au to make some changes to submission categories up to and including **Monday, 12 August 2024**.

12.5 Description of Category 1–3 examples

Forms	Category	Description
Drawing	1	This form may include a range of drawing, from traditional forms of representation to more experimental approaches.
Painting	1	This form may include a broad range of painting techniques. Traditional and experimental approaches are possible.
Printmaking	1	This form may include traditional and contemporary approaches to transferring marks and images from one surface to another.
2D (two-dimensional) graphic design	1	This form may involve the organised communication of messages for particular contexts and purposes applied to two-dimensional surfaces.
3D (three-dimensional) graphic design	2	This form may involve the organised communication of messages for particular contexts and purposes applied to three-dimensional forms.
Photography	1	This form may include traditional and digital approaches.
Film, video, digital works and animation	3	This form may involve the organised communication of messages for particular contexts and purposes applied to three-dimensional forms.
Sculpture	2	This form may include a broad range of approaches to sculpture, ranging from traditional to experimental.
Ceramics and glass	2	This form may involve the manipulation of ceramic and/or glass materials for any purpose.
Textiles and fibre	2	This form may involve the manipulation of materials and fibre to create artworks in any dimension.
Designed objects/ environments/jewellery	2	This form may involve wearables, architectural models and industrial design and products.
Documented forms/ installation/site-specific	3	This form may include performances, site-specific artwork, or those lasting for only a short amount of time. These artworks or events must be submitted in an appropriately documented format.
Interactives	3	This form may include art making which explores the interactive nature of media and audience.
Costume and stage design	2	This form may include art forms that relate to events for stage and performance.
Collection of two-dimensional artwork	1	This form may include a range of two-dimensional thematic art forms that are presented as a collection of works.
Collection of three-dimensional artwork	2	This form may include a range of three-dimensional thematic art forms that are presented as a collection of works.
Mixed media	1, 2 or 3	This form may involve combining a range of media and forms.

13. Procedures for submission

- Resolved artwork must **not** identify the candidate's name, school or teacher.
- Schools are responsible for the cost of packaging and transporting the practical (production) examination submissions to the marking centre.
- Resolved artwork **must** be labeled clearly and securely with the candidate's WASN. If the submission has more than one artwork, each individual part of the practical (production) submission must be labelled with the candidate's WASN and must be numbered 1 of X, 2 of X etc.
- Further information about the delivery of the practical (production) examination submission to the marking centre will be sent to schools during Term 3.
- Non-school candidates will receive instructions by post to their home address detailing where to deliver their submission.
- Resolved artwork for external assessment must **not** be framed or include any unnecessary display materials. This includes stands, hangers, plinths and other display settings or accessories that are not an intrinsic part of the artwork and subject to assessment.
- Resolved artwork submitted for external assessment must **not** be offensive or dangerous. Artwork may challenge established views; however, it is important to consider and take into account the values of the audience and wider community.
- Resolved artwork **must** be dry before submission to prevent damage to it and to other artwork.
- Resolved artwork on paper **must** be mounted on card for stability and protection. Schools should place these artworks between thicker cardboard to give additional protection during marking. Only one window mount in black or white or perspex is acceptable for the protection of delicate paper works.
- Mannequins may be submitted with the artwork. Mannequins will also be provided by the Authority.
- Resolved artwork that includes glass as an intrinsic part of the artwork **must** use 4 mm–6 mm safety glass or perspex and be stable to handle. Glass **must** have bevelled edges.
- Resolved artwork **must** be stable and of sound construction to avoid damage during handling.
- Slumped glass may be incorporated as an essential part of the artwork, but should be safe to handle and firmly constructed with no sharp edges, i.e. edges should be bevelled.
- Resolved artwork must **not** contain sharp, dangerous or unsuitable materials, such as needles, broken mirror, broken glass, barbed wire or liquids, which may be a hazard or that may damage other artworks.
- Artwork submitted that uses the candidate's own technology should have the required recharging equipment submitted as well, to ensure that it can be viewed as necessary.
- For submissions in Category 2 or 3 on a USB drive, CD or DVD format compatible with VLC media player, it is the teacher's responsibility to ensure the practical (production) examination submission is rendered in a format which allows the markers to view it. All USB drive submissions must be checked for viruses before submitting, and should not contain any other material except the production. Check that there is no reference to the candidate's name, school or teacher in the work on the USB drive, CD or DVD.
- If submitting the production on a USB drive (including the backup copy) in Categories 2 and 3, place the USB drive in an A4 clear plastic button document wallet. Clearly label the USB drive and plastic document wallet with the candidate's WASN both on the USB drive itself and on the top right-hand corner of the flap of the plastic button document wallet.

14. Documentation of thinking and working practices

Records of the thinking and working practices that led to the development of a candidate's submitted artwork **must** be kept by the school. Copies of practical (production) examination submissions in Category 2 or 3 on a USB drive, CD or DVD must be retained by the school. The Authority may, after the examination process, call upon the documentation to substantiate the authenticity of a candidate's submitted artwork. Copies of all documents included with the submission, i.e. *Declaration of authenticity, Submission cover sheet and photograph/s, Visual evidence of work in progress, Production validation (source and acknowledgements), Artist statement* and, where appropriate, copies of the electrical certification tag, **must** also be kept by the school.

14.1 Declaration of authenticity

Every candidate is required to complete and sign a *Declaration of authenticity* and to submit it with the Visual Arts practical (production) examination submission. Any practical (production) examination submitted without a completed *Declaration of authenticity* will result in a referral to the Breach of Examination Rules Committee.

The completed *Declaration of authenticity* must **not** be attached to the practical (production) examination submission. The completed declaration **must** be placed in the folder provided for this purpose.

15. Frequently asked questions (FAQs)

Refer to the FAQs document located on the Visual Arts course page of the Authority website for elaboration or clarification on practical (production) examination submissions.

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

Metropolitan schools **must** collect their candidates' practical (production) examination submissions between **12.00** and **4.00 pm** on **Monday, 7 October 2024** and between **8.00 am** and **4.00 pm** on **Tuesday, 8 October 2024**. A registration process for schools to indicate their collection date and time will be open at the same time as registration for delivery. Schools are to provide packing materials when collecting the practical (production) examination submissions. Submissions not collected by metropolitan schools will be destroyed in accordance with the Department of Education's retention and disposal schedule.

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

17. Damage to resolved artwork

While all care is taken when handling artwork, where artwork is damaged in transport or as a result of handling during the marking process, any resulting minor damage will not influence the way the artwork is marked. Insurance of artwork is the school's responsibility.

18. Key dates

Thursday, 18 July 2024

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

Monday, 22 July 2024

Practical examination information relating to Visual Arts ATAR course practical (production) examination submission categories data form received by schools/providers

Wednesday, 31 July 2024

Last date for the Authority to receive completed Visual Arts ATAR course practical (production) examination submission categories data forms

Tuesday, 10 September 2024

Practical (production) examination submission information received by schools/providers

Tuesday, 17 September 2024

Practical (production) examination submissions due between 8.00 am and 4.00 pm

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

Monday, 7 October 2024 between **12.00 pm** and **4.00 pm** and **Tuesday, 8 October 2024** between **8.00 am** and **4.00 pm**

Practical (production) examination submissions collected by schools from the designated venue

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)
-----	-----	-----	-----	-----	-----	---

This form must be completed by candidates enrolled to sit an examination for the above courses only. Failure to submit a completed *Declaration of authenticity* could result in a referral to the Breach of Examination Rules Committee.

Candidate declaration

Name: _____ School code: _____

WA student number:

--	--	--	--	--	--	--	--

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

- I have completed all the work contained in this submission through the duration of the ATAR course being examined
- none of the work performed or submitted was worked on directly by a teacher or any other person or company except those acknowledged, if appropriate, in the references or acknowledgements section or form
- 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: Submission cover sheet and photograph/s



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



SCSA use only	Item		Bundle	
---------------	------	--	--------	--

Visual Arts practical (production) examination 2024 Submission cover sheet and photograph/s

WA student number:

Category: 1 2 3 Please circle

How many items make up this submission? (e.g. 1/1 or 6/6) /

Title: _____

Media: _____

Dimensions/Weight/Size/Time: _____

Electrical compliance

Tick the relevant box

Does the artwork require electrical connections? Yes No

If yes, have all electrical connections been certified? Yes No

Has the school's name been removed from the certification tag? Yes No

Photograph/s

In the space below, submit photograph/s that show how the finished artwork/s is/are intended to be displayed or set up. Maximum two more pages, if required.

Note: markers will not move artwork to a special room to accommodate lighting and unusual display requests. All USB devices must be submitted in an A4 plastic button document wallet labelled with your WA student number.

Insert photograph/s here

Appendix 3: Artist statement



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



Visual Arts ATAR course practical (production) examination 2024

Artist statement

WA student number:

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Instructions to candidate

An artist statement is a concise explanation of the submitted resolved artwork.

As a candidate of this examination, you should include the following in your statement:

- a reflection on significant stages of the art making process
- key decisions you made and the acknowledgement of contextual and other influences on your artwork
- a reflection on the purpose, intent and meaning of your artwork, and how this relates to your personal point of view
- a statement describing how the frame is integral to the reading of the work and how it contributes to the meaning and communication of ideas (if the work is framed).

In the space provided below, submit **one Artist statement** of 300 words or less for the entire submission, even if there is more than one resolved artwork in the submission. The statement must be typed using 11 point Arial font.

SAMPLE

Appendix 4: Visual evidence of work in progress



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



Visual Arts ATAR course practical (production) examination 2024

Visual evidence of work in progress

WA student number:

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As a candidate of this examination, you must include nine photographs to support your production submission. Photographs may be from significant and appropriate stages of your art making process (e.g. one art journal page, studio, inquiry process, sensory/experiential stimulus, media experiment). Photographs should demonstrate different stages of the design process and comment on the working process of the final artwork/s.

You are advised to select photographs that demonstrate your creative process and address the criteria in the *Visual Arts practical (production) examination marking key*.

- Creativity and innovation
- Communication of ideas
- Use of visual language
- Application of techniques (skills and/or processes) when handling media, materials and/or technology.

Note: photographs must be of single frames and not composite images. Photographs of journal pages must be clear if they contain more than one image on the journal page.

- Tick the box to indicate that you have checked that there are no marks or teacher comments in your production submission. Do not name your parent, teacher or any school in this section. Use generic terminology, e.g. 'my teacher', 'my father' without using actual names.

Insert your selected photographs in the template on the next page. You may choose to vary the scale and placement of each image to show specific aspects of the process more clearly.

WA student number:

--	--	--	--	--	--	--	--



Appendix 5: Production validation (source acknowledgements)



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



Visual Arts ATAR course practical (production) examination 2024

Production validation (source acknowledgements)

WA student number:

--	--	--	--	--	--	--	--	--	--

Instructions to candidate

Acknowledge **all** sources used, i.e. from the primary sources (initial designs and stimulus) to the final resolved artwork, including any secondary sources (if researched). The *Production validation (source acknowledgements)* form must be typed using 11 point Arial font.

Tick the relevant box.

Artwork submitted is the candidate's own original work

Artwork submitted is appropriated or attributed

All candidates must complete this section

Primary sources (original stimulus/information, i.e. original observational drawings, photography, interviews, collection of objects research, sourcing of materials).

Secondary sources (sources that have been used in the resolved artwork which are not original primary sources, i.e. visual images or sound that have been appropriated, used or adapted, other artists'/designers'/photographers' works and written articles found online or in hardcopy texts). Supply the full URL and, preferably, a screenshot for work obtained from the internet.

Tick the box, if not applicable.

Internal and external assistance (details of all external assistance provided or outsourcing used in the construction of the artwork/s, such as machine sewing, laser cutting or commercial casting, printing companies, art materials suppliers and carpentry).

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

Tick the box, if not applicable.

Appendix 6: Predicted scores data entry form

School Curriculum and Standards Authority
Visual Arts practical (production) examination 2024 – Predicted scores data entry form

School name

School code

Page 1

Production 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; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	<input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>

INSTRUCTIONS:

Total number of candidates enrolled in examination

Number of productions submitted
Number of DoAs submitted

Number of productions not submitted
Number of DoAs not submitted

1. This form will be scanned. Do **NOT** fold or write outside the boxes. Use blue or black pen.
2. Shade the Production **NOT** submitted box for each candidate who has **NOT** submitted a production. Leave the box blank if the candidate has submitted a production.
3. All candidates must submit a completed *Declaration of Authenticity* (DoA) form. After checking that each candidate has completed their DoA form correctly, shade the DoA submitted box.
4. Place a predicted score out of 100 for each candidate in the column provided.
5. Productions must be delivered by the school to the designated location between 8.00 am and 4.00 pm on **Tuesday, 17 September 2024**.
6. This form must be placed in the folder provided and submitted with the practical productions.

0515441404

Shade boxes like this:



Teacher details

Name: _____

Email: _____

Telephone: _____

Signature: _____

Appendix 7: Visual Arts categories

School Curriculum and Standards Authority

Visual Arts practical (production) examination 2024 – Submission categories data form

School name: _____ School code Page: 1

Part 1: Enrolments in 2024 Visual Arts ATAR course

Student name	WA student number	CAT1 2D	CAT2 3D	CAT2 2D	CAT3 M&TB	Left Course
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 2: Others (not listed above)

Student name	WA student number	CAT1 2D	CAT2 3D	CAT2 2D	CAT3 M&TB	Left Course
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions

- This form will be scanned. Do **NOT** fold or write outside the boxes. Use blue or black pen. Shade boxes like this:
- For each candidate, shade one box to indicate the chosen category.
- For category 2 candidates submitting 3D artwork only, shade the 3D box only. For any candidate submitting 3D artwork accompanied with 2D artwork, shade the 3D and 2D boxes in category 2.
- For category 3, shade the motion and time-based (M and TB) artwork box for any candidate submitting M and TB artwork, M and TB artwork accompanied with 2D artwork, M and TB artwork accompanied with 3D artwork or M and TB artwork accompanied with 2D and 3D artwork.
- For a candidate who has left school or withdrawn from the course, shade the 'Left Course' box.
- This form must be returned by email to Paul Cranley at paul.cranley@scsa.wa.edu.au by **Wednesday, 31 July 2024**.

Legend:

CAT1 – 2D only
 CAT2 – 3D or 3D and 2D
 CAT3 – Motion and time based (M and TB) artwork or M and TB artwork and 2D or M and TB artwork and 3D or M and TB artwork 2D and 3D

Declaration

As the Visual Arts teacher of the students listed above, I declare that:

- I have checked that the category selected for each student is correct.
- I understand this form is due to the School Curriculum and Standards Authority by **Wednesday, 31 July 2024**.

Teacher Details

Name: _____

Email: _____

Telephone: _____

Signature: _____

1505287367

Appendix 8: Submission dimensions



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



Visual Arts ATAR course practical (production) examination 2024 Submission dimensions

A practical (production) examination submission can comprise one or more individual pieces. Requirements for the submission are explained in the *Visual Arts ATAR course practical (production) examination requirements 2024* document.

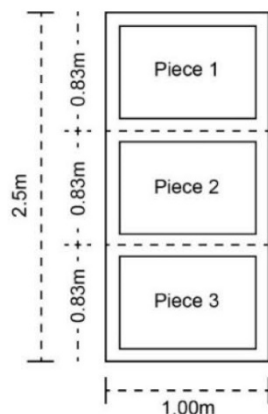
All submissions need to comply with all of the requirements, whether 2D, 3D or 4D, or a combination of these forms. The overall requirements of weight (20 kg), display space (2.5 square metres), volume (1.5 cubic metres) and time (four minutes) applies to the entire submission in Categories 2 and 3, irrespective of whether the submission is a single artwork or a combination of different artworks.

Note: ensure all media used, such as paint or glue, is completely dry before submission.

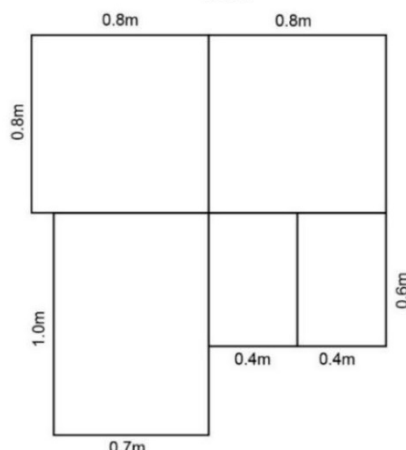
Category 1

Examples of length and breadth for allowable area of 2.5 square metres are shown below. The resolved artwork **must not** exceed 20 kg in weight when packed or constructed for marking.

Example 1



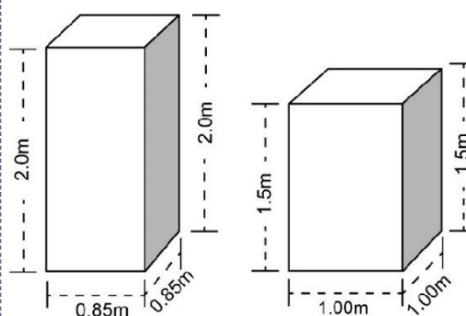
Example 2



Category 2

The volume of a body of work (1.5 cubic metres) is determined by the height, the width and the depth of the work when displayed for marking. This measurement applies to 3D works and/or submissions with 2D and 3D components. The resolved artwork **must not** exceed 20 kg in weight when packed or constructed for marking.

Example 1



Example 2

