Revised: VCE Visual Communication Design: Administrative information for School-based Assessment in 2020

Units 3 and 4

School-assessed Task

The School-assessed Task (SAT) contributes 40 per cent to the study score and is commenced in Unit 3.

Teachers will provide to the Victorian Curriculum and Assessment Authority (VCAA) through VASS a score against each criterion that represents an assessment of the student’s level of performance for Unit 3 Outcome 3 and Unit 4 Outcomes 1 and 2. The recorded scores must be based on the teacher’s assessment of the student’s performance according to the criteria on pages 10–19. This assessment is subject to the VCAA’s statistical moderation process.

The 2020 Visual Communication Design assessment sheet on page 29 is to be used by teachers to record scores. The performance descriptors for the assessment criteria are published annually on the Visual Communication Design study page of the VCAA website and notification of their publication is given in the February VCAA Bulletin. Details of authentication requirements and administrative arrangements for SATs are published in the VCE and VCAL Administrative Handbook 2020.

The Authentication record form on pages 22–27 must be used to record information for each student and must be made available on request by the VCAA.

The SAT has three components:

- Unit 3 Outcome 3
- Unit 4 Outcome 1
- Unit 4 Outcome 2.

Students must acknowledge and employ appropriate health and safety practices relevant to their practical work with respect to themselves and their environment.

Teachers should be aware of the dates of submission of scores into VASS in June–October and November. These dates are published in the VCAA's Important Administrative Dates and Assessment Schedule, published annually on the VCAA website: www.vcaa.vic.edu.au/pages/schooladmin/admindates/index.aspx

The score Unit 3 must be submitted by the 12 October, 2020 and Unit 4 by 18 November, 2020.
Unit 3

Developing a brief and generating ideas

Outcome 3

On completion of this unit the student should be able to apply design thinking in preparing a brief with two communication needs for a client, undertaking research and generating a range of ideas relevant to the brief.

Nature of task

Students generate ideas relevant to the brief. The development folio for each client need will include evidence of:

- use of design process and design thinking strategies
- annotated research for information and inspiration
- observational and visualisation drawings
- generation of a wide range of design ideas.

A folio of conceptual developments for each need. The conceptual development folio for each client need will include evidence of:

- use of design process and design thinking strategies
- application of manual and digital methods, media, materials, design elements, design principles, presentation formats
- development and refinement of concepts
- construction and presentation of a pitch to an audience
- reasons for selection of preferred concepts for each need.

Scope of task

Students should prepare a single brief that clearly identifies:

- two communication needs for an identified client
- purposes, contexts and audience characteristics for each visual communication
- constraints of each visual communication
- possible presentation format of each visual communication.

The brief is prepared in consultation with a real or fictitious client (for example, the teacher may be the client). If a real client is involved and restrictions are imposed that may prevent the student meeting specific criteria, the teacher should ensure that these restrictions are overcome. Students should be aware of the trademark and legal obligations of using existing client imagery and seek copyright permission for the use of the material. There should be evidence of written correspondence confirming copyright permission or for the use of trademark/s that is authenticated by the teacher. There is no prescribed template or format for the brief. Formats that may be considered for the brief include:
- A description of the content of the brief organised under sub-headings
- A letter of request
- Presentation of the brief in dot points.

The brief should be completed prior to the commencement of the developmental work. The brief should refer to one client and two needs for visual communication. Each of the needs will require separate design processes that will lead to final presentations produced in Unit 4, and are discernibly different in purpose, presentation, format and intent. The difference between the two final presentations should be clearly evident in the outline of each of the needs.

Proposed presentation formats should be numbered ‘Presentation format 1’ and ‘Presentation format 2’ in the brief. Where they are not numbered, the first presentation format listed should be assumed to be ‘Presentation format 1’ in any list of formats in the brief. If there are several components or several presentations for Presentation 1, then they should be numbered Presentation 1a, Presentation 1b, etc.

The brief is not required to be within a specific word range. Teachers are advised that a sufficient word range to cover the requirements of Outcome 1 is a minimum of 600 words.

The brief should be placed securely at the beginning of the design folio. The teacher is required to sign and date the brief on its completion. This information should be recorded on the Authentication record form for VCE Visual Communication Design School-assessed Task. However, if the brief requires updating before the end of Unit 3, the student should clearly document the amendments on the brief and the teacher note the changes on the Authentication Record Form. No further changes can be made to the brief once it has been signed and dated.

The application of the design process should be evident throughout the research and generation of ideas. Students should have need to have research for both communication needs and should be both primary and secondary research. However, if a student is unable to source primary resources this should not impact on the assessment of their work, and are encouraged to use both primary and secondary resources. Design thinking needs to be utilised when synthesising the research and forming starting points for the generation of ideas. As ‘techniques for accessing and referencing research sources’ are included in the key knowledge and key skills for Unit 3 Outcome 3, the source of existing imagery and information included for research and inspiration must be clearly documented in the folio. It is not sufficient to simply reference ‘Google Images’; the source website must be quoted. Sources of existing imagery need to be placed next to imagery and not at the start or finish of the design folio.

Drawings from observation are used as a means of research. They must include drawings from direct observation of objects, structures and/or forms, rather than drawings only from photographs. It is not appropriate to copy, scan or reproduce original drawings to submit as original freehand drawings. Observational drawings can be completed on a drawing tablet which may provide students with a range of media options.

Assessment of Criterion 3 is based on the student’s use of visualisation drawings with annotations to demonstrate research undertaken and generate ideas relevant to the brief. Assessment of these drawings should focus on the student’s use of freehand drawing to generate a quality flow of initial ideas as research and idea generation. Students are not required to demonstrate the application of a range of media, related materials and conventions of specific methods to score highly in Criterion 3. When generating ideas for Criteria 3, it is not appropriate to copy or trace images or drawings. Students may create manual or digital freehand drawings using a tablet.

A range of design thinking strategies are to be employed to assist students to extend and record their thinking and ideas. A range includes more than two strategies that demonstrate research and
the generation of ideas. The research and generation of ideas should be documented to direct further exploration to resolve communication needs relevant to the brief. From research and generation of ideas, students should be selecting concepts to develop further in Unit 4.

Teachers are reminded that students are to prepare the brief and generate ideas without undue assistance. It is not appropriate to prepare a brief, undertake research and generate ideas, provide detailed advice, corrections on and reworking of the brief. The completion and submission of the brief is to be documented on the Authentication record form.

**Scoring of criteria for the School-assessed Task**

If a student does not submit any of the SAT a score of N/A should be entered for the relevant criterion. A score of ‘zero’ is deemed a score for the criterion. A student can score for all criterion in Unit 3 and receive N/A for criterion in Unit 4 if the task is not submitted for Unit 4.
Unit 4

Development of design concepts

Outcome 1

On completion of this unit the student should be able to develop distinctly different concepts for each communication need and devise a pitch to present concepts to an audience, evaluating the extent to which these concepts meet the requirements of the brief.

Nature of task

Two distinct final presentations in two separate presentation formats that fulfil the communication needs of the client as detailed in the brief developed in Unit 3.

Evaluate how each presentation satisfies the requirements of the brief and evaluate the design process used to produce the final visual communications.

Scope of task

The use of at least two methods must be evident, including manual and digital methods. Selection of each method should be based on what will allow the student to achieve the most effective solution relative to the visual communication needs determined in Unit 3 Outcome 3. Advice about appropriate methods is provided in the Advice for teachers of the VCE Visual Communication Design Study Design 2018–2021; however, students can use other drawing methods that are relevant to the communication needs. Schools should consider the available resources including digital technologies for their students. Teachers need to assist students in selecting methods that can be accessed or utilised when not in the classroom.

Where there is no evidence that a specific method has been used in the design processes in Unit 4 Outcome 1 (Development, resolution, refinement and evaluation), but Unit 4 Outcome 2 (Final presentations) clearly demonstrates application of such a method, it should not be assumed that this method was used in completion of Outcome 1 (Development, resolution, refinement and evaluation).

The use of a range of methods must be presented on annotated hard copy in the folio and final presentations. Students can present evidence of their use of methods in hard or electronic copy. The digital files must be clearly annotated discussing the students use of their selected methods. Evidence of their use should not be presented as a soft copy.

Annotations should be completed in real time, as the folio progresses. They can be handwritten or typed – whichever is appropriate to the process, complementary to the method being employed at the time or the learning environment of the student. Annotations and evaluations in the design folio should demonstrate, reflect and evaluate the following:

- an understanding of functional and aesthetic factors of design elements and principles to support the development and resolution of design concepts relevant to the brief

- support the evaluation of and feedback on mock-ups testing the suitability of design concepts, the application of specific media and related materials by students. For example, where photography and computer software are used as methods (of production), the annotations and
evaluations should reflect decisions related to the application of the associated media and materials; where a student is working with manual illustration methods the annotations and evaluation should reflect these methods.

- The annotations should reflect an evaluation of the processes used and the challenges and opportunities the student has faced in producing the mockups.

A hard or electronic copy of a progressive selection of the design stages used with digital methods is required. A hard copy must be printed and may be scaled down. Students must provide evidence of the skills and knowledge of both the hardware and software used to produce the work presented for assessment. This material is not formally assessed but is required for authentication purposes. All details of the use of hardware and software must be documented on the Authentication Record Form.

Design thinking throughout the process must be documented showing evidence of creative critical and reflective thinking as demonstrated in the Design process on page 12 of the VCE Visual Communication Design Study Design. Students should provide evidence that they are thinking from different perspectives and as part of their reflective design thinking they need to gather evidence to support the concepts that have been developed to suit the brief. Examples of gathering evidence and audience feedback could be in the form of surveys, interviews or thinking routines. They can use the client, target audience or peers as fellow designers to gather multiple viewpoints.

It is important students have the chance to evaluate their concepts at the beginning of the refinement stage. This may include testing ideas through Students devise and deliver a pitch to test one concept for each communication need to gather feedback. Mock-ups are created during the refinement stage and used to not only test ideas but to pitch to an audience for feedback. Students will devise and deliver a pitch to test the suitability of and evaluate refined the concepts relevant to the brief. They must present mock-ups that test the suitability of a potential concept for each presentation relevant to the brief. Students articulate the decisions made for the two final presentations in the design process through the use of appropriate terminology in oral, written and visual material during the pitch. They should provide evidence of feedback from the pitch in their design folio and Students test their ideas by creating mock-ups that test the suitability of a potential concept for each presentation relevant to the brief. They demonstrate the expansion of further ideas and renewed inspiration for a concept for each of the two communication needs. Further ideas and renewed inspiration can be shown through the continued development of materials, methods and media. Distinct changes to mock-ups must be documented in the student folio.

Teachers should monitor students’ progress on a regular basis and use the Authentication record form to record this information. The authentication process and feedback are clearly identified on this form so teachers can provide feedback at various stages of the process. Students are required to back up hard-drive files with copies of work in progress using, for example, an external drive or secure cloud storage.

The developmental work must be completed as two separate design processes. Each communication need must have unique developmental work. Developmental work for each of the two communication needs may relate, however there must be evidence of new developmental work for the second communication need.

Where design work included in the folio is not student-generated imagery, the original source should be identified. A copy of the source image, along with the acknowledgement of appropriate copyright responsibilities, should be clearly identified in the development work. There should not be Where there is evidence of an over-reliance on strategies such as the use of templates, tracing of ‘found imagery’, scrapbooking, clip art and commercial imagery, with minimal additional contribution by the student, the student’s level of achievement on the criteria should be reduced.
However, when assessing the student folio the student access to materials and resources should be taken into consideration.

Students should use the appropriate drawing conventions for the field of design they are working in. For example, industrial designs use scaled third angle orthogonal drawings whereas environmental designs use scaled plans and elevations. Each has their own set of drawing and dimensioning conventions. Students and teachers should refer to the *Technical Drawing Specifications Resource (2018–2022)* on the Visual Communication Design study webpage.

Equal quantities of work are not required for each of the selected methods or in the use of two-dimensional and three-dimensional work in the investigation. However, a substantial investigation relative to possible resolutions should be clearly evident within the developmental work with evidence of the use of both methods. Equal quantities of work are not required for each of the two design processes.

To assist with the assessment of Criterion 4, a hard or electronic copy of a progressive selection of the developmental stages used with digital methods is required. A hard copy must be printed in full colour and may be scaled down. Screen captures are not required of every stage of the design, just a representative sample to assist with authentication. Students must provide evidence of the skills and knowledge of both the hardware and software used to produce the work presented for assessment. The use of hardware and software must be documented by the teacher in the *Authentication Record Form*.

Students must have complete technical control of their developmental work. For the purposes of authentication, evidence of the construction of a three-dimensional model may be recorded through a series of photographs. Use of photography in this way should be considered as part of record keeping rather than developmental work; the use of photography in this situation would not be considered one of the methods used in the design process. These should be for authentication purposes only and cannot be assessed.

Note that in the case of photography, while the image is on a two-dimensional surface, this is considered to be three-dimensional where the image itself has depth.

**Scoring of criteria for the School-assessed Task**

If a student does not submit any of the SAT a score of N/A should be entered for the relevant criterion. A score of ‘zero’ is deemed a score for the criterion. A student can score for all criterion in Unit 3 and receive N/A for criterion in Unit 4 if the task is not submitted for Unit 4.
Unit 4

Final presentations

Outcome 2

On completion of this unit the student should be able to produce a final visual communication presentation for each communication need that satisfies the requirements of the brief.

Nature of task

Two distinct final presentations in two separate presentation formats that fulfil the communication needs of the client as detailed in the brief developed in Unit 3.

Scope of task

Work demonstrating two separate and discernibly different final visual communication presentations is to be presented in two different presentation formats; for example, an A3 flat poster printed on light card and an A5 trifold brochure, printed full colour back and front. The final visual communication presentations are required to reflect resolution/s and communication needs proposed in the brief. There should be some evidence of the relationship between the two final solutions and the chosen presentation formats. There are no restrictions on the size or presentation format of final presentations. Students should clearly label each final presentation on the reverse side of any two-dimensional finals or base of any three-dimensional finals. A representative hard copy of electronic solutions such as an animation or website should be produced and labelled accordingly.

There may be more than one component to a final presentation. Labelling should reflect each component of the final presentation, for example, ‘Presentation 1: Part A, Presentation 1: Part B’. The labelling should reflect the intentions in the brief.

Where work is submitted as two final presentations, but only one presentation format is used (for example, where two visual solutions, such as a poster and a brochure, are presented on a single display board), the work is deemed to be one final presentation.

Any work labelled ‘Final Presentation’ but submitted as part of the design folio completed for Unit 3 Outcome 3 and Unit 4 Outcome 1 (for example, glued into a book, placed in plastic pockets or submitted as part of a loose collection of sheets), will be considered to be part of the development work.

The final presentations should demonstrate the technical competence of the student. Teachers must assess them against Criterion 10 based on the technical detail and the skill used by the student in the application of materials, methods and media. This can be achieved through photographic or written documentation. If the student does not have access to materials and equipment the final presentations may be presented as a digital artwork, resolved 3D model or in a suitable presentation format to reflect the requirements of the brief and to show resolution of the final presentations. These may be supported by writing to explain any limitations or variations in the production of the two final presentations.

When assessing the competence of the student work, teachers should be aware of the use of materials, methods and media, and any other resources available to them. Teachers must
document the resolution of refinement process for the final presentations on the Authentication record form.

**Scoring of criteria for the School-assessed Task**

If a student does not submit any of the SAT a score of N/A should be entered for the relevant criterion. A score of ‘zero’ is deemed a score for the criterion. A student can score for all criterion in Unit 3 and receive N/A for criterion in Unit 4 if the task is not submitted for Unit 4.
### VCE Visual Communication Design: School-assessed Task Assessment Sheet 2020

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Levels of Performance</th>
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</thead>
<tbody>
<tr>
<td>Not shown</td>
<td>1–2 (very low)</td>
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<td></td>
<td>3–4 (low)</td>
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<td>5–6 (medium)</td>
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<td>7–8 (high)</td>
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<td>9–10 (very high)</td>
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#### Unit 3

**Outcome 3**

1. **Development of a brief that defines the communication needs of a client.**
   - Client and communication needs are identified.
   - The brief offers some information about the client and communication needs.
   - References are made to audience characteristics and/or purpose and/or the contexts and/or constraints of at least one proposed visual communication presentation.
   - Information is provided in a brief that identifies the client and two communication needs.
   - Information is provided in a brief that describes the client and two communication needs.
   - The audience characteristics, the purposes, communication needs, the contexts and constraints for the two proposed visual communication presentations are defined in the brief.
   - The audience characteristics, the purpose of each communication need, the contexts in which the proposed visual communications are going to be used, and the constraints for the two final presentations are informed and supported with examples throughout the brief.
   - The audience characteristics, the purpose of each communication need, the contexts in which the proposed visual communications are going to be used, and the constraints for the two final presentations are insightful and supported with examples throughout the brief.

#### Evidence

**BRIEF – RESEARCH**

- 600 minimum word limit.
- Identification of a client.
- Two communication needs which are problems to be solved.
- Definition of audience characteristics, the purpose of each communication need, the contexts where the proposed visual communications are going to be used, the constraints for the two final presentations.
- Use of terminology.

Students should be assessed on their intended presentations and brief planned in Unit 3.
<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Levels of Performance</th>
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<tbody>
<tr>
<td></td>
<td>Not shown</td>
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<tr>
<td><strong>Unit 3</strong>&lt;br&gt;<strong>Outcome 3</strong>&lt;br&gt;2. Apply design thinking to synthesise research material and observational drawing relevant to the brief.</td>
<td>Research and investigation from sources is evident.</td>
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<tr>
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<td>Design thinking is used.</td>
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<td></td>
<td>An observational drawing is evident.</td>
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</table>

**Evidence**

RESEARCH – GENERATION OF IDEAS

- Annotations explain and link the research and observational drawings and direct further exploration.
- Use of referencing, citations, trademark, copyright and legal obligations in research.
- Examples of design thinking are used – Critical, creative and reflective design thinking.
- Use of direct observational drawing to represent form, structure and function of existing objects and/or spaces drawn from the research.
- Use of direct observational drawing and rendering techniques to show form, surface, texture, light, shade and shadow of existing objects and/or spaces relevant to the research. Drawings must be from real objects if possible, not from photographs.

Students should be assessed on their use of techniques and skill in observational drawing. They are not required to use a variety of materials and media for their drawings.
### Assessment Criteria

**Unit 3**  
**Outcome 3**

3. Use of visualisation drawings with annotations to generate ideas relevant to the brief.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Not shown</th>
<th>1–2 (very low)</th>
<th>3–4 (low)</th>
<th>5–6 (medium)</th>
<th>7–8 (high)</th>
<th>9–10 (very high)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Visualisation drawings and annotations are evident.</td>
<td>Visualisation drawings show exploration of ideas for one or two final presentations.</td>
<td>Visualisation drawings and annotations address the client needs and show exploration and generation of ideas for two final presentations.</td>
<td>Visualisation drawings and annotations establish a direction that addresses the client needs and show exploration and generation for two final presentations.</td>
<td>Visualisation drawings and annotations establish a range of directions that addresses the client needs and shows the exploration and generation of a number of ideas for two final presentations.</td>
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<td></td>
<td></td>
<td>Some visualisation drawings may be traced or copied from existing examples.</td>
<td>Use of visualisation drawings in response to research. Some may be traced or copied.</td>
<td>Use of visualisation drawings in response to research and annotations that show relevance to the brief.</td>
<td>Use of design thinking to explain connections and generate ideas relevant to the brief.</td>
<td>Use of design thinking that synthesise research and annotations that show a generation of ideas that connect directly to the brief.</td>
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<tr>
<td></td>
<td></td>
<td>Design thinking is evident.</td>
<td>Use of design thinking relevant to the brief.</td>
<td>Use of design thinking to explain connections and generate ideas relevant to the brief.</td>
<td>Use of design thinking to explain connections and generate ideas identifying specific relationships to the brief.</td>
<td>Use of design thinking to explain connections and generate ideas identifying specific relationships to the brief.</td>
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</tbody>
</table>

### Evidence

**GENERATION OF IDEAS – SELECTION DEVELOPMENT OF CONCEPTS**

- Use of visualisation drawings to establish directions to address the client needs and to explore and generate ideas for two final visual communication presentations.
- Visualisation drawings refer to the research undertaken relevant to the brief.
- Annotations to explain connections to the research and direct the generation of ideas relevant to the brief.
- Applications of design thinking to create, analyse, evaluate and reflect on the development selection of concepts relevant to the brief.

Visualisation drawings can be completed using digital or manual drawing.  
Students should be assessed based on the materials and media available to them.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Unit 4</strong></td>
<td><strong>Outcome 1</strong></td>
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<tr>
<td>4. Use of a range of methods, materials and media to develop distinctly different design concepts for two communication needs.</td>
<td>Not shown</td>
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<tr>
<td></td>
<td>Materials and/or media and/or manual and/or digital methods are used.</td>
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<td></td>
<td>Annotations are present.</td>
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<tr>
<td>Evidence</td>
<td>DEVELOPMENT OF CONCEPTS</td>
</tr>
<tr>
<td></td>
<td>Use of material, media, manual and digital methods and conventions to develop and refine concepts and solutions throughout the design process.</td>
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<td></td>
<td>Choices are demonstrated and documented with annotations throughout the development and refinement stages of design concepts appropriate to the communication needs.</td>
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<td></td>
<td>Choices are demonstrated in the experimentation and application of materials, methods and media with documentation in annotations to develop and refine possible design concepts appropriate to the communication needs.</td>
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<td></td>
<td>Use of two- and three-dimensional manual and digital drawing, applications and conventions.</td>
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<td></td>
<td>Demonstrates technical expertise in the application of materials, media, methods and the use of conventions relevant to the selected design field during the development and refinement of concepts.</td>
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<td></td>
<td>Students should be assessed on their technical skill and use of the materials, methods and media available to them.</td>
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</table>
## Unit 4

### Outcome 1

5. Use of a range of design elements and design principles to develop and refine design concepts relevant to the brief.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Not shown</td>
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<tr>
<td>Design elements and/or principles are evident.</td>
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<tr>
<td>Annotations are present.</td>
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</table>

### Evidence

**DEVELOPMENT OF CONCEPTS – REFINEMENT**

- Application of design elements and principles to develop and refine a range of design concepts.
- Application of design elements and principles in mock-ups for preferred design options.
- Use of design elements and principles to develop and refine ideas for the visual communication of information and concepts in two final presentations with relevance to the design brief and the target audience.
- Decisions about final presentations are documented in annotations.
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<tbody>
<tr>
<td><strong>Unit 4</strong></td>
<td><strong>Outcome 1</strong></td>
</tr>
<tr>
<td>6. Application of relevant stages of the design process and design thinking to develop and refine a range of annotated design concepts relevant to the brief.</td>
<td></td>
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<tr>
<td><strong>Evidence</strong></td>
<td><strong>DEVELOPMENT OF CONCEPTS – REFINEMENT</strong></td>
</tr>
<tr>
<td></td>
<td>• Two distinctly different design processes are used to develop and refine concepts for the final presentations.</td>
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<td></td>
<td>• Application of creative, critical and reflective thinking relevant to the brief in the two design processes.</td>
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<td></td>
<td>• Use of terminology and annotations throughout the development and refinement stages of the design processes.</td>
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<td>• Legal and ethical obligations are used to acknowledge the work of others.</td>
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## VCE Visual Communication Design: School-assessed Task Assessment Sheet 2020

### Assessment Criteria

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<tr>
<td><strong>Unit 4</strong></td>
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<tr>
<td><strong>Outcome 1</strong></td>
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<tr>
<td>7. Devise and deliver a pitch to test concepts and their suitability and Evaluate refined concepts relevant to the brief and respond to feedback received.</td>
<td><strong>An oral pitch is delivered using written and/or visual materials.</strong></td>
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### Evidence

- Devise and deliver an oral pitch using Presentation of visual and written material that reflects and evaluates on a design concept for two final presentations relevant to the brief.
- Presentation of TWO developmental mock-ups that tests the suitability of concepts for each communication need relevant to the brief.
- Decisions are articulated using terminology in oral, written and visual material in the pitch.
- Design concepts are resolved as a result of evaluation in response to feedback from the pitch in the design folio.

If the student does not have access to materials and equipment the presentation of concepts and the use of materials, methods and media can be documented in writing to determine further resolution to be undertaken.
# Assessment Criteria

## Levels of Performance

<table>
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<tbody>
<tr>
<td><strong>Unit 4</strong></td>
<td><strong>Outcome 2</strong></td>
</tr>
<tr>
<td>8. Production of two final presentations that demonstrate effective visual communication appropriate to the brief.</td>
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<tr>
<td>Production of at least one final presentation.</td>
<td>Production of at least one final presentation relevant to the audience and/or purpose and/or context and/or constraints outlined in the brief.</td>
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### Evidence

REFINEMENT - RESOLUTION OF PRESENTATIONS

- Production of two final visual communication presentations with links to audience characteristics, purpose, intended contexts and constraints as outlined in the brief.
- Relationship between the final visual communication and the chosen presentation formats.
- Production of two final presentations demonstrating effective refinement of concepts and resolution of intention.

If the student does not have access to materials and equipment the final presentations may be presented as a digital artwork, resolved 3D model or in a suitable presentation format to reflect the requirements of the brief to show resolution of the final presentations. These may be supported by writing to explain any limitations or variations in the production of the two final presentations.
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<tr>
<td><strong>Unit 4</strong>&lt;br&gt;<strong>Outcome 2</strong>&lt;br&gt;9. Production of two final presentations that demonstrate innovation and thoughtful selections appropriate to the brief.</td>
<td>Not shown</td>
</tr>
<tr>
<td></td>
<td>Application of methods and/or design elements and/or principles is evident in at least one final presentation.</td>
</tr>
</tbody>
</table>

**Evidence**

- Two final presentations must be submitted.
- Use of materials, methods and media to produce two final presentations that meet the client’s communication needs. **Students are assessed on their use of materials, methods and media available to them.**
- Selection and application of design elements and principles to communicate messages appropriate to the targeted audiences identified in the brief.
- Two-final presentations that use techniques to gain and maintain the engagement of target audiences using visual language.
# VCE Visual Communication Design: School-assessed Task Assessment Sheet 2020

## Assessment Criteria

### Unit 4

**Outcome 2**

10. Production of two final presentations that demonstrate technical competence.

**Technical Skill**
- Not shown
- 1–2 (very low)
- 3–4 (low)
- 5–6 (medium)
- 7–8 (high)
- 9–10 (very high)

- Technical Skill is evident in the production of at least one final presentation.
- Conventions are evident in the format of at least one of two final presentations.

**Evidence**

**RESOLUTION OF PRESENTATIONS**

- Selection and application of materials, methods, media and relevant technical conventions in the production of two final presentations.
- Two final presentations that demonstrate the conventions of presentation formats to communicate intentions identified in the brief.

*Students are assessed based on the use of materials, methods and media available to them to produce two final presentations. Technical skill is not assessed due to limitations that students may encounter with access to materials and equipment.*
Authentication of VCE Visual Communication Design School-assessed Task (SAT)

Teachers are reminded of the need to comply with the authentication requirements specified in the Assessment: School-based Assessment section of the VCE and VCAL Administrative Handbook 2020. This is important to ensure that ‘undue assistance [is] not provided to students while undertaking assessment tasks.

Teachers must be aware of the following requirements for the authentication of VCE Visual Communication Design SATs:

1. The Final presentations created for the SAT Unit 4 Outcome 2 are the refinements of concepts developed in Unit 4 Outcome 1 are in response to the brief that is established in Unit 3 Outcome 3.

2. Teachers are required to fill out the Authentication record form and provide the student with feedback on their progress at each observation.

3. The study design stipulates that ‘drawings and/or 3D models can be used in the presentation of design solutions. However, the manufacture of functional prototypes is not required … Students must have creative control over technical processes used in the production and final presentations of their visual communications and design solutions.’ If students opt to have presentations printed professionally, then it must be possible for them to oversee this process and to have prepared their own files to a print-ready stage. This process must be thoroughly documented as part of their development work.

4. This SAT should not require the student to seek substantial assistance from outside the school. ‘Teachers must be able to authenticate the student’s work as their own.’ Therefore, it is recommended that the digital methods and software programs utilised by students are those available at the school so that teachers can provide advice and authenticate the work.

5. Undue assistance may occur during preparation of the brief, generating ideas, developing concepts or resolving final presentations. Teachers are reminded that it is not appropriate to provide ‘detailed advice on, corrections to, or actual reworking of students’ drafts or productions or folios.

6. For Visual Communication Design, the teacher’s formal written comments should be made on only one draft of the written component of the SAT. Where written comments are made, the draft containing the teacher’s comments must be initialled and dated by the teacher and made available to the VCAA if required. Providing structured outlines with detailed suggestions or instructions for completing work, or providing content or concepts not already mentioned by the student in draft work or in their briefs, may constitute undue assistance.

7. During the SAT folio teachers must plan and use observations of student work in order to monitor and record each student’s progress as part of the authentication process. The authentication of student work can be carried out using an electronic format using an electronic signature. Authentication can be carried out electronically through the following methods:

   - Through email with the student – the teacher comments to the student and they reply as a record to act as their signature and date
   - Some learning management systems may provide an opportunity to include the student acknowledgement as part of the student feedback and comment process
Collect the student declaration through a shared electronic version of the authentication record using Office 365 or Google Docs – the students provide an electronic signature into the document. All versions of the document are maintained and are trackable. The record can be converted to an excel document where all cells are locked to other users except the authorized teacher. The student signature cells are kept unlocked so they can enter provide electronically their signature and date.

- Students can record video or audio for the purposes of authentication.

8. An essential feature of this study is the development of creative and innovative visual communications that meet specific needs. Implicit in the work practices employed by students is the development of original work that may be stimulated by the work of others. Students are required to acknowledge all sources of inspiration throughout the design process. This can be done by noting specific titles and publication dates of texts and/or magazines and/or URL addresses for websites where images have been sourced. For information acquired from a website, acknowledgement typically includes the title of the website and the date that the website was accessed. Information should be located at the point where images appear in student notes supporting the design process. Advice regarding copyright and trademark obligations can be found on page 12 in the Cross study specifications in the VCE Visual Communication Design Study Design 2018–2022. Additional information can be found in the VCE Visual Communication Advice for teachers and on the Season for Excellence webpage. www.vcaa.vic.edu.au/Pages/excellenceawards/seasonofexcellence/generalinfo/copyright.aspx

9. If the student is using manual methods, they must submit the original drawings, paintings, relief prints, collages in their development folios to form the basis for authentication of their work.

10. Annotations should be completed in real time, as the folio progresses. Students should use whichever form is appropriate to the process and complimentary to the method being employed at the time. The majority of annotations will therefore be handwritten. However, some may be typed, for example during analysis of research and inspiration imagery.

11. If a student is not meeting the expectations of the study or is at risk of not completing the visual communication design process, teachers must indicate this on the Authentication record form and advise the student of this situation. Clear evidence about what the student needs to do to complete the studio process in order to receive a satisfactory assessment must be recorded on the Authentication record form and must be discussed directly with the student.

12. Teachers can also ask students to demonstrate their understanding of the School-assessed Task during remote learning when, or around the time, they submit their work. If any part of the work cannot be authenticated, the matter must be dealt with as a breach of rules.

13. Teachers are reminded that the authentication procedures are required to be followed for all student work in relation to this SAT. The School-based Assessment Audit includes the inspection of Authentication record forms. Authentication record forms will also be required to be forwarded for all works nominated for the Seasons of Excellence awards in 2020. Incomplete Authentication record forms will result in an automatic disqualification of the student work from the nomination process.
## Authentication Record Form: VCE Visual Communication Design School-assessed Task 2020

This form must be completed by the class teacher. It provides a record of the monitoring of the student’s work in progress for authentication purposes. This form is to be retained by the school and filed. It may be collected by the VCAA as part of its School-based Assessment Audit.

### Student name ……………………………… …………………………………… Student No. ……………………………………………………………

### School………………………………………………………………… ……………………… Teacher …………………………… …………..

### Component of School-assessed Task

(At least 4 observations should be carried out throughout the Semester)

### Teacher comments

Use the Criterion Evidence and Descriptors to inform the comments.

### Teacher initials and Date

### Student initials and Date

---

### Criterion 1: Development of a brief that defines the communication needs of a client.

**Observation comments:**

- Has the student identified a client and two communication needs? Does the brief meet the 600 minimum word limit? Has the student outlined the purposes, contexts, audience characteristics and constraints of each visual communication presentation? Has the student outlined the presentation format for each visual communication presentation? Were there any amendments to the brief throughout Unit 3?

### Criterion 2: Apply design thinking to synthesise research material and observational drawing relevant to the brief.

**Observation comments:**

- Is there evidence of creative, critical and reflective thinking? Is it appropriate to the research and generation of ideas? Has the student used at least two observational drawings that link to the research and direct further exploration? Has the student referenced all research by listing the direct website? Have they followed trademark, copyright and legal obligations? Does the observational drawing demonstrate rendering techniques to show form, surface, texture, light, shade and shadow of existing objects and spaces? Does it use appropriate materials?
<table>
<thead>
<tr>
<th>Observation comments:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment on submission Criterion 3:</td>
<td></td>
</tr>
</tbody>
</table>

**Criterion 3: Use of visualisation drawings with annotations to generate ideas relevant to the brief.**

Do the visualisation drawings address the client needs, explore and generate ideas for TWO final presentations? Do the visualisation drawings link to the research? How has the student used annotations to explain connections between the research and the generation of ideas? Does the design thinking applied by the student create, analyse, evaluate and reflect on the development of concepts relevant to the brief? Is the design thinking appropriate to direct the development of concepts?

<table>
<thead>
<tr>
<th>Unit 3 Checklist</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has referenced all imagery and sources in the folio by annotating the source next to the images.</td>
<td></td>
</tr>
<tr>
<td>All material has been sourced and acknowledged. Written copyright approval has been provided for the use of any 3rd party material.</td>
<td></td>
</tr>
<tr>
<td>List any copyright or trademark material used in the folio.</td>
<td></td>
</tr>
</tbody>
</table>

I declare that all resource materials and assistance used have been acknowledged and that all unacknowledged work is my own.

Student signature: .................................................................

Teacher signature: ................................................................. Date: ..................................................
Authentication Record Form: VCE Visual Communication Design School-assessed Task 2020

This form must be completed by the class teacher. It provides a record of the monitoring of the student’s work in progress for authentication purposes. This form is to be retained by the school and filed. It may be collected by the VCAA as part of its School-based Assessment Audit.

Student name ……………………………………… ………………………………. Student No. ……………………………………… ………………………………

School ………………………………………………………… ……………………………… Teacher ……………………………………..…… ………………………………….

<table>
<thead>
<tr>
<th>Component of School-assessed Task</th>
<th>Teacher comments</th>
<th>Teacher initials and Date</th>
<th>Student initials and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the Criterion Evidence and Descriptors to inform the comments.</td>
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<td>Use the Criterion Evidence and Descriptors to inform the comments.</td>
</tr>
</tbody>
</table>

**Criteria 4 Use of a range of materials, methods and media to develop and refine two distinctly different design concepts for two communication needs.**

Observation comments:

Comment on submission Criterion 4:

- Has the student used a range of materials, methods and media appropriate to the development and refinement of design concepts throughout the design process? Has the student used two- and three-dimensional manual and digital drawing, applications and conventions? Has the student demonstrated technical expertise in the application of materials, methods and media and the use of conventions relevant to the design field in the development and refinement of concepts? Does the student demonstrate appropriate choices in the use of materials, media and methods in the development and refinement of concepts which are documented in annotations?

**Criteria 5: Use of a range of design elements and design principles to develop and refine design concepts relevant to the brief.**

Observation comments:

Comment on submission Criterion 5:
### Criteria 6: Application of relevant stages of the design process and design thinking to develop and refine a range of annotated design concepts relevant to the brief.

Observation comments:

Comment on submission

Criterion 6:

Are two distinctly different design processes evident for each final presentation demonstrating development and refinement of concepts? Has the student used design thinking appropriate to the generation of ideas, development of concepts, refinement and resolution for two final presentations? Has the student used annotations throughout the processes to document the decisions made in the generation of ideas, development of concepts, refinement and resolution of two final presentations?

### Criteria 7: Devised and deliver a pitch to test suitability and evaluate refined concepts relevant to the brief and respond to feedback received.

Observation comments:

Comment on submission

Criterion 7:

Has the student delivered a pitch that tests the suitability of at least one potential concept for each presentation that are relevant to the brief? Has the student used written and visual material in their pitch? Has the student reflected on the feedback from the pitch? How has the student reflected and evaluated their design concepts? How is the reflection documented in the student folio? Is there evidence of the further resolution of design concepts relevant to the feedback received for the pitch? How has the student further resolved their mock up presentations?
### Criteria 8: Production of two final presentations that demonstrate effective visual communication appropriate to the brief.

**Observation comments:**

<table>
<thead>
<tr>
<th>Comment on submission</th>
<th>Criterion 8:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Has the student produced two distinctly different final presentations? Do the presentations link to the audience characteristics, purpose, context and constraints outlined in the brief? Is the presentation format selected by the student appropriate and relate to the final visual communication?</td>
</tr>
</tbody>
</table>

### Criteria 9: Production of two final presentations that demonstrate innovation and thoughtful selections appropriate to the brief.

**Observation comments:**

<table>
<thead>
<tr>
<th>Comment on submission</th>
<th>Criterion 9:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Has the student submitted two final presentations? Is the use of media, materials, methods relevant to the communication needs of the client? Is the selection and application of design elements and principles able to communicate the messages appropriate to the target audience identified in the brief? How has the student attempted to gain and maintain the engagement of the target audience using visual language in two final presentations (i.e.: use of design elements and principles).</td>
</tr>
</tbody>
</table>
### Criteria 10: Production of two final presentations that demonstrate technical competence.

**Observation comments:**

**Comment on submission**

**Criterion 10:**

How has the student demonstrated technical skill and expertise in the selection and application of methods, materials and media and relevant technical conventions appropriate to the selected design field in the final presentations? Has the student used the relevant conventions of the selected presentation formats and design fields to communicate the intentions identified in the brief.

<table>
<thead>
<tr>
<th><strong>Unit 4 Checklist</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has referenced all imagery and sources by annotating the source next to the images.</td>
</tr>
<tr>
<td>All material has been sourced and acknowledged. Written copyright approval has been provided for the use of any 3rd party material.</td>
</tr>
<tr>
<td>List any copyright or trademark material used in the folio or final presentations.</td>
</tr>
</tbody>
</table>

I declare that all resource materials and assistance used have been acknowledged and that all unacknowledged work is my own.

Student signature: .........................................................

Teacher signature: .......................................................... Date: .......
Visual Communication Design

Additional information to be used in conjunction with the Assessment Sheet.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a student does not present a brief or writes the brief retrospectively for Unit 3 Criteria 1</td>
<td>the student is scored N/A for Unit 3 Criteria 1</td>
</tr>
<tr>
<td>If a student has presented a brief but has not satisfactorily met the requirements, for example, where only one need is described for Unit 3 and Unit 4 Criteria 1, 6, 8, 9 and 10</td>
<td>the student is scored between 0–2 for Unit 3 and Unit 4 Criteria 1, 6, 8, 9 and 10</td>
</tr>
<tr>
<td>If a student has presented more than one brief, the first brief should be read and assessed.</td>
<td></td>
</tr>
<tr>
<td>If a student does not complete two design processes for two communication needs for Unit 3 and Unit 4 Criteria 4 –10</td>
<td>the student is scored 0 for Criteria 4–10 in Unit 3 and Unit 4</td>
</tr>
<tr>
<td>If a student presents evidence of some developmental work for at least one final presentation for Unit 3 and Unit 4 Criteria 3, 4, 5 and 6</td>
<td>the student is scored between 0–2 for Criteria 3, 4, 5 and 6 in Unit 3 and Unit 4</td>
</tr>
<tr>
<td>If a student does not present two final presentations for Unit 4 Criteria 8, 9 and 10</td>
<td>the student is scored N/A for Unit 4 Criteria 8, 9 and 10</td>
</tr>
<tr>
<td>If a student presents evidence of two final presentations but has not satisfactorily met requirements for Unit 4 Criteria 8, 9 and 10</td>
<td>the student is scored between 0–2 for Unit 4 Criteria 8, 9 and 10</td>
</tr>
<tr>
<td>If a student presents two final presentations but only one presentation format is used for Unit 4 Criteria 8, 9 and 10</td>
<td>the student is scored between 0–2 for Unit 4 Criteria 8, 9 and 10</td>
</tr>
<tr>
<td>Any work labelled Final presentation but submitted as part of the design folio completed for Unit 3 Outcome 3 and Unit 4 Outcome 1 will be considered part of the development work. For Unit 4 Criteria 8, 9 and 10</td>
<td>the student is scored 0 for Unit 4 Criteria 8, 9 and 10</td>
</tr>
<tr>
<td>If a student does not submit the School-assessed Task at all</td>
<td>N/A is entered in the total score box</td>
</tr>
</tbody>
</table>
This assessment sheet will assist teachers to determine their score for each student. Teachers need to make judgments on the student’s performance for each criterion. Teachers will be required to choose one number from 0–10 to indicate how the student performed on each criterion with comments, as appropriate. Teachers then add the subtotals to determine the total score.

<table>
<thead>
<tr>
<th>Criteria for the award of grades</th>
<th>Not Shown (0)</th>
<th>Very Low (1–2)</th>
<th>Low (3–4)</th>
<th>Med (5–6)</th>
<th>High (7–8)</th>
<th>Very High (9–10)</th>
</tr>
</thead>
</table>

The extent to which the Design folio demonstrates:

Unit 3, Outcome 3: The brief
1. development of a brief that defines the communication needs of a client

Unit 3, Outcome 3: Generating ideas
2. apply design thinking to synthesise research material and observational drawing relevant to the brief
3. use of visualisation drawings with annotations to generate ideas relevant to the brief

Unit 4, Outcome 1: Developmental work, refinement and evaluation
4. use of a range of materials, methods and media to develop and refine two distinctly different design concepts relevant to the brief
5. use of a range of design elements and design principles to develop and refine design concepts for two communication needs
6. application of relevant stages of the design process and design thinking to develop and refine a range of annotated design concepts relevant to the brief
7. devise and deliver a pitch to test its suitability and evaluate refined concepts relevant to the brief and respond to feedback received

Unit 4, Outcome 2: Final presentations
8. production of two final presentations that demonstrate effective visual communication appropriate to the brief
9. production of two final presentations that demonstrate innovation and thoughtful selections appropriate to the brief
10. production of two final presentations that demonstrate technical competence, demonstrate competence in the application of selected methods, materials, media and use of conventions

If a student does not submit the School-assessed Task at all, N/A should be entered in the total score box.

SUBTOTALS

TOTAL SCORE

Performance on Criteria: Teacher’s Comments
You may wish to comment on aspects of the student’s work that led to your assessment.