Authentication record form

VCE Media School-assessed Task 2023

**Unit 3**

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.

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

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

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| **Component of School-assessed Task** | **Teacher comments**   * Use the Criterion Evidence and Descriptors to inform the comments. At least 4 observations should be carried out throughout Unit 3 | | | **Teacher initials  and Date** | | **Student initials and Date** |
| **Criterion 1: Research, documentation and evaluation of relevant aspects of a media form to inform the design of a media production.** | | | | | | |
| Observation comments: | * Has the student explored a range of media forms by analysing and evaluating ideas using media language? * How has the student explored codes, conventions, narrative, genre and style in a range of media products? * How has the student explored how audiences are engaged and read media products? * What written and visual documentation has the student included that informs the direction of their media product. | |  |  | |  |
| Comment on submission Criterion 1: |  |  | |  |
| **Criterion 2: Experimentation and documentation of the use of relevant media equipment, technologies and processes to inform the design of a media production.** | | | | | | |
| Observation comments: | * What media experiments has the student completed and how are they relevant to their planned production? * Has the student explored at least one of the following: codes and conventions, narrative structure, genre or style? * How is it relevant to the selected media form and audience of their production? * How has the student documented their media experiments and one of the concepts listed above? * Have they used appropriate and relevant media language? | |  |  |  | |
| Comment on submission Criterion 2 |  |  |  | |
| **Criterion 3: Documentation of the specified intention, audience and narrative relevant to a proposed product in a selected media form.** | | | | | | |
| Observation comments: | * Has the student documented the intention, audience, narrative and style/genre for their proposed product? * Does the documentation link to the media experiments and research portfolio? * Has the student used appropriate media language in the documentation? | |  |  |  | |
| Comment on submission Criterion 3 |  |  |  | |
| **Criterion 4: Pre-production for a specified audience in a selected media form.** | | | | | | |
| Observation comments | * Has the student included written and visual representations in the production design? For example: treatment, script, storyboards, page layouts, blocking and lighting diagrams, sequencing diagrams, interview questions, presentation layouts, mock-ups, screen designs, graphic or character designs. * Has the student documented roles, tasks and timelines? For example: cast and crew lists, production schedules, shot lists, lighting plans, camera settings and lens types, time lists, call sheets, location permissions, talent release forms or equipment/prop/costume lists. * Has the student included all copyright clearances for images, text and sound? Have they sourced all material that they are sourcing for their production? |  | |  | |  |
| Comment on submission of Criterion 4 |  | |  | |  |

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| **Unit 3 Checklist** | **Checked** | **Teacher Notes** |
| Student has referenced all imagery and sources in folio and production design by annotating the source next to the images. |  |  |
| All material has been sourced and acknowledged.  Written copyright approval has been provided for the use of any 3rd party material. |  |  |
| List any copyright or trademark material used in the folio or production design |  |  |

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 Media School-assessed Task 2023

**Unit 4**

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.

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

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

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| **Component of School-assessed Task** | **Teacher comments**   * Use the Criterion Evidence and Descriptors to inform the comments. At least 4 observations should be carried out throughout Unit 3 | | **Teacher initials  and Date** | **Student initials and Date** |
| **Criteria 5: Management and co-ordination of production and post-production in a media product.** | | | | |
| Comment on submission Criterion 5 | * Is there evidence of the management of the production and post-production in documentation? This could be included in a production diary. * Has the student demonstrated management and co-ordination in both production and post-production? Are the links evident in the production or in any documentation? |  |  |  |

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| **Criteria 6: Operation of equipment and the use of materials and processes appropriate to the product.** | | | | |
| Comment on submission Criterion 6 | * In the product presented how has the student demonstrated the operation of equipment and the use of materials and processes? For example: camera and sound operation, editing techniques, lighting, composition and layout |  |  |  |
| **Criteria 7: Application of codes and conventions to engage audiences and communicate meaning** | | | | |
| Comment on submission Criterion 6 | * Has the student used codes and conventions appropriate to the media form? * What codes and conventions has the student used to engage the audience? * What codes and conventions has the student used to convey their ideas and meaning? |  |  |  |

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| **Criteria 8: Use of reflection and feedback throughout production and post-production** | | | | |
| Observation comments: | * How has the student presented their product for feedback in production and post-production? * Has the student dated and documented the feedback in the production design or diary? * What sources has the student used to collect feedback? * How has the student reflected upon and used the feedback to make changes to their production? How has the student documented their reflection and changes to the production? * Has the student used relevant media language in their reflections and evaluations? |  |  |  |
| Comment on submission Criterion 8 |  |  |  |

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| **Criteria 9: Realisation of a media product** | | | | |
| Comment on submission Criterion 9 | * Is the media production appropriate to the intended audience? * Has the student communicated the ideas and concepts for the intended audience? * Can the concepts and ideas outlined in the production design be clearly identified in the production? |  |  |  |
| **Criteria 10: Realisation of the production design in the media product.** | | | | |
| Comment on submission Criterion 10 | * Is there clear evidence of the production design in the production presented? * Are the ideas in the production design clearly evident in the development, refinement and resolution of the production? * What evidence is there of changes to the production design in both the production and production design documentation? * Has the student used relevant media language in annotations on the production design and in evaluation of the development and refinement of the production? |  |  |  |

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| **Unit 4 Checklist** | **Checked** | **Teacher Notes** |
| Student has referenced all imagery and sources in the production design by annotating the source next to the images. |  |  |
| All material has been sourced and acknowledged.  Written copyright approval has been provided for the use of any 3rd party material. |  |  |
| List any copyright or trademark material used in the production or production design. |  |  |

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 ………………………………………..