



Art and Design: Notes of information

National 5, Higher and Advanced Higher

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Contents

1	Introduction	1
2	Warning to candidates	1
3	General information on use of media, materials and equipment	2
4	Assembly of work — National 5 and Higher portfolio	4
5	Labelling and packaging of submissions - National 5 and Higher	5
6	Arrangements for the submission of Course assessments	8
7	Return of work	8
8	Advanced Higher portfolio submission	9
9	Dimensions	9
10	Labelling and packaging of submission	9
11	Return of work	10

1 Introduction

This document provides notes on particular aspects of the submissions for National Qualifications in Art and Design. It should be read in conjunction with the relevant:

- ◆ Course Specification
- ◆ Course Support Notes
- ◆ Coursework General assessment information

The documents for all levels are available on the relevant subject page:

www.sqa.org.uk/artanddesign

It should be noted that the detailed information in this document supersedes any earlier documentation. Unless otherwise stated the details contained in this document refer to National Qualifications at National 5, Higher, and Advanced Higher levels.

2 Warning to candidates

Candidates should be reminded that any coursework submissions for the external assessment must be their own work. If it is established that the work of another candidate has been submitted as their own, SQA may cancel awards in all their subjects. This course of action will also apply to work which has been plagiarised without acknowledgement of the source in a bibliography.

National 5, Higher and Advanced Higher

3 General information on use of media, materials and equipment

Teachers are responsible for conveying to candidates any helpful or relevant information from these notes such as use of source materials or restrictions in scale of artwork.

3 1 Two-dimensional work

There are no restrictions on the type or range of two-dimensional materials employed by candidates in the course of their work. Where adhesives, varnishes, fixers etc, have been used please ensure that they are completely dry before folding work together for submission.

Block/screen printing/oil painting

Work in these mediums should be thoroughly dry before submission.

Pastels/crayons/charcoal

It is important that all works in these mediums are adequately fixed before submission to prevent loss of colour and definition during transit and handling.

3 2 Three-dimensional work

There are no restrictions on the types of materials that candidates may work with.

Pottery/ceramics/sculptures in clay

Works should be suitably fired for submission. Pottery or clay work for drying out or biscuit firing must be initialled by the candidate and teacher before firing. Pottery or clay work should be fired before submission to SQA; unfired work must not be submitted.

Submission of fragile three-dimensional work to SQA in either the Expressive or Design portfolios is entirely at the discretion of the centre. Centres should note that well lit, good quality photographs showing the 3D work from different angles can be sent in lieu of the original pieces.

If submitted, the three-dimensional pieces should be securely labelled with the candidate's name and centre number etc, and safely packed in a suitable box for dispatch. SQA will endeavour to return submissions in their original condition; however, we are unable to guarantee this due to the large volume of work during the marking process. Items are handled and moved on a number of occasions. Photographs must also be included in case the piece is damaged in transit.

Due to the large volume of artwork received we are unable to guarantee the work will be returned in its original packaging, we would therefore suggest that the packaging used should not be of a decorative or valuable nature.

3 3 Photographic and digital submissions

Photographs and digital images which form part of a candidate's creative process or which have been used to record the creative process (eg 3D development, graphic design development) should be included in the portfolio as **hard copies only**. Digital versions should not be submitted to SQA for assessment.

CDs or USB Flash drives may be submitted only if candidate work is primarily executed on computer and only if it is impractical to view as a hard copy submission, eg moving image, animation, and website design.

Moving image/animation

Animations and moving image outcomes (eg films or video installations) should be recorded directly onto a suitable storage device (**five minutes' maximum duration**), suitably identified for ease of access and submitted with other work. Development work for animation or moving image should be submitted in a good quality printed format and the original files retained by the centre.

Website design

Website designs must be submitted on a suitable storage device with the starting point, home page or htm index file clearly indicated and in a form which allows the storage device to operate fully as a website. **Please note that markers will be unable to view submissions which have been posted on a website.**

All electronic submissions can be in either PC or Mac format, and should use easily accessible software in order to view the work.

Storage devices must be clearly labelled showing centre and candidate details.

4 Assembly of work — National 5 and Higher portfolio

Candidates can present their work in a variety of ways; however, the overall maximum size for each part of the folio (Expressive and Design), including 3D work, should not exceed three A2 size, single-sided sheets or equivalent.

Candidates must clearly label their submission indicating the number of sheets being submitted as appropriate, depending on the number of sheets being submitted, eg:

Sheet 1 of 3 Sheet 1 of 2
Sheet 2 of 3 or Sheet 2 of 2
Sheet 3 of 3

Candidates' expressive themes/titles and design briefs should be included on the first sheet.

For Higher only, the Starting Point/Initial Idea to be developed in the portfolio should be clearly identified. Please note that no marks are awarded for this work.

The choice of work for submission to SQA is the responsibility of the candidate.

Candidates' work should be the correct way up for viewing by the Markers, irrespective of the position of the candidate information label on the reverse. If a candidate submits more than one sheet of two-dimensional work, items should be laid out in the way candidates want the work to be viewed. The work should then be turned face downwards, keeping the same order and layout, and each item joined to the next with three short strips of adhesive tape. Suitable space should be left between items to allow easy folding without damage.

Before folding please check:

- ◆ each item has the correct candidate information label on the reverse
- ◆ the items are the right way up for viewing
- ◆ work of different candidates has not been joined up in error
- ◆ items (particularly prints) are dry to the touch
- ◆ pastel and charcoal work has been adequately fixed
- ◆ evaluation has been attached to the first sheet and should not overlap work or extend beyond the three A2 sheets or equivalent
- ◆ evaluation has been completed on the mandatory SQA template.

5 Labelling and packaging of submissions

5 1 National 5

Please note there are new requirements for the packaging of the National 5 Folios for 2018:

Each component must be packaged separately i.e. there should be **one** package containing the candidates' Expressive portfolios and **one** package containing the candidates' Design portfolios.

A supply of self-adhesive labels will be issued to centres in April for each candidate to submit their work. The labels will have pre-printed details and must be attached securely to the reverse of the work. For three-dimensional work these labels should be attached to tie-on labels. The label must be securely attached as there may be no other means of identifying a candidate's work if it becomes detached.

Please note that the appropriate candidate label must be applied on each sheet of the portfolio before submission to SQA.

Labels to identify packages are available to download from the practical assessment web page (www.sqa.org.uk/practicalassessment). To avoid confusion and delay in sorting packages upon receipt, **separate labels for each component (Expressive and Design) must be used.**

5 2 Higher

For Higher there should be **one** package containing the candidates' Expressive and Design portfolios.

A supply of self-adhesive labels will be issued to centres in April for each candidate to submit their work. The labels will have pre-printed details and must be attached securely to the reverse of the work. For three-dimensional work these labels should be attached to tie-on labels. The label must be securely attached as there may be no other means of identifying a candidate's work if it becomes detached.

Please note that the appropriate candidate label must be applied on each sheet of the portfolio before submission to SQA.

Labels to identify packages are available to download from the practical assessment web page (www.sqa.org.uk/practicalassessment). To avoid confusion and delay in sorting packages upon receipt, **separate labels for each level must be used.**

5 3 Packaging for uplift — general instructions

It is the responsibility of the centre to use appropriate packaging which will, as far as possible, ensure the safe arrival of the candidates' work.

For the **National 5** coursework assessment tasks, the Expressive portfolios and the Design portfolios for each candidate should be submitted as **two separate packages**.

For the **Higher** coursework assessment task, the Expressive Activity and the Design Activity for each candidate should be submitted together in **one package**.

In the section of the Attendance Register headed Attendance Record, the Art and Design teacher should:

- ◆ indicate that a portfolio has been enclosed by insertion of a tick (✓) in the first column
- ◆ indicate the nature of the Expressive Activity portfolio in the second column by using 2D or 3D (if photographs are submitted in lieu of 3D work enter 3D(P))
- ◆ indicate the nature of the Design Activity portfolio in the third column by using 2D or 3D (if photographs are submitted in lieu of 3D work enter 3D(P))
- ◆ enter either ABS or WD for any candidate who is not submitting a practical portfolio. **There should be an entry against each candidate on the Attendance Register.**
- ◆ ensure that all Attendance Registers are enclosed with your first parcel at each level. Additional names must not be added to an Attendance Register. Any additional candidates should be entered on an Additional Candidate Supplement form and enclosed with the Attendance Registers for that level.

All three-dimensional artwork should be packaged separately from the two-dimensional artwork. If finished artworks are of a fragile nature (ie most three-dimensional work) or larger than the advised dimensions, centres must include photographs of the work in the package. The inclusion of photographs has been helpful on occasions where the work has arrived in a damaged condition. Photographs should be of good quality and show the item from different angles.

Due to the large volume of artwork received we are unable to guarantee the work will be returned in its original packaging, we would therefore suggest that the packaging used should not be of a decorative or valuable nature.

Appropriate and sufficient packing materials such as crumpled paper, bubble-wrap or polystyrene should be used to protect the models and to prevent movement inside the box. Unfortunately, we cannot guarantee the preservation of fragile items as part of the ongoing assessment process can include site relocation as part of a large scale operation.

It may be advisable to consider the inclusion of photographs in place of the 2D/3D item. If items are large scale or of considerable monetary value, good quality photography has proved to be highly effective in the assessment process and can help to avoid any concerns about potential damage.

Photographic prints, and not the actual work, should also be submitted for the following:

- ◆ two-dimensional work in excess of A1 size
- ◆ work using valuable or expensive material
- ◆ work of a fragile nature
- ◆ work which cannot be moved

Two-dimensional work should be placed between two protective layers of cardboard, not larger than the actual dimensions of the work.

The maximum size of a package should not normally exceed the following dimensions: 900mm in length, 600mm in width.

An indication should be given on each package of the total number of packages, eg 1 of 3, or 2 of 3, or 3 of 3. SQA should be informed immediately by telephone if there are any delays in submission.

Packages will be uplifted where appropriate, and by prior arrangement, from examination centres in Scotland by the SQA-appointed carrier on **Thursday 26 April 2018**

6 Arrangements for the submission of Course assessments

Details of the arrangements for the submission of the portfolio will be provided annually by SQA. Alternatives to these arrangements may be made by centres but no expenses will be met or reimbursed by SQA.

7 Return of work

Two-dimensional and three-dimensional coursework may be returned to the centre or candidate on request. The request form and the table of charges are available on our website www.sqa.org.uk/returnofmaterial. Please note the charging scale applies per subject/level. A separate charge will have to be met for the return of three-dimensional work. Where both two-dimensional and three-dimensional work is requested, both charges will have to be met.

Due to the large volume of artwork received we are unable to guarantee the work will be returned in its original packaging. We would therefore suggest that the packaging used should not be of a decorative or valuable nature.

Requests for the return of portfolios must be submitted to SQA by **Wednesday 26 September 2018**. If you wish to be invoiced, please e-mail your request to events.servicing@sqa.org.uk. A crossed cheque made payable to 'Scottish Qualifications Authority' can be submitted with a hard copy of the request form.

For further information please visit the Return of Materials web page:
<http://www.sqa.org.uk/returnofmaterials>

8 Advanced Higher portfolio submission

Details of the Course assessment submission for portfolio:

- ◆ Portfolio sheets at Advanced Higher level can be up to A1 in size.
- ◆ Minimum of 8 A1 sheets or equivalent can be submitted.
- ◆ Maximum of 15 A1 sheets or equivalent can be submitted.
- ◆ In addition to the above, candidates should submit an introductory sheet which communicates the creative starting point for the further development of their selected idea(s). **This introductory sheet is not marked.**
- ◆ 3D work, or photographs of 3D work, can be submitted as part of the portfolio as appropriate.
- ◆ Sketchbook(s) can be submitted as evidence, where they show further development and/or resolution of your initial idea(s). Please ensure that your sketchbooks clearly show which aspects of the sketchbook work are to be considered by Markers
- ◆ Please note it would be helpful to Markers to indicate the development of the portfolio by numbering the sheets sequentially. Numbering should go on the front or back of the sheets submitted for external assessment.
- ◆ The Evaluation should be up to 300 words.

Details of the course assessment submission – Critical Essay

- ◆ The critical analysis can be presented as detailed annotations on the portfolio sheet(s) or as a separate piece of evidence.
- ◆ The critical analysis should be up to 2000 words.

9 Dimensions

It is expected that candidate's work will be submitted in individual portfolios or similar packaging which will be suitable for transportation. If one or more of a particular candidate's artworks is not suitable for transportation, photographic evidence can be submitted in lieu of such work.

Photographic prints only, and not the actual work, should be submitted for the following:

- ◆ two-dimensional work in excess of A1 size or work which cannot be submitted in an A1 portfolio
- ◆ three-dimensional work in excess of 30cm in greatest dimension
- ◆ work using valuable and expensive material
- ◆ work which cannot be moved

10 Labelling and packaging of submission

A supply of self-adhesive labels will be issued in April for each candidate entered for the Course. The labels will have pre-printed details and should be used for identification purposes.

Prior to submission, a label must be attached to the reverse side of each two-dimensional item of work being submitted for a candidate. For three-dimensional work a self-adhesive label may be used, however tie-on labels may be used if more suitable. All labels must be attached securely to the work.

Labels for identifying packages are available to download from the practical assessment web page. To avoid confusion and delay in sorting packages upon receipt, separate labels for each piece of work must be used.

Appropriate and sufficient packing materials such as crumpled paper, bubble-wrap or polystyrene should be used to protect the models and to prevent movement inside the box.

All candidates' work will be uplifted from centres on **Thursday 31st May**

11 Return of work

Advanced Higher Art and Design portfolios are **no longer returned free of charge** following the External Assessment event in June. These portfolios must now be requested as part of the Return of Materials process and the appropriate fee paid. **These portfolios will now be returned between October and December** along with any other return of material requests.

Requests for the return of portfolios must be submitted to SQA by **Wednesday 26 September 2018**.

A separate charge will have to be met for the return of three-dimensional work. Where both two-dimensional and three-dimensional work is requested, both charges will have to be met.

If you wish to be invoiced, please e-mail your request to events.servicing@sqa.org.uk. A crossed cheque made payable to 'Scottish Qualifications Authority' can be submitted with a hard copy of the request form.

For further information please visit the Return of Materials web page:
<http://www.sqa.org.uk/returnofmaterials>