



Art and Design: Notes of information

**National 3, National 4, National 5, Higher
and Advanced Higher**

This edition: December 2016, version 1.0

The information in this publication may be reproduced in support of SQA qualifications. If it is reproduced, SQA should be clearly acknowledged as the source. If it is to be used for any other purpose, then written permission must be obtained from permissions@sqa.org.uk. It must not be reproduced for trade or commercial purposes.

© Scottish Qualifications Authority 2016

Contents

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

1 Introduction

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

- ◆ Course Specification
- ◆ Unit Specification
- ◆ Course and Unit Support Notes
- ◆ National 4 Added Value Unit Specification
- ◆ Coursework General assessment information

The documents for all levels [are](http://www.sqa.org.uk/browsecfesubjects) available on the relevant subject page (www.sqa.org.uk/browsecfesubjects).

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 3, National 4, 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 3, National 4, National 5 and 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 Still photography

There is a wide range of equipment available to candidates in this medium ranging from the more traditional SLR cameras to digital cameras, mobile phones, tablets. When still photography is being used as part of the creative process (as opposed to mere illustration of part or parts of a process), then images from digital cameras or from scanners should be derived from primary sources such as drawings or subjects photographed by the candidate. Disks, transparencies and/or negatives **should not be submitted to SQA for assessment**.

3 2 Computer submissions

If candidate work is primarily executed on computer, particularly the submission of animation development artwork, outcomes should be provided in good quality printed format for submission to SQA in the manner outlined for two-dimensional artwork. **Hard copy only** should be submitted to SQA and files should be retained by the centre. An exception to this ruling would be where candidates wished to use animations in the outcomes. This work should be recorded directly onto a suitable storage device (**five minutes maximum duration**), suitably identified for ease of access and submitted with other work.

3 3 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.

They should be securely labelled with the candidate's name and centre number etc, and safely packed in a suitable box for dispatch. 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. 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. If it is critical that a candidate's 3D work remains in its original condition, we recommend that a photograph (or series of photographs) is submitted in its place.

3 4 Block/Screen Printing/Oil painting

Work in these mediums should be thoroughly dry before submission.

3 5 Pastels/Crayons

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 6 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.

3 7 Three-dimensional work

There are no restrictions on the types of materials that candidates may work with. All three-dimensional work submitted as part of folios of work **must not exceed 30 cm in any dimension.**

Submission of fragile three-dimensional work to SQA in either the Expressive or Design portfolios is entirely at the discretion of the candidate. 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. If it is critical that a candidate's 3D work remains in its original condition, we recommend that a photograph (or series of photographs) is submitted in its place.

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.

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

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 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
- ◆ evaluations should be attached to the sheets and should not overlap work or extend beyond the three A2 sheets or equivalent

5 Labelling and packaging of submissions

5 1 Labelling

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 folio 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.**

For each level there should be **one** package(s) containing **both** the candidate's Expressive and Design Folios.

5 2 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.

Note: The Expressive Activity and the Design Activity for each candidate should be submitted as one portfolio and therefore packed together.

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 in excess of the maximum dimensions or of considerable monetary value, 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
- ◆ three-dimensional work **in excess of 30cm in greatest dimension**
- ◆ 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 Friday 28 April 2017.

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 **Friday 29 September 2017**. 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>

Advanced Higher

8 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.

8.1 Still photography

There is a wide range of equipment available to candidates in this medium ranging from the more traditional SLR cameras to digital cameras, mobile phones, tablets. When still photography is being used as part of the creative process (as opposed to mere illustration of part or parts of a process), then images from digital cameras or from scanners should be derived from primary sources such as drawings or subjects photographed by the candidate. The candidate must detail the platform and software used.

Prints or printouts (in the case of computer-aided work) should be submitted in all instances. Disks, transparencies and/or negatives **should not be submitted to SQA for assessment.**

8.2 Computer submissions

Disks or CDs may be submitted only if candidate work is primarily executed on computer and only if it is impractical to make hard copy submissions. Hard copy, if submitted, should be printed on good quality photo paper. **If submitting hard copy, do not submit the disks or CDs.**

Website designs must be submitted on disk or CD with the starting point, home page or htm index file clearly indicated and in a form which allows the disk or CD 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 must be in PC format, and should use Acrobat or pdf format.

Disks and CDs must be clearly labelled showing centre and candidate details.

8.3 Pottery/Ceramics/Sculptures in clay

Works should be suitably fired for submission and initialed by the candidate before firing. They should be securely labelled with the candidate's name, centre number etc, and safely packed in a suitable box for dispatch. 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.

8 4 Block/Screen Printing/Oil painting

Work in these mediums should be thoroughly dry before submission.

8 5 Pastels/Crayons

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.

9 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.

10 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 (unless personally delivered and uplifted)
- ◆ three-dimensional work in excess of 30cm in greatest dimension (unless personally delivered and uplifted)
- ◆ work using valuable and expensive material
- ◆ work which cannot be moved

11 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.

All candidates work will be uplifted from centres on **Friday 2 June 2017**.

12 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 **Friday 29 September 2017**. 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>