



Art and Design: Notes of information

National 5, Higher and Advanced Higher

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1 Introduction

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

- ◆ course specification
- ◆ course support notes
- ◆ coursework assessment task

The documents for all levels are available on the subject pages of our website at:

www.sqa.org.uk/artanddesign

Please note that the detailed information in this document supersedes any earlier documentation. Unless otherwise stated, the details given 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 a candidate has submitted the work of another candidate as their own, SQA may cancel awards in all their subjects. This will also apply to work that has been plagiarised without acknowledgement of the source in a bibliography.

3 General information on use of media, materials and equipment

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

3.1 2D work

There are no restrictions on the type or range of 2D materials that candidates can use 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 3D work

There are no restrictions on the types of materials that candidates may work with. However, centres must not submit 3D work for external assessment that is dangerous to handle (for example, must not include sharp or hazardous objects). 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.

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 3D piece of 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 3D pieces are submitted, they should be securely labelled with the candidate's name, candidate's SCN number and centre number, and safely packed in a suitable box for dispatch. SQA will endeavour to return submissions in their original condition, but we are unable to guarantee this as items are handled and moved on a number of occasions. Clear, well-lit photographs must also be included in case the piece is damaged in transit.

3.3 Photographic and digital submissions

Photographs and digital images that 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, for example where it involves moving image, animation, and website design.

Moving image/animation

Animations and moving image outcomes (for instance 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 must be 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 that allows the storage device to operate fully as a website. **Please note that markers will be unable to view submissions that have been posted on a website.**

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

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

4 Arrangements for submitting portfolios to SQA

Details of the arrangements for submitting portfolios will be provided annually by SQA. You can make alternative arrangements, but no expenses will be met or reimbursed by SQA.

Please note — submissions brought directly to the Midlothian Indoor Bowling Club will no longer be accepted. Please contact SQA for further details.

5 Return of work: all levels

2D and 3D 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. There is a separate charge for the return of 3D work. Where both 2D and 3D work is requested, both charges will have to be met.

Requests for the return of portfolios must be submitted to SQA by **Wednesday 30 September 2020**. 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.

If a Marking Review/Exceptional Circumstance is requested for any returnable materials, we are required to retain this work for 12 months after the final decision is made on grades awarded.

For further information please visit the Return of Materials web page:

<http://www.sqa.org.uk/returnofmaterials>

6 Submitting National 5 and Higher portfolios

Flyleafs

From session 2019–20 onwards, candidates will be required to complete a flyleaf document for both the expressive and design portfolios for National 5 and Higher. Once the flyleaf has been completed, it must be attached to the back of the first sheet of the portfolio. The flyleaf documents are available on the SQA website.

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 presented work, indicating the number of sheets they are submitting as follows.

Sheet 1 of 3 or 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.

The choice of work for submission to SQA is the responsibility of the candidate. All work selected for the portfolio must occupy its own space on the sheets. Work should not be layered.

Candidates must complete their evaluation on the SQA template and attach it to the first sheet of the portfolio. There is no word count, but candidates must not exceed the space given on the template (approximately 400 words). The evaluation template is set up with a common font style and size, which must not be amended.

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 should be joined to the next with three short strips of adhesive tape. Suitable space should be left between items to allow easy folding without damage.

Candidates may discuss the various options with their teacher/lecturer, but the final decision on which work to include and the layout must be the candidate's own. This is because 40 marks are available in each portfolio assessment for the candidate's understanding of the creative process.

The physical sticking down of the work does not in itself attract marks. Therefore, teachers/lecturers may help with mounting as long as the candidate has selected and laid out the work independently, and that this is not altered in any way by the teacher/lecturer.

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 completed on the mandatory SQA template
- ◆ the appropriate evaluation has been attached to the first sheet and should not overlap work or extend beyond the three A2 sheets or equivalent
- ◆ the appropriate flyleaf has been attached to the back of the first sheet

6.1 Labelling and packaging of submissions

Each component must be packaged separately — 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.

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 portfolio assessment web page (www.sqa.org.uk/portfolioassessment). To avoid confusion and delay in sorting packages upon receipt, **separate labels for each component (expressive and design) must be used.**

6.2 Packaging for uplift — general instructions

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

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

In the section of the Attendance Register headed Attendance Record, the teacher or lecturer should:

- ◆ Indicate that a portfolio has been enclosed by inserting 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 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, which should be enclosed with the Attendance Registers for that level.

All 3D artwork should be packaged separately from the 2D artwork. If finished artworks are of a fragile nature, you must include photographs of the work in the package. This has been helpful on occasions where the work has arrived damaged. 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 3D work and to prevent movement inside the box. Unfortunately, we cannot guarantee the preservation of fragile items because the assessment process can include relocation.

It is advisable to consider the inclusion of photographs in place of the 2D/3D item. If items are large in scale, dangerous to handle or of considerable monetary value, good, clear photographs showing different views can be submitted and can help to avoid any concerns about potential damage.

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

- ◆ 2D work in excess of A1 size
- ◆ work using valuable or expensive material
- ◆ work of a fragile nature
- ◆ work that is large, heavy or otherwise difficult to handle

2D 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 exceed 900mm in length and 600mm in width.

An indication must 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 **0345 213 6732** 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 23 April 2020**.

7 Advanced Higher portfolio submission

7.1 Submitting practical work for course assessment

- ◆ Portfolio sheets at Advanced Higher level can be up to A1 in size.
- ◆ A minimum of 8 A1 sheets or equivalent can be submitted.
- ◆ A maximum of 16 A1 sheets or equivalent can be submitted.
- ◆ 3D work, or photographs of 3D work, can be submitted as part of the portfolio as appropriate.
- ◆ Sketchbook(s) can be submitted as evidence, and will be included in the overall allocation. If only part of a sketchbook is to be marked, the candidate must bookmark the appropriate pages.
- ◆ 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.
- ◆ Candidates must complete their evaluation on the SQA template and attach it to the first sheet of the portfolio. There is no word count, but candidates must not exceed the space given on the template (approximately 400 words). The evaluation template is set up with a common font style and size which must not be amended.
- ◆ If the practical work exceeds the maximum, a penalty is applied.

7.2 Submitting contextual analysis

- ◆ The contextual analysis must be clearly labelled, and must include a title that identifies the focus of the written work.
- ◆ The contextual analysis can be no more than 2000 words. If the word count exceeds the maximum by more than 10%, a penalty is applied.

7.3 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:

- ◆ 2D work in excess of A1 size or work which cannot be submitted in an A1 portfolio

- ◆ work using valuable and expensive material
- ◆ work of a fragile nature
- ◆ work that is large, heavy or otherwise difficult to handle

7.4 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 portfolio 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 models and to prevent movement inside the box.

All candidates' work will be uplifted from your centre on **Thursday 28 May 2020**.