

Level 1 VRQ Qualifications in Photo Imaging (7512)

Assessment pack



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Level 1 VRQ Qualifications in Photo Imaging (7512)

Assessment pack

Qualification title	Number	Ofqual ref.
Level 1 Certificate in Specialist Photography (Landscape)	7512-01	500/ 6853/ 2
Level 1 Certificate in Specialist Photography (buildings)	7512-01	500/7360/ 6
Level 1 Certificate in Specialist Photography (Close Up)	7512-01	500/ 6927/ 5
Level 1 Certificate in Specialist Photography (People)	7512-01	500/ 6928/ 7
Level 1 Certificate in Specialist Photography (Events)	7512-01	500/ 6929/ 9
Level 1 Award in Photography	7512-01	500 / 6886 / 6
Level 1 Award in Photo Image Capture & manipulation	7512-01	500/ 6878 / 7
Level 1 Award in Specialist Image Capture	7512-01	500 / 6825 / 8
Level 1 Award in Image Capture	7512-01	500 / 6877/ 5
Level 1 Award in Digital Image Manipulation	7512-01	500/7346/ 1
Level 1 Award in Darkroom Printing	7512-01	500/7345/ X
Level 1 Award in Photo Image Presentation	7512-01	500 / 6930 / 5

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1 Qualification structure

This section provides information about the structure of the qualifications and unit combinations required for the qualifications. The following table lists all of the available units:

City & Guilds unit number	Unit title
Unit 101	Introduction to image capture
Unit 102	Introduction to image capture of landscapes
Unit 103	Introduction to image capture of buildings
Unit 104	Introduction to close up image capture
Unit 105	Introduction to image capture of people
Unit 106	Introduction to image capture of events
Unit 107	Introduction to presenting photo images
Unit 108	Digital image manipulation
Unit 109	Darkroom printing

The qualification handbook available to download for free from the City & Guilds website www.cityandguilds.com .

These qualifications:

- meet the needs of candidates who want to work in or learn about the photo imaging sector
- allow candidates to learn, develop and practice the skills required for development and/or employment and/or career progression in the photo imaging sector
- can be used as part of a **Foundation Learning Tier** programme and as part of the **Additional or Specialist Learning** for the 14-19 Diplomas
- provide valuable accreditation of skills and/or knowledge for candidates, without requiring or proving occupation competence

For more information on the Foundation learning Tier please go to www.cityandguilds.com/flt

1 Qualification structure

Full qualifications

The following qualifications will be awarded to candidates on successful completion of the required units as shown in the table below:

7512-01	Level 1 Certificate in Specialist Photography	120 GLH	13 credits
Choose one specialist area from the following			
Photography (Landscape) (120 GLH)			
Mandatory units			
Unit 102	Introduction to image capture of landscapes	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (Buildings) (120 GLH)			
Mandatory units			
Unit 103	Introduction to image capture of buildings	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (Close-up) (120 GLH)			
Mandatory units			
Unit 104	Introduction to close up image capture	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (People) (120 GLH)			
Mandatory units			
Unit 105	Introduction to image capture of people	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (Events) (120 GLH)			
Mandatory units			
Unit 106	Introduction to image capture of events	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4

Qualification structure

7512-01	Level 1 Award in Photography	90 GLH	11 credits
Mandatory units			
Unit 101	Introduction to image capture	30	4
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4

7512-01	Level 1 Award in Specialist Photo Imaging	90 GLH	9 credits
Choose one specialist area from the following			
Image Capture of Landscapes (90 GLH)			
Unit 102	Introduction to image capture of landscapes	60	6
Unit 107	Introduction to presenting photo images	30	3
Image Capture of Buildings (90 GLH)			
Unit 103	Introduction to image capture of buildings	60	6
Unit 107	Introduction to presenting photo images	30	3
Close-up Image Capture (90 GLH)			
Unit 104	Introduction to close-up image capture	60	6
Unit 107	Introduction to presenting photo images	30	3
Image Capture of People (90GLH)			
Unit 105	Introduction to image capture of people	60	6
Unit 107	Introduction to presenting photo images	30	3
Image Capture of Events (90 GLH)			
Unit 106	Introduction to images capture of events	60	3
Unit 107	Introduction to presenting photo images	30	3

7512-01	Level 1 Award in Photo Image Capture & Manipulation	60GLH	8 credits
Unit 101	Introduction to image capture	30	4
Unit 108	Digital image manipulation	30	4

7512-01	Level 1 Award in Specialist Image Capture	60 GLH	6 credits
Choose one specialist area from the following			
Image Capture of Landscapes (60 GLH)			
Unit 102	Introduction to image capture of landscapes	60	6
Image Capture of Buildings (60 GLH)			
Unit 103	Introduction to image capture of buildings	60	6
Close-up Image Capture (60 GLH)			
Unit 104	Introduction to close-up image capture	60	6
Image Capture of People (60GLH)			
Unit 105	Introduction to image capture of people	60	6
Image Capture of Events (60 GLH)			
Unit 106	Introduction to images capture of events	60	6

Qualification structure

7512-01 Unit 101	Level 1 Award in Image Capture Introduction to image capture	30 GLH 30	4 credits 4
7512-01 Unit 108	Level 1 Award in Digital Image Manipulation Digital image manipulation	30 GLH 30	4 credits 4
7512-01 Unit 109	Level 1 Award in Darkroom Printing Darkroom printing	30GLH 30	4 credits 4
7512-01 Unit 107	Level 1 Award in Photo Image Presentation Introduction to presenting photo images	30 GLH 30	3 credits 3

1.1 Claiming Certificates for Pathways

Certificate Claim Unit Numbers

The majority of the pathways have the same qualification number therefore to ensure you receive the right certificate when you register your learners please use the certificate claim numbers from the tables below.

For example if you register a learner for 7512-93 and want to claim a certificate for the Level 1 Award in Photography you also need to enter 906

Pathways	Cert Claim Numbers
Level 1 Certificate in Specialist Photography	
<i>(Landscape)</i>	901
<i>(Buildings)</i>	902
<i>(Close-up)</i>	903
<i>(People)</i>	904
<i>(Events)</i>	905
Level 1 Award in Photography	906
Level 1 Award in Photo Image Capture & manipulation	907
Level 1 Award in Specialist Image Capture	
<i>Image Capture of Landscapes</i>	908
<i>Image Capture of Buildings</i>	909
<i>Close-up Image Capture</i>	910
<i>Image Capture of People</i>	911
<i>Image Capture of Events</i>	912
Level 1 Award in Image Capture	913
Level 1 Award in Digital Image Manipulation	914
Level 1 Award in Darkroom Printing	915
Level 1 Award in Photo Image Presentation	916

2 Guidance for assessors

Assignments

Each assignment is divided into a series of tasks. To achieve each unit, candidates need to achieve **all** the tasks.

Typically there will be a task which requires candidates to demonstrate:

- their subject knowledge
- their practical skills
- the occupational skills acquired.

All tasks are graded, and the grades are then aggregated to provide an overall grade for the assignment for the unit. Candidates must pass all tasks in the assignment.

Assignments can be completed in any order. There is no need for candidates to begin with unit 101 and then to work through the units in numerical order. Centres will be expected to organise the assignments in a logical order according to the requirements of the candidates and the course timings.

Written account

The written account type activities in the assignment are **not** closed book tests. Within the timescale set by the centre, they may be completed away from the centre, in the students' own time and at their own pace.

Introducing the assignment work to the students

It will be beneficial to take the candidates through what is required in the assignments and the way in which each part will be graded. Candidates should have an opportunity to familiarise themselves with the way the tasks are graded.

Candidates may refer to their tutors for guidance on parts of the assignment work though they should be aware that for the some tasks, the amount of guidance and support they are given may be reflected in the grade they are given.

Candidates should be able to negotiate extra time where they have a good reason for the request, but reliability and punctuality are watchwords of employment. Therefore, if the agreed deadline for the return of work is not met, without a valid reason, they must accept that they may fail or may earn no better than a Pass grade for their work regardless of how good it is.

Guidance for assessors

Timings for assignments

A submission schedule should be set by the centre and governed by the overall assessment plan for the course. Practice may show that some candidates could be fast-tracked.

The relationship between course delivery, the handing out of assignments, and the deadlines for their return are matters for agreement between the tutor/assessor and the candidates locally.

The focus of the written account is for the candidate to demonstrate their knowledge of the subject, rather than an ability to write large quantities of text. For this reason a proforma has been provided for some tasks. Candidates should be encouraged to provide high quality, succinct accounts. Please note however that report length on its own should not form part of, or influence, grading judgements.

Submission of assignment work

It is recommended that candidates be given an opportunity to submit a draft of their written work to their tutor/assessor, within an agreed timeframe to gain feedback for that assignment. Once the assignment has been formally submitted that is the work that will be formally graded. Please note that for tasks where the level of support from the centre is part of the grading criteria, this may prevent candidates achieving a higher grade. Candidates should also be informed of the results of missing the centre's submission deadline to focus their minds on the need for dependability, reliability ie a professional approach. Failure to submit on time, without a valid reason, could mean that candidates fail the assignment or cannot obtain better than a Pass grade.

Opportunities to repeat tasks within an assignment

Candidates who fail a task can repeat the task at the centre's discretion, but **cannot** achieve higher than a Pass grade.

Authenticity

Centres are reminded to check for authenticity of work where candidates may be using texts and the Internet to complete tasks.

Feedback

Assessors must provide feedback on every occasion that a skills observation takes place. A pro forma for feedback has been included in this assessment pack.

Candidate records of course work

Candidates should be encouraged to keep their work carefully in a portfolio. This may be an unfamiliar form of record keeping for many of them, but it is a good discipline which will benefit them when they progress in their learning and training. In addition, learning themes tend to recur in linked or higher levels of award and it may only be necessary for them to add a little to what they have already done to achieve the new standard.

Guidance for assessors

Overall grading of assignments

Each task will be awarded points. Some tasks are **weighted** greater than others, therefore carry a higher number of points.

All points should be added together and overall grade determined, as in example below.

To combine the grades of **graded tasks**:

- assign a mark for each grade achieved (pass=1, Merit =2 and distinction = 3)
- add these together and divide by the total number of **graded** tasks to give the average, using the grid provided
- use the conversion chart to convert back to an overall grade

If a task or part of a task demonstrates an important skill or piece of knowledge the weighting can be increased.

Example assignment marksheet

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a)	Theme 1 folio of images	Merit	4
1a)	Theme 2 folio of images	Distinction	6
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Theme 1 supporting evidence	Pass	1
1b)	Theme 2 supporting evidence	Merit	2
=Total mark for all graded tasks			13
Divided by the number of graded tasks			÷ 6
=Average mark for tasks			2.166
Overall grade (see conversion chart)			Credit

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

3 Accreditation of prior learning/achievement

Some students may have previously followed a programme with a similar assessment regime, albeit at a lower level. It may be that previous work, especially 'finding out about' type tasks, could count, either wholly or in large part, towards the assignment work in this qualification.

The general rules for evaluating evidence (VACS) must still be observed, there is an obvious link between what was produced earlier and the evidence required in this scheme (validity); the work submitted is genuinely the work of that student (authenticity); it was not completed so long ago that they would either have forgotten their learning or that legislation had been introduced or changed in the meanwhile (currency) and that there is enough evidence to give confidence that the requirements of the unit have been met (sufficiency).

The way in which these APL/ APA judgments have been made should be clear to the External Verifier when sampling during visits.

4 Assessment and verification

Codes of practice

The importance of safe working practices, the demands of the Health and Safety at Work Act and the Codes of Practice associated with the industry must always be adhered to.

Health and safety

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped and the candidate advised of the reasons why. The candidate should be informed that they have not reached the standard of assessment required. Candidates may retake the assessment at a later date, at the discretion of the centre. In any cases of doubt, guidance should be sought from the external verifier.

Verification of assignments

By using marking checklists verifiers can check that evidence for an assignment is complete and can ensure that allocation of marks has been fair and beyond dispute.

Assessors must ensure that candidates understand why a particular grade has been given for the assignment. It is for this reason that City & Guilds requires the signature of both the assessor and the candidate on the final assignment mark sheet.

If a candidate's work is selected for verification, samples of work must be made available to the appointed External Verifier. The External Verifier will ensure that:

- the Quality Assurance Co-ordinator is undertaking his/her responsibilities
- the Quality Assurance Co-ordinator is given prompt, accurate and constructive feedback on centre operations
- a report is written by the external verifier on centre activities for City & Guilds.

4 Assessment and verification

Internal quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications.

Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance, and City & Guilds is responsible for external quality assurance.

Full details and guidance on the internal and external quality assurance requirements and procedures, are provided in *Providing City & Guilds Qualifications*. This document also explains the tasks, activities and responsibilities of quality assurance staff.

In order to fully support candidates, centres are required to retain copies of candidates' assessment records for three years after certification.

Centres are able to design their own assignments if they feel their suggestions better reflect local needs, and are encouraged to be as creative and inventive as possible. These locally-devised proposals should fulfill the same general assessment purpose as the City & Guilds set assignments, should use the same marking and grading criteria, and should be agreed by City & Guilds and the External Verifier before use. They must be sampled by the External Verifier before the assessments are claimed.

Entry for assessment and certification

Candidates should be registered via the Walled Garden or using Form S at least 28 days before any assessment.

Results of assignments should be submitted in the form of grades via the Walled Garden or by using Form S. Only those components which have been achieved should be included. Each component number is entered, followed by P (Pass), M (Merit) or D (Distinction) to indicate the grade the candidate has achieved.

5 Guidance for candidates

The assignments will ask you to perform a combination of tasks. These will typically be that they require you to demonstrate:

- your subject knowledge
- your practical skills
- the occupational skills you have acquired.

The assignments are an assessment but they are also there to support your learning.

All the tasks are graded and you can be awarded a Pass, a Merit or a Distinction grade, depending on how well you perform. To complete the assignment work for a unit successfully you need to achieve at least a Pass grade in all the tasks.

Timings

There is no particular time limit set for the completion of this assignment. Your tutor will guide you on the maximum time you should allow in order to be sure of completing all of the required assignments within the time available for the course. The timescale for the completion of assignments will be negotiated between you and your tutor. However, the results of your failure to submit on time, without a valid reason, are that you may fail the assignment or be unable to obtain better than a pass grade.

You may discuss your work with your tutor to get feedback on whether the accuracy and amount of work you have done will earn you a pass or better. However, you will also need to meet the centre's timescales for submitting your work. The extent of help and support sought from your tutor may make it difficult for you to get a higher final grade, as this may be part of the grading criteria.

Presentation of work

Prepare a front cover and contents page for your assignment and try to present your work in a clear and logical sequence.

You are encouraged to word process your responses (and other simple application programmes where they are accessible) as this will help to generate valuable key skills evidence: this is not a requirement or essential.

For written account you may wish to refer to books, information given to you by your tutor or research on the Internet. If you do this, remember to include a reference to show where the information came from. You must also provide the answers in your own words – your assessor obviously knows the way you normally express yourself so they will be able to tell if you have simply downloaded material or copied it directly from a textbook.

You may also wish to include any relevant charts, pictures and leaflets you have collected. Use colours, symbols and diagrams, where you think they will help to illustrate your answers.

Your tutor will guide you if there is any part of this assignment that you do not understand.

6 Assignments

City & Guilds unit number	Assignment title
Unit 101	Introduction to image capture
Unit 102	Introduction to image capture of landscapes
Unit 103	Introduction to image capture of buildings
Unit 104	Introduction to close up image capture
Unit 105	Introduction to image capture of people
Unit 106	Introduction to image capture of events
Unit 107	Introduction to presenting photo images
Unit 108	Digital image manipulation
Unit 109	Darkroom printing

Assignment 101 Introduction to image capture

Assignment composition

This assignment is based on unit 101 of the level 1 VRQ in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Prepare and use camera to capture images	1a & 1b	Folio of images and written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 101 Introduction to image capture

Introduction to assignment

This assignment provides the candidates with the opportunity to show evidence of camera skills in recording images.

Candidates should be assessed using either:

- **downloaded unmodified images viewed on a screen**
- **images in the form of externally processed prints.**

Quality of the presentation of images should not be part of the assessment.

Candidates are required to produce a minimum of 6 thematic images by:

1. selecting and using appropriate equipment and materials
2. undertaking the capture of images
3. outputting images for viewing.

Assignment 101 Introduction to image capture

Tasks

Task 1a) Produce a folio of images

Produce a minimum of 6 thematic images of your choice, for example:

- people
- places
- objects.

A thematic approach must be applied and the set of images must be related within the theme. Each image must also stand on its own credits. Images can be provided in any form of media which must be agreed with the tutor/assessor prior to the task.

Task 1b) Supporting evidence for folio of images

Provide a written account for the folio of images which includes:

- the preparation undertaken
- how the equipment was used to capture images
- how the final images relate to the theme

A pro forma is provided which may be used.

Assignment 101 Introduction to image capture

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline the preparation undertaken
Outline how equipment was used to capture images
Outline how the final images relate to the theme

Assignment 101 Introduction to image capture

Task 1a) Marking/grading criteria for folio of images

Candidate name:

Theme :

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of equipment, techniques and media				
Use of lighting conditions				
Use of exposure control				
Total marks				
Grade				
Signature of assessor and date				

Note: Points must be achieved for each assessment criteria area to receive an overall grade.

Converting points to grades	
Pass	4 – 5
Merit	6 – 9
Distinction	10 - 12

Assignment 101 Introduction to image capture

Task 1a) Grade descriptors for folios of images

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Images are relevant to the theme	images are related to the theme	All images clearly relate to the theme	All images relate consistently and coherently to the theme
Use of equipment, techniques and media	There is some evidence of use of equipment, techniques and media (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of equipment, techniques and media in creating meaningful images	There is clear and consistent evidence of a range of equipment, techniques and media contributing to the effectiveness of the images
Use of lighting conditions	There is some evidence of awareness of use of lighting conditions	There is clear evidence of awareness of use of lighting contributing to success of images	There is clear and consistent evidence of awareness of use of lighting contributing to success of images
Use of exposure control	Exposure control has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded (eg shadows and highlights)	There is clear and consistent evidence of exposure control contributing to the success of the images

Assignment 101 Introduction to image capture

Task 1b) Supporting evidence / written account for theme

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> a limited account of assignment preparation <input type="checkbox"/> a limited account of how equipment was used to capture images <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> a clear account of assignment preparation, which includes information on choice of equipment <input type="checkbox"/> a clear account of equipment operation in the accomplishment of the set task <input type="checkbox"/> a structured explanation which supports the choice of final images	<input type="checkbox"/> a clear and consistent account of assignment preparation which includes detailed information on choice of equipment <input type="checkbox"/> a clear and consistent account of equipment operation and safety considerations <input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 101 Introduction to image capture

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a)	Folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Supporting evidence		
=Total mark for all graded tasks			
Divided by			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 102 Introduction to image capture of landscapes

Assignment composition

This assignment is based on unit 102 of the level 1 VRQ in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Prepare and use camera to capture images of landscapes	1a & 1b	Folio of images and written account
Produce landscape images	1b	Written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 102 Introduction to image capture of landscapes

Introduction to assignment

This assignment provides the candidates the opportunity to show evidence of camera skills in recording images.

Candidates are required to produce a minimum of 6 thematic images of landscapes by:

1. selecting and using appropriate equipment and materials
2. undertaking the capture of images
3. outputting images for viewing.

Assignment 102 Introduction to image capture of landscapes

Tasks

Task 1a) Produce a folio of images

Produce a minimum of 6 thematic images on a landscape of your choice, for example:

- rural
- urban
- industrial
- seascapes
- sky.

A thematic approach must be applied and the set of images must be related within the theme. Each image must also stand on its own credits. Images can be provided in any form of media which must be agreed with the tutor/assessor prior to the task.

Task 1b) Supporting evidence for folio of images

Provide a written account for the folio of images which includes:

- the preparation undertaken
- how equipment was used to capture and process images
- the image quality checks that were carried out
- how the final images relate to the theme

A pro forma is provided which may be used.

Assignment 102 Introduction to image capture of landscapes

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline the preparation undertaken
Outline how equipment was used to capture and process images
Outline the image quality checks that were carried out
Outline how the final images relate to the theme

Assignment 102 Introduction to image capture of landscapes

Task 1a) Marking/grading criteria for folio of images

Candidate name:

Theme :

Assessment criteria	Points			Feedback
Images are relevant to the theme	1	2	3	
Use of equipment, techniques and media	1	2	3	
Use of lighting conditions	1	2	3	
Use of exposure control	1	2	3	
Total marks				
Grade				
Signature of assessor and date				

Note: Points must be achieved for each assessment criteria area to receive an overall grade.

Converting points to grades	
Pass	4 – 5
Merit	6 – 9
Distinction	10 - 12

Assignment 102 Introduction to image capture of landscapes

Task 1a) Grade descriptors for folios of images

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Images are relevant to the theme	Images are related to the theme	All images clearly relate to the theme	All images relate consistently and coherently to the theme
Use of equipment, techniques and media	There is some evidence of use of equipment, techniques and media (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of equipment, techniques and media in creating meaningful images	There is clear and consistent evidence of a range of equipment, techniques and media contributing to the effectiveness of the images
Use of lighting conditions	There is some evidence of awareness of use of lighting conditions	There is clear evidence of awareness of use of lighting contributing to success of images	There is clear and consistent evidence of awareness of use of lighting contributing to success of images
Use of exposure control	Exposure control has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded (eg shadows and highlights)	There is clear and consistent evidence of exposure control contributing to the success of the images

Assignment 102 Introduction to image capture of landscapes

Task 1b) Supporting evidence / written account for theme

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> a limited account of assignment preparation <input type="checkbox"/> a limited account of how equipment was used to capture and process images <input type="checkbox"/> a limited account of quality checks <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> a clear account of assignment preparation, which includes information on choice of equipment <input type="checkbox"/> a clear account of equipment operation in the accomplishment of the set task <input type="checkbox"/> a clear account of quality checks <input type="checkbox"/> a structured explanation which supports the choice of final images	<input type="checkbox"/> a clear and consistent account of assignment preparation which includes detailed information on choice of equipment <input type="checkbox"/> a clear and consistent account of equipment operation and safety considerations <input type="checkbox"/> a clear and consistent account of quality checks with remedial action taken as necessary <input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 102 Introduction to image capture of landscapes

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a)	Folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Supporting evidence		
=Total mark for all graded tasks			
Divided by			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 103 Introduction to image capture of buildings

Assignment composition

This assignment is based on unit 103 of the level 1 VRQ in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Prepare and use camera to capture images of buildings	1a & 1b	Folio of images and written account
Produce building images	1b	Written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 103 Introduction to image capture of buildings

Introduction to assignment

This assignment provides the candidates with the opportunity to show evidence of camera skills in recording images.

Candidates are required to produce a minimum of 6 thematic images of buildings by:

1. selecting and using appropriate equipment and materials
2. undertaking the capture of images
3. outputting images for viewing.

Assignment 103 Introduction to image capture of buildings

Tasks

Task 1a) Produce a folio of images

Produce a minimum of 6 thematic images on buildings of your choice, for example:

- periods
- styles
- materials
- usage.

A thematic approach must be applied and the set of images must be related within the theme. Each image must also stand on its own credits. Images can be provided in any form of media which must be agreed with the tutor/assessor prior to the task.

Task 1b) Supporting evidence for folio of images

Provide a written account for the folio of images which includes:

- the preparation undertaken
- how the equipment was used to capture and process images
- the image quality checks that were carried out
- how the final images relate to the theme

A pro forma is provided which may be used.

Assignment 103 Introduction to image capture of buildings

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline the preparation undertaken
Outline how equipment was used to capture and process images
Outline the image quality checks that were carried out
Outline how the final images relate to the theme

Assignment 103 Introduction to image capture of buildings

Task 1a) Marking/grading criteria for folio of images

Candidate name:

Theme :

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of equipment, techniques and media				
Use of lighting conditions				
Use of exposure control				
Total marks				
Grade				
Signature of assessor and date				

Note: Points must be achieved for each assessment criteria area to receive an overall grade.

Converting points to grades	
Pass	4 – 5
Merit	6 – 9
Distinction	10 - 12

Assignment 103 Introduction to image capture of buildings

Task 1a) Grade descriptors for folios of images

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Images are relevant to the theme	Images are related to the theme	All images clearly relate to the theme	All images relate consistently and coherently to the theme
Use of equipment, techniques and media	There is some evidence of use of equipment, techniques and media (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of equipment, techniques and media in creating meaningful images	There is clear and consistent evidence of a range of equipment, techniques and media contributing to the effectiveness of the images
Use of lighting conditions	There is some evidence of awareness of use of lighting conditions	There is clear evidence of awareness of use of lighting contributing to success of images	There is clear and consistent evidence of awareness of use of lighting contributing to success of images
Use of exposure control	Exposure control has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded (eg shadows and highlights)	There is clear and consistent evidence of exposure control contributing to the success of the images

Assignment 103 Introduction to image capture of buildings

Task 1b) Supporting evidence / written account for theme

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> a limited account of assignment preparation <input type="checkbox"/> a limited account of how equipment was used to capture images <input type="checkbox"/> a limited account of quality checks <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> a clear account of assignment preparation, which includes information on choice of equipment <input type="checkbox"/> a clear account of equipment operation in the accomplishment of the set task <input type="checkbox"/> a clear account of quality checks <input type="checkbox"/> a structured explanation which supports the choice of final images	<input type="checkbox"/> a clear and consistent account of assignment preparation which includes detailed information on choice of equipment <input type="checkbox"/> a clear and consistent account of equipment operation and safety considerations <input type="checkbox"/> a clear and consistent account of quality checks with remedial action taken as necessary <input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 103 Introduction to image capture of buildings

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a)	Folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Supporting evidence		
=Total mark for all graded tasks			
Divided by			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 104 Introduction to close-up image capture

Assignment composition

This assignment is based on unit 104 of the level 1 VRQ in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Prepare and use camera to capture close-up images	1a & 1b	Folio of images and written account
Produce close-up images	1b	Written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 104 Introduction to close-up image capture

Introduction to assignment

This assignment provides the candidates the opportunity to show evidence of camera skills in recording images.

Candidates are required to produce a minimum of 6 thematic images using close-up techniques by:

1. selecting and using appropriate equipment and materials
2. undertaking the capture of images
3. outputting images for viewing.

Assignment 104 Introduction to close-up image capture

Tasks

Task 1a) Produce a folio of images

Produce a minimum of 6 thematic images of your choice using close-up techniques, for example:

- technical/record
- natural history
- abstract.

A thematic approach must be applied and the set of images must be related within the theme. Each image must also stand on its own credits. Images can be provided in any form of media which must be agreed with the tutor/assessor prior to the task.

Task 1b) Supporting evidence for folio of images

Provide a written account for the folio of images which includes:

- the preparation undertaken
- how the equipment was used to capture and process images
- the image quality checks that were carried out
- how the final images relate to the theme

A pro forma is provided which may be used.

Assignment 104 Introduction to close-up image capture

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline the preparation undertaken
Outline how equipment was used to capture and process images
Outline the image quality checks that were carried out
Outline how the final images relate to the theme

Assignment 104 Introduction to close-up image capture

Task 1a) Marking/grading criteria for folio of images

Candidate name:

Theme 1:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of equipment, techniques and media				
Use of lighting conditions				
Use of exposure control				
Total marks				
Grade				
Signature of assessor and date				

Note: Points must be achieved for each assessment criteria area to receive an overall grade.

Converting points to grades	
Pass	4 – 5
Merit	6 – 9
Distinction	10 - 12

Assignment 104 Introduction to close-up image capture

Task 1a) Grade descriptors for folios of images

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Images are relevant to the theme	Images are related to the theme	All images clearly relate to the theme	All images relate consistently and coherently to the theme
Use of equipment, techniques and media	There is some evidence of use of equipment, techniques and media (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of equipment, techniques and media in creating meaningful images	There is clear and consistent evidence of a range of equipment, techniques and media contributing to the effectiveness of the images
Use of lighting conditions	There is some evidence of awareness of use of lighting conditions	There is clear evidence of awareness of use of lighting contributing to success of images	There is clear and consistent evidence of awareness of use of lighting contributing to success of images
Use of exposure control	Exposure control has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded (eg shadows and highlights)	There is clear and consistent evidence of exposure control contributing to the success of the images

Assignment 104 Introduction to close-up image capture

Task 1b) Supporting evidence / written account for theme

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> a limited account of assignment preparation <input type="checkbox"/> a limited account of how equipment was used to capture images <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> a clear account of assignment preparation, which includes information on choice of equipment <input type="checkbox"/> a clear account of equipment operation in the accomplishment of the set task <input type="checkbox"/> a structured explanation which supports the choice of final images	<input type="checkbox"/> a clear and consistent account of assignment preparation which includes detailed information on choice of equipment <input type="checkbox"/> a clear and consistent account of equipment operation and safety considerations <input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 104 Introduction to close-up image capture

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a)	Folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Supporting evidence		

=Total mark for all graded tasks

Divided by

÷ 3

=Average mark for tasks

Overall grade

(see conversion chart)

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 105 Introduction to image capture of people

Assignment composition

This assignment is based on unit 105 of the level 1 VRQ in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Prepare and use camera to capture images of people	1a & 1b	Folio of images and written account
Produce images of people	1b	Written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 105 Introduction to image capture of people

Introduction to assignment

This assignment provides the candidates the opportunity to show evidence of camera skills in recording images.

Candidates are required to produce a minimum of 6 thematic images of people by:

1. Selecting and using appropriate equipment and materials.
2. Undertaking the capture of images.
3. Outputting images for viewing.

Assignment 105 Introduction to image capture of people

Tasks

Task 1a) Produce a folio of images

Produce a minimum of 6 thematic images of your choice, for example:

- formal
- informal
- candid.

A thematic approach must be applied and the set of images must be related within the theme. Each image must also stand on its own credits. Images can be provided in any form of media which must be agreed with the tutor/assessor prior to the task.

Task 1b) Supporting evidence for folio of images

Provide a written account for the folio of images which includes:

- the preparation undertaken
- how the equipment was used to capture and process images
- the image quality checks that were carried out
- how the final images relate to the theme

A pro forma is provided which may be used.

Assignment 105 Introduction to image capture of people

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline the preparation undertaken
Outline how equipment was used to capture and process images
Outline the image quality checks that were carried out
Outline how the final images relate to the theme

Assignment 105 Introduction to image capture of people

Task 1a) Marking/grading criteria for folio of images

Candidate name:

Theme 1:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of equipment, techniques and media				
Use of lighting conditions				
Use of exposure control				
Total marks				
Grade				
Signature of assessor and date				

Note: Points must be achieved for each assessment criteria area to receive an overall grade.

Converting points to grades	
Pass	4 – 5
Merit	6 – 9
Distinction	10 - 12

Assignment 105 Introduction to image capture of people

Task 1a) Grade descriptors for folios of images

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Images are relevant to the theme	Images are related to the theme	All images clearly relate to the theme	All images relate consistently and coherently to the theme
Use of equipment, techniques and media	There is some evidence of use of equipment, techniques and media (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of equipment, techniques and media in creating meaningful images	There is clear and consistent evidence of a range of equipment, techniques and media contributing to the effectiveness of the images
Use of lighting conditions	There is some evidence of awareness of use of lighting conditions	There is clear evidence of awareness of use of lighting contributing to success of images	There is clear and consistent evidence of awareness of use of lighting contributing to success of images
Use of exposure control	Exposure control has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded (eg shadows and highlights)	There is clear and consistent evidence of exposure control contributing to the success of the images

Assignment 105 Introduction to image capture of people

Task 1b) Supporting evidence / written account for theme

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> a limited account of assignment preparation <input type="checkbox"/> a limited account of how equipment was used to capture images <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> a clear account of assignment preparation, which includes information on choice of equipment <input type="checkbox"/> a clear account of equipment operation in the accomplishment of the set task <input type="checkbox"/> a structured explanation which supports the choice of final images	<input type="checkbox"/> a clear and consistent account of assignment preparation which includes detailed information on choice of equipment <input type="checkbox"/> a clear and consistent account of equipment operation and safety considerations <input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 105 Introduction to image capture of people

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a)	Folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Supporting evidence		
=Total mark for all graded tasks			
Divided by			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 106 Introduction to image capture of events

Assignment composition

This assignment is based on unit 106 of the level 1 VRQ in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Prepare and use camera to capture images of events	1a & 1b	Folio of images and written account
Produce images of events	1b	Written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 106 Introduction to image capture of events

Introduction to assignment

This assignment provides the candidates the opportunity to show evidence of camera skills in recording images.

Candidates are required to produce a minimum of 6 thematic images of events by:

1. selecting and using appropriate equipment and materials
2. undertaking the capture of images
3. outputting images for viewing.

Assignment 106 Introduction to image capture of events

Tasks

Task 1a) Produce a folio of images

Produce a minimum of 6 thematic images of events of your choice, for example:

- news
- social
- sports
- non-repeatable.

A thematic approach must be applied and the set of images must be related within the theme. Each image must also stand on its own credits. Images can be provided in any form of media which must be agreed with the tutor/assessor prior to the task.

Task 1b) Supporting evidence for folio of images

Provide a written account for the folio of images which includes:

- the preparation undertaken
- how the equipment was used to capture and process images
- the image quality checks that were carried out
- how the final images relate to the theme

A pro forma is provided which may be used.

Assignment 106 Introduction to image capture of events

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline the preparation undertaken
Outline how equipment was used to capture and process images
Outline the image quality checks that were carried out
Outline how the final images relate to the theme

Assignment 106 Introduction to image capture of events

Task 1a) Marking/grading criteria for folio of images

Candidate name:

Theme :

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of equipment, techniques and media				
Use of lighting conditions				
Use of exposure control				
Total marks				
Grade				
Signature of assessor and date				

Note: Points must be achieved for each assessment criteria area to receive an overall grade.

Converting points to grades	
Pass	4 – 5
Merit	6 – 9
Distinction	10 - 12

Assignment 106 Introduction to image capture of events

Task 1a) Grade descriptors for folios of images

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Images are relevant to the theme	Images are related to the theme	All images clearly relate to the theme	All images relate consistently and coherently to the theme
Use of equipment, techniques and media	There is some evidence of use of equipment, techniques and media (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of equipment, techniques and media in creating meaningful images	There is clear and consistent evidence of a range of equipment, techniques and media contributing to the effectiveness of the images
Use of lighting conditions	There is some evidence of awareness of use of lighting conditions	There is clear evidence of awareness of use of lighting contributing to success of images	There is clear and consistent evidence of awareness of use of lighting contributing to success of images
Use of exposure control	Exposure control has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded (eg shadows and highlights)	There is clear and consistent evidence of exposure control contributing to the success of the images

Assignment 106 Introduction to image capture of events

Task 1b) Supporting evidence / written account for theme

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> a limited account of assignment preparation <input type="checkbox"/> a limited account of how equipment was used to capture images <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> a clear account of assignment preparation, which includes information on choice of equipment <input type="checkbox"/> a clear account of equipment operation in the accomplishment of the set task <input type="checkbox"/> a structured explanation which supports the choice of final images	<input type="checkbox"/> a clear and consistent account of assignment preparation which includes detailed information on choice of equipment <input type="checkbox"/> a clear and consistent account of equipment operation and safety considerations <input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 106 Introduction to image capture of events

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a)	Folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Supporting evidence		
=Total mark for all graded tasks			
Divided by			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 107 Introduction to presenting photo images

Assignment composition

This assignment is based on unit 107 of the level 1 VRQs in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Present photo images for viewing	1a & 1b	Presentation and written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 107 Introduction to presenting photo images

Introduction to assignment

This assignment provides the candidate the opportunity to show evidence of image presentation skills.

Tasks

Task 1a) Present images

Use a presentation method to present a minimum of 6 thematic images. The images captured from another assignment may be used.

Task 1b) Produce a written account

Produce a written account for task 1a) above, which:

- outlines the method used to present the final images
- outlines a way the images could have been presented using a different presentation method to the one used

A pro forma is included for which may be used.

Assignment 107 Introduction to presenting photo images

Pro forma for 1b)

Candidate name:

Outline of the method used to present the final images

Outline an alternative presentation method to the one used

Assignment 107 Introduction to presenting photo images

Marking/grading criteria

Candidate name:

Task 1a)

Assessment criteria	points			feedback
	1	2	3	
Use of techniques, materials and media				
Accuracy and detail of finish				
Overall visual impact				
Total marks				
Grade				
Signature of assessor & date:				

Note: Points must be achieved for each assessment criteria area to receive an overall grade.

Converting points to grades	
Pass	3-4
Merit	5-7
Distinction	8-9

Assignment 107 Introduction to presenting photo images

Task 1a) Grade descriptors for folio of images

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Use of techniques, materials and media	There is some evidence of a coherent presentation technique, with use of some relevant materials and media	A coherent presentation technique, using materials and media effectively	A consistently coherent presentation technique, using materials and media that contribute to the effectiveness of the images
Accuracy and detail of finish	There is some evidence of accuracy and detail of finish (eg. consistency of image border size)	There is clear evidence of accuracy and detail of finish (eg. consistency of image border size)	There is clear and consistent evidence of accuracy and detail of finish contributing to the effectiveness of the images
Overall visual impact	There is some evidence of the presentation technique adding to the overall visual impact of the images	There is clear evidence of the presentation technique adding to the overall visual impact of the images	There is clear and consistent evidence of the presentation technique adding to the overall visual impact of the images, and contributing to effective communication of the theme

Assignment 107 Introduction to presenting photo images

Task 1b) Written account

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> identification of an alternative presentation method	<input type="checkbox"/> clear evidence of relevant information required by the task <input type="checkbox"/> clear evidence of an alternative presentation method k	<input type="checkbox"/> clear and consistent evidence of relevant information required by the task <input type="checkbox"/> clear and consistent evidence of an alternative presentation method including equipment and materials required

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 107 Introduction to presenting photo images

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a	Present images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b	Produce an account		
=Total mark for all graded tasks			
Divided by			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 108 Digital image manipulation

Assignment composition

This assignment is based on unit 108 of the level 1 VRQs in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Produce manipulated images	1a & 1b	Image manipulation and written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 108 Digital image manipulation

Introduction to assignment

This assignment provides the candidates with the opportunity to show evidence of digital image manipulation skills in creating images that have been substantially modified for visual effect.

Resizing and/or cropping **only**, is insufficient evidence of substantial modification for visual effect.

Tasks

Task 1a) Image manipulation

Select and manipulate a minimum of 4 images of your choice. The final images must relate to each other thematically and be displayed with the unmodified images.

Task 1b) Supporting evidence

Provide a written account which includes:

- the image modification software actions used
- the image quality checks that were carried out
- how the final images relate to the theme
- legal and ethical considerations

A pro forma is provided which may be used.

Assignment 108 Digital image manipulation

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline the image modification software actions used
Outline the image quality checks that were carried out
Outline how the final images relate to the theme
Outline the legal and ethical considerations

Assignment 108 Digital image manipulation

Task 1a) Image manipulation

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> 4 modified and stored images of minimum acceptable quality <input type="checkbox"/> images are related to the theme	<input type="checkbox"/> 4 modified and stored images of satisfactory quality <input type="checkbox"/> all images clearly relate to the theme	<input type="checkbox"/> 4 modified and stored images of optimum quality <input type="checkbox"/> all images relate consistently and coherently to the theme

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
------------------------	-------

Assignment 108 Digital image manipulation

Task 1b) Supporting evidence/written account for theme

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> a limited account of modification software actions used <input type="checkbox"/> a limited account of quality checks	<input type="checkbox"/> a clear account of modification software actions used <input type="checkbox"/> a clear account of quality checks	<input type="checkbox"/> a clear, justified account of modification software actions used <input type="checkbox"/> a clear and consistent account of quality checks with remedial action taken as necessary

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
------------------------	-------

Assignment 108 Digital image manipulation

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a	Image manipulation		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b	Supporting evidence		
=Total mark for all graded tasks			
Divided by			÷ 3
=Average mark for tasks			
Overall grade (see conversion chart)			

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

The grade for task 1 is the overall grade for this assignment.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Assignment 109 Darkroom printing

Assignment composition

This assignment is based on unit 109 of the level 1 VRQs in Photo imaging. It is made up of the following learning outcomes and tasks

Learning outcome	Task	Evidence
Produce photo images	1a & 1b	Printing image and written account

A pro forma is provided in the appendix that can be used to provide feedback to candidates.

Assignment 109 Darkroom printing

Introduction to assignment

This assignment provides the candidates the opportunity to show evidence of photo image printing

Tasks

Task 1a) Printing images

Use photo printing techniques to print a series of 6 thematic images. The images captured from another assignment may be used. The image printing should support the overall image presentation.

Task 1b) Supporting evidence for folio of images

Provide a written account which includes:

- How the equipment and materials were used to produce optimum photo image prints for any print manipulation used
- Test print procedures carried out
- How printing problems were checked
- Legal and ethical considerations

Assignment 109 Darkroom printing

Pro forma for 1b)

Candidate name:
Title of the theme:
Outline how the equipment and materials were used to produce photo image prints
Outline the test print procedures carried out
Outline how printing problems where checked
Outline the legal and ethical considerations

Assignment 109 Darkroom printing

Task 1a & 1b) Grade descriptors

Candidate name:

Pass	Merit	Distinction
The candidate has provided :	The candidate has achieved everything at pass grade and provided:	The candidate has achieved everything at pass and Merit grade and provided:
<input type="checkbox"/> 6 finished printed images of minimum acceptable quality <input type="checkbox"/> Limited evidence of the use of equipment and materials <input type="checkbox"/> Limited evidence of checking for potential problems <input type="checkbox"/> Limited evidence of the use of test print procedures <input type="checkbox"/> Evidence of having addressed legal and ethical considerations	<input type="checkbox"/> 6 finished printed images of satisfactory quality <input type="checkbox"/> Clear evidence of effective use of equipment and materials <input type="checkbox"/> Clear evidence of checking for potential printing problems <input type="checkbox"/> Clear evidence of the use of test print procedures	<input type="checkbox"/> 6 finished printed images of optimum quality <input type="checkbox"/> Clear and consistent evidence pf effective use of equipment and materials <input type="checkbox"/> Clear and consistent evidence of checking for potential printing problems and remedial actions taken as necessary <input type="checkbox"/> Clear and consistent evidence of evaluating test print
	Pass/Fail Only	

Note: All points at each grade must be evidenced in order to achieve the grade i.e. all pass criteria met and only one from Merit, would result in a pass grade only. For distinctions all criteria must be met for each grade.

Signature of assessor:	Date:
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Assignment 109 Darkroom printing

Assignment mark sheet

Candidate name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
1a	Printing images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b	Supporting evidence for folio of images		

=Total mark for all graded tasks

Divided by

÷ 3

=Average mark for tasks

Overall grade

(see conversion chart)

Conversion chart	
Average	Grade
1-1.5	Pass
1.6-2.5	Merit
2.6-3	Distinction

All parts of the tasks must be passed to allow a grade to be claimed.

Candidate signature

Date

Assessor signature

Date

Quality assurance co-ordinator signature (where applicable)

Date

External verifier signature (where applicable)

Date

Appendix 1 Candidate feedback sheet

Pro forma



Candidate name:

Task & date	Assessor comments/action plan (The assessor should sign after each feedback session)

Tutor/Assessor signature	Date
Candidate signature	Date

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