

# Level 2 VRQ Qualifications in Photo Imaging (7512)

Assessment pack



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# Level 2 VRQ Qualifications in Photo Imaging (7512)

## Assessment pack

<b>Qualification title</b>	<b>Number</b>	<b>Ofqual ref.</b>
Level 2 Diploma in Photography & Photo Imaging	7512-02	500/7151/8
Level 2 Diploma in Photo Imaging	7512-02	500/6931/7
Level 2 Certificate in Photography and Photo Imaging	7512-92	500/6932/9
Level 2 Certificate in Working in the Photo Imaging Industry	7512-92	500/6933/0
Level 2 Certificate in Specialist Photography and Image Output	7512-92	500/7038/1
Level 2 Certificate in Digital Image Manipulation	7512-92	500/6934/2
Level 2 Certificate in Specialist Photography and Presentation	7512-92	500/6935/4
Level 2 Certificate in Photo Image Capture	7512-92	500/6936/6
Level 2 Certificate in Operational Photography	7512-22	500/6944/5
Level 2 Award in Photo Image Output	7512-92	500/6945/7
Level 2 Award in Photo Image Management and Storage	7512-92	500/6937/8
Level 2 Award in Photo Image Capture	7512-92	500/6946/9
Level 2 Award in Operational Photography	7512-12	500/6948/2
Level 2 Award in Digital Image Manipulation	7512-92	500/6947/0
Level 2 Award in Shooting video with DSLR	7512-92	600/6239/3

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# Contents

<b>1</b>	<b>Qualification structure</b>	<b>7</b>
<b>2</b>	<b>Guidance for assessors</b>	<b>12</b>
<b>3</b>	<b>Accreditation of prior learning/achievement</b>	<b>15</b>
<b>4</b>	<b>Assessment and verification</b>	<b>16</b>
<b>5</b>	<b>Guidance for candidates</b>	<b>18</b>
<b>6</b>	<b>Assignments</b>	<b>19</b>
<b>Assignment 201</b>	<b>Introduction to the photo imaging industry</b>	<b>20</b>
<b>Assignment 202</b>	<b>Introduction to working in the photo imaging industry</b>	<b>26</b>
<b>Assignment 303</b>	<b>Business practice in the photo imaging industry</b>	<b>30</b>
<b>Assignment 204</b>	<b>Introduction to legislation for the photo imaging industry</b>	<b>34</b>
<b>Assignment 205</b>	<b>Photo imaging equipment and materials</b>	<b>40</b>
<b>Assignment 206</b>	<b>Principles of photo image capture</b>	<b>44</b>
<b>Assignment 207</b>	<b>Principles of studio photography</b>	<b>56</b>
<b>Assignment 208</b>	<b>Principles of location photography</b>	<b>68</b>
<b>Assignment 209</b>	<b>Principles of photo imaging management and storage</b>	<b>80</b>
<b>Assignment 210</b>	<b>Principles of photo imaging output</b>	<b>90</b>
<b>Assignment 211</b>	<b>Presenting photo images</b>	<b>94</b>
<b>Assignment 212</b>	<b>Working to a photo imaging project brief</b>	<b>100</b>
<b>Assignment 213</b>	<b>Principles of operational support photography</b>	<b>105</b>
<b>Assignment 214</b>	<b>Principles of image management and storage for operational support photography</b>	<b>119</b>
<b>Assignment 215</b>	<b>Digital image manipulation</b>	<b>128</b>
<b>Assignment 216</b>	<b>Shooting video with DSLR</b>	<b>135</b>
<b>Appendix 1</b>	<b>Candidate feedback sheet</b>	<b>147</b>

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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:

<b>City &amp; Guilds unit number</b>	<b>Unit title</b>
Unit 201	Introduction to the photo imaging industry
Unit 202	Introduction to working the photo imaging industry
Unit 303	Business practice for the photo imaging industry
Unit 204	Introduction to legislation for the photo imaging industry
Unit 205	Photo imaging equipment and materials
Unit 206	Principles of photo image capture
Unit 207	Principles of studio photography
Unit 208	Principles of location photography
Unit 209	Photo imaging management and storage
Unit 210	Principles of photo image Output
Unit 211	Photo image presentation
Unit 212	Working to a photo imaging project brief
Unit 213	Principles of operational support photography
Unit 214	Principles of image management and storage for operational support photography
Unit 215	Digital Image Manipulation
Unit 216	Shooting video with DSLR

The qualification handbook available to download for free from the City & Guilds website [www.cityandguilds.com](http://www.cityandguilds.com).

# 1 Qualification Structure

## Full qualifications

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

<b>City &amp; Guilds unit number</b>	<b>Unit title</b>	<b>Credits</b>
Unit 201	Introduction to the photo imaging industry	4
Unit 202	Introduction to working the photo imaging industry	4
Unit 303	Business practice in the photo imaging industry	4
Unit 204	Introduction to legislation for the photo imaging industry	4
Unit 205	Photo imaging equipment and materials	5
Unit 206	Principles of photo image capture	8
Unit 207	Principles of studio photography	8
Unit 208	Principles of location photography	8
Unit 209	Photo imaging management and storage	7
Unit 210	Principles of photo imaging output	8
Unit 211	Presenting photo images	5
Unit 212	Working to a photo imaging project brief	4
Unit 213	Principles of operational support photography	6
Unit 214	Principles of image management and storage for operational support photography	7
Unit 215	Digital image manipulation	8
Unit 216	Shooting video with DSLR	5



## 1.1 Qualification structure

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

<b>7512-02</b>	<b>Level 2 Diploma in Photography &amp; Photo Imaging</b>	<b>450 GLH</b>	<b>61 credits</b>
<b>Mandatory units</b>			
Unit 201	Introduction to the photo imaging industry	30	4
Unit 202	Introduction to working in the photo imaging industry	30	4
Unit 303	Business practice in the photo imaging industry	30	4
Unit 204	Introduction to legislation for the photo imaging industry	30	4
Unit 205	Photo imaging equipment and materials	30	5
Unit 209	Photo imaging management and storage	60	7
Unit 210	Principles of photo image output	60	8
Unit 211	Photo image presentation	30	5
Unit 212	Working to a photo imaging project brief	30	4
<b>Optional units: two from 206-208, 216</b>			
Unit 206	Principles of photo image capture	60	8
Unit 207	Principles of studio photography	60	8
Unit 208	Principles of location photography	60	8
Unit 216	Shooting video with DSLR	30	5

<b>7512-02</b>	<b>Level 2 Diploma in Photo Imaging</b>	<b>330 GLH</b>	<b>46 credits</b>
<b>Mandatory units</b>			
Unit 205	Photo imaging equipment and materials	30	5
Unit 210	Principles of photo image output	60	8
Unit 211	Photo image presentation	30	5
Unit 212	Working to a photo imaging project brief	30	4
Unit 215	Digital Image Manipulation	60	8
<b>Optional units: two from 206-208, 216</b>			
Unit 206	Principles of photo image capture	60	8
Unit 207	Principles of studio photography	60	8
Unit 208	Principles of location photography	60	8
Unit 216	Shooting video with DSLR	30	5

<b>7512-92</b>	<b>Level 2 Certificate in Photography and Photo Imaging</b>	<b>180 GLH</b>	<b>25-26 credits</b>
<b>Mandatory units</b>			
Unit 210	Principles of photo image output	60	8
Unit 211	Photo image presentation	30	5
<b>Optional units: one from 201, 205 or 212</b>			
Unit 201	Introduction to the photo imaging industry	30	4
Unit 205	Photo imaging equipment and materials	30	5
Unit 212	Working to a photo imaging project brief	30	4
<b>Optional units: one from 206-208</b>			
Unit 206	Principles of photo image capture	60	8
Unit 207	Principles of studio photography	60	8
Unit 208	Principles of location photography	60	8

<b>7512-92</b>	<b>Level 2 Certificate in Working in the Photo Imaging Industry</b>	<b>120GLH</b>	<b>16 credits</b>
Unit 201	Introduction to the photo imaging industry	30	4

Unit 202	Introduction to working in the photo imaging industry	30	4
Unit 303	Business practice in the photo imaging industry	30	4
Unit 204	Introduction to legislation for the photo imaging industry	30	4

<b>7512-92</b>	<b>Level 2 Certificate in Specialist Photography and Image Output</b>	<b>120 GL</b>	<b>16 credits</b>
<b>Mandatory units</b>			
Unit 210	Principles of photo image output	60	8
<b>Optional units: one from 207-208</b>			
Unit 207	Principles of studio photography	60	8
Unit 208	Principles of location photography	60	8

<b>7512-92</b>	<b>Level 2 Certificate in Digital Image Manipulation</b>	<b>120 GLH</b>	<b>16 credits</b>
Unit 206	Principles of photo image capture	60	8
Unit 215	Digital image manipulation	60	8

<b>7512-92</b>	<b>Level 2 Certificate in Specialist Photography and Presentation</b>	<b>90 GLH</b>	<b>13 credits</b>
<b>Mandatory units</b>			
Unit 211	Photo image presentation	30	5
<b>Optional units: one from 207-208</b>			
Unit 207	Principles of studio photography	60	8
Unit 208	Principles of location photography	60	8

<b>7512-92</b>	<b>Level 2 Certificate in Photo Image Capture</b>	<b>90 GLH</b>	<b>13 credits</b>
Unit 206	Principles of photo image capture	60	8
Unit 211	Photo image presentation	30	6

<b>7512-22</b>	<b>Level 2 Certificate in Operational Photography</b>	<b>90 GLH</b>	<b>13 credits</b>
Unit 213	Principles of operational support photography	40	6
Unit 214	Principles of image management and storage for operational support photography	50	7

<b>7512-92</b>	<b>Level 2 Award in Photo Image Output</b>	<b>60 GLH</b>	<b>8 credits</b>
Unit 210	Principles of photo image output	60	8

<b>7512-92</b>	<b>Level 2 Award in Photo Image Management &amp; Storage</b>	<b>60 GLH</b>	<b>7 credits</b>
Unit 209	Photo imaging management and storage	60	7

<b>7512-9</b>	<b>Level 2 Award in Photo Image Capture</b>	<b>60 GLH</b>	<b>8 credits</b>
Unit 206	Principles of photo image capture	60	8

<b>7512-92</b>	<b>Level 2 Award in Digital Image Manipulation</b>	<b>60 GLH</b>	<b>8 credits</b>
Unit 215	Digital image manipulation	60	8

<b>7512-12</b>	<b>Level 2 Award in Operational Photography</b>	<b>40 GLH</b>	<b>6 credits</b>
Unit 213	Principles of operational support photography	40	6

<b>7512-92</b>	<b>Level 2 Award in Shooting Video for DSLR</b>	<b>30 GLH</b>	<b>5 credits</b>
Unit 216	Shooting video with DSLR	30	5

## 1.2 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*

<b>Pathways</b>	<b>Cert Claim Units</b>
Level 2 Diploma in Photography & Photo Imaging	920
Level 2 Diploma in Photo Imaging	921
Level 2 Certificate in Photography and Photo Imaging	922
Level 2 Certificate in Working in the Photo Imaging Industry	923
Level 2 Certificate in Specialist Photography and Image Output	924
Level 2 Certificate in Digital Image Manipulation	925
Level 2 Certificate in Specialist Photography and Presentation	926
Level 2 Certificate in Photo Image Capture	927
Level 2 Certificate in Operational Photography	959
Level 2 Award in Photo Image Output	928
Level 2 Award in Photo Image Management and Storage	929
Level 2 Award in Photo Image Capture	930
Level 2 Award in Operational Photography	957
Level 2 Award in Digital Image Manipulation	931
Level 2 Award in Shooting Video with DSLR	932

## 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 201 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.

### Research and report tasks

The research and report 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.

## 2.1 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 report writing is for the candidate to demonstrate their knowledge of the subject, rather than an ability to write large quantities of text. For this reason some tasks show approximate word numbers. Candidates should be encouraged to provide high quality, succinct reports. 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.

## 2.2 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)			<b>Merit</b>

  

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 research or ‘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 and Guilds.



## 4.1 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. Entries for the online multiple choice test should be made via the Walled Garden or using Form S as per the instructions outlined in the City & Guilds Directory of Vocational Awards.

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 research and report tasks 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

<b>City &amp; Guilds unit number</b>	<b>Assignment title</b>
Unit 201	Introduction to the photo imaging industry
Unit 202	Introduction to working the photo imaging industry
Unit 303	Business practice for the photo imaging industry
Unit 204	Introduction to legislation for the photo imaging industry
Unit 205	Photo imaging equipment and materials
Unit 206	Principles of photo image capture
Unit 207	Principles of studio photography
Unit 208	Principles of location photography
Unit 209	Photo imaging management and storage
Unit 210	Principles of photo image output
Unit 211	Photo image presentation
Unit 212	Working to a photo imaging project brief
Unit 213	Principles of operational support photography
Unit 214	Principles of image management and storage for operational support photography
Unit 215	Digital image manipulation
Unit 216	Shooting video with DSLR

# Assignment 201 Introduction to the photo imaging industry

## Assignment composition

This assignment is based on Unit 201 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and tasks.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Describe the structure of the photo imaging industry	1	Fact sheets
2. Describe the development and impact of photo imaging	2	Report

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

# Assignment 201 Introduction to the photo imaging industry

## Tasks

### Introduction to assignment

The assignment provides the candidate with the opportunity to demonstrate their understanding of the photo imaging industry and its history.

### Task 1 Produce two fact sheets

Select **two** of the following photo imaging occupational areas and produce a fact sheet which introduces working in that occupational area:

- corporate
- social
- advertising and editorial
- scientific and technical
- processors
- photo retailing
- picture libraries.

The fact sheets should include:

- an overview of the occupational areas
- the roles of the key participants
- a comparison of the employment characteristics in each occupational area
- legal and ethical responsibilities for each occupational area
- the market for photo images in each occupational area.

Examples of sources of information may include books, magazines, the Internet, National Occupational Standards, work experience and interviews.

### Task 2 Research and produce a report

Research and produce a report on **two** photo images (or series of photo images) that have had an impact on society. Examples may be:

- Mathew Brady's photo coverage of the American Civil War
- Dorothea Lange's "Migrant Mother"
- W. Eugene Smith's photo essay "Minamata"
- Nick Ut's Vietnamese child fleeing bombing.

## Assignment 201 Introduction to the photo imaging industry

### Task 1 Fact sheet 1

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and:</b>	<b>The candidate has achieved everything at pass and Merit grade and:</b>
<input type="checkbox"/> provided the minimum relevant information required by the task  <input type="checkbox"/> provided limited evidence of research  <input type="checkbox"/> provided information from a limited range of sources  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> provided information which shows evidence of relevant research using a variety and range of sources  <input type="checkbox"/> presented information in a clear, logical manner  <input type="checkbox"/> completed the task with minimal assistance	<input type="checkbox"/> provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced  <input type="checkbox"/> presented the task to a high level  <input type="checkbox"/> provided examples which indicates clear evidence of understanding and appreciation  <input type="checkbox"/> worked independently

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 201 Introduction to the photo imaging industry

### Task 1 Fact sheet 2

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and:</b>	<b>The candidate has achieved everything at pass and Merit grade and:</b>
<input type="checkbox"/> provided the minimum relevant information required by the task  <input type="checkbox"/> provided limited evidence of research  <input type="checkbox"/> provided information from a limited range of sources  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> provided information which shows evidence of relevant research using a variety and range of sources  <input type="checkbox"/> presented information in a clear, logical manner  <input type="checkbox"/> completed the task with minimal assistance	<input type="checkbox"/> provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced  <input type="checkbox"/> presented the task to a high level  <input type="checkbox"/> provided examples which indicates clear evidence of understanding and appreciation  <input type="checkbox"/> worked independently

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 201 Introduction to the photo imaging industry

### Task 2 Report

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and:</b>	<b>The candidate has achieved everything at pass and Merit grade and:</b>
<input type="checkbox"/> provided the minimum relevant information required by the task  <input type="checkbox"/> provided limited evidence of research  <input type="checkbox"/> provided information from a limited range of sources  <input type="checkbox"/> expressed opinions which are not substantiated  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> provided information which shows evidence of relevant research using a variety and range of sources  <input type="checkbox"/> presented information in a clear, logical manner  <input type="checkbox"/> expressed opinions which are then substantiated  <input type="checkbox"/> completed the task with minimal assistance	<input type="checkbox"/> provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced  <input type="checkbox"/> presented the task to a high level  <input type="checkbox"/> provided examples which indicates clear evidence of understanding and appreciation  <input type="checkbox"/> expressed opinions which are then substantiated and developed  <input type="checkbox"/> worked independently

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 201 Introduction to the photo imaging industry

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1	Fact sheet 1		
1	Fact sheet 2		
2	Report		
=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.

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

## Assignment 202 Introduction to working in the photo imaging industry

### Assignment composition

This assignment is based on Unit 202 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and task.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Describe employability skills, practices and protocols	1	Presentation
2. Maintain continuous professional development		

This assignment will provide the opportunity for a candidate to develop their key skills in Communication and ICT. Any assessment of key skills evidence is not included in the overall grade for this assignment.

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

# Assignment 202 Introduction to working in the photo imaging industry

## Tasks

### Introduction to assignment

This assignment provides the candidate with the opportunity to generate a presentation on personal and professional development.

### Task 1 Produce a presentation

Plan and prepare a presentation on working in the photo industry. The presentation should be delivered to an audience (which may be the peer group) in a form agreed with the tutor/assessor, this might be:

- an illustrated magazine article
- an internal newsletter
- an audio visual presentation
- an illustrated talk/lecture.

The presentation should include the range, scope and influence of the Photo Imaging industry and the employability skills, practices and protocols that are important in the industry, including:

- an outline of effective communication techniques
- the benefits of team working
- the principles of problem solving
- the importance of maintaining professionalism
- the importance of continuous professional development (CPD)
- the opportunities for training and development
- the importance of maintaining safe working practices
- the elements of a portfolio.

## Assignment 202 Introduction to working in the photo imaging industry

### Task 1 Presentation

Candidate name:

Pass	Merit	Distinction
<b>The candidate has:</b>	<b>The candidate has achieved everything at pass grade and:</b>	<b>The candidate has achieved everything at pass and Merit grade and:</b>
<input type="checkbox"/> provided the minimum relevant information required by the task  <input type="checkbox"/> provided limited evidence of research  <input type="checkbox"/> provided information from a limited range of sources  <input type="checkbox"/> communicated effectively  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> provided information which shows evidence of relevant research using a variety and range of sources  <input type="checkbox"/> the information is in a clear and logical form  <input type="checkbox"/> provided examples which are relevant  <input type="checkbox"/> completed the task with minimal assistance	<input type="checkbox"/> provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced  <input type="checkbox"/> completed the task to a consistently high level which is visually effective  <input type="checkbox"/> provided examples which indicates clear evidence of understanding  <input type="checkbox"/> worked independently

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 202 Introduction to working in the photo imaging industry

## Assignment mark sheet

### Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade
1	Presentation	

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

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

## **Assignment 303 Business practice in the photo imaging industry**

### Assignment composition

This assignment is based on Unit 303 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcome and task.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Describe business practice	1	Report

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

# Assignment 303 Business practice in the photo imaging industry

## Tasks

### Task 1 Produce a report

Produce a report that compares the business practices of **two** different types of photo imaging businesses/organisations. The businesses/organisations should be agreed with the tutor/assessor.

The report should compare:

- the types of businesses/organisations
- the main legislation relating to the running of the businesses/organisations
- how the businesses/organisations are financed
- the types of insurance that the businesses/organisations should have
- the marketing practices of the businesses/organisations.

# Assignment 303 Business practice in the photo imaging industry

## Task 1 Report

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided the minimum relevant business information required by the task</li> <li><input type="checkbox"/> provided limited evidence of research</li> <li><input type="checkbox"/> provided information from a limited range of sources</li> </ul> <p>Guidance Made a limited attempt to present information in a clear, logical manner</p>	<p><b>The candidate has achieved everything at pass grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided business information which shows evidence of relevant research using a variety and range of sources</li> <li><input type="checkbox"/> presented information in a clear, logical manner</li> <li><input type="checkbox"/> demonstrated evidence of analysing research evidence</li> <li><input type="checkbox"/> provided examples which are relevant</li> <li><input type="checkbox"/> worked independently</li> </ul> <p>Guidance Examples of sources include regulations, business or organisation documentation</p>	<p><b>The candidate has achieved everything at pass and Merit grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided business information which shows evidence of a high level of research and a wide range of sources which are clearly referenced</li> <li><input type="checkbox"/> analysed the research and provided information which shows evidence of interpretation and application</li> <li><input type="checkbox"/> provided examples which indicates clear evidence of understanding</li> <li><input type="checkbox"/> presented the task to a high level</li> </ul>

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 303 Business practice in the photo imaging industry

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade
1	Report	

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 204 Introduction to legislation for the photo imaging industry

### Assignment composition

This assignment is based on Unit 204 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and tasks.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Maintain health and safety	1	Information sheet
2. Describe legislation which affects working in the photo imaging industry	2	Information sheet

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

# **Assignment 204      Introduction to legislation for the photo imaging industry**

## Tasks

### **Task 1              Produce a health and safety information sheet**

Produce an information sheet on health and safety for the photo imaging industry which includes:

- employee responsibilities
- how to use and maintain personal protective equipment
- common hazards in photo imaging
- how to deal with risks
- how to handle hazardous substances
- how to handle electrical equipment
- how to handle heavy and large objects
- how to deal with emergencies
- the fire fighting equipment to use for different types of fire.

### **Task 2              Produce an information sheet on legislation**

Produce an information sheet on legislation which applies to the photo imaging industry. The information sheet should include:

- relevant legislation
- how legislation affects working in the photo imaging industry.

The legislation should include:

- intellectual property, copyright and rights and permissions
- procedures for licensing work
- infringement of individual's rights
- contractual agreements and sales of goods.

# Assignment 204 Introduction to legislation for the photo imaging industry

## Task 1 Health and safety information sheet

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided the minimum relevant information required by the task</li> <li><input type="checkbox"/> provided limited evidence of research</li> <li><input type="checkbox"/> provided information from a limited range of sources</li> </ul> <p>Guidance Made a limited attempt to present information in a clear, logical manner</p>	<p><b>The candidate has achieved everything at pass grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided health and safety information which shows evidence of relevant research using a variety and range of sources</li> <li><input type="checkbox"/> provided relevant examples</li> <li><input type="checkbox"/> presented information in a clear, logical manner</li> <li><input type="checkbox"/> provided information which shows evidence of understanding</li> </ul> <p>Guidance Completed the task with minimal assistance Examples of sources include HSE publications, HSAW regulations, business or organisation health and safety documentation</p>	<p><b>The candidate has achieved everything at pass and Merit grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided health and safety information which shows evidence of a high level of research and a wide range of sources which are clearly referenced</li> <li><input type="checkbox"/> presented the task to a high standard</li> <li><input type="checkbox"/> provided examples which indicates clear evidence of understanding</li> </ul> <p>Guidance Examples of sources include correct regulation and/or standards which are clearly referenced. Demonstrated a high level of independence</p>

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 204 Introduction to legislation for the photo imaging industry

### Task 2 Information sheet on legislation

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and:</b>	<b>The candidate has achieved everything at pass and Merit grade and:</b>
<input type="checkbox"/> provided the minimum relevant information required by the task  <input type="checkbox"/> provided limited evidence of research  <input type="checkbox"/> provided information from a limited range of sources  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> provided health and safety information which shows evidence of relevant research using a variety and range of sources  <input type="checkbox"/> provided relevant examples  <input type="checkbox"/> presented information in a clear, logical manner  <input type="checkbox"/> provided information which shows evidence of understanding  Guidance Completed the task with minimal assistance	<input type="checkbox"/> provided information which shows evidence of a high level of research and a wide range of sources which are clearly referenced  <input type="checkbox"/> presented the task to a high level  <input type="checkbox"/> provided examples which indicates clear evidence of understanding and appreciation  Guidance Demonstrated a high level of independence

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 204 Introduction to legislation for the photo imaging industry

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1	Health and safety information sheet		
2	Information sheet on legislation		
=Total mark for all graded tasks			
Divided by the number of graded tasks			÷ 2
=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.

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

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## Assignment 205 Photo imaging equipment and materials

### Assignment composition

This assignment is based on Unit 205 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcome and task.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Describe the application and maintenance of equipment and materials	1	Written account

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



# Assignment 205 Photo imaging equipment and materials

## Tasks

### Introduction to assignment

This assignment provides the candidate an opportunity to demonstrate evidence of the use of a range of materials supported by the efficient operating of photo-imaging equipment.

### Task 1 Written account

Produce a written account for a set of thematic images captured in one of the following assignments:

- 206 Principles of photo image capture
- 207 Principles of studio photography
- 208 Principles of location photography
- 305 Photo image capture
- 306 Studio photography
- 307 Location photography

The written account should include:

- reasons and justification for selection of equipment and materials (including relevant research and alternatives)
- how the equipment and materials were prepared and used
- the characteristics of the equipment and materials used
- the advantages and disadvantages of the equipment and materials used
- how the equipment was used to capture images (including the method of image capture and operational procedures followed)
- how the equipment and materials were used to convey the required visual image
- health and safety considerations.

## Assignment 205 Photo imaging equipment and materials

### Task 1 Written account

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the minimum relevant information of equipment and materials</li> <li><input type="checkbox"/> limited evidence of equipment and accessories knowledge</li> <li><input type="checkbox"/> limited account of the operation of equipment</li> <li><input type="checkbox"/> reasons for choice of equipment and materials which are not substantiated</li> </ul> <p>Guidance Made a limited attempt to present information in a clear, logical manner</p>	<p><b>The candidate has achieved everything at pass grade and provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> evidence of clear explanations for the choice and operation of a range of materials and equipment</li> <li><input type="checkbox"/> an explanation showing clear evidence of function and operational knowledge</li> <li><input type="checkbox"/> information in a clear and logical manner</li> </ul>	<p><b>The candidate has achieved everything at pass and Merit grade and provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> clear and coherent explanations for the choice of materials and equipment</li> <li><input type="checkbox"/> a detailed explanation showing clear and consistent evidence of function and operational knowledge</li> <li><input type="checkbox"/> a structured and substantiated explanation which fully supports the final choice of equipment and materials</li> <li><input type="checkbox"/> clear and consistent evidence of consideration given to alternatives with evidence of informed reflection</li> </ul>

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 205 Photo imaging equipment and materials

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade
1	Written account	

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 206 Principles of photo image capture

### Assignment composition

This assignment is based on Unit 206 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and tasks.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Prepare, set up, dismantle and store safely	1a	Folio of images x2
2. Contribute to the imaging process in order to achieve a predetermined result	1b	Written account x2

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

## **Assignment 206 Principles of photo image capture**

### Introduction to assignment

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

Candidates are required to select two themes. For each theme candidates are required to:

1. Plan a photographic approach. The planning must be presented to the tutor/assessor who must agree the suitability of the subject/location/event to meet the task requirements. Planning and preparation is key to the success of the candidates individual interpretation of the two themes selected for image capture and candidates should be encouraged to consider their interpretations carefully.
2. Use research material and produce a detailed plan.
3. Select and use appropriate equipment and materials.
4. Undertake the capture of images.
5. Produce a minimum of 10 thematic images.

# Assignment 206 Principles of photo image capture

## Tasks

### Task 1a) Produce a folio of images

Select **two** of the following themes and produce a minimum of 10 images on each theme:

1. People and portraits (examples are: informal portraits, family and friends, people at work)
2. Built environment (examples are: differing styles of buildings, details and features of buildings, heritage)
3. Still life (examples are: glass, metal objects, food arrangements, surgical instruments, DIY tools, clocks and watches, jewellery)
4. Nature (examples are: trees, waterscapes, seasonal, agriculture)
5. Reportage (examples are: carnival day, Remembrance Day, firework display, dog show, Fire Service open day, sporting event, charity event)
6. An alternative assignment which must be approved by the tutor/assessor and quality assurance co-ordinator.

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 merits. Images can be provided on any form of media which must be agreed with the tutor/assessor prior to the task.

A statement of intent should be produced for each selected theme and agreed with the tutor/assessor before undertaking the assignment. The statement of intent should include:

- the title of theme to be undertaken
- a brief statement as to the intended purpose of the photography to be undertaken
- references to stimulus material (the work of other photographers and other influences)
- an overview of the equipment and materials (media) to be used
- a brief explanation of techniques to be used and why
- a brief explanation of how lighting conditions can be used advantageously
- a brief assessment of safety considerations.

A pro forma is included for the statement of intent which may be used.

## Assignment 206 Principles of photo image capture

### Tasks

#### Task 1b) Supporting evidence for folio of images

Provide a written account for **each** folio of images which includes:

- the statement of intent
- information on the research undertaken and influences (including details of the research material, subject/location/event, influences and intention/purpose of images)
- the preparation and planning undertaken (including reasons for equipment and materials selection, equipment and materials preparation and health and safety considerations)
- how the equipment was used to capture images (including the method of image capture and operational procedures followed)
- why the final images were selected (including how they relate to the theme)
- relevant documentation used
- health and safety, legal and ethical considerations.

## Assignment 206 Principles of photo image capture

Pro forma for task 1a)

### Statement of intent

<b>Candidate name:</b>	<b>Theme:</b>
Title of the theme:	
<b>Intentions/purpose of the photography to be undertaken</b>	
<b>Reasons for selection of theme (including inspiration from the work of others)</b>	
<b>The photo imaging equipment and medium that will be used and why</b>	
<b>Techniques that will be used and how they will help convey the visual message</b>	
<b>How light quality can be used to help convey the visual message</b>	
<b>Safety considerations</b>	



## Assignment 206 Principles of photo image capture

Marking/grading criteria for folio of images

### Task 1a)

Candidate name:

Theme 1:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of techniques				
Use of lighting				
Use of exposure				
Use of equipment and media				
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

## Assignment 206 Principles of photo image capture

Marking/grading criteria for folio of images

### Task 1a)

Candidate name:

Theme 2:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of techniques				
Use of lighting				
Use of exposure				
Use of equipment and media				
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

# Assignment 206 Principles of photo image capture

## Grade descriptors for folios of images



### Task 1a)

Assessment criteria	Descriptors		
	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 techniques	There is some evidence of use of techniques (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of techniques in creating meaningful images	There is clear and consistent evidence of a range of techniques contributing to the effectiveness of the images
use of lighting	There is some evidence of awareness of use of lighting	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	Exposure has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded	There is clear and consistent evidence of exposure control contributing to the success of the images
Use of equipment and media	Some evidence of use of equipment and media contributing to the intended visual message	Clear evidence of use of equipment and media contributing to the intended visual message	There is clear and consistent evidence of equipment and media ensuring the intended visual message

## Assignment 206 Principles of photo image capture

### Task 1b) Supporting evidence / written account for theme 1

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has provided :</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a statement of intent</li> <li><input type="checkbox"/> the minimum relevant information required by the task</li> <li><input type="checkbox"/> limited evidence of research and influences</li> <li><input type="checkbox"/> a limited account of assignment planning</li> <li><input type="checkbox"/> a log of image capture</li> <li><input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)</li> </ul>	<p><b>The candidate has achieved everything at pass grade and provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> evidence of relevant research using a variety and range of sources</li> <li><input type="checkbox"/> an account of assignment planning, which includes information on choice of equipment</li> <li><input type="checkbox"/> a log of image capture, outlining safe equipment operation in the accomplishment of the set task</li> <li><input type="checkbox"/> a structured explanation which supports the choice of final images</li> </ul>	<p><b>The candidate has achieved everything at pass and Merit grade and provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> evidence of a high level of research that is clearly referenced</li> <li><input type="checkbox"/> an accurate account of assignment planning which includes detailed information on choice of equipment</li> <li><input type="checkbox"/> a detailed log of image capture outlining equipment operation and health and safety considerations</li> <li><input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images</li> </ul>

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 206 Principles of photo image capture

### Task 1b) Supporting evidence / written account for theme 2

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has provided :</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a statement of intent</li> <li><input type="checkbox"/> the minimum relevant information required by the task</li> <li><input type="checkbox"/> limited evidence of research and influences</li> <li><input type="checkbox"/> a limited account of assignment planning</li> <li><input type="checkbox"/> a log of image capture</li> <li><input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)</li> </ul>	<p><b>The candidate has achieved everything at pass grade and provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> evidence of relevant research using a variety and range of sources</li> <li><input type="checkbox"/> an account of assignment planning, which includes information on choice of equipment</li> <li><input type="checkbox"/> a log of image capture, outlining safe equipment operation in the accomplishment of the set task</li> <li><input type="checkbox"/> a structured explanation which supports the choice of final images</li> </ul>	<p><b>The candidate has achieved everything at pass and Merit grade and provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> evidence of a high level of research that is clearly referenced</li> <li><input type="checkbox"/> an accurate account of assignment planning which includes detailed information on choice of equipment</li> <li><input type="checkbox"/> a detailed log of image capture outlining equipment operation and health and safety considerations</li> <li><input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final images</li> </ul>

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 206 Principles of photo 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)	Theme 1 folio of images		
1a)	Theme 2 folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Theme 1 supporting evidence		
1b)	Theme 2 supporting evidence		
=Total mark for all graded tasks			
			Divided by
			÷ 6
			=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.

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

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## Assignment 207 Principles of studio photography

### Assignment composition

This assignment is based on Unit 207 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and tasks.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Prepare, set up, dismantle and store safely	1a	Folio of images x2
2. Contribute to the imaging process in order to achieve a predetermined result	1b	Written account x2

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



## **Assignment 207 Principles of Studio Photography**

### Introduction to assignment

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

Candidates are required to select two themes. For each theme candidates are required to:

1. Plan a photographic approach (the planning must be presented to the tutor/assessor who must agree the suitability of the subject to meet the task requirements. Planning and preparation is key to the success of the candidates individual interpretation of the two themes selected for image capture and candidates should be encouraged to consider their interpretations carefully).
2. Use research material and produce a detailed plan.
3. Select and use appropriate equipment and materials.
4. Undertake the capture of images.
5. Produce a minimum of 10 images, which are thematic.

# Assignment 207 Principles of studio photography

## Tasks

### Task 1a) Produce a folio of images

Select **two** of the following themes and produce a minimum of 10 images on each theme:

1. People and portraits (examples are: informal portraits, family and friends)
2. Still life (examples are: glass, metal objects, food arrangements, jewellery, natural forms)
3. Close-up (examples are: technical components, natural history)
4. An alternative assignment which must be approved by the tutor/assessor and quality assurance co-ordinator.

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 merits. Images can be provided on any form of media

A statement of intent should be produced for each selected theme and agreed with the tutor/assessor before undertaking the assignment. The statement of intent should include:

- the title of theme to be undertaken
- a brief statement as to the intended purpose of the photography to be undertaken
- references to stimulus material (the work of other photographers and other influences)
- an overview of the equipment and materials (media) to be used
- a brief explanation of techniques to be used and why
- a brief explanation of how lighting will be used
- a brief assessment of safety considerations.

A pro forma is included for the statement of intent which may be used.

# Assignment 207 Principles of studio photography

## Tasks

### Task 1b) Supporting evidence for folio of images

Provide a written account for **each** folio of images which includes:

- the statement of intent
- information on the research undertaken and influences (including details of the research material, subject, influences and intention/purpose of images)
- the preparation and planning undertaken (including reasons for equipment and materials selection, equipment and materials preparation, and health and safety considerations)
- how the equipment was used to capture images (including the method of image capture and operational procedures followed)
- records of set construction, props and lighting
- why the final images were selected (including how they relate to the theme)
- relevant documentation used
- health and safety, legal and ethical considerations.

## Assignment 207 Principles of studio photography

Pro forma for task 1a)

### Statement of intent

<b>Candidate name:</b>	<b>Theme:</b>
Title of the theme:	
<b>Intentions/purpose of the photography to be undertaken</b>	
<b>Reasons for selection of theme (including inspiration from the work of others)</b>	
<b>The photo imaging equipment and medium that will be used and why</b>	
<b>Techniques that will be used and how they will help convey the visual message</b>	
<b>How light quality can be used to help convey the visual message</b>	
<b>Safety considerations</b>	

## Assignment 207 Principles of studio photography

Marking/grading criteria for folio of images

### Task 1a)

Candidate name:

Theme 1:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme	1	2	3	
Use of techniques	1	2	3	
Use of lighting	1	2	3	
Use of exposure	1	2	3	
Use of equipment and media	1	2	3	
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

## Assignment 207 Principles of studio photography

Marking/grading criteria for folio of images

### Task 1a)

Candidate name:

Theme 2:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme				
Use of techniques				
Use of lighting				
Use of exposure				
Use of equipment and media				
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

## Assignment 207 Principles of studio photography

Grade descriptors for folios of images



### Task 1a)

Assessment criteria	Descriptors		
	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 techniques	There is some evidence of use of techniques (eg composition, use of depth of field, sharpness)	There is clear evidence of the use of techniques in creating meaningful images	There is clear and consistent evidence of a range of techniques contributing to the effectiveness of the images
use of lighting	There is some evidence of control of lighting	There is clear evidence of control of lighting contributing to success of images	There is clear and consistent evidence of control of lighting contributing to success of images
Use of exposure	Exposure has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded	There is clear and consistent evidence of exposure control contributing to the success of the images
Use of equipment and media	Some evidence of use of equipment and media contributing to the intended visual message	Clear evidence of use of equipment and media contributing to the intended visual message	There is clear and consistent evidence of equipment and media ensuring the intended visual message

## Assignment 207 Principles of studio photography

### Task 1b) Supporting evidence / written account for theme 1

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided :</b>	<b>The candidate has achieved everything at pass grade and provided:</b>	<b>The candidate has achieved everything at pass and Merit grade and provided:</b>
<input type="checkbox"/> a statement of intent  <input type="checkbox"/> the minimum relevant information required by the task  <input type="checkbox"/> limited evidence of research and influences  <input type="checkbox"/> a limited account of assignment planning  <input type="checkbox"/> a log of image capture  <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> evidence of relevant research using a variety and range of sources  <input type="checkbox"/> an account of assignment planning, which includes information on choice of equipment  <input type="checkbox"/> a log of image capture, outlining safe 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"/> evidence of a high level of research that is clearly referenced  <input type="checkbox"/> an accurate account of assignment planning which includes detailed information on choice of equipment  <input type="checkbox"/> a detailed log of image capture outlining equipment operation and health 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 207 Principles of studio photography



## Task 1b) Supporting evidence / written account for theme 2

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided :</b>	<b>The candidate has achieved everything at pass grade and provided:</b>	<b>The candidate has achieved everything at pass and Merit grade and provided:</b>
<input type="checkbox"/> a statement of intent <input type="checkbox"/> the minimum relevant information required by the task <input type="checkbox"/> limited evidence of research and influences <input type="checkbox"/> a limited account of assignment planning <input type="checkbox"/> a log of image capture <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> evidence of relevant research using a variety and range of sources <input type="checkbox"/> an account of assignment planning, which includes information on choice of equipment <input type="checkbox"/> a log of image capture, outlining safe 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"/> evidence of a high level of research that is clearly referenced <input type="checkbox"/> an accurate account of assignment planning which includes detailed information on choice of equipment <input type="checkbox"/> a detailed log of image capture outlining equipment operation and health 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 207 Principles of studio photography

## 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)	Theme 1 folio of images		
1a)	Theme 2 folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Theme 1 supporting evidence		
1b)	Theme 2 supporting evidence		
=Total mark for all graded tasks			
Divided by the number of graded tasks			÷ 6
=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.

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

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## Assignment 208 Principles of location photography

### Assignment composition

This assignment is based on Unit 208 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and tasks.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Prepare, set up, dismantle and store safely	1a	Folio of images x2
2. Contribute to the imaging process in order to achieve a predetermined result	1b	Written account x2

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

## **Assignment 208 Principles of location photography**

### Introduction to assignment

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

Candidates are required to select two themes. For each theme candidates are required to:

1. Plan a photographic approach (the planning must be presented to the tutor/assessor who must agree the suitability of the subject and location to meet the task requirements. Planning and preparation is key to the success of the candidates individual interpretation of the two themes selected for image capture and candidates should be encouraged to consider their interpretations carefully).
2. Use research material and produce a detailed plan.
3. Select and use appropriate equipment and materials.
4. Undertake the capture of images.
5. Produce a minimum of 10 images, which are thematic.

# Assignment 208 Principles of location photography

## Tasks

### Task 1a) Produce a folio of images

Select **two** of the following themes and produce a minimum of 10 images on each theme:

1. People and portraits (examples are: informal portraits, family and friends, people at work)
2. Built environment (examples are: differing styles of buildings, details and features of buildings, heritage)
3. Nature (examples are: trees, waterscapes, seasonal, agriculture)
4. Reportage (examples are: carnival day, Remembrance Day, firework display, dog show, Fire Service open day, sporting event, charity event)
5. An alternative assignment which must be approved by the tutor/assessor and quality assurance co-ordinator.

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 merits. Images can be provided on any form of media

A statement of intent should be produced for each selected theme and agreed with the tutor/assessor before undertaking the assignment. The statement of intent should include:

- the title of theme to be undertaken
- a brief statement as to the intended purpose of the photography to be undertaken
- references to stimulus material (the work of other photographers and other influences)
- an overview of the equipment and materials (media) to be used
- a brief explanation of techniques to be used and why
- a brief explanation of how lighting conditions can be used advantageously
- a brief assessment of safety considerations.

A pro forma is included for the statement of intent which may be used.

## Assignment 208 Principles of location photography

### Tasks

#### Task 1b) Supporting evidence for folio of images

Provide a written account for **each** folio of images which includes:

- the statement of intent
- information on the research undertaken and influences (including details of the research material, subject and location, influences and intention/purpose of images)
- the preparation and planning undertaken (including reasons for equipment and materials selection, equipment and materials preparation, and health and safety considerations)
- how the equipment was used to capture images (including the method of image capture and operational procedures followed)
- why the final images were selected (including how they relate to the theme)
- relevant documentation used
- health and safety, legal and ethical considerations.

## Assignment 208 Principles of location photography

Pro forma for task 1a)

### Statement of intent

<b>Candidate name:</b>	<b>Theme:</b>
Title of the theme:	
<b>Intentions/purpose of the photography to be undertaken</b>	
<b>Reasons for selection of theme (including inspiration from the work of others)</b>	
<b>The photo imaging equipment and medium that will be used and why</b>	
<b>Techniques that will be used and how they will help convey the visual message</b>	
<b>How light quality can be used to help convey the visual message</b>	
<b>Safety considerations</b>	



## Assignment 208 Principles of location photography

Marking/grading criteria for folio of images

### Task 1a)

Candidate name:

Theme 1:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme	1	2	3	
Use of techniques	1	2	3	
Use of lighting	1	2	3	
Use of exposure	1	2	3	
Use of equipment and media	1	2	3	
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

## Assignment 208 Principles of location photography

Marking/grading criteria for folio of images

### Task 1a)

Candidate name:

Theme 2:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme	1	2	3	
Use of techniques	1	2	3	
Use of lighting	1	2	3	
Use of exposure	1	2	3	
Use of equipment and media	1	2	3	
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

# Assignment 208 Principles of location photography

## Grade descriptors for folios of images



### Task 1a)

Assessment criteria	Descriptors		
	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 techniques	There is some evidence of use of techniques (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of techniques in creating meaningful images	There is clear and consistent evidence of a range of techniques contributing to the effectiveness of the images
use of lighting	There is some evidence of awareness of use of lighting	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	Exposure has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded	There is clear and consistent evidence of exposure control contributing to the success of the images
Use of equipment and media	Some evidence of use of equipment and media contributing to the intended visual message	Clear evidence of use of equipment and media contributing to the intended visual message	There is clear and consistent evidence of equipment and media ensuring the intended visual message

## Assignment 208 Principles of location photography

### Task 1b) Supporting evidence / written account for theme 1

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided :</b>	<b>The candidate has achieved everything at pass grade and provided:</b>	<b>The candidate has achieved everything at pass and Merit grade and provided:</b>
<input type="checkbox"/> a statement of intent  <input type="checkbox"/> the minimum relevant information required by the task  <input type="checkbox"/> limited evidence of research and influences  <input type="checkbox"/> a limited account of assignment planning  <input type="checkbox"/> a log of image capture  <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> evidence of relevant research using a variety and range of sources  <input type="checkbox"/> an account of assignment planning, which includes information on choice of equipment  <input type="checkbox"/> a log of image capture, outlining safe 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"/> evidence of a high level of research that is clearly referenced  <input type="checkbox"/> an accurate account of assignment planning which includes detailed information on choice of equipment  <input type="checkbox"/> a detailed log of image capture outlining equipment operation and health 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 208 Principles of location photography

### Task 1b) Supporting evidence / written account for theme 2

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided :</b>	<b>The candidate has achieved everything at pass grade and provided:</b>	<b>The candidate has achieved everything at pass and Merit grade and provided:</b>
<input type="checkbox"/> a statement of intent  <input type="checkbox"/> the minimum relevant information required by the task  <input type="checkbox"/> limited evidence of research and influences  <input type="checkbox"/> a limited account of assignment planning  <input type="checkbox"/> a log of image capture  <input type="checkbox"/> a limited explanation of why final images were selected (ie without structured reasons)	<input type="checkbox"/> evidence of relevant research using a variety and range of sources  <input type="checkbox"/> an account of assignment planning, which includes information on choice of equipment  <input type="checkbox"/> a log of image capture, outlining safe 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"/> evidence of a high level of research that is clearly referenced  <input type="checkbox"/> an accurate account of assignment planning which includes detailed information on choice of equipment  <input type="checkbox"/> a detailed log of image capture outlining equipment operation and health 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 208 Principles of location photography

## 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)	Theme 1 folio of images		
1a)	Theme 2 folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Theme 1 supporting evidence		
1b)	Theme 2 supporting evidence		

=Total mark for all graded tasks

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

Divided by

÷ 6

=Average mark for tasks

Overall grade

(see conversion chart)

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

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

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## Assignment 209 Principles of photo imaging management and storage

### Assignment composition

This assignment is based on Unit 209 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and tasks.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Set up, calibrate and profile a monitor	1a	Tutor observation notes
	1b	Written account
2. Check, use and store image data	2a	Stored images, records
	2b	Written account

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



# Assignment 209 Principles of photo imaging management and storage

## Tasks

### Introduction to assignment

For task 1a, it is recommended that candidates calibrate at least two monitors before undertaking the observation.

### Task 1a Calibrate a monitor

Calibrate a monitor. The monitor to be calibrated should be agreed with and observed by the tutor/assessor.

Software only calibration method and/or hardware equipment calibration method may be used. The calibration can be performed on either CRT or LCD monitor, using any platform.

### Task 1b Written account

For the calibration in task 1a above and two other calibrations, produce a written account for each which outlines:

- the main health and safety risks when calibrating monitors
- the reasons for preparing the working environment for calibration
- how the calibration equipment and/or software was used and the steps involved
- the name of the monitor's new profile and identify correct system folder to save it to
- the procedures used for checking the accuracy of the calibration and profiling
- the recording of the date of calibration and the next re-calibration.

## Assignment 209 Principles of photo imaging management and storage

### Tasks

#### Task 2a Store Images

Store a variety of self generated images using at least **three** different types of storage devices.

The following types of images should be stored:

- three must be unedited originals
- three must be working versions
- three must be ready for printing
- three must be prints
- two must be ready for email attachment
- two must be in a compressed format
- two must be in an uncompressed format
- two have copyright notice in IPTC metadata.

The storage devices must include:

- one for hard copy on a hard drive
- two for digital media of which at least one must be portable.

A file storage record must be kept for the images.

Images produced for other assignments may be used for this task.

#### Task 2b Written account

For the stored images in task 2a above, produce a written account that includes:

- the advantages and disadvantages of the storage devices used
- how the digital images were stored and handled
- how the hard copy (print) images were stored and handled
- how embedded profiles were handled
- reasons for the choice of file format for each image
- how files were copied and saved to each of the chosen storage devices
- what should be included in the file storage record.

## Assignment 209 Principles of photo imaging management and storage

### Practical Observation

#### Task 1a)

The practical observation should be carried out when the candidate is undertaking one of the calibrations in Task 1a).

Candidates are not permitted to use checklist to work from when completing the calibration task, but may familiarise themselves with it prior to the observation.

Candidate name:

Assessment criteria	Achieved	Feedback
Safely setting up the calibration equipment / software and suitable environment for calibration		
How the calibration equipment and/or software was used and the steps involved		
Naming and/or identifying the monitor's new profile and checking it was in correct system folder		
Procedures used for checking the accuracy of the calibration and profiling		
Recording the date of calibration and next re-calibration		
Safely shutting down all hardware and software devices and disconnecting calibration hardware (as applicable).		
<b>Signature of assessor and date:</b>		

Note: A pass must be achieved for each assessment criteria area to receive an overall pass.

## Assignment 209 Principles of photo imaging management and storage

### Assessment guidance

#### Task 1a)

<b>Guidance</b>	
<b>Assessment criteria</b>	<b>To pass candidate must meet all the criteria</b>
Safely setting up the calibration equipment / software and suitable environment for calibration	Monitor allowed to warm up, hazards check carried out, hardware connected and /or software located and room illumination reduced to minimum.
How the calibration equipment and/or software was used and the steps involved	Software and/or hardware procedures followed correctly.
Naming the monitor's new profile and checking it was in correct system folder	Profile named (or name identified) and placed in correct folder (or folder identified) as applicable.
Procedures used for checking the accuracy of the calibration and profiling	On screen check using a verification image, greyscale or hardware analysis (if available)
Recording the date of calibration and next re-calibration	Filled in date of calibration and of next re-calibration.
Safely shutting down all hardware and software devices and disconnecting calibration hardware	Hardware and software closed down in correct order and environment re-set to normal or previous conditions.

# Assignment 209 Principles of photo imaging management and storage

## Task 1b) Written account

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided the minimum relevant information required by the task</li> <li><input type="checkbox"/> named the monitor’s new profile for each calibration</li> <li><input type="checkbox"/> provided limited evidence of checking the accuracy of the calibration and profiling</li> <li><input type="checkbox"/> recorded the date of calibration and schedule of next re-calibration</li> </ul>	<p><b>The candidate has achieved everything at pass grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided clear evidence of information required by the task</li> <li><input type="checkbox"/> named the monitor’s profile for each calibration and identified correct system folder in which it is saved</li> <li><input type="checkbox"/> provided evidence of using a range of different procedures for checking the accuracy of the calibration and profiling</li> <li><input type="checkbox"/> provided a substantiated structured explanation for the need for regular calibration schedules</li> </ul>	<p><b>The candidate has achieved everything at pass and Merit grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided clear and consistent evidence of relevant information required by the task</li> <li><input type="checkbox"/> provided relevant descriptive naming of monitor profiles for each calibration (ie date, standards if used eg D50) and identified the correct folders for alternative platform system folders</li> <li><input type="checkbox"/> provided a substantiated structured explanation of the strengths and limitations of different procedures for checking the accuracy of the calibration and profiling</li> </ul>

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 209 Principles of photo imaging management and storage

### Marking checklist for storing images

#### Task 2a)

Candidates are not permitted to use checklist to work from when completing the task, but may familiarise themselves with it prior to the task.

Candidate name:

Assessment criteria	Achieved	Feedback
Three unedited original images stored		
Three working versions of images stored		
Three images that are ready for printing stored		
Three hard copies (prints) stored		
Two images that are ready for email attachment stored		
Two images in a compressed format stored		
Two images in an uncompressed format stored		
Two images that have copyright notice in IPTC metadata stored		
One storage device for hard copy (print) used		
Two storage devices for digital media (of which at least one must be portable) used		
A file storage record is kept for all images		
<b>Signature of assessor and date:</b>		

Note: A pass must be achieved for each assessment criteria area to receive an overall pass.

## Assignment 209 Principles of photo imaging management and storage

### Task 2b) Written account for storage of images

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and:</b>	<b>The candidate has achieved everything at pass and Merit grade and:</b>
<input type="checkbox"/> provided the minimum relevant information required by the task  <input type="checkbox"/> expressed reasons for choice of file format which are not substantiated  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> provided clear descriptions of the processes used  <input type="checkbox"/> provided substantiated reasons for the choice of file format  <input type="checkbox"/> provided an explanation showing clear evidence of the use of a range of storage devices  <input type="checkbox"/> presented information in a clear and logical manner	<input type="checkbox"/> provided clear and coherent descriptions of the processes used that indicate a high level of understanding  <input type="checkbox"/> provided a detailed explanation showing clear and consistent evidence of the use of a range of storage devices  <input type="checkbox"/> provided clear and consistent evidence of consideration given to alternatives with evidence of informed reflection  <input type="checkbox"/> presented the task to a high level

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 209 Principles of photo imaging management and storage

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1a)	Observation of calibration of monitor <b>(not graded)</b>		
1b)	Written account for calibration of monitors		
2a)	Storage of images <b>(not graded)</b>		
2b)	Written account for storage of images		
=Total mark for tasks 1b and 2b			
Divided by the number of graded tasks			÷ 2
=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.

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date



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## Assignment 210 Principles of photo imaging output

### Assignment composition

This assignment is based on Unit 210 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcome and task.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Produce photo images	1	Printed images, written account

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

# Assignment 210 Principles of photo imaging output

## Tasks

### Introduction to assignment

This assignment provides the candidate an opportunity to demonstrate evidence of the use of a range of photo image printing

### Task 1 Print images

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

Produce a written account which includes:

- the preparation and planning
- information on the research undertaken and influences, in making the decision on printing method and techniques
- why the final printing methods and techniques were selected
- how the equipment was used to produce optimum photo image prints for any print manipulation used
- a comparison of printing problems
- potential printing problems
- health and safety, legal and ethical considerations.

# Assignment 210 Principles of photo imaging output

## Task 1 Print Images

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and provided:</b>	<b>The candidate has achieved everything at pass and Merit grade and provided:</b>
<input type="checkbox"/> ten 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 printing problems  <input type="checkbox"/> limited evidence of the use of test print procedures <b>or</b> colour management  <input type="checkbox"/> a minimal account of alternative printing processes and techniques	<input type="checkbox"/> ten finished printed images of satisfactory quality  <input type="checkbox"/> clear evidence of effective use of materials and equipment  <input type="checkbox"/> a structured explanation of the 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 <b>or</b> colour management  <input type="checkbox"/> a structured account of alternative printing processes and techniques  Guidance Completed the task with minimal assistance	<input type="checkbox"/> ten finished printed images of optimum quality  <input type="checkbox"/> clear and consistent evidence of effective use of materials and equipment  <input type="checkbox"/> a structured and substantiated explanation which fully supports the use of equipment and materials  <input type="checkbox"/> solutions to common printing problems  Guidance Demonstrated a high level of independence

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 210 Principles of photo imaging output

### Assignment mark sheet

Candidate's name

Candidate number

Centre name

Centre number

Task	Evidence	Grade for task
1	Printed images and written account	

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

Candidate's signature	Date
Tutor's/assessor's signature	Date
Quality assurance co-ordinator's signature (where applicable)	Date
External verifier's signature (where applicable)	Date

## Assignment 211 Presenting photo images

### Assignment composition

This assignment is based on Unit 211 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcome and tasks.

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
1. Present images for viewing	1a	Presented images
	1b	Written account

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

# Assignment 211 Presenting photo images

## Tasks

### Introduction to assignment

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

### Task 1a) Present images

Use a presentation method to present **10** 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:

- explains the choice of presentation method
- describes the methods used to present the final images
- contrasts the presentation method with an alternative method of presentation using different materials.

## Assignment 211 Presenting photo images

### Marking/grading criteria for presentation of images

#### Task 1a)

Candidate name:

Assessment criteria	Points			Feedback
	1	2	3	
Selection and use of techniques, materials and media				
Accuracy and detail of finish				
Overall visual impact				
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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 211 Presenting photo images

### Grade descriptors for presentation of images

#### Task1a)

Assessment criteria	Descriptors		
	1 Point	2 Points	3 Points
Selection and use of techniques, materials and media	There is some evidence of coherent presentation techniques, with use of some suitable materials and media	Coherent presentation techniques, using materials and media effectively	Consistently coherent presentation techniques, 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, appropriate ratio of border to image size)	There is clear and consistent evidence of accuracy and detail of the 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, contributing to communication

## Assignment 211 Presenting photo images

### Task 1b) Written account

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and provided:</b>	<b>The candidate has achieved everything at pass and Merit grade and provided:</b>
<input type="checkbox"/> the minimum relevant information required by the task  <input type="checkbox"/> some evidence of a reasoned explanation for choice of presentation  <input type="checkbox"/> some evidence of consideration given to an alternative method  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> clear evidence of reasoned explanation for choice of presentation method  <input type="checkbox"/> clear evidence of consideration given to an alternative method  <input type="checkbox"/> information in a clear logical manner	<input type="checkbox"/> clear evidence of a consistently coherent explanation for choice of presentation method  <input type="checkbox"/> clear and consistent evidence of consideration given to an alternative method, with evidence of informed reflection

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 211 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)	Presented images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Written 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
Tutor/assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

## Assignment 212 Working to a photo imaging project brief

### Assignment composition

This assignment is based on Unit 212 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcome and task.

<u>Learning outcome</u>	<u>Task</u>	<u>Evidence</u>
1. Interpret a project brief	1	Estimate of resources

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

## **Assignment 212      Working to a photo imaging project brief**

### Tasks

#### **Task 1            Interpret a project brief**

Interpret the project brief used to produce the folio of photo images in one of the following assignments:

- 206 Principles of photo image capture
- 207 Principles of studio photography
- 208 Principles of location photography
- 305 Photo image capture
- 306 Studio photography
- 307 Location photography

This should include:

- the steps to follow
- an estimate of resources
- an estimate of time
- an estimate of costs
- an outline of legal and ethical considerations.

A pro forma is provided which may be used.

**Assignment 212    Working to a photo imaging project  
brief**

Pro forma for task 1

<b>Candidate name</b>	
Title of the project brief	
<b>Steps to follow</b>	
<b>Estimate of resources</b>	
<b>Estimate of time</b>	
<b>Estimate of cost</b>	
<b>Legal and ethical considerations</b>	

# Assignment 212 Working to a photo imaging project brief

## Task 1 Interpretation of project brief

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided:</b>	<b>The candidate has achieved everything at pass grade and has:</b>	<b>The candidate has achieved everything at pass and Merit grade and has:</b>
<input type="checkbox"/> the minimum relevant information required by the task  <input type="checkbox"/> limited evidence of resource, time and cost estimation  Guidance Made a limited attempt to present information in a clear, logical manner	<input type="checkbox"/> provided clear evidence of resource, time and cost estimation  <input type="checkbox"/> presented information in a clear, logical manner  <input type="checkbox"/> provided information which shows evidence of understanding  <input type="checkbox"/> completed the task with minimal assistance	<input type="checkbox"/> provided clear and consistent evidence of resource, time and cost estimation  <input type="checkbox"/> provided information which indicates clear evidence of understanding  <input type="checkbox"/> worked with a high level of independence

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 212 Working to a photo imaging Project brief

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade
1	Estimate of resources	

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 213 Principles of operational support photography

### Assignment composition

This assignment is based on unit 213 of the level 2 VRQ's in Photo imaging. It is made up of the following learning outcomes and tasks

<u>Learning outcome</u>	<u>Task</u>	<u>Evidence</u>
Produce a folio of images	1a	Presented images
	1b	Written account

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

# **Assignment 213 Principles of operational support photography**

## Introduction to assignment

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

Candidates are required to select two themes. For each theme candidates are required to:

1. Plan a photographic approach (the planning must be presented to the tutor/assessor who must agree the suitability of the subject/location/event to meet the task requirements. Planning and preparation is key to the success of the candidates individual interpretation of the two themes selected for image capture and candidates should be encouraged to consider their interpretations carefully).
2. Produce a detailed plan.
3. Select and use appropriate equipment and materials.
4. Undertake the capture of images.
5. Produce a minimum of 10 images, which are thematic.

# Assignment 213 Principles of operational support photography

## Tasks

### Task 1a) Produce a folio of images

Select **two** of the following themes and produce a minimum of 10 images on each theme:

7. People (examples are: identification, people at work)
8. Built environment (examples are: details and features of buildings)
9. Close up (examples are: metal objects, instruments, through glass)
10. Reportage (example: uncontrolled actions)
11. An alternative assignment which must be approved by the tutor/assessor and Quality Assurance Co-ordinator.

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 merits. Images can be provided on any form of media

A statement of intent should be produced for each selected theme and agreed with the tutor/assessor before undertaking the assignment. The statement of intent should include:

- the title of theme to be undertaken
- a brief statement as to the intended purpose of the photography to be undertaken
- an overview of the equipment and materials (media) to be used
- a brief explanation of techniques to be used and why
- a brief explanation of how lighting conditions can be used advantageously
- a brief assessment of safety considerations.

A pro forma is included for the statement of intent which may be used.

## Assignment 213 Principles of operational support photography

### Tasks

#### Task 1b) Supporting evidence for folio of images

Provide a written account for **each** folio of images which includes:

- the statement of intent
- the preparation and planning undertaken (including reasons for equipment and materials selection, equipment and materials preparation, and health and safety considerations)
- how the equipment was used to capture images (including the method of image capture and operational procedures followed)
- why the final images were selected (including how they relate to the task)
- health and safety, legal and ethical considerations.

A pro forma is included which may be used.

## Assignment 213

## Principles of operational support photography

Pro forma for Tasks



Pro forma for task 1a)

Statement of intent

<b>Candidate name:</b>	<b>Theme:</b>
Title of the theme:	
<b>Intentions/purpose of the photography to be undertaken</b>	
<b>The photo imaging equipment and medium that will be used and why</b>	
<b>Techniques that will be used and how they will help convey the visual message</b>	
<b>How light quality can be used to help convey the visual message</b>	

## Assignment 213

## Principles of operational support photography

Pro forma for Tasks



**Pro forma for task 1a)**

**Statement of intent**

Safety considerations
<b>Candidate name:</b>
<b>Preparation and planning undertaken</b>
<b>Methods of image capture and operational procedures followed</b>

**Assignment 213****Principles of operational support  
photography**

Pro forma for Tasks

**Pro forma for task 1b)****Written account**

<b>Candidate name:</b>
<b>Why the final images were selected</b>
<b>Health and safety, legal and ethical considerations</b>

# Assignment 213 Principles of operational support photography



## Marking checklist for operational support photography

### 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	1	2	3	
Use of techniques	1	2	3	
Use of lighting	1	2	3	
Use of exposure	1	2	3	
Use of equipment and media	1	2	3	
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15



Marking checklist for operational support photography

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

Candidate name:

Theme 2:

Assessment criteria	Points			Feedback
	1	2	3	
Images are relevant to the theme	1	2	3	
Use of techniques	1	2	3	
Use of lighting	1	2	3	
Use of exposure	1	2	3	
Use of equipment and media	1	2	3	
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

<b>Converting points to grades</b>	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

# Assignment 213 Principles of operational support photography



## 1a) Grade descriptors for folio of images

Assessment criteria	Descriptors		
	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 techniques	There is some evidence of use of techniques (eg composition, use of depth of field, sharpness/image movement)	There is clear evidence of the use of techniques in creating meaningful images	There is clear and consistent evidence of a range of techniques contributing to the effectiveness of the images
use of lighting	There is some evidence of awareness of use of lighting	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	Exposure has enabled sufficient detail to be recorded	Exposure has been controlled to ensure necessary detail has been recorded	There is clear and consistent evidence of exposure control contributing to the success of the images
Use of equipment and media	Some evidence of use of equipment and media contributing to the intended visual message	Clear evidence of use of equipment and media contributing to the intended visual message	There is clear and consistent evidence of equipment and media ensuring the intended visual message

## Assignment 213 Principles of operational support photography

### Task 1b) Supporting evidence / written account for theme 1

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.

Candidate name:

Pass		Merit		Distinction	
<b>The candidate has provided:</b>		<b>The candidate has achieved everything at pass grade and provided:</b>		<b>The candidate has achieved everything at pass and Merit grade and provided:</b>	
<ul style="list-style-type: none"> <li>• a statement of intent</li> <li>• the minimum relevant information required by the task</li> <li>• an limited account of assignment planning</li> <li>• an account of image capture</li> <li>• a limited explanation of why final images were selected (ie without structured reasons)</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• an account of assignment planning, which includes information on choice of equipment</li> <li>• an account of image capture, outlining safe equipment operation in the accomplishment of the set task</li> <li>• a structured explanation which supports the choice of final images</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• an account of assignment planning, which includes detailed information on choice of equipment</li> <li>• a detailed account of image capture, outlining equipment operation and health and safety considerations</li> <li>• a structured and reasoned explanation which fully supports the choice of final images</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

Signature of assessor:

Date:

## Assignment 213 Principles of operational support photography

### Task 1b) Supporting evidence / written account for theme 2

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.

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:	
<ul style="list-style-type: none"> <li>• a statement of intent</li> </ul>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• an account of assignment planning, which includes information on choice of equipment</li> </ul>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• an accurate account of assignment planning, which includes detailed information on choice of equipment</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• the minimum relevant information required by the task</li> </ul>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• an account of image capture, outlining safe equipment operation in the accomplishment of the set task</li> </ul>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• a detailed account of image capture, outlining equipment operation and health and safety considerations</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• an limited account of assignment planning</li> </ul>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• a structured explanation which supports the choice of final images</li> </ul>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• a structured and reasoned explanation which fully supports the choice of final images</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• an account of image capture</li> </ul>	<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>• a limited explanation of why final images were selected (ie without structured reasons)</li> </ul>	<input type="checkbox"/>				

Signature of assessor:

Date:

# Assignment 213 Principles of operational support photography

## Candidate feedback sheet

Candidate name:

Task & date	Assessor's comments (The assessor should sign after each feedback session)

Tutor/Assessor signature	Date
Candidate signature	Date

# Assignment 213 Principles of operational support photography

## 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)	Theme 1 folio of images		
1a)	Theme 2 folio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Theme 1 supporting evidence		
1b)	Theme 2 supporting evidence		
=Total mark for all graded tasks			
Divided by the number of graded tasks			÷ 6
=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 214 Principles of image management and storage for operational support photography

## Assignment composition

This assignment is based on unit 214 of the level 2 VRQ's in Photo imaging. It is made up of the following learning outcomes and tasks

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
Enhance and output images	1a	Storage of images
	1b	Written account

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

# Assignment 214 Principles of image management and storage for operational support photography

## Introduction to assignment

Candidates are required to enhance and output images. A file storage record must be kept for the images. Images produced for other assignments may be used for this task.

### Task 1a Enhance and output images

Images should be downloaded from a:

- digital camera
- digital source medium
- CD-ROM/DVD

Store a variety of self generated images using at least **three** different types of storage devices.

The following types of images should be stored or outputted:

- three must be unedited originals
- three must be working versions
- three must be ready for printing
- three must be prints
- two must be ready for email attachment
- two must be in a compressed format
- two must be in an uncompressed format
- two must have copyright notice in IPTC metadata.

At least:

- two images should be cropped and resized
- two images should have text/information added
- one panorama should be produced

The storage devices must include:

- one for hard copy
- two for digital media of which at least one must be portable.

A file storage record must be kept for the images. Images produced for other assignments may be used for this task.



# Assignment 214 Principles of image management and storage for operational support photography

## Tasks

### Task 1b Written account

Produce a written account that includes:

- the advantages and disadvantages of the storage devices used
- how the digital images were enhanced, stored and handled
- how the hard copy (print) images were stored and handled
- how embedded profiles were handled
- reasons for the choice of file format for each image
- how files were copied and saved to each of the chosen storage devices
- what should be included in the file storage record.

A pro forma is provided which may be used.

**Assignment 214 Principles of image management and storage  
for operational support photography**

Pro forma for Tasks 1b

**Pro forma for task 1b)      Written account**

<b>Candidate name:</b>
<b>Advantages and disadvantages of the storage devices used</b>
<b>How the digital images were enhanced, stored and handled</b>
<b>How the hard copy (print) images were stored and handled</b>
<b>How embedded profiles were handled</b>
<b>Reasons for the choice of file format for each image</b>

**Assignment 214 Principles of image management and storage for operational support photography**

Pro forma for Task 1b

**Pro forma for task 1b) Written account**

<b>How files were copied and saved to each of the chosen storage devices</b>
<b>What should be included in the file storage record</b>

## Assignment 214 Principles of image management and storage for operational support photography

### Marking checklist for management and storage for operational support photography

Task 1a Marking checklist for storing images

Candidates are not permitted to use checklist to work from when completing the task, but may familiarise themselves with it prior to the task.

Candidate name:

Assessment criteria	Achieved (Y / N)	Feedback
Three unedited original images stored		
Three working versions of images stored		
Three images that are ready for printing stored		
Three hard copies (prints) stored		
Two images that are ready for email attachment stored		
Two images in a compressed format stored		
Two images in an uncompressed format stored		
Two images that have copyright notice in IPTC metadata stored		
Two images have been cropped and resized		
Two images should have text added		
One panorama should be produced		
One storage device for hard copy (print) used		
Two storage devices for digital media (of which at least one must be portable) used		
A file storage record is kept for all images		
<b>Signature of assessor and date:</b>		

Note: A pass must be achieved for each assessment criteria area to receive an overall pass.

## Assignment 214 Principles of image management and storage for operational support photography

### Task 1b) Written account for storage of 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.

**Candidate name:**

Pass		Merit		Distinction	
The candidate has:		The candidate has achieved everything at pass grade and has:		The candidate has achieved everything at pass and Merit grade and has:	
<ul style="list-style-type: none"> <li>provided the minimum relevant information required by the task</li> <li>expressed reasons for the choice of file format which are not substantiated</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<ul style="list-style-type: none"> <li>provided clear descriptions of the processes used</li> <li>provided substantiated reasons for the choice of file format</li> <li>provided an explanation showing clear evidence of the use of a range of storage devices</li> <li>presented information in a clear and logical manner</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>provided clear and coherent descriptions of the processes used that indicate a high level of understanding</li> <li>provided a detailed explanation showing clear and consistent evidence of the use of a range of storage devices</li> <li>provided clear and consistent evidence of consideration given to alternatives with evidence of informed reflection</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Guidance</p> <ul style="list-style-type: none"> <li>Made a limited attempt to present information in a clear, logical manner</li> </ul>					

Signature of assessor:

Date:

**Assignment 214 Principles of image management and storage for operational support photography**

Candidate feedback sheet

**Candidate name:**

<b>Task &amp; date</b>	<b>Assessor's comments</b> (The assessor should sign after each feedback session)

**Tutor/assessor signature**

**Date**

---

Candidate signature

---

Date

# Assignment 214 Principles of image management and storage for operational support photography

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1a)	Storage of images <b>(not graded)</b>		
1b)	Written account for storage of images		
		=Total mark for tasks 1b	
		Divided by the number of graded tasks	÷ 1
		=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.

<b>Candidate signature</b>	<b>Date</b>
Assessor signature	Date
Quality assurance co-ordinator signature (where applicable)	Date
External verifier signature (where applicable)	Date

## Assignment 215 Digital image manipulation

### Assignment composition

This assignment is based on unit 215 of the level 2 VRQ's in Photo imaging. It is made up of the following learning outcomes and tasks

<b>Learning outcome</b>	<b>Task</b>	<b>Evidence</b>
Edit, enhance and manipulate 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 215 Digital image manipulation

## Tasks

### Task 1a Produce a portfolio of images

Using a minimum of five images, produce a portfolio which demonstrates the following digital image manipulation skills:

- a 'Before and After' image demonstrating significant improvement to quality
- a combined image from at least two different sources
- a 'Black & White' conversion
- an image which has been cropped and resized
- an image which has demonstrated use of masking and selection

Images produced for other assignments may be used for this task, but they should be of varying file formats

### Task 1b Written account

Produce a written account that includes:

- reasons for choice of methods
- describe the methods used for the final images
- techniques used and how they helped convey the visual message
- reasons for the choice of file format for each image
- outline photo output technique

A pro forma is provided which may be used.

**Assignment 215 Digital image manipulation**

Pro forma for Task 1b

**Pro forma for task 1b) Written account**

<b>Candidate name:</b>
<b>Reasons for choice of methods</b>
<b>The methods used for the final images</b>
<b>Techniques used and how they helped convey the visual message</b>
<b>Reasons for the choice of file format for each image</b>
<b>Outline photo output technique</b>

## Assignment 215 Digital image manipulation

Marking/grading criteria for folio of images

### Task 1a)

Candidate name:

Assessment criteria	Points			Feedback
	1	2	3	
Image demonstrates significant improvement to quality	1	2	3	
Image combined from at least two different sources	1	2	3	
Quality of Black & White conversion	1	2	3	
Use of cropping and resizing	1	2	3	
Use of masking and selection	1	2	3	
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

## Assignment 215 Digital image manipulation



Grade descriptors for folio of images

### Task 1a)

Descriptors			
Assessment criteria	1 Point	2 Points	3 Points
Image demonstrates significant improvement to quality	Image shows some improvement and of minimal quality	Image shows clear improvement and satisfactory quality	Image shows significant improvement and quality
Image combined from at least two different sources	There is some evidence of use of technique	There is clear evidence of the use of techniques in creating images	There is clear and consistent evidence of a range of techniques contributing to the effectiveness of the image
Quality of Black & White conversion	There is some evidence of awareness of conversion	There is clear evidence of awareness of conversion	There is clear and consistent evidence of awareness of conversion
Use of cropping and resizing	Use of cropping and resizing is minimal	There is clear use of cropping and resizing	Use of cropping and resizing is very evident and to a high standard
Use of masking and selection	Some evidence of use of masking and selection	Clear evidence of use of masking and selection	There is clear and consistent evidence of masking and selection

## Assignment 215 Digital image manipulation

Task 1b) Written account

Candidate name:

Pass	Merit	Distinction
<b>The candidate has provided :</b>	<b>The candidate has achieved everything at pass grade and provided:</b>	<b>The candidate has achieved everything at pass and Merit grade and provided:</b>
<input type="checkbox"/> provided the minimum relevant information required by the task  <input type="checkbox"/> expressed reasons for the choice of file format which are not substantiated  <input type="checkbox"/> made a limited attempt to present information in a clear, logical manner  <input type="checkbox"/> limited explanation of output techniques	<input type="checkbox"/> provided clear descriptions of the processes used  <input type="checkbox"/> provided substantiated reasons for the choice of file format  <input type="checkbox"/> a clear account of techniques and choice of methods  <input type="checkbox"/> presented information in a clear and logical manner  <input type="checkbox"/> a clear outline of output techniques	<input type="checkbox"/> provided clear and coherent descriptions of the processes used that indicate a high level of understanding  <input type="checkbox"/> provided clear and consistent evidence of consideration given to techniques with evidence of informed reflection  <input type="checkbox"/> a clear and consistent account of output techniques

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 215 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	Portfolio of images		
Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b	Written 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 216 Shooting video with DSLR

### Assignment composition

This assignment is based on Unit 216 of the Level 2 VRQs in Photo Imaging. It is made up of the following learning outcomes and tasks.

Learning outcome	Assessment criteria	Task	Evidence
1. Be able to shoot video images and sound on a DSLR camera	1.1, 1.2, 1.3, 1.4	1a and 2a	Shooting shot types Shooting video with DSLR
	1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13	1b, 2b	Written account x 2
2. Understand the use of different lenses when using a DSLR camera for video	2.1, 2.2, 2.3, 2.4, 2.5, 2.6	1a, 1b	Shooting shot types Written account
3. Be able to transfer video images and sound from a DSLR camera to a computer	3.1, 3.2 3.3, 3.4, 3.5	2a	Shooting video with DSLR

# Assignment 216 Shooting video with DSLR

## Tasks

### Introduction to assignment

This assignment provides the candidate the opportunity to show evidence of camera skills in recording video on a DSLR and demonstrate an understanding of the different shot types used in video production.

Candidates will need to be able to have access to a video capable DSLR camera to take this unit. Before filming the statement of intent and suitability of the subject/location/event to meet the task requirements must be agreed with the tutor/assessor.

### Task 1a) Shooting shot types

Candidates are required to:

- I. Set up a camera to capture video.
- II. Undertake the capture of video images using a DSLR camera and accessories, producing a **minimum** of **six** different shot types.

### Task 1b) Written account

Produce a written account with the following evidence:

- A statement of intent that includes:
  - information on the research undertaken
  - an explanation of the equipment and settings to be used for each shot type
  - the lenses and accessories that will be used and why
  - techniques that will be used especially with regards to zoom and focus
  - brief assessment of safety considerations.
- A shooting plan, including illustrations.

A pro forma is included for the statement of intent which may be used.



# Assignment 216 Shooting video with DSLR

## Tasks

### Task 2a) Shooting a DSLR video

- I. Using a DSLR camera record a short video piece (with sound) containing the different shot types produced in Task 1.  
NOTE: The **maximum** length of the video should **not** exceed **two minutes**.
- II. Transfer the video data from the camera to a computer.
- III. Import the video files into editing software and download the final video for viewing.

### Task 2b) Written account

Produce a written account with the following evidence:

- A statement of intent which includes:
  - the intentions /purpose of the video to be undertaken
  - the research undertaken
  - an explanation of the choice of equipment and materials used
  - techniques that will be used and how they will help convey the visual message
  - a brief assessment of safety considerations.
- a detailed plan of the video piece using storyboards
- how the video files were transported to the computer, imported into editing software and used to produce the final product/video
- an evaluation of the production.

A pro forma is included for the statement of intent which may be used.

**Assignment 216 Shooting video with DSLR**  
Pro forma for task 1b)



<b>Statement of intent</b>	
Task 1b written account	Candidate name:
File name	
<b>Research for six different shot types</b>	
<b>Explain choice of equipment and settings</b>	
<b>The lenses and accessories that will be used and why</b>	
<b>Techniques that will be used especially with regard to zoom and focus</b>	
<b>Safety considerations</b>	

## Assignment 216 Shooting video with DSLR

Grade descriptors for practical tasks

### Task 1a)

Assessment criteria	Descriptors		
	1 Point	2 Points	3 Points
Use of camera settings	There is some evidence of the use of settings	There is clear evidence of the use of settings to create effective shots	There is clear and consistent evidence of the use of settings to create successful shots and quality
Use of accessories	There is some evidence of use of accessories to create shots	There is clear evidence of the use of accessories to create a variety of shots	There is clear and consistent evidence of effective use of accessories to create a range of shots of the image
Use of techniques	There is some evidence of use of techniques	There is clear evidence of the use of techniques to create meaningful shots	There is clear and consistent evidence of a range of techniques contributing to the effectiveness of the shots
Variety and range of shots	There is some evidence of a variety of shots	There is clear evidence of a variety of shots	There is clear and consistent evidence of a variety and range of shots
Quality of final shots	Some consideration given to the quality of the final shots	Clear evidence of effective quality of final shots	There is clear and consistent evidence of effective quality of final shots

## Assignment 216 Shooting video with DSLR

Marking/grading criteria for shooting video images

### Task 1a)

Candidate name:

Assessment criteria	Points			Feedback
	1	2	3	
Use of camera settings				
Use of accessories				
Use of techniques				
Variety and range of shots				
Quality of final shots				
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15

## Assignment 216 Shooting video with DSLR

### Task 1b) Written account

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the minimum relevant information required by the task</li> <li><input type="checkbox"/> a statement of intent</li> <li><input type="checkbox"/> limited evidence of planning and research</li> <li><input type="checkbox"/> a limited explanation of why final shots were selected (ie without structured reasons)</li> </ul> <p>Guidance Made a limited attempt to present information in a clear, logical manner</p>	<p><b>The candidate has achieved everything at pass grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> evidence of relevant research using a variety and range of sources</li> <li><input type="checkbox"/> an illustrated shooting plan , which includes information on choice of equipment and settings</li> <li><input type="checkbox"/> provided clear descriptions of the techniques used</li> <li><input type="checkbox"/> a structured explanation which supports the choice of final shots</li> <li><input type="checkbox"/> presented information in a clear and logical manner</li> </ul>	<p><b>The candidate has achieved everything at pass and Merit grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided clear and coherent descriptions of the equipment and techniques used (especially with regard to zoom and focus) that indicate a high level of understanding</li> <li><input type="checkbox"/> a detailed shooting plan which includes information on choice of shot types.</li> <li><input type="checkbox"/> a structured and reasoned explanation which fully supports the choice of final shots</li> </ul>

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 216 Shooting video with DSLR

Pro forma for Tasks 2b



<b>Statement of intent</b>	
Task 2b written account	Candidate name:
File name	
<b>Intentions/purpose of the video to be undertaken</b>	
<b>Research undertaken</b>	
<b>The equipment and materials that will be used and why e.g. lenses, memory cards etc.</b>	
<b>Techniques that will be used and how they will help to convey the visual message</b>	
<b>Safety considerations</b>	

## Assignment 216 Shooting video with DSLR

### Grade descriptors for practical tasks

#### Task 2a) Shooting a DSLR video

Assessment criteria	1 Point	2 Points	3 Points
Use of DSLR camera settings to record video and sound	Settings have been used to record video and sound	Clear evidence of the use of settings to record video and sound effectively	Settings have been used to record high quality sound and video
Use of techniques	There is some evidence of use of techniques	There is clear evidence of the use of techniques to create meaningful shots	There is clear and consistent evidence of a range of techniques contributing to the effectiveness of the shots
Use of equipment and materials	There is some evidence of use of equipment and materials to create shots	There is clear evidence of the use of equipment and materials to create a variety of shots	There is clear and consistent evidence of effective use of equipment and materials to create a range of shots of the image
Variety and range of shots	There is some evidence of a variety of shots	There is clear evidence of a variety of shots	There is clear and consistent evidence of a variety and range of shots
Transfer data from a DSLR camera onto a computer, import video files into editing software and download images for viewing	Data has been transferred onto a computer and downloaded for viewing	Clear evidence of effective import of data into software to download the video for viewing	There is clear and consistent evidence of effective use of software to produce a simple edit on a timeline that has been exported for viewing

## Assignment 216 Shooting video with DSLR

Marking/grading criteria for shooting video images



### Task 2a)

Candidate name:

Assessment criteria	Points			Feedback
	1	2	3	
Use of DSLR camera settings to record video and sound				
Use of techniques				
Use of equipment and materials				
Variety and range of shots				
Transfer data from a DSLR camera onto a computer, import video files into editing software and download images for viewing				
<b>Total marks</b>				
<b>Grade</b>				
<b>Signature of assessor and date:</b>				

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

Converting points to grades	
Pass	5 – 7
Merit	8 – 12
Distinction	13 - 15



## Assignment 216 Shooting video with DSLR

### 2b) Written account

Candidate name:

Pass	Merit	Distinction
<p><b>The candidate has provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the minimum relevant information required by the task</li> <li><input type="checkbox"/> a statement of intent</li> <li><input type="checkbox"/> limited evidence of research</li> <li><input type="checkbox"/> a limited account of assignment planning</li> <li><input type="checkbox"/> an account of how the data was handled</li> <li><input type="checkbox"/> a limited evaluation of the final video</li> </ul> <p>Guidance Made a limited attempt to present information in a clear, logical manner</p>	<p><b>The candidate has achieved everything at pass grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided clear descriptions of the techniques used</li> <li><input type="checkbox"/> evidence of relevant research using a variety and range of sources</li> <li><input type="checkbox"/> an account of assignment planning, which includes information on choice of equipment</li> <li><input type="checkbox"/> a structured evaluation of the final video</li> <li><input type="checkbox"/> a clear account of how the data was imported and downloaded</li> </ul>	<p><b>The candidate has achieved everything at pass and Merit grade and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provided clear and coherent descriptions of the techniques used that indicate a high level of understanding</li> <li><input type="checkbox"/> Clear and consistent evidence of a high level of research that is clearly referenced</li> <li><input type="checkbox"/> a detailed account of assignment planning which includes information on choice of shot types and why they were used</li> <li><input type="checkbox"/> a structured and reasoned evaluation of the final video</li> <li><input type="checkbox"/> A clear and consistent account of how the data was imported into editing software and exported as a simple timeline</li> </ul>

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 216 Shooting video with DSLR

## Assignment mark sheet

**Candidate name**

**Candidate number**

Centre name

Centre number

Task	Evidence	Grade for task	Mark Pass (1 mark) Merit (2 marks) Distinction (3 marks)
1b)	Shooting shot types		
1b)	Written account		
2b)	Written account		
Task	Evidence	Grade for task	Mark Pass (2 mark) Merit (4 marks) Distinction (6 marks)
2a)	Shooting a DSLR video		

=Total mark for tasks 1 and 2

Divided by the number of graded tasks

=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

÷ 5

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

<b>Candidate signature</b>	<b>Date</b>
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:

<b>Task &amp; date</b>	<b>Assessor comments/action plan</b> (The assessor should sign after each feedback session)

<b>Tutor/Assessor signature</b>	<b>Date</b>
Candidate signature	Date

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