

# Assessment Specifications

## General information

<b>Domain</b>	Technology
<b>Level</b>	3
<b>Mode of Assessment</b>	Submitted Report
<b>For Year</b>	2013
<b>Submission Date</b>	Tuesday, 5 November 2013

## Standards

AS91612 (3.5), AS91613 (3.6),  
AS91614 (3.7), AS91617 (3.10),  
AS91632 (3.40), AS91636 (3.44),  
AS91638 (3.47)

## Special note

For all standards, judgements will be qualitatively based on the evidence as a whole.

## Format of the assessment

Candidates are required to submit a report.

Each standard will require a separate report.

A report is an organised collection of evidence that clearly demonstrates the candidate's understanding with reference to a specific standard.

The report may be generated following a common assessment guide or a modified assessment guide developed from a common assessment guide.

It is essential that candidate evidence is organised in a manner that allows a valid judgement to be made.

The report may be submitted as hard copy or digitally.

The report must not exceed the equivalent of 14 single-sided A4 sheets. Candidate work which exceeds this limit will not be marked.

Hard copy reports can be presented as up to a maximum size of A3. Any combination of paper sizes may be used.

Each report will be submitted in an individual folder supplied by NZQA. The folder will accommodate up to 14 A4 or seven A3 sheets. The folder will be personalised with the candidate's NSN and the number of the standard entered. The assessment schedule and the authenticity form for the standard entered will be printed on the folder.

Hard copy reports must be securely stapled in the top left-hand corner. Digitally submitted reports

must be securely contained in a protective CD cover. Candidate reports must have the candidate's NSN and standard number displayed on the disk surface or at the top right-hand corner of the hard copy. Cover sheets, further packaging, or folders are not required and will not be able to be sent with the submission.

### **Material in the report**

The material included should clearly communicate the candidate's understanding and could include material such as:

- annotated photographic evidence of a process, or processes, an outcome, or outcomes (including mock-ups and prototypes)
- annotated illustrations (e.g. computer graphics, design sketches, drawings, photographs)
- annotated sheets from computer programs
- written descriptions, explanations, and discussions
- material from research sources
- any combination of the above.

Where evidence of a candidate's technological practice or outcome helps to demonstrate understanding, then evidence of the outcome or practice can be included. Evidence of the practice or the outcome in itself is not sufficient to demonstrate understanding.

### **Digital submissions**

The report may be submitted digitally.

Digital submissions must be presented as single documents recorded on a disc with either CD or DVD format.

The document contained on the disk must be in \*.ppt, \*.doc or \*.pdf file format. The word document must be read-only. Font must be set at Arial 12. The document may contain as many words, static images, and outputs from other applications as fit on the printable surface of 14 single-sided A4 pages.

A maximum of 1.5 minutes of audiovisual media may be embedded within the document. Where audiovisual material is embedded, the printable surface of the remainder of the report must not exceed 12 single-sided A4 pages.

The embedded audiovisual material must be accessible through Windows Media Player.

If the material is not legible, audible or visible when opened within a PowerPoint 2003 Microsoft Office Word 2003, or Adobe Reader 8 application operating in a Windows environment, the evidence it might contain might not be accessible to markers. If material is not accessible to markers, it will not be marked.

It is the responsibility of the school to provide protective packaging.

Schools are required to securely store a backup copy of all digital submissions.

Schools are required to virus-check the submitted material.

### **Authenticity**

The material submitted for assessment should be each candidate's own. Evidence submitted for assessment should be such that the assessors can be confident that they are making a judgement about an individual candidate's understandings.

All information from sources other than the candidate's own work must be acknowledged.

Schools are required to verify that the material presented for external assessment is each candidate's own. Teachers and candidates are required to complete and sign an authenticity form. Candidate's

work that is submitted without a completed authenticity form will be marked, but the results will not be released until the authenticity form is completed.

Where markers doubt that the authenticity requirements have been met, the candidate work and the authenticity form will be forwarded for investigation as a potential breach of the rules.