

# Pendle Hill High School

## Assessment Task Cover Sheet

<b>Faculty/Subject:</b>	TAS (Industrial Technology Timber)	<b>Assessment Task No:</b>	1
<b>Year:</b>	12	<b>Assessment weighting:</b>	15%
<b>Date Given:</b>		<b>Due date and time:</b>	13/12/19      3:00pm
<b>Student name:</b>		<b>Teacher:</b>	Mr McGuinness

### Submission Instructions

- The task must be completed by the due date. Hard copies must be handed to your regular classroom teacher during school hours and signed for.
- Email submissions must be sent to the following email account:
- Assignments received after **3:15pm** on the due date will be classed as a late submission, unless an alternate time is stated on the assessment cover sheet.
- Students must attend school and all scheduled classes on the due date of the assessment. See assessment handbook for details.

### Absence/Late Submission

#### Late submission:

- For students in Years 11 and 12, the penalty is zero for work submitted after the due date and time. An immediate N award warning letter will be mailed to parents.
- For students in Years 7, 8, 9 and 10 the penalty is 20% of total mark per day (not marks scored). The penalty includes weekend and public holidays. This will result in an N award warning letter being mailed to parents for Year 9 and 10 students.

#### Absence:

- **Year 11 -12** - you are required to complete and submit to the front office an **Assessment Appeal form** within 48 hours of returning to school.
- **Year 7 -10** - if you are absent from school on the day the task is to be completed, you are required on your return to school to provide a medical certificate or other documentation to the front office and your class teacher.
- Failure to provide adequate documentation will result in late submission penalties being applied.

### Student Confirmation - please tick

- This is all my own work. I have referenced any work used from other sources and have not plagiarised the work of others. I understand that plagiarised work will receive zero marks and an N award warning letter.
- I have attached a complete bibliography - where appropriate.
- I have kept a copy of my assignment.

**Student Signature:** \_\_\_\_\_

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### Assessment Task Receipt

Students are to complete before handing in. Teacher signs the receipt that must be kept by the student.

Student Name: \_\_\_\_\_ Subject: \_\_\_\_\_

Task No: \_\_\_\_\_ Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

**Unit:** Folio Management: Design and Planning

**Task No:** 1

**Weighting:** 15%

**Date Due:** Wk 9, Term 4, 2019

**Outcomes:**

- H3.1 demonstrates skills in sketching, producing and interpreting drawings
- H3.2 selects and applies appropriate research and problem-solving skills
- H5.1 selects and uses communication and information processing skills
- H5.2 examines and applies appropriate documentation techniques to project management
- H6.1 evaluates the characteristics of quality manufactured products

## **Task Description**

### **Overview and Context of the task.**

This task is designed to identify what you want to achieve in your Major Work and plan its production throughout the HSC course. This is the management section of your folio and everything else that follows is dependent upon this information. Through the completion of this task you will be able to build upon and develop your Major Work folio to be a complete document ready for HSC marking.

The management section will show the development of the Major Project. Included in the folio will be a statement of intent and details relating to design, planning, management, workplace communication and evidence of skills and knowledge associated with the Timber Products and Furniture Industries.

You are also required to construct a model of your proposed Major Project.

The Board of Studies does not specify how the folio should be structured but it is advisable to use a report text type with the major and minor headings suggested by the HSC Major Project markers checklist. Pages 80-89 of the Rochford textbook are a good guide. This method will ensure that you should have no omissions from your folio.

### **Presentation Requirements and Arrangements for Submission:**

Suggested presentation of your folio is via A4 pages in an A3 display folder because:

- A4 is the common letter size
- A4 is the only fax size
- an A3 folder looks good and can display A4 sheets and samples effectively.

You are required to complete this task demonstrating a variety of computer software applications in the final document. Your folio must be well presented, colourful, in logical sequence, creative, innovative and must not contain offensive language or images.

### **Elements of the Task**

You must complete all sections below to complete Assessment Task 1.

<p><b>Design</b></p> <ul style="list-style-type: none"> <li>- <b>Title Page</b></li> <li>- <b>Contents</b></li> <li>- <b>Statement of Intent</b></li> <li>- <b>Ongoing Evaluation</b></li> <li>- <b>Research</b></li> <li>- <b>Development of Ideas – sketches, notes, ideas, brochures, final design sketch.</b></li> <li>- <b>Model</b></li> <li>- <b>Selection and Justification of Materials, Components, Processes and Resources</b></li> </ul> <p><b>Management and Communication</b></p> <ul style="list-style-type: none"> <li>- <b>Timeline Plan</b></li> <li>- <b>Finance Plan</b></li> <li>- <b>Workshop Drawings - Orthogonal, Pictorial, Cutting List</b></li> <li>- <b>Project Diary (Completed up to the week)</b></li> <li>- <b>Ongoing Evaluation (included in each section)</b></li> </ul>
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<b>Marking Guidelines:</b>
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Criteria	Description	Marks Available	Mark Awarded
<b>Folder</b>	Submits work in a recommended folio as per BOS Marking Guidelines	5	
	Submits work in a non-recommended folio	3	
	Submits work by another means	1	
<b>Title Page</b>	Prepares a suitable title page as per requirements and expectations	5	
	Prepares a title page but not as per requirements and expectations	3	
	Prepares a title page	1	
<b>Contents</b>	Prepares a contents page as per requirements and expectations	5	
	Prepares a contents page but not as per expectations	3	
	Prepares a contents page	1	
<b>Statement of Intent</b>	Well describe Statement of Intent that address all issues related to the Major Project and give a clear indication for further directions.	5	
	Completed Statement of Intent that is basic but demonstrates Major Work direction	3	
	Unclear Statement of Intent that provides no real direction	1	
<b>Ongoing evaluation</b>	Undertakes ongoing critical evaluation throughout the development of the Major Project and Folio and is clearly evident.	5	
	Undertakes aspects of evaluation throughout the development of the Major Project and Folio which may or may not be clearly evident.	3	
	Attempts evaluation throughout the development of the Folio.	1	

<b>Research</b>	Describes and shows a wide range of research that is relevant to the Major Work.	5	
	Describes and shows some research that may or may not be relevant to the Major Work	3	
	Some research attempted that may or may not be relevant to the Major Work	1	
<b>Development of Ideas</b>	Compiles a comprehensive list of ideas, sketches and brochures	5	
	Compiles a list including some ideas, sketches and brochures	3	
	Compiles a list including some ideas or sketches or brochures	1	
<b>Sourcing</b>	Makes a list of relevant sources for their project, including links and lists forms of contacts to the sources.	10	
	Makes a list of sources that include some links	6	
	Makes a list of sources	2	
<b>Selection and Justification</b>	Presents well researched reasons as to why you have chosen items.	10	
	Presents researched reasons as to why you have chosen some items.	6	
	Presents reasons as to why you have chosen some items.	2	
<b>Folio Layout</b>	Demonstrates a sequential folio layout with appropriate title pages, section pages, page layouts etc.	5	
	Demonstrates a folio layout with some sequence for appropriate title pages, section pages, page layouts etc	3	
	Folio layout attempted with little or no sequence	1	
<b>Timeline plan</b>	Comprehensive, relevant and appropriate time and action plan	10	
	Relevant action plan	6	
	Attempts an action plan	2	
<b>Finance plan</b>	Comprehensive, relevant and appropriate finance plan	10	
	A relevant finance plan for the Major Work.	6	
	Attempts a finance plan.	2	
<b>Workshop Drawings</b>	Orthogonal drawings, pictorial drawings and comprehensive cutting lists completed to meet Australian standards	10	
	Orthogonal and pictorial drawing and a cutting list	6	
	Orthogonal or pictorial drawing and a cutting list	2	
<b>Project Diary</b>	Presents a well organised project diary recording the progress	5	
	Presents an organised project diary recording the progress	3	
	Presents a project diary recording some progress	1	

<b>Ongoing evaluation</b>	Undertakes ongoing critical evaluation throughout the development of the Major Project and Folio and is clearly evident.	5	
	Undertakes aspects of evaluation throughout the development of the Major Project and Folio which may or may not be clearly evident.	3	
	Attempts evaluation throughout the development of the Major Project or the Folio.	1	
<b>Total mark out of 100</b>			
<b>Scaled mark out of 15</b>			

Marking Guide:						
Outcome/ Criteria	Outstanding	High	Sound	Basic	Limited	0
H3.1 demonstrates skills in sketching, producing and interpreting drawings						NOT ATTEMPTED
H3.2 selects and applies appropriate research and problem-solving skills						
H5.1 selects and uses communication and information processing skills						
H5.2 examines and applies appropriate documentation techniques to project management						
H6.1 evaluates the characteristics of quality manufactured products						
Feedback						