



## **Non-Exam Assessment (NEA)**

### **NCFE Level 1/2 Technical Award in Creative Design and Production (603/7003/8)**

#### **Learner version**

October 2024 release

**v1.0**

## Introduction

The non-exam assessment (NEA) is a formal synoptic assessment that requires you to independently apply an appropriate selection of knowledge, understanding, skills and techniques, developed through the full course of study, in response to a real-world situation, to enable you to demonstrate an integrated connection and coherence between the different elements of the qualification.

The NEA will contribute **60%** towards the overall qualification grade; therefore, it is important that you produce work to the highest standard that you can. You must not start the NEA until you have been taught the full course, to ensure that you are in the best position to complete the NEA successfully.

### What is synoptic assessment?

Synoptic assessment is an important part of a high-quality vocational qualification because it shows that you have achieved a holistic understanding of the sector. It also shows that you can make effective connections between different aspects of the subject content and across the breadth of the assessment objectives (AOs) in an integrated way. The Department for Education (DfE) has consulted with awarding organisations and agreed the following definition for synoptic assessment:

**‘A form of assessment which requires a candidate to demonstrate that they can identify and use effectively in an integrated way an appropriate selection of skills, techniques, concepts, theories, and knowledge from across the whole vocational area, which are relevant to a key task.’**

Synoptic assessment enables you to show that you can transfer knowledge and skills learnt in one context to resolve problems raised in another. To support the development of a synoptic approach, the qualification encourages you to make links between elements of the course and to demonstrate how you have integrated and applied your increasing knowledge and skills.

As you progress through the course, you will use and build upon knowledge and skills learnt across units. The NEA will test your ability to respond to a real-world situation.

## Information for learners

### Introduction

The NEA will be assessed holistically using a levels of response marking grid and against five integrated AOs. These AOs and their weightings are shown below.

| Assessment objectives (AOs)                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AO1: Recall knowledge and show understanding</b><br>The emphasis here is for learners to recall and communicate the fundamental elements of knowledge and understanding.<br><b>12 marks (12.5%)</b>                                                                                               |
| <b>AO2: Apply knowledge and understanding</b><br>The emphasis here is for learners to apply their knowledge and understanding to real-world contexts and novel situations.<br><b>12 marks (12.5%)</b>                                                                                                |
| <b>AO3: Analyse and evaluate knowledge and understanding</b><br>The emphasis here is for learners to develop analytical thinking skills to make reasoned judgements and reach conclusions.<br><b>12 marks (12.5%)</b>                                                                                |
| <b>AO4: Demonstrate and apply relevant technical skills, techniques and processes</b><br>The emphasis here is for learners to demonstrate the essential technical skills relevant to the vocational sector, by applying the appropriate processes, tools and techniques.<br><b>32 marks (33.3%)</b>  |
| <b>AO5: Analyse and evaluate the demonstration of relevant technical skills, techniques and processes</b><br>The emphasis here is for learners to analyse and evaluate the essential technical skills, processes, tools and techniques relevant to the vocational sector.<br><b>28 marks (29.2%)</b> |

# NCFE Level 1/2 Technical Award in Creative Design and Production (603/7003/8)

## Non-Exam Assessment (NEA)

October 2024 release

### Learner instructions

- Read the project brief carefully before you start the work.
- You **must** clearly identify and label all of the work you produce during the supervised time.
- You **must** hand in all of your work to the supervisor at the end of each timed session.

### Learner information

- This NEA will assess your knowledge and understanding from across the qualification.
- The maximum mark for this NEA is **96**.
- The maximum completion time for this NEA is **16 hours** (plus **2 hours** preparation and research time).
- All of the work you submit **must** be your own.

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name

Centre name

Centre number

Learner number

Learner signature

## Preparation and research task

### Maximum time: 2 hours

In addition to the allocated assessment time for this NEA, you are permitted to spend a maximum of **2 hours** to undertake research and develop a research pack that you can refer to during the formal NEA assessment time. During this 2-hour period, you may access all learning materials, the internet and other published materials.

You should use this time to create your own research pack, and it is this pack alone that you may use during the allocated time given to the NEA. This is the only support material that is permitted during the completion of NEA tasks (unless otherwise stated within each of the task instructions).

All research and data used in your final NEA **must** be referenced appropriately. As a minimum this **must** include the following:

- the use of quotation marks to clearly identify any passages not of your own words
- date accessed (websites only)
- name of source / author.

**Evidence requirements:** research pack of no more than four sides of A4, font size 12 (if word processed), to be returned to your assessor at the end of each task / session and submitted with the completed NEA.

## Formal non-exam assessment (NEA)

### Maximum completion time

You have been provided with a total of **16 hours** to complete this NEA (plus **2 hours** for preparation and research).

You may use some or all of the time provided for each task.

You are allowed to use any remaining time allocated to one task to rework previous tasks up to the maximum time allowed.

You are not allowed to exceed the total number of hours.

You should not start your NEA until you have been taught the full course of study. This will ensure that you are in the best position to complete the NEA successfully.

## Project brief

Your manager has given you a design project for a 'museum of the home', which displays domestic / household items from the last 100 years.

The museum has just moved into new premises in a refurbished 1930s building. The building features architectural elements of Art Deco and Bauhaus style. They would like you to design an eye-catching, one-off, bespoke item for display in the entrance lobby to attract people's attention.

Your item may be functional or purely decorative, and it should reflect the museum's theme of domestic / household items. The museum has asked that your design should in some way reference one of the architectural styles of the building.

You should consider the impact of social factors (accessibility, audience demographic) on the item you design.

### Client brief

Client type:

- public sector – museums, featuring the history of domestic design objects.

Client requirements:

- design an eye-catching, one-off, bespoke item for display
- your item may be functional or purely decorative, and it should relate to domestic / household items
- your item will be displayed in the entrance to the museum; it will be visible from the outside through large glass doors. Inside, visitors will be able to move around the display item
- be inspired by either:
  - Art Deco style
  - or
  - Bauhaus style.

### Additional information

You will collect all your research, rough sketches and experimentation for this project in a digital portfolio. Your manager wants the progress of your project to feature in a project blog. You will select words and images from the portfolio to use in two blog posts, as directed (in **Tasks 1 (b)** and **5**). At the end of the project, your manager will use your project blog posts to help appraise your work.

You should read all task instructions carefully and keep all the work you produce, so you have a range of evidence to utilise when constructing blog posts.

Your digital portfolio should include the task title for each section, identifying clearly how your work relates to the requirements for each assignment.

# Assessment tasks

## Task 1 (a)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Research methods and techniques</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Maximum time</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>3 hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Content areas assessed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1. Design and production in context<br>2. Design materials and processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Assessment objectives (AOs)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AO1 – 4 marks<br>AO2 – 4 marks<br>AO3 – 4 marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>You are required to:</b></p> <p><b>Read</b> the brief in order to identify the key needs of the client. Carry out research on both design styles/movements mentioned within the brief to include:</p> <ul style="list-style-type: none"> <li>• key social factors</li> <li>• key features</li> <li>• key designers</li> </ul> <p><b>Apply</b> a range of research methods and techniques to develop at least <b>three</b> different initial ideas in response to the project brief.</p> <p><b>Explain</b> how each of your initial ideas were informed by your research.</p> <p>You are permitted to use the internet for this task. You <b>must</b> reference all sources used. <b>[12 marks]</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Evidence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Evidence of research you could include in your digital portfolio:</p> <ul style="list-style-type: none"> <li>• annotated primary sources</li> <li>• annotated secondary sources</li> <li>• potential materials – samples, experiments</li> <li>• notes on the impact of social factors linked to your design idea</li> <li>• mind maps</li> <li>• mood boards</li> <li>• a list of references for the sources you have used.</li> </ul> <p>You <b>must</b> include your three initial ideas in your digital portfolio:</p> <ul style="list-style-type: none"> <li>• annotated sketches of your three ideas</li> <li>• a brief explanation of how your research has informed and shaped your ideas.</li> </ul> <p>You <b>must</b> also submit your internet browsing history of sites used to support your response to the task.</p> |

## Task 1 (b)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Interpreting a design brief</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                     |
| <b>Maximum time</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>1 hour</b>                                                                                                                                                                                                                                                       |
| <b>Content areas assessed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1. Design and production in context<br>2. Design materials and processes<br>3. Design brief and production processes                                                                                                                                                |
| <b>Assessment objectives (AOs)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | AO1 – 4 marks<br>AO2 – 4 marks<br>AO3 – 4 marks                                                                                                                                                                                                                     |
| <p><b>You are required to:</b></p> <p><b>Write</b> a blog post which explains how your <b>three</b> initial ideas may meet the requirements of the client.</p> <p><b>Your post should include:</b></p> <ul style="list-style-type: none"> <li>• an outline of all <b>three</b> initial ideas (including images, such as rough sketches)</li> <li>• the design style / movement reflected by each idea</li> <li>• a judgement of how your initial ideas meet the needs of the client, informed by your research findings</li> <li>• a final decision explaining which <b>one</b> idea you plan to take forward.</li> </ul> <p>Your blog post <b>must</b> be typed and should include images (it will not need to be posted online).</p> <p>You are <b>not</b> permitted to use the internet for this task.</p> <p style="text-align: right;"><b>[12 marks]</b></p> |                                                                                                                                                                                                                                                                     |
| <b>Evidence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Evidence you <b>must</b> include:</p> <ul style="list-style-type: none"> <li>• a blog post outlining your proposal to the client, presented as an appropriately word-processed document with images. It should be included in your digital portfolio.</li> </ul> |

## Task 2

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Developing the designs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Maximum time</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>3 hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Content areas assessed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2. Design materials and processes<br>3. Design brief and production processes<br>5. Review of processes and solution                                                                                                                                                                                                                                                                                                                                                       |
| <b>Assessment objectives (AOs)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | AO4 – 12 marks<br>AO5 – 12 marks                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>You are required to:</b></p> <p><b>Expand</b> and <b>develop</b> your selected idea further by working through design solutions and applying relevant design principles.</p> <p>You <b>must</b>:</p> <ul style="list-style-type: none"> <li>• <b>identify</b> and <b>explain</b> your choice of materials with reference to suitability and design principles</li> <li>• <b>create</b> drawings (2D designs, hand rendered or CAD) including size and dimension information</li> <li>• <b>review</b> how your drawings communicate your intentions graphically with reference to design principles.</li> </ul> <p>You are permitted to use the internet for this task. You <b>must</b> reference all sources used.</p> <p style="text-align: right;"><b>[24 marks]</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Evidence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Evidence you <b>must</b> include in your digital portfolio:</p> <ul style="list-style-type: none"> <li>• drawings: 2D designs, hand rendered or CAD</li> <li>• notes on experimental ideas</li> <li>• images of material samples</li> <li>• annotations on the drawings</li> <li>• a list of references for the sources you have used.</li> </ul> <p>You <b>must</b> also submit your internet browsing history of sites used to support your response to the task.</p> |

### Task 3

| Plan of production stages for prototype                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2 hours                                                                                                                                                                                                                                                                                                                                                                                                             |
| Content areas assessed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2. Design materials and processes<br>3. Design brief and production processes                                                                                                                                                                                                                                                                                                                                       |
| Assessment objectives (AOs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | AO1 – 4 marks<br>AO2 – 4 marks<br>AO4 – 4 marks                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>You are required to:</b></p> <p>Refer to your chosen design idea and <b>create</b> a production plan that covers 5 hours, which <b>must</b> include the processes and techniques required to create a prototype of your design solution. This should include a risk assessment for any materials, tools and techniques you plan to use.</p> <p>You are permitted to use the internet for this task. You <b>must</b> reference all sources used.</p> <p>The production plan and risk assessment must relate to your own design idea, and you <b>must not</b> use a pre-populated template from the internet or any other sources.</p> <p style="text-align: right;"><b>[12 marks]</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Evidence you <b>must</b> include in your digital portfolio:</p> <ul style="list-style-type: none"> <li>• production plan covering 5 hours</li> <li>• risk assessment of required materials, tools and techniques</li> <li>• a list of references for the sources you have used.</li> </ul> <p>You <b>must</b> also submit your internet browsing history of sites used to support your response to the task.</p> |

## Task 4

| Developing and reviewing a prototype                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maximum time</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>5 hours</b>                                                                                                                                                                                                                                                                                                                                                         |
| <b>Content areas assessed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1. Design and production in context<br>3. Design brief and production processes<br>5. Review processes and solution                                                                                                                                                                                                                                                    |
| <b>Assessment objectives (AOs)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AO4 – 12 marks<br>AO5 – 12 marks                                                                                                                                                                                                                                                                                                                                       |
| <p><b>You are required to:</b></p> <p>Use your design drawing and production plan to <b>develop</b> your design solution by creating:</p> <ul style="list-style-type: none"> <li>a prototype of your design (either actual size or scaled).</li> </ul> <p>As you create your design prototype, you <b>must</b> gather photographic evidence of your application of production processes and techniques. You <b>must</b> annotate the photographs to explain what you were doing and why at each point in the design process. You should take further photographs of your completed prototype and provide evaluative annotations.</p> <p>You <b>must</b> also provide a formative review of the design production process. You need to explain any changes you made to your initial design for the prototype during the production process.</p> <p>It is acceptable for you to ask someone else to take the photographs for you (such as another member of the class or teacher) as long as the annotations are only added by yourself.</p> <p>You may use a computer to add evidence to your digital portfolio.</p> <p>You are <b>not</b> permitted to use the internet for this task.</p> <p style="text-align: right;"><b>[24 marks]</b></p> |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Evidence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Evidence of research you <b>must</b> include in your digital portfolio:</p> <ul style="list-style-type: none"> <li>annotated photographs of production techniques applied when creating the prototype</li> <li>annotated photographs of your prototype</li> <li>a written / word-processed formative review of your production processes and techniques.</li> </ul> |

## Task 5

| Reviewing the design project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maximum time</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>2 hours</b>                                                                                                                                                                                                               |
| <b>Content areas assessed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4. Presentation of design solution<br>5. Review of processes and solution<br>6. Working in the design production industries                                                                                                  |
| <b>Assessment objectives (AOs)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | AO3 – 4 marks<br>AO4 – 4 marks<br>AO5 – 4 marks                                                                                                                                                                              |
| <p><b>You are required to:</b></p> <p><b>Create</b> a digital presentation in the form of a blog post.</p> <p>The post <b>must</b> include:</p> <ul style="list-style-type: none"> <li>• a review of the design production industry skills you have used throughout the project</li> <li>• a summative review of your final design solution</li> <li>• photographic evidence of your prototype.</li> </ul> <p><b>Note:</b> you will not be delivering your digital presentation, and it will not be posted online. However, you will be assessed on the quality of your digital presentation. Your digital presentation may include any of the evidence you have collected for your digital portfolio.</p> <p>You should use a computer to add evidence to your digital portfolio.</p> <p>You are <b>not</b> permitted to use the internet for this task.</p> <p style="text-align: right;"><b>[12 marks]</b></p> |                                                                                                                                                                                                                              |
| <b>Evidence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Evidence you <b>must</b> include:</p> <ul style="list-style-type: none"> <li>• a digital presentation in an appropriate blog file format</li> <li>• completed digital portfolio in an appropriate file format.</li> </ul> |

# Documentation

## Declaration of authenticity

The learner and assessor **must** complete the form at the end of the assessment and before any marking takes place. The assessor **must** check the number of tasks submitted by the learner is accurate.

The completed form **must** be retained within the centre and is not to be sent to the moderator or NCFE unless specifically requested.

|                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Learner name:</b>                                                                                                                                                            |  |
| <b>Tasks submitted:</b>                                                                                                                                                         |  |
| <b>Learner declaration:</b>                                                                                                                                                     |  |
| I certify that the work submitted for this NEA is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |  |
| <b>Learner signature:</b>                                                                                                                                                       |  |
| <b>Date:</b>                                                                                                                                                                    |  |

|                                                                                                                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Assessor name:</b>                                                                                                                                                                                                                      |  |
| <b>Assessor declaration:</b>                                                                                                                                                                                                               |  |
| I certify that the work submitted is the learner's own. The learner has clearly referenced any sources used in the work. I confirm that all work was conducted under conditions designed to assure the authenticity of the learner's work. |  |
| <b>Assessor signature:</b>                                                                                                                                                                                                                 |  |
| <b>Date:</b>                                                                                                                                                                                                                               |  |

**Note:** once completed, the declaration of authenticity **must** be stored securely within the centre, in line with NCFE Regulations for the Conduct of NEA – Non-Exam Assessment. A copy of this declaration form **must** be made available to NCFE upon request.

## GDPR consent

### Section A: this section must be completed by the learner

- NCFE may select your work for use at teacher training or standardisation events. Your work will be anonymised by removing your name. All materials will be reviewed regularly and will be removed if no longer required.
- NCFE may select your work at some point in the future for use in teaching and learning resources published on the NCFE website. Your work would be anonymised by removing your name. All materials will be reviewed regularly and will be removed if no longer required.
- You understand that this agreement may be terminated at any time through written request.
- For further details about how we process your data, please refer to the [legal information section on the NCFE website](#).

Please tick the option that applies, and sign and date the boxes below:

|                                                                                   |                      |
|-----------------------------------------------------------------------------------|----------------------|
|                                                                                   | <b>Tick one only</b> |
| I consent to my work being used in the manner detailed in section A               |                      |
| I <b>do not</b> consent to my work being used in the manner detailed in section A |                      |
| Learner signature:                                                                |                      |
| Date:                                                                             |                      |

### Section B: this section must be completed by any participants who feature in the work

#### Over 13 years old

- I am over 13 and I give my permission for my video and / or photographic image to be used as detailed in section A (above).

#### Under 13 years old

- I give my permission for my child's video and / or photographic image to be used as detailed in section A (above).

| Name of participant (printed) | Participant / Parent / Carer signature | Date |
|-------------------------------|----------------------------------------|------|
|                               |                                        |      |
|                               |                                        |      |
|                               |                                        |      |

If any of the participants have declined permission, please tick here: ☐