



Non-Exam Assessment

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

Learner copy

September 2023 release

V1.0

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Introduction

The non-exam assessment (NEA) is a formal synoptic assessment that requires the learner 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 them to demonstrate an integrated connection and coherence between the different elements of the qualification.

The NEA will contribute **60%** towards the overall qualification grade and therefore it is important that the learner produces work to the highest standard that they can. The learner must not start the NEA until they have been taught the full course of study, to ensure that they 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 learners have achieved a holistic understanding of the sector and that they can make effective connections between different aspects of the subject content and across the breadth of the assessment objectives 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 learners to show that they 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 learners to make links between elements of the course and to demonstrate how they have integrated and applied their increasing knowledge and skills.

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

Information for learners

Introduction

The non-exam assessment (NEA) is a formal assessment that will contribute **60%** towards your overall qualification grade. It takes the form of a synoptic project that will require you to draw on your knowledge and understanding of the entire qualification, it is therefore important that you produce work to the highest standard that you can.

You will be assessed on your ability to independently select, apply and bring together the appropriate knowledge, understanding, skills and techniques you have learnt throughout your course of study, in response to a brief, set in a real-world situation.

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

Assessment objective (AO)
AO1 – Recall knowledge and show understanding The emphasis here is for learners to recall and communicate the fundamental elements of knowledge and understanding. 12 marks (12.5%)
AO2 – Apply knowledge and understanding The emphasis here is for learners to apply their knowledge and understanding to real world contexts and novel situations. 12 marks (12.5%)
AO3 – Analyse and evaluate knowledge and understanding The emphasis here is for learners to develop analytical thinking skills to make reasoned judgements and reach conclusions. 12 marks (12.5%)
AO4 – Demonstrate and apply relevant technical skills, techniques and processes 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. 32 marks (33.3%)
AO5 – Analyse and evaluate the demonstration of relevant skills, techniques and processes. The emphasis here is for learners to analyse and evaluate the essential technical skills, processes, tools and techniques relevant to the vocational sector. 28 marks (29.2%)

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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 assessment 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.
- All work needs to be saved and then used later as part of a digital submission of your digital portfolio. You will need to scan your work and take photographs of the prototypes and samples.

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

You should use this time to create your own resource 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 task instructions).

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

- the use of quotation marks to clearly identify any passages not of your own words
- date accessed
- 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 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.

Do not turn over until the assessor tells you to do so.

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Do not turn over until the assessor tells you to do so.

Project Brief

You are a freelance designer working on a new project. The local bakery in the community that you have been commissioned by, use a 'pay as you can' system for customers. Community and sustainability are important values of the bakery.

They would like you to design a new box for their takeaway bakery products.

Your proposal should be functional, although your design needs to show the company as fun and colourful.

The owners of the local bakery requires the takeaway box to be:

- functional and have an eye-catching design
- 21cm x 25cm x 10cm with a lid
- design to be inspired by either the Art Nouveau movement, or the Memphis style.

The bakery requires you to document and record your design process, so it can be used in their marketing. This will need to be in the form of a digital portfolio.

Assessment tasks

Task 1 (a)

Research methods and techniques	
Maximum time	3 hours
Content areas assessed	1. Design and production in context 2. Design materials and processes
Assessment objectives	AO1 – 4 marks AO2 – 4 marks AO3 – 4 marks
You are required to: Apply a range of research methods and techniques to develop at least three different initial ideas in response to the project brief. You will then select the most relevant examples of your research findings, including how they have informed your ideas and include them in your digital portfolio. You are permitted to use the internet to support your research, but you must reference the source of any work and / or ideas that are not your own. [12 marks]	
Evidence	• Evidence of research you could include in your digital portfolio: ○ annotated primary sources ○ annotated secondary sources ○ potential materials – samples, experiments ○ annotated sketches ○ notes on environmental issues linked to your design ideas ○ mind maps ○ mood boards ○ annotated draft sketches. ○ a list of references for the sources you have used ○ a copy of your internet browsing history.

Task 1 (b)

Interpreting a design brief	
Maximum time	1 hour
Content areas assessed	1. Design and production in context 2. Design materials and processes 3. Design brief and production processes
Assessment objectives	AO1 – 4 marks AO2 – 4 marks AO3 – 4 marks
You are required to: Write a post for your project blog which explains how your three initial ideas may meet the needs of the client. Your post should include: - the design style / movement you intend to reflect - an outline of all your three initial ideas (including images, such as rough sketches) - a judgement of how your initial ideas meet the needs of the client, informed by your research findings. Your blog post should be typed and should include images (you are not required to post this online). You are not permitted to use the internet for this task. [12 marks]	
Evidence	An email blog post outlining your proposal to the client (in an appropriate word-processed document and included in your digital portfolio).

Task 2

Developing the designs	
Maximum time	3 hours
Content areas assessed	2. Design materials and processes 3. Design brief and production processes 5. Review processes and solution
Assessment objectives	AO4 – 12 marks AO5 – 12 marks
You are required to: Select one of your initial ideas. Expand and develop your selected idea further by working through design solutions and applying relevant design principles. You should: • create a drawing (either hand rendered or computer aided design (CAD) which includes size / dimension information • identify what materials would be suitable for developing your design • review your drawing and consider your application of design principles and the suitability of the materials you identified. You are permitted to use the internet to support your research, but you must reference the source of any work and / or ideas that are not your own. [24 marks]	
Evidence	• Evidence you could include in your digital portfolio: ○ drawings: 2D designs, hand rendered or CAD ○ notes on experimental ideas ○ images of material samples ○ annotations on the drawings ○ a list of references for the sources you have used ○ a copy of your internet browsing history.

Task 3

Plan of production stages for design solution	
Maximum time	2 hours
Content areas assessed	2. Design materials and processes 3. Design brief and production processes
Assessment objectives	AO1 – 4 marks AO2 – 4 marks AO4 – 4 marks
You are required to: Refer to your chosen design idea and create a plan for the production processes and techniques required to create a prototype of your design solution. This should include a risk assessment of any tools, materials and techniques you plan to use. You are permitted to use the internet to support your research, but you must reference the source of any work and / or ideas that are not your own. The production plan and risk assessment must relate to your own design idea, and you must not use a pre-populated template from the internet. [12 marks]	
Evidence	• Evidence you could include in your digital scrapbook: ○ production plan ○ risk assessment of required materials, tools and techniques ○ a list of references for the sources you have used ○ a copy of your internet browsing history.

Task 4

Developing and reviewing a prototype	
Maximum time	5 hours
Content areas assessed	1. Design and production in context 3. Design brief and production processes 5. Review processes and solution
Assessment objectives	AO4 – 12 marks AO5 – 12 marks
You are required to: Use your design idea and production plan, from Task 3, to develop your design solution by creating: a prototype of your design (either actual size or scaled). As you create your design prototype, you should gather evidence of your application of production processes and techniques. You should provide annotations to explain what you were doing and why at each point in the design process. You should take further images of your completed prototype and provide evaluative annotations. You should also provide a formative review of the design production process. This may include how you redesigned your prototype throughout the process. It is acceptable for you to ask someone else to take the pictures for you (such as another member of the class or tutor) as long as the annotations are only added by yourself. You may use a computer to add evidence to your digital portfolio. You are not permitted to use the internet for this task. [24 marks]	
Evidence	- Evidence of research you could include in your digital scrapbook and blog: - annotated images of production techniques applied when creating the prototype - annotated images of your prototype - a written / word-processed formative review of your production processes and techniques.

Task 5

Reviewing the design project	
Maximum time	2 hours
Content areas assessed	4. Presentation of design solution 5. Review processes and solution 6. Working in the design production industries
Assessment objectives	AO3 – 4 marks AO4 – 4 marks AO5 – 4 marks
You are required to: Create a digital presentation in a blog format for the bakery owners which includes: - a review of the design production industry skills you have used throughout the project - a summative review of your final design solution. Note: You will not be presenting your digital presentation, but you are assessed on the quality of your digital presentation slides. Your slides can include any of the evidence you have gathered whilst completing your digital scrapbook. Finally, you must also ensure that your digital scrapbook for the whole project is fully complete. You may use a computer to create your slides and add evidence to your digital scrapbook. You are not permitted to use the internet for this task. [12 marks]	
Evidence	- A digital presentation in an appropriate blog file format. - Completed digital scrapbook in an appropriate file format.

This is the end of the non-exam assessment.

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.

Learner name:	
Task(s) submitted:	
Learner declaration:	
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.	
Learner signature:	
Date:	

Assessor name:	
Assessor declaration:	
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.	
Assessor signature:	
Date:	

NB: Once completed, the declaration of authenticity must be stored securely within the centre, in line with the following NCFE Regulations for Conduct of NEA. 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 read more www.ncfe.org.uk/legal-information.

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

Tick one only	
I consent to my work being used in the manner detailed in Section A	
I do not 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

- 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

- 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 signature	Date

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