



# Non-Exam Assessment

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

Centre copy

**SAMPLE**

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## Introduction

The internal, non-exam assessment (NEA) takes the form of an internal synoptic project. It is a formal 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, therefore, should not be entered for 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 internal, non-exam assessment 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 non-exam assessment will be assessed holistically using a levels of response mark grid and against five integrated assessment objectives (AOs). These assessment objectives and their weightings are shown below.

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

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.

## 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 tutor at the end of each task / session and submitted with the completed 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.



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

## Non-Exam Assessment

### Sample

To be given to learners on or after XX XXXX XX.

#### 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 \_\_\_\_\_

# Project brief

## Scenario

You work full time as a designer for a creative design agency.

Your line manager has given you a design project to work on. They want you to capture your progress of the project by creating a digital portfolio of the different stages undertaken, ready for an appraisal at the end of the project.

Your line manager has sent you the following information by email:

The client owns an eco-friendly, home furnishing chain and would like to launch a new campaign to influence behaviour by increasing customer visits to their high street shops.

They would like a bespoke item displayed in the shop window that is eye catching and have said that it can either be functional or design initiated.

They have a varied taste but have provided you with two particular design movements they would like you to explore with your design.

## Client brief

Client type:

- commercial – eco-friendly, home furnishings.

## Client requirements

- Design a one-off, bespoke item of your choice that will be displayed in a high street shop window.
- You must consider the impact of the item you design on the environment.
- The item you design must be inspired by either:
  - looking to the past and reflecting the arts and crafts movement
  - looking to the future and reflecting post-modernist ideas.

## Additional information

Each task will require you to produce a range of evidence which you will then select from and include in your digital portfolio.

You should read all task instructions carefully and keep all of the work you produce so that you have a range of evidence to select from when constructing your final digital portfolio.

Your digital portfolio should include the task title for each section so that it is clear how your work relates to the requirements of each task.



## 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 2: Design materials and processes
<b>Assessment objectives:</b>	AO1 – 4 marks AO2 – 4 marks AO3 – 4 marks
<b>You are required to:</b>  Analyse the brief in order to identify the key needs of the client.  Apply a range of research methods and techniques to develop at least <b>three</b> different initial ideas in response to the brief.  You will then select what you feel are 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.  <p style="text-align: right;"><b>[12 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"><li>• Evidence of research you could include in your digital portfolio:<ul style="list-style-type: none"><li>○ annotated primary sources</li><li>○ annotated secondary sources</li><li>○ potential materials – samples, experiments</li><li>○ annotated sketches</li><li>○ notes on environmental issues linked to your design ideas</li><li>○ mind maps</li><li>○ mood boards</li><li>○ annotated draft sketches</li><li>○ a list of references for the sources you have used</li><li>○ a copy of your internet browsing history.</li></ul></li></ul>

## 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 2. Design materials and processes 3. Design brief and production processes
<b>Assessment objectives:</b>	AO1 – 4 marks AO2 – 4 marks AO3 – 4 marks
<b>You are required to:</b>  Write an email to the client which explains how your <b>three</b> initial ideas may meet the needs of client.  Your email should include: <ul style="list-style-type: none"><li>• the design movement you intend to reflect</li><li>• an outline of all your <b>three</b> initial ideas</li><li>• a judgement of how your initial ideas meet the needs of the client, informed by your research findings.</li></ul> You may use a computer to type your response.  You are <b>not</b> permitted to use this internet for this task.  <p style="text-align: right;"><b>[12 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"><li>• An email of your proposal to the client (in an appropriate word-processed document and 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 3. Design brief and production processes 5. Review processes and final solution
<b>Assessment objectives:</b>	AO4 – 12 marks AO5 – 12 marks
<p><b>You are required to:</b></p> <p>Select one of your initial ideas. Expand and develop your selected idea further by working through design solutions and applying relevant design principles.</p> <p>You should:</p> <ul style="list-style-type: none"> <li>• create a drawing (either hand rendered or computer aided design (CAD)) which includes size/dimension information</li> <li>• identify what materials would be suitable for developing your design</li> <li>• review your drawing and consider your application of design principles and the suitability of the materials you identified.</li> </ul> <p>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 <b>not</b> use a pre-populated template from the internet.</p> <p style="text-align: right;"><b>[24 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"> <li>• Evidence you could include in your digital portfolio:             <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> <li>○ a copy of your internet browsing history.</li> </ul> </li> </ul>

### Task 3

<b>Plan of production stages for design solution</b>	
<b>Maximum time:</b>	<b>2 hours</b>
<b>Content areas assessed:</b>	2. Design materials and processes 3. Design brief and production processes
<b>Assessment objectives:</b>	AO1 – 4 marks AO2 – 4 marks AO4 – 4 marks
<p><b>You are required to:</b></p> <p>Referring to your drawing for a design solution, 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.</p> <p><b>Note:</b> you will create a prototype as part of the requirements of the next task. The focus of this task is for you to produce a production plan.</p> <p>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.</p> <p style="text-align: right;"><b>[12 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"> <li>• Evidence you could include in your digital portfolio:             <ul style="list-style-type: none"> <li>○ production plan</li> <li>○ risk assessment of required materials, tools and techniques</li> <li>○ a list of references for the sources you have used</li> <li>○ a copy of your internet browsing history.</li> </ul> </li> </ul>

## 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 3. Design brief and production processes 5. Review processes and final solution
<b>Assessment objectives:</b>	AO4 – 12 marks AO5 – 12 marks
<p><b>You are required to:</b></p> <p>Using your design drawing and action plan and develop 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 prototype, you should gather evidence of your application of production processes and techniques. Your annotations should explain what you were doing (and why) at that point in the design process. You should take further images of your completed prototype and provide evaluative annotations.</p> <p>You should also provide a formative review of the design production process. This may include how you redesigned your prototype throughout the process.</p> <p>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.</p> <p>You may use a computer to add evidence to your digital portfolio.</p> <p>You are <b>not</b> permitted to use this internet for this task.</p> <p style="text-align: right;"><b>[24 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"> <li>• Evidence of research you could include in your digital portfolio: <ul style="list-style-type: none"> <li>○ annotated images of production techniques applied when creating the prototype</li> <li>○ annotated images of your prototype</li> <li>○ a written/word-processed formative review of your production processes and techniques.</li> </ul> </li> </ul>

## Task 5

<b>Reviewing the design project</b>	
<b>Maximum time:</b>	<b>2 hours</b>
<b>Content areas assessed:</b>	4. Presentation of design solution 5. Review processes and final solution 6. Working in the design production industries
<b>Assessment objectives:</b>	AO3 – 4 marks AO4 – 4 marks AO5 – 4 marks
<p><b>You are required to:</b></p> <p>Create a digital presentation for your line manager which includes:</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> </ul> <p><b>Note:</b> 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 digital portfolio.</p> <p>Finally, you must also ensure that your digital portfolio for the whole project is fully complete.</p> <p>You may use a computer to add evidence to your digital portfolio.</p> <p>You are <b>not</b> permitted to use this internet for this task</p> <p style="text-align: right;"><b>[12 marks]</b></p>	
<b>Evidence</b>	<ul style="list-style-type: none"> <li>• A digital presentation in appropriate file format.</li> <li>• Completed digital portfolio in appropriate file format.</li> </ul>

**This is the end of the NEA**

## 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>Task(s) 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>	

**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](http://www.ncfe.org.uk/legal-information).

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

- 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: