

Cambridge Technicals (2012) in Art and Design

Guidance for capturing digital evidence

Level 2: 05360, 05362, 05365

Level 3: 05367, 05369, 05372, 05375, 05378

Please follow this guidance as well as the unit documents and centre handbooks for Level 2 and Level 3 Cambridge Technical (2012) in Art and Design.

Introduction

Due to Covid19 we have introduced some restrictions and safeguarding measures for the health and safety of you and our visiting moderators.

We will moderate your candidates' assessments virtually ~~for this series~~ – assessors will not visit your centre as they would normally. For more information, see our [virtual visit presentation](#) delivered by one of the Cambridge Technical principal moderators.

As the moderators won't visit your centre, you will need to send all required evidence to them. All submissions for Art and Design **must** be digital through our Secure Exchange platform*. This avoids security, health and assessment risks for both you and our moderators.

** Secure Exchange is an existing platform used by Cambridge Assessment that is being re-developed for the use of Cambridge Technicals. It is designed with users in mind and will enable a hands-off approach to sharing and reviewing candidate evidence.*

This document, gives advice, guidance and best practice on the following:

- Photographing and videoing candidate evidence
- Format of evidence.

Photographing and videoing candidate evidence

When you photograph and/or video a candidate's evidence for submission, you must capture everything that would have been displayed during the visiting moderation, but you **must not** photograph or film the evidence as it would have been displayed for the visit.



Videos are suitable for all types of candidate evidence and final outcomes. However, they are particularly useful to show 3D evidence, for example for three-dimensional design or textile design. You can send a video of the entire candidate submission.

Dos and don'ts

Follow these tips when photographing or filming a candidate's evidence:

Dos

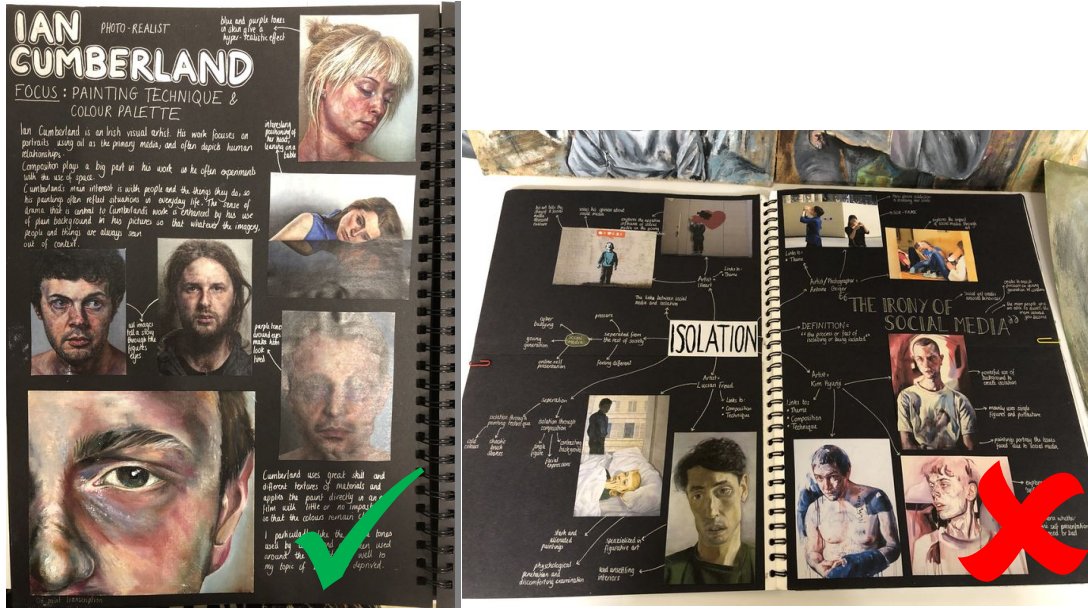
- Use a tripod so that photos/videos are steady and not blurred.
- Take photos/videos straight on and not on an angle.
- Take photos/videos in good lighting, without glare or reflection.
- Make sure the photographs/videos are in focus so that all the evidence can be seen clearly.
- Fill the frame with the evidence.
- Use a ruler or tape measure for larger pieces of evidence, to show the scale.
- Have a white or neutral, uncluttered background behind the evidence.
- For 3D pieces, make sure you take a 360-degree view of the evidence.
- If filming items such as sketchbooks, go through each page at a speed that can allow for assessment. We recommend two seconds per page.

Don'ts

- Do not crop, adjust, balance or re-size photographs.
- Do not photograph/video evidence that is behind glass or in plastic sleeves.
- Avoid hands/arms in the image.
- Avoid overlapping images.
- Do **not** provide a commentary for videos.

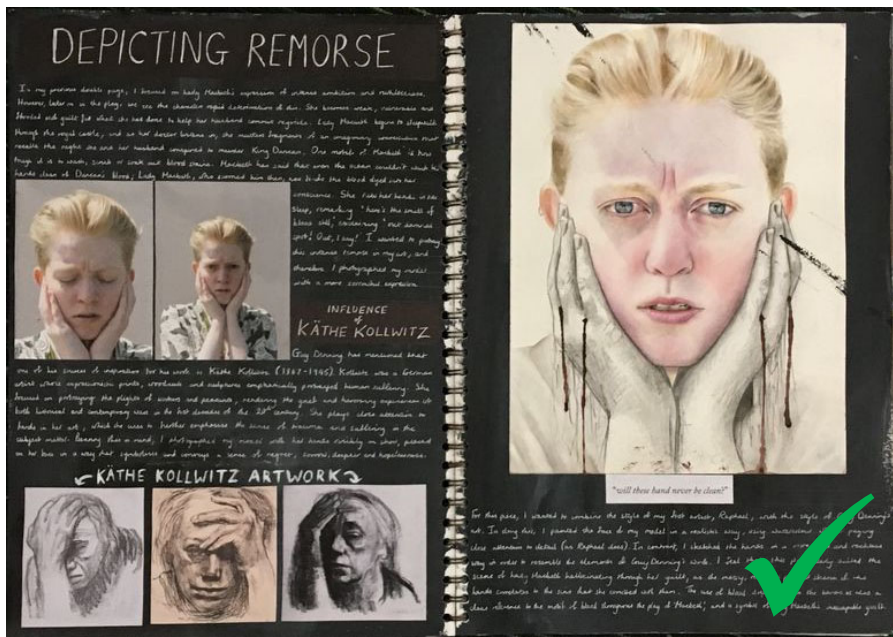
For more advice on filming candidates' evidence, see our [video guide to filming evidence for assessment](#).

Examples



The images above show good and bad examples of how to photograph a page of a sketchbook. The image on the left is straight on, in good lighting without glare. It's in focus so the assessor can read the candidate's annotations and clearly see images.

The image on the right is a poor example of how to photograph a sketchbook. It's at an angle so it's not all in focus, and some of the candidate's annotations can't be read.



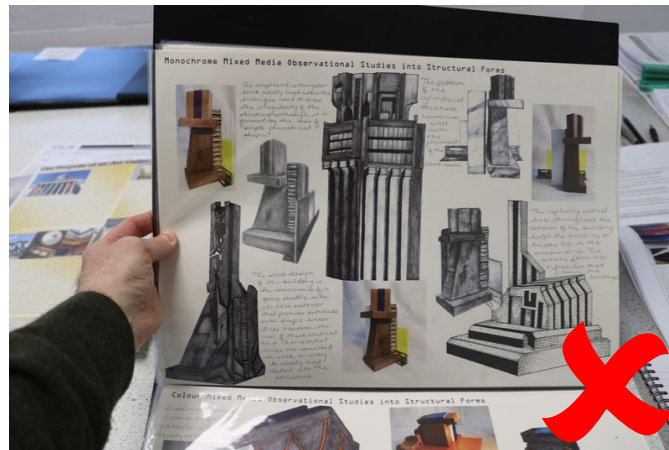
You can photograph double pages of sketchbooks, as long as the assessor can clearly see all the details, as shown here.



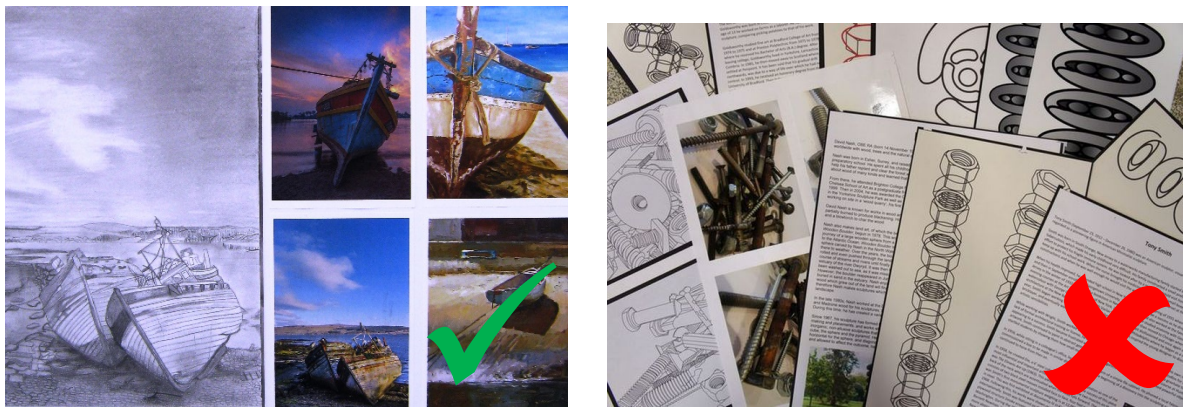
Make sure the evidence fills the frame.



Have a neutral, uncluttered background behind the evidence.



Avoid hands or arms appearing in the images/videos.



Avoid overlapping images.



This is a good example of how to photograph a candidate's final piece.

Format of evidence

You must submit digital evidence to the moderator using Secure Exchange. We will give you more information on how to do this separately.)

We recommend that candidates present their evidence on no more than sixteen PowerPoint slides', with up to four images or one video on each slide. Do not embed videos in PowerPoints.

Candidates do not need to submit all evidence in PowerPoint. More information on acceptable file formats is given below. Make sure evidence is prepared/arranged in the required sequence.

File formats

We can accept most common file types, but there are file types that are not compatible with Secure Exchange. Therefore, it's important you are aware of supported file formats and share this information with your students so that they can prepare work for submission.

Please see our file format guidance for more information about preparing and labelling files.

Further help and support

Do you need any more help and support? If you have any questions about this guidance, or about the arrangements for the Art and Design assessments, please contact us.

Telephone

Call the Customer Support Centre on 01223 553998.

Email

For general queries, email the Customer Support Centre on general.qualifications@ocr.org.uk

For specific questions about art and design, email art@ocr.org.uk