

**Sample Only**

Student Assessment Book

CUADIG305 - Produce digital images- Release 2



Australian Courseware Resources

## Document Control

Version	Author	Modifications	Released	Review Date
2019v1	ACR- Bronwyn Blencowe	Original	4/9/2019	4/9/2020

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Version	Author	Modifications	Released	Review Date
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## Introduction

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This unit describes the skills and knowledge required to produce digital images through the exploration and application of a range of techniques, tools, equipment and materials.

It applies to individuals who are developing expertise with digital imagery to produce photo images or digital art.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

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Nil.

## Unit Outcomes:

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At the end of this unit, you must be able to:

1. Plan digital imaging work
2. Prepare digital imaging resources
3. Create finished digital images

## Assessment types

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In this unit you will complete the following assessments:

- Assessment Task 1: Written Assignment
- Assessment Task 2: Portfolio
- Assessment Task 3: Portfolio

## Evidence you will provide to the Assessor

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	Direct	Indirect	Supplementary
Assessment Task 1		Written Assignment	
Assessment Task 2	Portfolio	Responses to questions; research	Evaluation worksheets
Assessment Task 3	Portfolio	Responses to questions; research	Evaluation worksheets

## Assessment Agreement

Please read the following questions and answer each carefully.		YES	NO
Do you have any special needs that should be considered during the assessment process?		<input type="checkbox"/>	<input type="checkbox"/>
Do you require an adjustment to the conduct of the assessment to respond to a specific or a special need? E.g. Cultural, Language, Disability, Literacy or Literacy purposes.		<input type="checkbox"/>	<input type="checkbox"/>
Has the assessment process been explained to you and that to achieve a successful outcome for this Unit of Competency you must be deemed Satisfactory in all assessment tasks?		<input type="checkbox"/>	<input type="checkbox"/>
Are you ready for the assessment?		<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the Recognition of Prior Learning (RPL) process?		<input type="checkbox"/>	<input type="checkbox"/>
Do you understand what evidence is to be collected and how?		<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the appeals and the appeal system?		<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the purpose of the Assessment?		<input type="checkbox"/>	<input type="checkbox"/>
I understand the assessment instructions and requirements and consent to being assessed.		<input type="checkbox"/>	<input type="checkbox"/>
I agree to undertake this assessment in the knowledge that the information gathered will only be used to assess my knowledge, skills and abilities to determine my Competency in this unit.		<input type="checkbox"/>	<input type="checkbox"/>
Student Name:			
Student Signature:		Date:	

## Assessment Information for Students

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This assessment is for all students who have enrolled into this unit of competency. All assessments will be conducted at under supervision in the appropriate classroom as required by each assessment. Specific instructions for each task are contained at the beginning of each task.

You are going to be assessed on:

- Your skills and knowledge using written and observation activities that apply to your workplace.
- Your ability to apply your learning to different situations.

The training for this unit will occur first and will be conducted by your Trainer. The assessments will occur once you feel you are ready for the assessment. If you are not ready, advise your Assessor prior to commencing. They may organise additional training for you or clarify any issues of concern.

Once the assessment has been completed your Assessor will provide feedback on your responses to the assessment materials and continue this until you have been deemed competent in this unit.

### Conditions and context of this assessment

- The assessment is conducted in the classroom.
- The timing of each assessment task is provided at the beginning of each task and the due date for completion will be specified by your assessor prior to the commencement of the assessments.
- Resources required for each assessment task are listed within each task.

### Purpose of this assessment

The purpose of this assessment is to establish a candidate's progress towards achievement of competence.

### How you will be assessed

All units of competency are assessed under the principle of competency-based assessment. This means that evidence of your current skills and knowledge will be measured against national standards in each unit of competency. Some of the assessment will be concerned with how you apply your skills and knowledge in your workplace, and some in the training room as required by each unit.

The assessment tasks have been designed to enable you to demonstrate the required skills and knowledge and provide the required evidence to successfully demonstrate competency at the required standard.

Your assessor will ensure that you are ready for assessment and will explain the assessment process.

The assessor will also have asked you if you have any special needs to be considered during assessment. Changes can be made to the way assessment is undertaken to account for special needs and this is called making Reasonable Adjustment.

### **What happens if your result is 'Not Yet Competent'.**

In the case that one or more of your assessments has been marked 'NYC', your assessor will provide you with the necessary feedback and guidance, for you to resubmit your responses and be re-assessed in that task.

### **What if you disagree on the assessment outcome?**

Every RTO has an appeal process and should be in your student handbook. If you feel you have the necessary evidence to be deemed competent and were not, you can appeal this decision.

Read the process that your RTO has laid out on their website and in their student handbook.

### **What if I believe I am already competent before training?**

If you believe you already have the knowledge and skills to be able to demonstrate competence in this unit, speak with your assessor, as you may be able to apply for Recognition of Prior Learning (RPL).

### **Assessor Responsibilities**

Assessors need to be aware of their responsibilities and carry them out appropriately. To do this they need to:

- Ensure that participants are assessed fairly based on the outcome of the language, literacy and numeracy review completed at enrollment.
- Ensure that all documents are signed by the student, trainer, workplace supervisor and assessor when units and certificates are completed, ensure that there is no follow-up required from an administration perspective.
- Ensure that their own qualifications are current.
- When required, request the manager or supervisor to determine that the student is 'satisfactorily' demonstrating the requirements for each unit. 'Satisfactorily' means consistently meeting the standard expected from an experienced operator.
- When required, ensure supervisors and students sign off on third party assessment forms or third-party report.
- Follow the recommendations from moderation and validation meetings.

### **How should I present my assessments?**

Ideally you should process all assessments wherever possible. If this not possible then you must have very neat writing, so the assessor can read your responses.

You must include a cover sheet for every assessment and these are located at the beginning of each assessment.

### **How long should my answers be?**

Each assessment will advise how long your answers should be. Each answer box is a guideline.



## How should I reference the sources of information I use in my assessments?

Include a reference list at the end of your work on a separate page. You should reference the sources you have used in your assessments in the Harvard Style. For example:

- Website Name – Page or Document Name, retrieved insert the date. Webpage link.
- For a book: Author surname, author initial Year of publication, Title of book, Publisher, City, State

## Benchmarks for the assessments

The following table outlines the benchmarks generally for all types of assessments. By following this table plus having the correct answers to the tasks will ensure that you meet the minimum requirements for a competent grade.

You will receive an overall result of Competent or Not Yet Competent for the unit. The assessment process is made up of several assessment methods. You are required to achieve a satisfactory result in each of these to be deemed competent overall. Your assessments may include the following assessment types.

Assessment Method	Questioning	Direct Observation	Product	Portfolio	Third Party Report
<b>Satisfactory Result</b>	All questions answered correctly and reference to appropriate sources provided	Could demonstrate all aspects as outlined in the Assessor Checklist to industry standards and at appropriate AQF level	Product as requested has been provided (e.g. reports, displays, work samples, role plays, and presentations) as requested and address all aspects of the task as per the assessor checklist. Correct grammar and spelling are evident	A purposeful collection of work samples of annotated and validated pieces of evidence, compiled by the learner.  Evidence could include written documents, photographs, videos or logbooks.	Supervisor or manager observes work performance and confirms that you consistently meet the standards expected from an experienced operator
<b>Not-Satisfactory Result</b>	Answers do not address the question in full and does not refer to appropriate or correct sources.  One or more of the requirements	Could not demonstrate the skills as outlined in the assessor checklist at the appropriate AQF level  One or more of the requirements	Did not supply the product as requested or did not address all aspects of the task as per the Assessor Checklist; or did not follow guidelines or instructions. Grammar or spelling were incorrect.  Supplementary items not provided	Does not follow guidelines/instructions  Requested supplementary items are not attached  Response does not address the requirements in full; is missing a response for one or more areas.	Could not demonstrate consistency. Could not demonstrate the ability to achieve the required standard

Assessment Method	Questioning	Direct Observation	Product	Portfolio	Third Party Report
	are answered incorrectly	are answered incorrectly	Does not refer to or use appropriate or correct sources of information  One or more of the requirements are answered incorrectly	One or more of the requirements are answered incorrectly.  Does not refer to or use appropriate or correct sources of information	

**SAMPLE**

## Assessment Cover Sheet

Please complete this form for each assessment task and attach to each of your assessment responses/evidence when you submit these for marking to your Assessor. Your work may not be returned to you we are required to keep it in your file for auditing purposes. Please ensure you have kept a copy.

Student Name		USI	
Unit of Competency	CUADIG305 - Produce digital images- Release 2		
Assessor's Name		Date Submitted	
Assessment Task Number	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 1	Written Assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The following questions are to be completed by the assessor:			
Is the Student ready for assessment?		Yes	No
Has the assessment process been explained?		Yes	No
Does the Student understand what evidence is to be collected and how?		Yes	No
Have the Student's rights and the appeal system been fully explained?		Yes	No
Have you discussed any special needs to be considered during assessment?		No	Yes
Student's declaration: <ul style="list-style-type: none"> <li>• The material I have submitted is my own work;</li> <li>• None of this work has been completed by any other person and I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have kept a copy of all relevant notes and reference material that I used in the production of my work;</li> </ul>			

Student Name		USI	
Unit of Competency	CUADIG305 - Produce digital images- Release 2		
<ul style="list-style-type: none"> <li>I have given references for all sources of information that are not my own, including the words, ideas and images of others.</li> </ul>			
Feedback to Student by Assessor			
Student's Signature		Date	
Assessor Statement	<p>I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forward results to the Administration for entry into RTO Student Management System.</p>		
Assessor's name Please print			
Assessor's Signature		Date	

SAMPLE

## Assessment Task 1: Written Assignment      Time allocated: 3 hours

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### Instructions for this task:

You are to answer the following questions. Submit this completed task with your responses to your assessor for marking. Ask your Assessor to clarify any question or task if you need to prior to commencing this task. Sign and date the Assessment Agreement and complete the Assessment Cover Sheet prior to submitting the evidence for this task for marking.

### You will be required to have a good understanding of the following topics:

1. Describe historical and theoretical digital imaging practices relevant to the specific production of digital images
2. Describe capabilities of a range of materials, tools and equipment used in digital imaging
3. Outline the elements and principles of design and their application to the digital image
4. Explain how common techniques used in producing digital images can be adapted to achieve creative effects
5. Outline basic intellectual property considerations in producing creative work
6. Describe procedures for working safely with digital imaging materials, tools and equipment.

### Benchmark

You must get all questions 100% correct and all documentation requested in this assessment is submitted to gain a satisfactory in this task. Please write neatly and legibly or word process your answers, so your Assessor can read your answers.

### Resources required for this assessment task:

You need to have access to the following:

- Pen and Paper
- This Booklet
- Access to learning materials
- Access to the internet
- Access to word and image processing software

**Location:** Classroom

### Submission

When you completed all questions submit the assignment with the cover sheet and the Assessment Agreement to your Assessor for marking. Ensure you keep a copy of your assessment.

**Questions to respond to.**

Q1 Describe historical and theoretical digital imaging practices relevant to the specific production of digital images.



Q2 Describe capabilities of a range of materials, tools and equipment used in digital imaging

a. Deleted for sample

b. Deleted for sample

c. Deleted for sample

d. Deleted for sample

e. Deleted for sample

f. Deleted for sample

Q3 Outline the elements and principles of design and their application to digital imaging. Give examples.

**Questions to respond to.**

Q4

Give 5 examples of how you have used common techniques to produce digital images with creative effects.

Q5

Outline basic intellectual property considerations in producing creative works.

**Questions to respond to.**

Q6

Describe procedures for working safely with digital imaging materials, tools and equipment.

**SAMPLE**



## Evidence to submit

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Did you submit the following evidence?		Yes	No
1	Answers to Questions 1-6 in this task	<input type="checkbox"/>	<input type="checkbox"/>
2	Answers correctly sourced and referenced if applicable	<input type="checkbox"/>	<input type="checkbox"/>
3	Handwriting was neat and legible, or word processed	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
5	Assessment Agreement attached	<input type="checkbox"/>	<input type="checkbox"/>

**SAMPLE**

## Assessment Cover Sheet

Please complete this form for each assessment task and attach to each of your assessment responses/evidence when you submit these for marking to your Assessor. Your work may not be returned to you we are required to keep it in your file for auditing purposes. Please ensure you have kept a copy.

Student Name		USI	
Unit of Competency	CUADIG305 - Produce digital images- Release		
Assessor's Name		Date Submitted	
Assessment Task Number	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 2	Portfolio of techniques	<input type="checkbox"/>	<input type="checkbox"/>
The following questions are to be completed by the assessor:			
Is the Student ready for assessment?		Yes	No
Has the assessment process been explained?		Yes	No
Does the Student understand when evidence is to be collected and how?		Yes	No
Have the Student's rights and the appeal system been fully explained?		Yes	No
Have you discussed any special needs to be considered during assessment?		No	Yes
<p>Student's declaration:</p> <ul style="list-style-type: none"> <li>• The material I have submitted is my own work;</li> <li>• None of this work has been completed by any other person and I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have kept a copy of all relevant notes and reference material that I used in the production of my work;</li> </ul>			

Student Name		USI	
Unit of Competency	CUADIG305 - Produce digital images- Release 2		
<ul style="list-style-type: none"> <li>I have given references for all sources of information that are not my own, including the words, ideas and images of others.</li> </ul>			
Feedback to Student by Assessor			
Student's Signature		Date	
Assessor Statement	<p>I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System.</p>		
Assessor's name Please print			
Assessor's Signature		Date	

SAMPLE

## Assessment Task 2: Portfolio - Techniques and manipulation of images

Time Allowed: 2 weeks

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### Instructions for this task:

Deleted for sample

### You will be required to have a good understanding of the following areas:

- Explore ideas and techniques for digital imagery in consultation with key people as required
- Review historical and contemporary digital imaging practice as a potential source of ideas
- Assess the capabilities of digital imaging techniques through practice and adaptation
- Select techniques that best support the ideas for own creative work
- Apply elements and principles of design
- Select and organise digital imaging tools, equipment and materials suited to the chosen work
- Prepare resources based on the needs of the work

### Benchmark

You need to submit 6 images that represent a digital imaging technique that meets the elements and principles of design. You need to respond to all questions correctly.

Assessors are to grade the checklist as well as the evaluation worksheet. The assessor will use the Assessor's Checklist

**Location:** This task can be completed in the classroom and within the organisation's grounds.

### The Task:

Select two photographers, one from the period of the 1940s to early 1980s and one from the mid-1980s to current day that have two very different styles.

1. Select three images from each era and assess the techniques used in each. Describe the capabilities of each technique using the latest equipment. That is, can it be achieved and if so how? If not, why not? Describe the IP requirements of each image.
2. List the elements and principles of design in each of the original photos from the two photographers.
3. Manipulate two of the images to improve the fantasy effects, improve the exposure and remove clutter from the image. You can use photoshop for the images you have sourced from the internet. What other resources and tools did you use to manipulate the images?

4. Create six (6) digital images using any type of camera, that represent each of their styles and use digital imaging techniques such as:
  - a. Long Exposure Photography
  - b. Light Painting
  - c. HDR Photography
  - d. Panoramic
  - e. Macro Photography
  - f. Metering techniques.
  
5. You are to consider the following in each of your photos:
  - a. Use of a variety of lenses
  - b. Different camera modes (Aperture Priority, Shutter Priority, Manual etc)
  - c. Different locations
  - d. Use of lighting: daylight, flash, studio
  - e. Control of exposure and focus
  - f. Landscape, portrait and square orientation
  - g. Take care over composition and presentation
  - h. Prepare appropriate resources, tools and equipment

Points 6-10 deleted for sample

**SAMPLE**

## Evidence to submit

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Did you submit the following evidence?		Yes	No
1	All tasks 1-10 completed	<input type="checkbox"/>	<input type="checkbox"/>
2	Answers correctly sourced and referenced if applicable	<input type="checkbox"/>	<input type="checkbox"/>
3	Handwriting was neat and legible, or word processed	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
5	Assessment Agreement attached	<input type="checkbox"/>	<input type="checkbox"/>

**SAMPLE**

## Assessment Cover Sheet

Please complete this form for each assessment task and attach to each of your assessment responses/evidence when you submit these for marking to your Assessor. Your work may not be returned to you we are required to keep it in your file for auditing purposes. Please ensure you have kept a copy.

Student Name		USI	
Unit of Competency	CUADIG305 - Produce digital images- Release 2		
Assessor's Name		Date Submitted	
Assessment Task Number	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 3	Portfolio of images	<input type="checkbox"/>	<input type="checkbox"/>
The following questions are to be completed by the assessor:			
Is the Student ready for assessment?		Yes	No
Has the assessment process been explained?		Yes	No
Does the Student understand which evidence is to be collected and how?		Yes	No
Have the Student's rights and the appeal system been fully explained?		Yes	No
Have you discussed any special needs to be considered during assessment?		No	Yes
<p>Student's declaration:</p> <ul style="list-style-type: none"> <li>• The material I have submitted is my own work;</li> <li>• None of this work has been completed by any other person and I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have kept a copy of all relevant notes and reference material that I used in the production of my work;</li> <li>• I have given references for all sources of information that are not my own, including the words, ideas and images of others.</li> </ul>			

Student Name		USI	
Unit of Competency	CUADIG305 - Produce digital images- Release 2		
Feedback to Student by Assessor			
Student's Signature		Date	
Assessor Statement	<p>I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System.</p>		
Assessor's name Please print			
Assessor's Signature		Date	



## Assessment Task 3: Portfolio of images

Time Allowed: 3 weeks

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### Instructions for this task:

You are to create a portfolio of images specific to a context as outlined in the brief below. Submit this completed task with your responses to your assessor for marking. Ask your Assessor to clarify any question or task if you need to prior to commencing this task. Complete the Assessment Cover Sheet prior to submitting the evidence for this task for marking.

### You will be required to have a good understanding of the following tasks:

- Select techniques that best support the ideas for own creative work
- Select and organise digital imaging tools, equipment and materials suited to the creative work
- Prepare resources based on the needs of the work
- Use and adapt digital imaging techniques incorporating principles and elements of design
- Document work processes for future reference
- Seek feedback from key people and use to improve own technical and creative digital imaging skills
- Review work in progress and adjust as required to produce final work
- Store digital imaging resources according to enterprise procedures

### Benchmark

You need to submit 6 images that represent the themes listed below. All must demonstrate the application of the elements and principles of design as well as digital imaging techniques you have learned about and used. You need to respond to all questions correctly. You need to complete an evaluation worksheet on your own images and that of one from another peer in your class.

Assessors are to grade the checklist as well as the evaluation worksheet. The assessor will use the Assessor's Checklist for this.

**Location:** can be completed in the classroom and within the organisation's grounds.

### Scenario:

You have been employed as a Photographers Assistant and are required to develop your skills in a range of photographic situations. Each lesson for the next three weeks you must shoot the required images ready to be edited in class where you will work on them in Photoshop. Each week a group critique by the class will enable you to examine the work of others and the techniques they have used as well as yours. You must complete the evaluation worksheet each time as well as submit the original non-retouched photos.

1. List of themes you will use to create your three digital images each week (choose 3 per week)
    - a. Food
    - b. Portrait of a family member
    - c. Landscape
    - d. Montage
    - e. Levitation
    - f. Bokeh
    - g. Water Splash
    - h. Temperature
    - i. HDR
  2. Manipulate two of the images to improve the fantasy effects, improve the exposure and remove clutter from the image, improve depth, create negative and positive space etc. Explain the impact of IP on the manipulation. Discuss your ideas with your group and your teacher before commencing.
  3. Select techniques that best support the ideas for own creative work – list the techniques you used and state why.
  4. Select and organise digital imaging tools, equipment and materials suited to the chosen work and state what tools, equipment and material you used for each phase.
  5. Prepare resources based on the needs of your work and use these safely and sustainably.
- Points 6-11 deleted for sample
12. **Presentation** - Needs to be in a variety either hard copy or soft copy and presented professionally.

SAMPLE

## Evidence to submit

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Did you submit the following evidence?		Yes	No
1	All tasks 1-12 completed	<input type="checkbox"/>	<input type="checkbox"/>
2	Answers correctly sourced and referenced if applicable	<input type="checkbox"/>	<input type="checkbox"/>
3	Handwriting was neat and legible, or word processed	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
5	Assessment Agreement attached	<input type="checkbox"/>	<input type="checkbox"/>

**SAMPLE**

## Assessor Checklist for Task 2 and 3

<b>Student's Name</b>			
<b>Name of Assessor</b>			
<b>Unit of Competency</b>	CUADIG305 - Produce digital images- Release 2		
<b>Instructions to Assessor:</b>			
Please use the Checklist below rate the students against the performance criteria evidence listed below. This is not a third-party report and it is a requirement for this assessment that the Assessor observe all behaviour of the students. Tick S if satisfactory and demonstrated. Tick U if not demonstrated or unsatisfactory.			
#	Did the student demonstrate the following in their digital imaging projects?	S	U
1	Documented a wide variety of camera skills and techniques for digital imagery		
2	Reviewed historical and contemporary digital imaging practice and potential source of ideas		
3	Discussed and explored ideas for digital imaging with key personnel		
4	Practiced and adapted digital imaging techniques on own work and selected most appropriate ones for own creative work		
5	Selected, prepared and organised appropriate digital imaging tools, equipment and materials		
6	Used materials and resources safely and sustainably		
7	Incorporated principles and elements of design in digital imaging techniques to their images and produced technically proficient images using a wide variety of techniques		
8	Sought feedback from key people, reviewed their work in progress and adjusted as required to produce final work		
9	Documented work processes and images for future reference in an organised and sustainable way		
10	Followed digital imaging resources according to procedures and requirements		
11	Continuously improved their technical and creative digital imaging skills through adaptation of new techniques learned		
12	Student was able to interpret and analyse visual and textual information to meet task requirements		
13	Student was able to use relevant industry related terminology to make notes of review findings and describe work processes for own reference		
14	Student was able to use clear and relevant language to discuss concepts and techniques with others and seek feedback on work outcomes		
15	Clarified information to confirm understanding of task requirements		

<b>Student's Name</b>			
<b>Name of Assessor</b>			
<b>Unit of Competency</b>	CUADIG305 - Produce digital images- Release 2		
16	Observed safety and sustainability requirements when planning and undertaking design work		
17	Discussed others work with them both conceptual and technical aspects		
18	Understood the importance of advice and guidance from others to achieve best outcomes for own creative work and used feedback to further develop skills and ideas		
19	Understood purposes, functions and key features of digital tools to make informed decisions about resource selection, preparation and maintenance		
20	Selected suitable digital techniques to convey the concept based on own practice and exploration with some input from others		
Feedback from the Assessor			
Assessor's Signature:			
Date:			

## Evidence to submit

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Did you submit the following evidence?		Yes	No
1	Portfolio requirement submitted in full	<input type="checkbox"/>	<input type="checkbox"/>
2	Answers correctly sourced and referenced if applicable	<input type="checkbox"/>	<input type="checkbox"/>
3	Handwriting was neat and legible, or word processed	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
5	Assessor's Checklist attached	<input type="checkbox"/>	<input type="checkbox"/>

**SAMPLE**

## Record of Assessment Outcomes

This section records all the evidence used to form the final assessment decision. Please document all types of evidence used in this assessment.

Student Name			
Unit of Competency	CUADIG305 - Produce digital images- Release 2		
Assessment Requirements	Task Outcome		
	Satisfactory (S) Not Satisfactory (NS)	Date	Assessor's Initials
Assessment Task 1: Written Assignment			
Assessment Task 2: Portfolio			
Assessment Task 3: Portfolio			
<b>Overall Assessment Outcome</b>			
<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	<input type="checkbox"/> Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:		Date	/ /
Assessors Signature:		Date	/ /

## Appendix 1 - Student Survey

At the end of each unit we would like to collect feedback, so we can identify areas for improvement in our materials. Circle or highlight the response you wish to use. We would appreciate your assistance by providing your constructive feedback.

Please complete the survey and return it to Australian Courseware Resources by email: [products@australiancoursewareresources.com.au](mailto:products@australiancoursewareresources.com.au)

Thank you for your time.

Qualification code and name					
Unit code and name	CUADIG305 - Produce digital images - Phase 2				
Date:					
Please read the statements below and circle the most appropriate response:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The amount of time for the assessment was appropriate.	1	2	3	4	5
2. The training and assessment materials for this unit were suitable to my learning style and easy to use.	1	2	3	4	5
3. The content was interesting and engaging.	1	2	3	4	5
4. The topics were presented in a logical sequence.	1	2	3	4	5
5. The assessment tasks were clear and it was easy for me to understand what was required of me.	1	2	3	4	5
6. What did you find most interesting or useful about this unit?					
7. What, if anything, did you find the least useful about the unit?					
8. Please make any constructive suggestions that would improve these materials for future students?					

Thank you for providing your valuable feedback.