



National Certificate of Educational Achievement
TAUMATA MĀTAURANGA Ā-MOTU KUA TAEA

2008

Internal Assessment Resource

Subject Reference: **Information Management 1.4**

Internal assessment resource reference number:
IM/1/4_Y6

School Band

Supports internal assessment for:

Achievement Standard: 90033 v3

Apply a decision-making model to produce a solution from a given brief

Credits: 4

Date version published:

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**Ministry of Education
quality assurance status**

For use in internal assessment
from 2008

Teacher Guidelines:

The following guidelines are supplied to enable teachers to carry out valid and consistent assessment using this internal assessment resource.

Context/setting:

This assessment resource is based on the concept of designing publicity material. The given brief requires the production of appropriate display material for a school band, which has been picked to enter a national competition.

Conditions:

The assignment is to be carried out over (*teacher to insert details*) hours of classroom time under supervised conditions. Students will use the equipment they normally use for timetabled lessons. Teachers will need to ensure that there is a system in place to save and identify students' work. Students will need to hand in a portfolio of items, including hardcopies of their designs.

Resource requirements:

Students will need access to the equipment they normally use in timetabled lessons.

Additional information:

There are no requirements for the use of any specific equipment or programmes in carrying out this assignment. It is assumed that teachers and schools will ensure that equipment and programs are appropriate for the tasks within the assignment.

Factual content, such as names and figures, can be easily substituted. It is recommended that this be done in any case to improve authenticity of performance. The same process and a similar schedule can be applied to similar contexts.

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Student Instructions Sheet

Before you start work, read through all the information given to you. Make sure you understand what you are being asked to do. Make sure you know what level you must perform at to obtain achievement, achievement with merit or achievement with excellence for this Standard.

You will need to complete this assignment (***teacher to insert relevant details relating to time allocation***).

When the assignment is due you should present a portfolio to your teacher which clearly shows how you have applied a decision-making model to produce a solution for the given brief. This portfolio should contain:

- 1 Evidence of planning (eg plan of action, timeline, Gantt chart, mindmap) showing the steps you intend taking.
- 2 Materials/information/notes produced at each step eg:
 - sketches, flowcharts
 - process diagrams
 - plans (computer generated or handwritten)
 - word-processed reports
 - samples of materials
 - designs/document formats
- 3 A log or diary outlining key stages and ongoing evaluations of your design decisions. (*This is not directly assessed, but will provide clarifications that could affect your grade.*)

Remember that the range of information management techniques used throughout your portfolio, and their effectiveness, will influence your final grade.

Situation

An opportunity has arisen for the top band in your school to enter a national competition, which offers the winners high profile exposure. A condition of entering is that the band has to produce its own CD cover OR provide some form of publicity material, which is to be displayed at the competition venue. You have been called upon to assist.

Given brief

You are required to design and produce:

1 A CD cover (front and back) for the band's CD

OR

2 Appropriate publicity material which is to be displayed at the competition venue.

Specifications

- The CD cover OR the publicity material must include the band details provided (*see attached or substitute with your own*) and be suitable for display.
- Either item must be eye-catching and demonstrate effective use of shape, font and colour, images etc.
- The publicity material must contain information that promotes the band.

Steps to be followed

- 1 **Planning:** Plan what you are going to do by writing a plan of action (flow chart) showing the key steps involved in producing the solution to your brief. You may need to consider such things as the band's image, the audience for its music and the type of music played. Include with your plan an appropriate timeline for the completion of tasks. For each step write brief notes which clarify:
 - what you will do (and by which date)
 - resources required.
- 2 **Investigating:** Investigate the need/opportunity outlined in the situation and brief and explore possible solutions. You are to produce plans and sketches for your CD cover OR the publicity material. These plans and sketches for your idea might include:
 - an investigation into fonts, images, backgrounds, colours etc. to be used in the design and how these elements might work together
 - the size and shape of the document (could look at folds, paper types etc)
 - investigating layouts of text and images
 - sketches, notes and samples to demonstrate any design ideas - practical or aesthetic.

- 3 **Selection:** Evaluate the design ideas investigated. You will need to make notes describing the pros and cons of these. Select those design ideas you wish to develop further into a finished CD cover OR publicity item and give reasons for your choices.
- 4 **Design and produce:** Produce a detailed design of your CD cover OR publicity item, fully explaining the design decisions you have made about each of its components. Re-evaluate for suitability and effectiveness, making any necessary alterations, explaining your reasons for making them.

Produce a final copy of your CD cover OR publicity item.

- 5 **Evaluation:** Evaluate the finished document against the original specifications. To achieve at higher grades, you will need to discuss any problems experienced during the decision-making process and how these may have been overcome. **(Note the evaluation in the earlier steps too: evaluation is ongoing.)**

Collate your information to produce a portfolio. Check that you have included all your documentation (including your log or diary) in your portfolio and hand this in to your teacher.

Time allowance

You will be given **(teacher to insert details)** hours of class time. You are expected to work in your own time also. Your finished portfolio is to be presented on **(teacher to insert date)**.

To achieve a high grade, you need to:

- give reasons for (justify) key decisions
- include ongoing evaluation throughout the process
- clearly demonstrate information management knowledge and skills.

Band information to be included on both the publicity material and the CD cover:

(These details can be adapted to fit individual school bands etc)

(Band name) **Saltwater Toffee**

Members of band:

- * Scott Thomson (vocals)
- * Paula Henry (lead guitar and back-up vocals)
- * John Lief (bass)
- * Benji West (drums)

Original songs:

- Data overload
 - Airlift overture
 - Gone
 - The sun rising
 - Black and white night
 - Claire, and still...
 - Tulip
 - Sofa Pie
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For the CD cover only: *Include other relevant details usually found on CD covers.*

For the publicity material: *Include any additional relevant details relating to the event and band.*

Assessment Schedule: IM/1/4_Y6 - School Band
AS90033 v3 – Apply a decision-making model to produce a solution from a given brief

Evidence: The student has produced a portfolio including a plan, materials for each step of their process and a log or diary showing what they did. For merit, a range of information management techniques must be evident throughout the portfolio, and for excellence, the effective use of information management contributes to a well-presented portfolio and final solution. *Note: Evidence should be considered holistically.*

Evidence	Achieved	Achieved with Merit	Achieved with Excellence
<p>Planning: Evidence of planning shows intended steps with associated notes</p>	<p><i>Planning shows:</i></p> <ul style="list-style-type: none"> • a list of steps or an outline which leads to the production of a final solution • some resource ideas 	<p><i>Planning shows:</i></p> <ul style="list-style-type: none"> • a clear list with steps (at least) for investigation, design, evaluation (one evaluation step at least) and production of a final solution • clear evidence of resource ideas 	<p><i>Planning shows:</i></p> <ul style="list-style-type: none"> • a clear list of steps that covers investigation, design for selected idea, production of a final solution, evaluation of the solution • clear evidence of resource ideas
<p>Investigating: Research and Ideas are produced showing investigation into design elements, the planned size and shape of each document, and the layout of text and graphics on them</p>	<ul style="list-style-type: none"> • Some investigation is produced of design elements eg fonts, backgrounds, colours, images etc. • Some samples/ sketches are provided showing the use of IM techniques. • Some explanatory notes on ideas are included. 	<ul style="list-style-type: none"> • Investigation is produced of design elements eg fonts, backgrounds, colours, images etc. • Indications of the size and shape of documents and the layout of text/graphics showing the use of different IM techniques. • Explanatory notes on each main idea are included. 	<ul style="list-style-type: none"> • Detailed investigation is produced of design elements eg fonts, backgrounds, colours, images, etc. • Appropriate indications of the size and shape of documents and detailed layout of text/graphics which show the effective use of IM techniques. • Detailed explanatory notes on each idea are included.
<p>Selection: Evaluation of the ideas is made leading to a selection for further development.</p>	<ul style="list-style-type: none"> • Some investigation is evaluated on suitability for inclusion in final design – strengths and weaknesses. • A selection is made for further development. 	<ul style="list-style-type: none"> • Investigation is evaluated for suitability for inclusion in final design – strengths and weaknesses. • A selection is made and at least one reason given for each idea. 	<ul style="list-style-type: none"> • Investigation has detailed evaluation for suitability for inclusion in final design – strengths and weaknesses. • Final selections are clearly justified with reference to the other design ideas.
<p>Design and Production: The selected ideas are designed (<i>with design decisions being justified</i>), drafted and produced (<i>must include any essential information provided</i>)</p>	<ul style="list-style-type: none"> • IM techniques are used in producing both a draft and finished design of the selected ideas. • Comments on design choices are included. • (<i>teacher to insert any specific information required to be included</i>) 	<ul style="list-style-type: none"> • A range of IM techniques is used in producing both a draft and a finished design of the selected ideas. • Reasons are given for the choice of some important design components. • (<i>teacher to insert any specific information required to be included - specs to be met</i>) 	<ul style="list-style-type: none"> • A range of IM techniques is used effectively in producing both a draft and a finished design of the selected ideas. • (<i>teacher to insert any specific information required to be included and any other relevant specs for design</i>)

<p>Ongoing Evaluation:</p>	<ul style="list-style-type: none">• Some comments made on the quality/ effectiveness of the final design.	<ul style="list-style-type: none">• Relevant comments made on the quality and effectiveness of the final design in relation to the specifications.• Comments made on the process and any difficulties encountered.	<ul style="list-style-type: none">• Relevant comments are made justifying all key decisions and why they were made in comparison with the alternatives in terms of meeting the brief.• Clear comments made on problems experienced/changes required during the production process and how these have been resolved.
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