

Advice for Photographing RMA Exemplar Guide for Teachers

CCEA GCSE/GCE ART AND DESIGN and CONTEMPORARY CRAFTS

In June 2023, following Moderation, CCEA will request Portfolios for a selection of candidates to be uploaded through its eSubmission application. These exemplars are used to inform our RMA process. This will replace the collection of work from schools which happens every year at this time. No candidate's marks will be changed by this process.

This document is intended to support teachers to help them present the work that has been requested for use as an RMA exemplar.

What to include

Follow the same principle as when preparing work for visiting moderation. Senior moderators need to view evidence of the exact work assessed by the moderator during their visit.

- Photographs of work should be taken of all the work that was assessed for each unit requested.
- Do not take multiple images of the same piece of work, unless you need to show something from different angles (e.g. in a fashion piece, multiple images would be appropriate to document the design from different viewpoints).
- Occasionally close ups may be needed for detail e.g. stitching, or complex sculpture pieces. If it is an installation, use photographs of it in situ, so the intentions of the piece are clear.
- If there are written comments which are necessary to support the marks awarded, these should be legible.
- Photographs of work should not be enhanced/modified so that a true representation of the work is not compromised.
- Statements of intent and evaluations for AS and A2 Unit 2 should be included. The Learning File for Contemporary Crafts must be included if Component 1 is requested.

Importance of labelling

It is sometimes difficult to tell from a photograph if an image is an embedded picture of an artist's work, or a copy or experimental piece done by a candidate, of the artist's work. It must be clear what is the candidate's own work, a contextual reference, or a copied image. Best practice is to annotate the process, and embed this information in their work as they progress.

If candidates receive technical support, for example, having an armature or prop constructed for them, or assistance while using dangerous materials or other processes they are unable to carry out unaided, this should be made clear in the portfolio. It is important that the viewer can identify what is the candidate's own unaided work.

A reference to media used would be helpful, as it is difficult to tell if some images are photographs, drawings, photocopies, paintings, collages/mixed media etc.

The scale of the work should be made evident. This can be done by describing 2D work in terms of size e.g. A4, A5, A3 A2 etc. or by including a reference point in a photograph of a sculpture e.g. a chair, a hand, a live figure or a measuring instrument.

Preparing for upload

It is important that the viewer can scroll easily back and forth or pause a presentation to scrutinise work.

Portfolios to be uploaded to CCEA through the eSubmission application can be presented in PowerPoint. [Click here](#) to find a shortcut method to upload a folder of photographs into a powerpoint.

A powerpoint can be easily converted to a PDF which will make it much smaller and easier to upload.

(Tip- Save as – Select PDF)

Information on the Qualification, Component Name, Centre Number and Candidate Number should be clearly stated at the beginning of the uploaded document, as well as listing what is included in the portfolio.

See example below:

G9081 (GCSE Art and Design)

Component 1

Centre : 71???

Candidate: 1???

Part A:

1X A3 Sketch book

3x clay relief experiments (approx.. 20cm square each)

Part B:

1X A3 sketch book

3X A2 preparation sheets

1 x Clay built sculpture (30 cm high)

1 A4 written evaluation

Naming Files

Please save the pdf file using the naming convention required by the eSubmission application for work that is requested for RMA Exemplar. This naming convention is as follows:
Component-CentreNumber-CandidateNumber

For example, a portfolio PDF file requested by CCEA for GCSE Contemporary Crafts Component 2 would need to be named as G0942-71000-1234 to facilitate successful upload.

Further information on the uploading of files through the eSubmission application will be issued to centres who are asked to provide work for RMA.