

A-Level Fine Art – Graphics – Photography Digital Coursework and Exam Policy. (revised January 2024)

Objective: That the A-level Coursework and Exams in Art comply with JCQ regulations as interpreted by QEHS exams officers, the QEHS Exam Centre Head and Art Department staff.

Key principles:

Students must only present their own creative and written work for assessment in both units. Students must reference appropriately where they record or use the work of others or work created by AI.

In Examination (Controlled assessment)

Students must not have access to outside help during the controlled assessment periods. (Formal exam days)

Students must not be able to enhance their work outside exam time, after the first exam session has started.

Students must experience the same opportunities and restrictions in the controlled test time.

Section 1 – Rules for Unit 1 – Personal Investigation (NEA)

1. Students must only present artwork for final assessment that they have created themselves.
2. Where Students have used the work of other artists or used images created by AI or other applications in their projects, they must clearly reference this. This should be done through page and image titles and annotation and technical analysis in sketchbooks.
3. Students must only present their own written work in their artist or theme research and in their formal Essays.
4. Where students have copied written material from other writers (including websites or AI generators) they must show this in quotation marks and provide a reference. In the Formal Essay this must be done in a Bibliography – if using AI, this must also include the instruction or search words used)
5. Presenting work by others or created by AI as if it was the student's own work could be interpreted as attempted cheating and could lead to partial or complete disqualification.

Section 2 – Rules for digital Exams (Principally Graphics and Photography Students)

- 1) All students will use School Computers in designated rooms during the controlled assessment (Exam) period
- 2) The internet connection will be partially disabled for the specific rooms for the duration of the controlled assessment (Exam) period. Students must not use or try to use the internet connection for any purpose during the controlled exam period
- 3) Students who require additional external equipment (such as drawing tablets) not provided by the school will have to apply in advance to ensure that these can be used with school equipment and the relevant drivers installed.

- 4) Students will bring their own digital Files (drawings, photography, planning etc) to the exam room on a memory stick provided by the Art Department. This must not include external video or other tutorials.
- 5) Students will log in to an exam specific 'clean log-in' provided by the School which is password protected, this gives access to a unique exam work area. The first 10-15 minutes of the first designated exam period will be used for students to transfer their preparation work to the secure exam work area. The timed exam period will not start until students are ready, so no time will be lost. Students will return the memory sticks to the invigilator and they will be spot checked to ensure all materials are exam compliant.
- 6) Students will not be given the password to their exam login between sessions. Students must not attempt to continue to work on their Exam work between sessions.
- 7) Any time lost due to IT, technological problems, school equipment failure or performance will be discounted, so that students are not disadvantaged by any delays.