

Design and Communication Graphics (DCG) Student Assignment Leaving Certificate 2015

Instructions to candidates:

1. Your coursework submitted for assessment must consist of two components:
 - A bound A3 design portfolio
 - The portfolio should contain a maximum of 12 pages at Ordinary Level and a maximum of 14 pages at Higher Level.
 - An individual **CD or USB flash drive** containing:
 - All of the SolidWorks files relating to the completed assignment
 - An electronic copy of the completed portfolio in **PDF format**

All coursework submitted for assessment must be clearly identified with your examination number which will be issued to your school early in 2015. It is your responsibility to ensure that all electronic materials submitted are free from viruses, so that examiners can open all required files for assessment. **Please note that the portfolio and CD/USB flash drive will not be returned at the end of the assessment process.**

2. The **CD/USB flash drive** must contain one main folder. The name of this folder should contain your candidate examination number in the following format “DCG SA 2015 (Exam number)”.
3. The main folder, referred to above, must contain 2 sub-folders. One of these sub-folders will contain all the pages from the completed assignment in **PDF format**. The other sub-folder must contain 2 sub-folders. One of these sub-folders must contain all of the SolidWorks electronic files associated with Part A of the assignment and the second subfolder must contain all of the SolidWorks electronic files associated with Part B of the assignment. No other files should be included on the **CD/USB flash drive**.
(All required CAD files must be in SolidWorks format. The version of SolidWorks used to complete your assignment should be indicated on the front cover of your design portfolio.)
4. It is your responsibility to ensure that all of the required files are contained on the **CD/USB flash drive** prior to submission of the work. You will **lose marks** under the relevant headings in the marking scheme if required files are omitted. Marks will be awarded for conforming to the filing structure outlined above.
A backup copy of the **submitted files** must be retained in your school until the assessment process is complete.
5. For protection during transit, the **CD/USB flash drive** must be placed in a protective sleeve or envelope. This should be fixed close to the bound edge on the inside cover of the design portfolio.
6. You must submit your **original sketches** for Outputs 3 and 8 – scanned images will not suffice.
7. The coursework submitted for assessment must be **your own individual work** and must be **completed in school** under the supervision of the class teacher.
8. When using research sources, including the Internet, the sources must be acknowledged. Research material copied directly from the Internet or from other sources and presented as your own work will not receive marks.
9. The coursework presented for assessment must be displayed in an attractive manner and marks will be awarded for presentation.
10. The coursework must be completed by **Friday 16th January 2015**.