

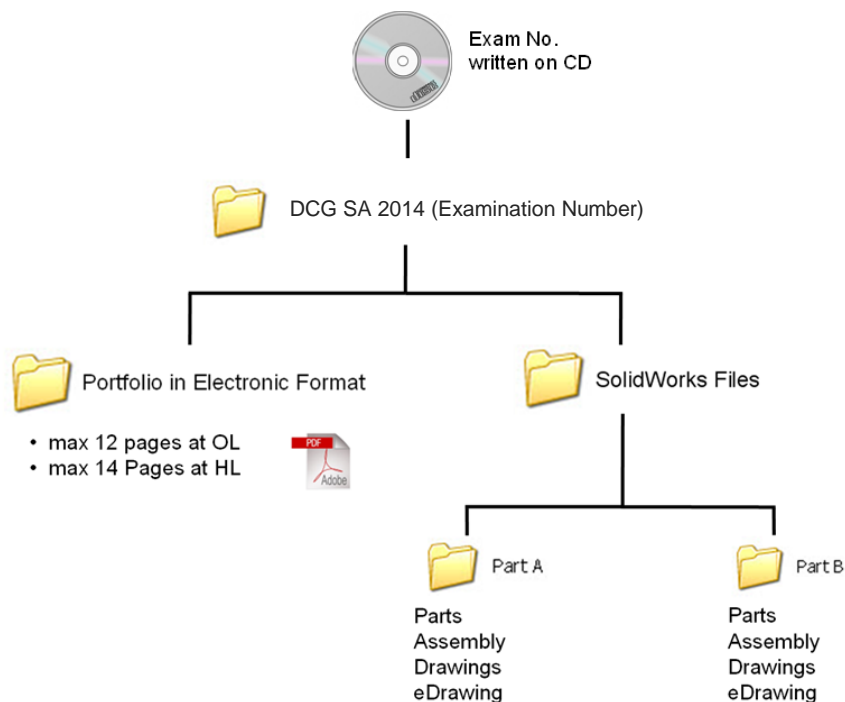
Design and Communication Graphics

Leaving Certificate Student Assignment Checklist 2014

The coursework submitted for assessment must consist of **two** components:

- **Bound A3 Design Portfolio**
 - Maximum 12 Pages at Ordinary Level
 - Maximum 14 Pages at Higher Level
- **Individual CD**
 - Portfolio in Electronic Format
The electronic copy of the completed portfolio should be presented in PDF format and contain the same number of pages as the design portfolio
 - SolidWorks Files – Parts, Assemblies, Drawings and eDrawings

The folders structure on the CD should be as follows:



- The CD must contain 1 main folder named “DCG SA 2014 (*Exam number*)”
- The main folder 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
 - 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
- Marks will be awarded for conforming to the filing structure outlined above.
- Students will lose marks under the relevant headings in the marking scheme if the filing structure is not adhered to or if the required files are not included on the CD

Portfolio Checklist

- Check that all sheets are included
 - Examination number on all sheets
 - Research sources referenced
 - Portfolio bound
 - CD/Memory Key in protective plastic sleeve/envelope
- (fixed to the bound side of the folder)**

CD Checklist

- Examination number on CD
- Folders created
 - DCG SA 2014 (Exam Number)
 - Portfolio in electronic format
 - SolidWorks Files
 - Part A (Parts, Assembly, Drawings & eDrawing)
 - Part B (Parts, Assembly, Drawings & eDrawing)
- Files copied into required folders
- Check the CD on another computer which is not connected to the network to ensure that;
 - 1. All files have been saved correctly
 - 2. The SolidWorks Parts, Assemblies, Drawings and eDrawings open properly

Please note:

- It is the student's responsibility to ensure that all the required files are contained on the CD/Memory Key prior to submission of the work
- A backup copy of the files on the CD/Memory Key should be retained in your school until the assessment process is complete

