

# FRAMEWORK FOR EVALUATING PRESENTATIONS

COMFEP

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Course/Topic: \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING	STANDARD
Written Script	4 3 2 1 0	1
Content	4 3 2 1 0	1
Technical Quality	4 3 2 1 0	1
Presentation	4 3 2 1 0	1

## STANDARD IS 1 IN EACH APPLICABLE CRITERIA

### Rating Scale

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

### CRITERIA

*The student:*

#### Written Script

- uses attractive, easy-to-read format
- organizes format, including use of communication aids and special effects
- uses correct spelling, punctuation and grammatical conventions
- records information accurately, using correct technical terms
- sites sources of information when using copyright and/or public domain materials

#### Content

- selects content suitable to the audience
- demonstrates knowledge of the subject/topic being communicated
- provides an introduction that describes the purpose of the presentation
- communicates information in a logical sequence
- states a conclusion based on a summary of facts

#### Technical Quality

- connects and uses audio, video and digital equipment as required
- maintains smoothness and continuity throughout the presentation
- emphasizes information by using effective placement and colour
- applies principles of graphic design to enhance meaning and audience appeal
- uses appropriate images, sounds and/or music to support the communication process

#### Presentation

- delivers a presentation of appropriate length
- attracts attention with a strong opening
- builds interest by focusing on a single big idea
- makes effective use of voice and body language
- uses symbols, words and pictures to communicate conceptual ideas
- uses audio/visual aids that support the presentation
- communicates in a persuasive and engaging manner
- demonstrates effective integration of communication technologies in the presentation process

### COMMENTS



**PORTFOLIO ASSESSMENT**

**COM1020-1**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	1
Teamwork	4	3	2	1	0 N/A	1
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
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- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Management**

- prepares self for task
- organizes and works in an orderly manner
- carries out instructions accurately
- uses time effectively

**Teamwork**

- cooperates with group members
- shares work appropriately among group members
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

**Content**

- successfully completes a photographic assignment (at least five prints):
  - demonstrating or discussing quality
  - recognizing opportunities for improvement
  - using film/print processing or describing process

**Content (continued)**

- successfully completes an audio/video assignment where the following is demonstrated and/or discussed:
  - program intent
  - project planning
  - storyboarding
  - camera work
  - recording levels
- successfully completes a print assignment conveying a message where:
  - the layout applies the elements and principles of design
  - the image is clean
  - the message is clearly communicated
- ensures work meets school and community standards

**Equipment and Materials**

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- returns clean equipment/materials to storage areas

**COMMENTS**

**PRESENTATIONS/REPORTS**

**COM1020–2**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	1
Content	4	3	2	1	0	1
Presentation	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Preparation and Planning**

- sets goals for presentation
- interprets and organizes information into a logical sequence
- uses time effectively

**Content**

- presents assignment to teacher and peers
- creates a portfolio or adds assignment to existing portfolio and includes:
  - preparatory work
  - masters (if possible)
  - proof sheets
  - sample of final product
- obtains feedback from teacher and peers

**Presentation**

- demonstrates effective use of at least one medium of communication
- uses correct grammatical conventions and technical terms
- provides an introduction that describes the purpose of the project
- communicates information in a logical sequence
- responds to directed questions

**COMMENTS**

**PORTFOLIO ASSESSMENT**

**COM1030–1**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	1
Teamwork	4	3	2	1	0 N/A	1
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p><b>CRITERIA</b></p> <p><i>The student:</i></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepares self for task</li> <li><input type="checkbox"/> organizes and works in an orderly manner</li> <li><input type="checkbox"/> carries out instructions accurately</li> <li><input type="checkbox"/> uses time effectively</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> cooperates with group members</li> <li><input type="checkbox"/> shares work appropriately among group members</li> <li><input type="checkbox"/> exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing</li> </ul>	<p><b>Content</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> uses a camera to capture images of various subject matter</li> <li><input type="checkbox"/> employs basic composition techniques</li> <li><input type="checkbox"/> processes film and produces prints</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> has film processed and prints made</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> processes digitized images and produces prints through digital technology</li> <li><input type="checkbox"/> produces five prints</li> <li><input type="checkbox"/> maintains a “Photography Log Sheet” with pertinent details</li> <li><input type="checkbox"/> ensures work meets school and community standards</li> </ul> <p><b>Equipment and Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> selects and uses appropriate equipment/materials</li> <li><input type="checkbox"/> follows safe procedures/techniques</li> <li><input type="checkbox"/> returns clean equipment/materials to storage areas</li> </ul>
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<p><b>COMMENTS</b></p>
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**PRESENTATIONS/REPORTS**

**COM1030–2**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	1
Content	4	3	2	1	0	1
Presentation	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Preparation and Planning**

- sets goals for presentation
- interprets and organizes information into a logical sequence
- uses time effectively

**Content**

- presents assignment to teacher and peers
- obtains and respond to feedback based on:
  - how well the assignment met the stated expectations
  - aesthetics
  - use of rules of composition
  - technical quality
  - meeting of school and community standards

**Content (continued)**

- describes the roles photography plays in society
- creates a portfolio or adds assignment to existing portfolio

**Presentation**

- demonstrates effective use of at least one medium of communication
- uses correct grammatical conventions and technical terms
- provides an introduction that describes the purpose of the project
- communicates information in a logical sequence
- responds to directed questions

**COMMENTS**

**PORTFOLIO ASSESSMENT**

**COM1050–1**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	1
Teamwork	4	3	2	1	0 N/A	1
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Management**

- prepares self for task
- organizes and works in an orderly manner
- carries out instructions accurately
- uses time effectively

**Teamwork**

- cooperates with group members
- shares work appropriately among group members
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

**Content**

- prepares drawings and layouts of work to be printed including:
  - concept drawings
  - rough drawings
  - mechanical layouts

**Content (continued)**

- demonstrates basic understanding of composition (i.e., by using the elements and principles of design) in layouts produced
- prepares printing masters
- produces three prints printed through one or more technical means
- ensures work meets school and community standards

**Equipment and Materials**

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- returns clean equipment/materials to storage areas
- displays responsibility and ethical behaviour by working within school and community standards

**COMMENTS**

**PRESENTATIONS/REPORTS**

**COM1050–2**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	1
Content	4	3	2	1	0	1
Presentation	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

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- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Preparation and Planning**

- sets goals for presentation
- interprets and organizes information into a logical sequence
- uses time effectively

**Content**

- presents assignment to teacher and peers
- using own or other work as a reference:
  - identifies design elements and principles
  - identifies/describes typography
  - identifies/describes printing methods
  - identifies/describes finishing methods

**Content (continued)**

- creates a portfolio or adds assignment to existing portfolio and includes:
  - preparatory work
  - masters (if possible)
  - proof sheets
  - sample of final product

**Presentation**

- demonstrates effective use of at least one medium of communication
- uses correct grammatical convention and technical terms
- provides an introduction that describes the purpose of the project
- communicates information in a logical sequence
- responds to directed questions

**COMMENTS**

**PORTFOLIO ASSESSMENT**

**COM1060–1**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	1
Teamwork	4	3	2	1	0 N/A	1
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p><b>CRITERIA</b></p> <p><i>The student:</i></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepares self for task</li> <li><input type="checkbox"/> organizes and works in an orderly manner</li> <li><input type="checkbox"/> carries out instructions accurately</li> <li><input type="checkbox"/> uses time effectively</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> cooperates with group members</li> <li><input type="checkbox"/> shares work appropriately among group members</li> <li><input type="checkbox"/> exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing</li> </ul> <p><b>Content</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> demonstrates five camera shots and/or</li> <li><input type="checkbox"/> demonstrates five audio techniques</li> <li><input type="checkbox"/> demonstrates use of a storyboard to plan an audio and/or video assignment</li> </ul>	<p><b>Content</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> produces one video assignment (three to five minutes in length) demonstrating:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> focusing</li> <li><input type="checkbox"/> zooming</li> <li><input type="checkbox"/> tilting</li> <li><input type="checkbox"/> panning</li> <li><input type="checkbox"/> framing</li> <li><input type="checkbox"/> composition</li> </ul> </li> <li><input type="checkbox"/> produces one audio/video assignment (three to five minutes in length) demonstrating recording of sounds in different contexts</li> <li><input type="checkbox"/> prepares/follows a storyboard for each assignment</li> <li><input type="checkbox"/> ensures work meets school and community standards</li> </ul> <p><b>Equipment and Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> selects and uses appropriate equipment/materials</li> <li><input type="checkbox"/> follows safe procedures/techniques</li> <li><input type="checkbox"/> returns clean equipment/materials to storage areas</li> </ul>
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<p><b>COMMENTS</b></p>
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**PRESENTATIONS/REPORTS**

**COM1060–2**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Preparation and Planning	4	3	2	1	0	1
Content	4	3	2	1	0	1
Presentation	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Preparation and Planning**

- sets goals for presentation
- uses time effectively

**Content**

- demonstrates correct use of terminology for audio and/or video
- presents assignment to teacher and peers
- obtains and responds to feedback based on:
  - how well the assignment met the stated expectations
  - relationship of script/outline to final product
  - quality of techniques used
  - aesthetics
  - meeting of school and community standards
- creates a portfolio or adds assignment to existing portfolio

**Presentation**

- demonstrates effective use of at least one medium of communication
- uses correct grammatical convention and technical terms
- provides an introduction that describes the purpose of the project
- communicates information in a logical sequence
- responds to directed questions

**COMMENTS**

**PORTFOLIO ASSESSMENT**

**COM1070-1**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	1
Teamwork	4	3	2	1	0 N/A	1
Content	4	3	2	1	0	1
Equipment and Materials	4	3	2	1	0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p><b>CRITERIA</b></p> <p><i>The student:</i></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepares self for task</li> <li><input type="checkbox"/> organizes and works in an orderly manner</li> <li><input type="checkbox"/> carries out instructions accurately</li> <li><input type="checkbox"/> uses time effectively</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> cooperates with group members</li> <li><input type="checkbox"/> shares work appropriately among group members</li> <li><input type="checkbox"/> exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing</li> </ul> <p><b>Content</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> completes two exercises (minimum 100 frames) demonstrating:                     <ul style="list-style-type: none"> <li><input type="checkbox"/> two animation styles</li> <li><input type="checkbox"/> basic animation concepts</li> <li><input type="checkbox"/> basic animation techniques</li> </ul> </li> </ul>	<p><b>Content (continued)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> completes two different animation projects (10 seconds to 15 seconds each) demonstrating:                     <ul style="list-style-type: none"> <li><input type="checkbox"/> project planning</li> <li><input type="checkbox"/> creative use of animation concepts</li> <li><input type="checkbox"/> creative use of animation techniques</li> </ul> </li> <li><input type="checkbox"/> selects and uses equipment/facilities and materials effectively, safely and responsibly</li> <li><input type="checkbox"/> ensures work meets school and community standards</li> </ul> <p><b>Equipment and Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> selects and uses appropriate equipment/materials</li> <li><input type="checkbox"/> follows safe procedures/techniques</li> <li><input type="checkbox"/> returns clean equipment/materials to storage areas</li> </ul>
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<p><b>COMMENTS</b></p>
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**PORTFOLIO ASSESSMENT**

**COM1080–1**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Module/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING					STANDARD
Management	4	3	2	1	0	2
Teamwork	4	3	2	1	0 N/A	2
Content	4	3	2	1	0	2
Equipment and Materials	4	3	2	1	0	2

**STANDARD IS 2 IN EACH APPLICABLE CRITERIA UNLESS OTHERWISE STATED**

**Rating Scale**

*The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Management**

- prepares self for task
- organizes and works in an orderly manner
- carries out instructions accurately
- uses time effectively

**Teamwork**

- cooperates with group members
- shares work appropriately among group members
- exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing

**Content**

- identifies various media useful in delivering ideas and information
- identifies a message to be delivered and devises a plan for developing and producing the message
- devises and produces a message combining two or more media through digital technology:

**Content (continued)**

- demonstrates effective/creative movement of images, messages and/or symbols
- justifies selection of media and techniques used based on:
  - target audience
  - ease of use
  - potential impact
  - longevity
  - other defined by the teacher
- selects and uses equipment/facilities effectively, safely and responsibly
- displays responsibility and ethical behaviour by working within school and community standards

**Equipment and Materials**

- selects and uses appropriate equipment/materials
- follows safe procedures/techniques
- returns clean equipment/materials to storage areas

**COMMENTS**

**PORTFOLIO ASSESSMENT: DIGITAL IMAGING 1**

**COM1210-1**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Course/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING	STANDARD
Management	4 3 2 1 0	1
Teamwork	4 3 2 1 0	1
Content	4 3 2 1 0	1
Equipment and Materials	4 3 2 1 0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4** exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3** meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are used efficiently and effectively.
- 2** meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are used appropriately.
- 1** meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0** has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

<p><b>CRITERIA</b></p> <p><i>The student:</i></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepares self for task</li> <li><input type="checkbox"/> organizes and works in an orderly manner</li> <li><input type="checkbox"/> demonstrates file management skills</li> <li><input type="checkbox"/> carries out instructions accurately</li> <li><input type="checkbox"/> uses time effectively</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> cooperates with team members</li> <li><input type="checkbox"/> shares work appropriately among group members</li> <li><input type="checkbox"/> exhibits basic teamwork skills; e.g., cooperation, appropriate conduct, leadership, commitment, negotiation, sharing</li> </ul> <p><b>Content</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> uses a digital camera to acquire images of different subjects</li> <li><input type="checkbox"/> employs and can discuss basic composition principles</li> </ul>	<p><b>Content</b> (continued)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> downloads images obtained from a digital camera to a directory, and saves as editable files</li> <li><input type="checkbox"/> uses bitmap editing software to manipulate, crop, edit and experiment with image composition and effects</li> <li><input type="checkbox"/> maintains a log sheet of digital effects applied to images</li> <li><input type="checkbox"/> produces ten or more manipulated images</li> <li><input type="checkbox"/> saves work in an appropriate file format</li> <li><input type="checkbox"/> understands and can use two or more different file formats (JPG, GIF and TIF are recommended)</li> <li><input type="checkbox"/> ensures work meets school and community standards</li> </ul> <p><b>Equipment and Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> selects and uses appropriate equipment/materials</li> <li><input type="checkbox"/> is able to use various commands and features of a digital camera</li> <li><input type="checkbox"/> follows safe procedures/techniques</li> <li><input type="checkbox"/> returns equipment/materials to storage areas</li> </ul>
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<p><b>COMMENTS</b></p>
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**PRESENTATIONS/REPORTS: DIGITAL IMAGING 1**

**COM1210-2**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Course/Project(s): \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	OBSERVATION/ RATING	STANDARD
Preparation and Planning	4 3 2 1 0	1
Content	4 3 2 1 0	1
Presentation	4 3 2 1 0	1

**STANDARD IS 1 IN EACH APPLICABLE CRITERIA**

**Rating Scale**

*The student:*

- 4** exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3** meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are used efficiently and effectively.
- 2** meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are used appropriately.
- 1** meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0** has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

**CRITERIA**

*The student:*

**Preparation and Planning**

- sets goals for presentation
- interprets and organizes information into a logical sequence
- prepares compositions by saving digital images in an appropriate format
- creates and maintains a log sheet of manipulation effects for discussion during presentation
- uses time effectively

**Content**

- presents finished work to teacher and peers
- annotates presentation with information about how each image was created and/or modified
- creates a portfolio or adds to an existing portfolio

**Content** (continued)

- obtains and responds to feedback based on:
  - expectations of the assignment
  - processes used to acquire bitmap images from a digital camera
  - aesthetics
  - composition control
  - effects, processes and techniques used to manipulate images
  - how finished compositions meet school and community standards

**Presentation**

- describes the purpose and/or theme of the presentation
- presents 10 or more edited bitmap images either on screen or printed in a portfolio
- demonstrates effective communication techniques
- uses correct grammatical conventions and technical terms
- introduces and concludes presentation
- responds effectively to questions

**COMMENTS**