

MARKING KEY

**CREATIVE INDUSTRIES: MEDIA
Certificate II in Media (CUF20107)**

DRAFT

DRAFT

Copyright

© Curriculum Council, 2009

This document—apart from any third party copyright material contained in it—may be freely copied, or communicated on an intranet, for non-commercial purposes by educational institutions, provided that it is not changed in any way and that the Curriculum Council is acknowledged as the copyright owner.

Copying or communication for any other purpose can be done only within the terms of the Copyright Act or by permission of the Curriculum Council.

Copying or communication of any third party copyright material contained in this document can be done only within the terms of the Copyright Act or by permission of the copyright owners.

Creative Industries (Media)—Sample exam question mapping

Section One: Multiple-choice questions

Question	Unit of competency
Part A: All candidates	
1	CUFIND201A
2	CUFIND201A
3	BSBCRT101A
4	BSBCRT101A
5	BSBOHS201A
6	BSBOHS201A
7	BSBWOR203A
8	BSBWOR203A
9	BSBWOR202A
10	BSBWOR202A
Part B: Audiovisual candidates only	
11	CUFCAM201A
12	CUFPOS201A
13	CUFPOS201A
14	CUFSOU204A
15	CUFSOU204A
Part C: Multimedia candidates only	
16	CUVVSP11B
17	CUVVSP11B
18	ICPMM296B
19	ICPMM296B
20	CULLB307B

Section Two: Short answer (Audiovisual)

Question	Unit of competency
1	BSBCRT101A
2	BSBWOR202A
3	BSBWOR203A
4	BSBOHS201A
5	CUFIND201A
6	CUFCAM201A
7	CUFSOU204A
8	CUFPOS201A

Section Three: Short answer (Multimedia)

Question	Unit of competency
9	BSBCRT101A
10	BSBWOR202A
11	BSBWOR203A
12	BSBOHS201A
13	CUFIND201A
14	CUVVSP11B
15	CULLB307C
16	ICPMM296B

Creative Industries: Media exam marking key

Section One: Multiple-choice

15 Marks

Question	Response	Mark
Part A: Multiple-choice All candidates		
1	c	1
2	d	1
3	b	1
4	b	1
5	d	1
6	c	1
7	c	1
8	a	1
9	b	1
10	a	1
Part B: Multiple-choice Audiovisual candidates		
11	b	1
12	c	1
13	a	1
14	c	1
15	a	1
Part C: Multiple-choice Multimedia candidates		
16	b	1
17	c	1
18	a	1
19	c	1
20	a	1

Marks allocated mapping

Section Two and Section Three: Short answer

Audiovisual			Multimedia		
Question		Marks	Question		Marks
1	a	4	9	a	4
	b	4		b	4
	c	2		c	2
		(10)			(10)
2	a	4	10	a	4
	b(i)	2		b(i)	2
	b(ii)	2		b(ii)	2
	b(iii)	1		b(iii)	1
	b(iv)	2		b(iv)	2
		(11)			(11)
3	a(i)	3	11	a(i)	3
	a(ii)	3		a(ii)	3
	b(i)	1		b(i)	1
	b(ii)	2		b(ii)	2
	b(iii)	3		b(iii)	3
		(12)			(12)
4	a	4	12	a	4
	b	3		b	3
	c	3		c	3
		(10)			(10)
5	a	4	13	a	4
	b	4		b	4
	c	1		c	1
	d	2		d	2
	e	3		e	3
		(14)			(14)
6	a	8	14	a	8
	b	2		b	2
	c	6		c(i)	1
	d	1		c(ii)	3
				c(iii)	1
			c(iv)	2	
		(17)			(17)
7	a	1	15	a	1
	b	8		b	4
				c	4
		(9)			(9)
8	a	2	16	a	2
	b	4		b	2
	c	2		c	2
				d	2
		(8)			(8)
Total		91			91

Section Two: Short answer Audiovisual

91 Marks

Question 1

(10 marks)

(a) (4 marks)

Description	Mark
Proposes two appropriate steps related to solving the problem within the workplace in addition to outlining valid explanations linked to each of the two steps	4
Proposes two appropriate steps related to solving the problem within the workplace in addition to outlining one valid explanation linked to one of the two steps	3
Proposes one appropriate step related to solving the problem within the workplace in addition to outlining one valid explanation linked to one of the steps	2
Proposes two appropriate steps related to solving the problem within the workplace	1

Candidate may include, but is not limited to the following answers:

Step 1 or 2 list	Explanation
Source/borrow another equivalent digital camera of similar quality from within the workplace	Borrow another digital camera from a project which is not as urgent or borrow from another department
Use a separate recording format available within the workplace	Use a separate recording format and add sound using digital means
Investigate sound card	Fix sound card problems
Consult the audiovisual technician within the workplace	Technician may be able to fix fault within the time available

(b) (4 marks)

Description	Mark
Proposes two appropriate steps related to solving the problem involving the technicians in addition to outlining valid explanations linked to each of the two steps	4
Proposes two appropriate steps related to solving the problem involving the technicians in addition to outlining one valid explanation linked to one of the two steps	3
Proposes one appropriate step related to solving the problem involving the technicians in addition to outlining one valid explanation linked to one of the steps	2
Proposes two appropriate steps related to solving the problem involving the technicians	1

Candidate may include, but is not limited to the following answers:

Step 1 or 2 list	Explanation
Source/borrow/hire another equivalent digital camera of similar quality from the technicians working at the different organisation	Borrow another digital camera from the two technicians from a different organisation
Use a separate recording format available at the different organisation	Consult the two technicians from a different organisation regarding the use of a separate recording format and add sound using digital means
Consult the audiovisual technician	Technician from the different organisation may be able to fix fault within the time available

(c) (2 marks)

Description	Mark
Provides a valid reason and clearly communicates justification for choice	2
Provides a valid reason only and does not clearly communicate justification for choice	1
Provides a justification for choice which does not match reason given	1

Candidate may include, but is not limited to the following answers:

- Source/borrow another equivalent digital camera of similar quality
- Borrow another digital camera from two technicians from a different organisation
- As working with technicians would be familiar with equipment and therefore ensure quality outcomes.

Question 2

(11 marks)

(a) (4 marks)

Description	Mark
Clearly describes four valid preparation tasks involved in visual editing	4
Clearly describes three valid preparation tasks involved in visual editing	3
Clearly describes two valid preparation tasks involved in visual editing	2
Clearly describes one valid preparation task involved in visual editing	1

Candidate may include, but is not limited to the following answers:

- Ensure client requirements are clearly documented, to ensure that you are aware of the client requirements
- Ensure that client booking has been made and logged
- Ensure create a backup copy of the original, which ensures have the original for a reference
- Establish the computer software for editing is suitable for the task
- Ensure the computer software for editing is available for the task
- Ensure the computer hardware for editing is suitable for the task
- Ensure the computer software for editing is suitable for the task.

(b)(i) (2 marks)

Description	Mark
Correctly provides examples of two documents needed to check or fill out related to taking equipment home	2
Correctly provides examples of one document needed to check or fill out related to taking equipment home	1

Candidate may include, but is not limited to the following answers:

- Complete documentation related to the nature of and reasons for using the equipment
- Complete documentation to ensure that using the equipment within organisational guidelines
- Documentation related to the condition of equipment before use
- Supervisor to sign forms to ensure reasons for having to use equipment is valid and within organisational guidelines (safety and ethical)
- Supervisor to provide permission and take appropriate responsibility to allowing equipment to be used at home within organisation guidelines
- Documentation related to commercial confidentiality
- Documentation related to hours worked off site.

(b)(ii) (2 marks)

Description	Mark
Correctly provides examples of two physical requirements needed to check related to taking equipment home	2
Correctly provides examples of one physical requirement needed to check related to taking equipment home	1

Candidate may include, but is not limited to the following answers:

- Supervisor to sign forms to ensure that the physical condition of equipment before use at home is logged
- Check of electrical/electronic safety procedures of equipment to be used outside the workplace
- Ensure that correct adapters/charges /voltage suitable to be used and available outside the workplace.

(b)(iii) (1 mark)

Description	Mark
Correctly names one valid policy/process related to taking equipment home	1

Candidate may include, but is not limited to the following answers:

- Ensure that equipment complies with all safety requirements OSH so that it can be used safely outside work environment
- Ensure that equipment to be used in a safe manner
- Ensure that equipment to be used in an ethical manner.

(b)(iv) (2 marks)

Description	Mark
Correctly explains and clearly communicates one valid reason why policies related to the use of equipment at home need to be in place	2
Correctly explains one valid reason why policies related to the use of equipment at home need to be in place	1

Candidate may include, but is not limited to the following answers:

- To ensure all organisational requirements/guidelines have been met from organisational point of view
- To protect the user in case of unforeseen circumstances
- To ensure that equipment is available in working order for subsequent projects
- To ensure that multiple users can access equipment in a timely and efficient manner
- To ensure all occupational health and safety issues have been covered
- To minimise extra costs associated with working outside workplace.

Question 3**(12 marks)****(a)(i) (3 marks)**

Description	Mark
Demonstrates understanding by providing three valid/appropriate instructions related to editing which has been completed in the sound synchronisation task	3
Demonstrates understanding by providing two valid/appropriate instructions related to editing which has been completed in the sound synchronisation task	2
Demonstrates understanding by providing one valid/appropriate instruction related to editing which has been completed in the sound synchronisation task	1

Candidate may include, but is not limited to the following answers:

- Summary of requirements of editing task (job description, client requirements, quality etc.)
- Stage of completion of importation of sound or music
- Stage/time of synchronisation completed
- List of appropriate resources for sound synchronisation task used
- Summary of additional content of synchronisation already imported or completed
- Equipment used
- Location of equipment used
- Safety requirements when using equipment.

(a)(ii) (3 marks)

Description	Mark
Provides three valid/appropriate instructions related to completion editing a sound synchronisation task	3
Provides two valid/appropriate instructions related to completion editing a sound synchronisation task	2
Provides one valid/appropriate instruction related to completion editing a sound synchronisation task	1

Candidate may include, but is not limited to the following answers:

- Summary of requirements of task (job description, client requirements, quality etc.)
- Final production format required for completion
- Time codes for completion
- Labelling convention for completed product
- Additional resources to be used dialogue, effects, music
- Storage details
- Client delivery details
- Naming convention
- File folder for storage
- Final production format required.

(b)(i) (1 mark)

Description	Mark
Correctly names one appropriate technical standard related to sound synchronisation	1

Candidate may include, but is not limited to the following answers:

- Total time of production 30secs exactly
- Ensure all background noise eliminated
- Correct frequency
- Correct noise level
- Synchronisation with visual.

(b)(ii) (2 marks)

Description	Mark
Lists two appropriate people in the organisation to contact to receive advice on steps to take to rectify situation	2
Lists one appropriate person in the organisation to contact to receive advice on steps to take to rectify situation	1

Candidate may include, but is not limited to the following answers:

- Supervisor
- Manager
- Human Resources advisor
- Union representative.

(b)(iii) (3 marks)

Description	Mark
Clearly proposes three appropriate communication techniques could use to ensure effective working relationships	3
Clearly proposes two appropriate communication techniques could use to ensure effective working relationships	2
Proposes two appropriate communication techniques	1
Clearly proposes one appropriate communication technique could use to ensure effective working relationships	1

Candidate may include, but is not limited to the following answers:

- Check the facts—establish that the task to be carried out was understood clearly
- Discuss the requirements of the task and that they were fully understood
- Take the perspective of the other person into account when discussing issue
- Reach an agreement as to the requirements and actual quality of resultant product
- Do not become involved in conflict
- Ask the supervisor to be involved in the initial discussion involving mediation
- Suggest alternatives
- Identify and reduce barriers
- Active listening: open questions, affirming, perception checking and open body language.

Question 4**(10 marks)**

(a) (4 marks)

Description	Mark
Demonstrates an understanding of any two relevant OSH workstation problems by clearly describing the appropriate recommendations to overcome the two problems	4
Demonstrates an understanding of any one relevant OSH workstation problems by clearly describing the appropriate recommendation to overcome the problem	2

Candidate may include, but is not limited to the following answers:

Problem	Recommendation
Sore wrists	One of the following
	Change position of keyboard or mouse, desk or chair height
	Monitor: within arms length. Top of the screen is below eye level
	Centre of the screen near shoulder height
	Keyboard: when using the keyboard elbows should form a 45 degree angle
	Keyboard flat or tilted away from the user. Avoid tilt angles towards the operator.
	Ensure mouse is in good repair and does not require excessive movement to operate
Sore back	Mouse: keep mouse at a comfortable distance from the body. Use a mouse that fits in the hand.
	Change desk/chair positioning
Sore neck	Seating: raised so feet are flat on the ground. Adjust backrest so support is provided to the lower back.
	Desk above floor: if fixed: 680mm to 720mm; if adjustable: 580mm to 730mm
	Adjust work surface to be approximately finger length below the height of the elbow when seated at a comfortable working height
Sore shoulders	Phone: place phone within arm's length when working at computer. Operator should not have to move the chair to reach the phone.
	Desk above floor: if fixed: 680mm to 720mm; if adjustable: 580mm to 730mm
	Adjust work surface to be approximately finger length below the height of the elbow when seated at a comfortable working height
	Phone: place phone within arm's length when working at computer. Operator should not have to move the chair to reach the phone.

(b) (3 marks)

Description	Mark
Names two relevant hazards associated with conducting a camera shoot inside a dark warehouse and provides one relevant example of how associated risks would be reduced	3
Names two relevant hazards associated with conducting a camera shoot inside a dark warehouse	2
Names one relevant hazard associated with conducting a camera shoot inside a dark warehouse and provides one relevant example of how associated risks would be reduced	2
Names one relevant hazard associated with conducting a camera shoot inside a dark warehouse or provides one relevant example of how associated risks would be reduced	1

Candidate may include, but is not limited to the following answers:

- Hazards
 - Insufficient light to spot the hazard, assess the risk etc.
 - Obstructions
 - Uneven or oily floor
- Reduce the risk
 - Supply extra lighting
 - Remove obstruction
 - Cover with level sheeting
 - Isolate hazards with appropriate labels, cautions.

(c) (3 marks)

Description	Mark
Names two relevant hazards associated with conducting a camera shoot outdoors in the rain and provides one relevant example of how associated risks would be reduced	3
Names two relevant hazards associated with conducting a camera shoot outdoors in the rain	2
Names one relevant hazard associated with conducting a camera shoot outside in the rain and provides one relevant example of how associated risks would be reduced	2
Names one relevant hazard associated with conducting a camera shoot outside in the rain or provides one relevant example of how associated risks would be reduced	1

Candidate may include, but is not limited to the following answers:

- Hazards
 - Insufficient visibility to spot the hazard, assess the risk etc.
 - Obstructions
 - Slippery surfaces
 - Electrical/cabling hazards
- Reduce the risk
 - Supply extra lighting
 - Remove obstruction
 - Use appropriate electrical safety equipment (earthing or DC instead of AC)
 - Use rubber matting
 - Cabling organisers (ties), labels etc.
 - Isolate hazards with appropriate labels, cautions.

Question 5

(14 marks)

(a) (4 marks)

Description	Mark
Names four relevant new technologies which have improved the quality and efficiency of accessing producing and sharing products in audiovisual media industry	4
Names three relevant new technologies which have improved the quality and efficiency of accessing producing and sharing products in audiovisual media industry	3
Names two relevant new technologies which have improved the quality and efficiency of accessing producing and sharing products in audiovisual media industry	2
Names one relevant new technology which has improved the quality and efficiency of accessing producing and sharing products in audiovisual media industry	1

Candidate may include, but is not limited to the following answers:

- Technologies may include:
 - Computer hardware e.g. storage, faster processors, smaller, portable, cheaper
 - Increased computer storage (fixed, portable)
 - Mobile phones
 - Broadband technologies
 - Wireless transmission data
 - Technology associated with resolution
 - Technology associated with editing
 - Technology associated with backup data
 - Software applications wide range
 - Digital cameras
 - Digital camera increased memory storage.

(b) (4 marks)

Description	Mark
Demonstrates an excellent understanding of the relevance of the two new technologies by clearly describing how each of the two new technologies were used to improve the quality of an audiovisual project	4
Demonstrates a basic understanding of the relevance of the two new technologies by describing how each of the two new technologies were used to improve the quality of an audiovisual project	2
Demonstrates understanding of the relevance of the one new technology by describing the use of the new technology to improve the quality of an audiovisual project	1

Candidate may include, but is not limited to the following answers:

- Use of wireless technology to send image data to audiovisual workplace which ensured that important data was backed up or within strict deadline improving the quality of service to the client
- Use of a new digital camera with improved resolution which ensured that the required quality for publication
- Use of portable digital capture card to enable images to be transferred with required quality.

(c) (1 mark)

Description	Mark
Gives one appropriate current issue of concern related to use new technology	1

Candidate may include, but is not limited to the following answers:

- Security issues related to access to confidential information on website
- Security issues related to access to confidential information stored on portable data storage device.

(d) (2 marks)

Description	Mark
Describes one appropriate change (process) made to eliminate the concerns related to technology listed in (c)	2
Names change only	1

Candidate may include, but is not limited to the following answers:

- Raised concerns re: access to confidential information on website
- Obtained permission to use security software
- Used security software/password to ensure website secure
- Raised concerns re loss of confidential information on portable data storage
- Obtained permission to use security software/password or to send data over secure system, then delete from portable storage
- Used security software/password to ensure website secure.

(e) (3 marks)

Description	Mark
Stated one appropriate law or regulation (details of dates exact wording not required) in addition to clearly describing and clearly communicating how complied with that law or regulation in project	3
Stated one appropriate law or regulation (details of dates exact wording not required) in addition to describing how complied with that law or regulation in project	2
Stated one appropriate law or regulation (details of dates and exact wording not required) only	1

Candidate may include, but is not limited to the following answers:

- Checked copyright of image to be used in production
- Contacted appropriate copyright owners
- Obtained permission
- Paid fee
- Obtained documentation
- Included image in production or
- Checked copyright of image to be used in production
- Found no copyright
- Checked with supervisor
- Included image in production
- Other laws and regulations may include:
 - Anti-discrimination, defamation, environmental, equal employment, discrimination.

Question 6

(17 marks)

(c) (8 marks)

Description	Mark
Lists four major camera controls and clearly demonstrates an understanding by describing the function of four camera controls	8
Lists three major camera controls and clearly demonstrates an understanding by describing the function of three camera controls	6
Lists two major camera controls and clearly demonstrates an understanding by describing the function of two camera controls	4
Lists four major camera controls only	2
Lists one major camera control and clearly demonstrates an understanding of the function by describing the function of one camera control	2

Candidate may include, but is not limited to the following answers:

	Video Camera control	Function
1	Zoom	Moves point of view closer to, or further away from the subject. The effect is similar to moving the camera closer or further away.
2	Iris	Adjustable opening (aperture) which controls the amount of light coming through the lens i.e. the exposure. As you open iris, more light comes in and the picture appears brighter.
3	Audio	Control the level of sound.
4	Effects	Digital effects which may be used to add special effects such as fade-in, fade-out.

(b) (2 marks)

Description	Mark
Demonstrates an excellent understanding by clearly describing how simple adjustments have been made to improve the quality of a final video production	2
Describes how simple adjustments have been made	1

Candidate may include, but is not limited to the following answers:

- Adjusting the camera iris settings to improve quality related to a strong backlight
- A common difficulty with exposure is the subject is set against a much brighter background. Set the iris setting for the subject rather than the background. The quality of lighting for subject rather than the background will improve the quality of the final video production.
- Using fade-in or fade-out for transition shots to improve the quality of the final video production.

(c) (6 marks)

Description	Mark
Provides six appropriate environmental problems and demonstrates understanding by correctly listing equipment to used solve these six problems	6
Provides five appropriate environmental problems and demonstrates understanding by correctly listing equipment to used solve these five problems	5
Provides four appropriate environmental problems and demonstrates understanding by correctly listing equipment to used solve these four problems	4
Provides three appropriate environmental problems and demonstrates understanding by correctly listing equipment to used solve these three problems	3
Provides two appropriate environmental problems and demonstrates understanding by correctly listing equipment to used solve these two problems	2
Provides six appropriate environmental problems	2
Provides three appropriate environmental problems	1
Provides one appropriate environmental problem and demonstrates understanding by correctly listing equipment to used solve this one problems	1
Provides three appropriate environmental problems	1

Candidate may include, but is not limited to the following answers:

Interior camera shoot		
	1	2
	Environmental problems which will affect the shoot	Set up equipment to solve these problems
Sound equipment	Echoing in confined spaces	Use sound absorbing materials
Lighting equipment	Very dark conditions	Portable lighting of correct colour frequency/temperature
Power sources and cabling	Cable tangles in a restricted space	Special safety cable connectors and labelling

Exterior camera shoot		
	1	2
	Environmental problems which will affect the shoot	Set up equipment to solve these problems
Sound equipment	Background (ambient) noise e.g. wind	Use low cut filter or wind noise filter
Lighting equipment	Shadows Incorrect light on subject	Use light reflectors or diffusers
Power sources and cabling	Wet environment	Use appropriate safety switches or use Portable generators/ DC equipment

(d) (1 mark)

Description	Mark
Demonstrates an understanding by clearly identifying a procedure to ensure that recordings are labelled appropriately	1

Candidate may include, but is not limited to the following answers:

- Use a special labelling pen
- Label electronically
- Name using software program
- Include date, name, project reference number
- Use bar codes.

Question 7

(9 marks)

(a) (1 mark)

Description	Mark
Names one valid sound editing process used to produce a media product	1

Candidate may include, but is not limited to the following answers:

- Most likely software based: Audacity, Adobe Sound booth or Adobe Audition or Cool edit.

(b) (8 marks)

Description	Mark
Lists, in correct order, four valid major steps involved in sound editing a media product	8
Lists, in correct order, three valid major steps involved in sound editing a media product	6
Lists, in correct order, two valid major steps involved in sound editing a media product	4
Lists one valid step involved in sound editing a media product	2

Candidate may include, but is not limited to the following answers:

- Identify and document requirements of task: compile, collect all sources of sound, capture sound using correct software, edit and save in appropriate format
- Steps dependant on product chosen (ensure in correct order) may include:
 - Prepare computer memory
 - Edit the start time, stop time and duration of any sound on the audio timeline
 - Use fade into out of clips or between clips
 - Edit volume level, noise reduction
 - Manipulate waveforms (centre wave)
 - Mix multiple sound sources and combine them
 - Noise reduction
 - Trim
 - Normalise
 - Apply simple or advanced effects
 - Check by playback
 - Send to one or more outputs
 - Save backup copy and label appropriately
 - Save in appropriate audio file format or software format e.g. MP3.

Question 8**(8 marks)**

(a) (2 marks)

Description	Mark
Names two appropriate visual editing software packages	2
Names one appropriate visual editing software package	1

Candidate may include, but is not limited to the following answers:

- Adobe Premiere Pro
- Pinnacle studio
- Avid Liquid Pro
- Final Cut Pro
- Ulead Media studio Pro.

(b) (4 marks)

Description	Mark
Demonstrated a good understanding by clearly explaining the use of two types of software and/or equipment to change the content of a media project to a different format	4
Demonstrated a good understanding by clearly explaining the use of one type of software and/or equipment to change the content of a media project to a different format	2

Candidate may include, but is not limited to the following answers:

- Method depends upon format
- Must relate to appropriate use of equipment and software e.g. inserting still digital images into a video movie
- Collect JPEG formatted images into your prepared folder
- Open Software
- Insert images in the appropriate order
- Insert transitions
- Insert additional features e.g. titles, music, voice over
- Continue to complete video movie.

(c) (2 marks)

Description	Mark
Demonstrated a good understanding by clearly describing how one problem associated with storage or memory was solved	2
Demonstrated an understanding by describing how one problem associated with storage or memory was solved	1

Candidate may include, but is not limited to the following answers:

- Alternative storage on an external hard drive to ensure that internal hard drive is not compromised
- Alternative storage on an external USB drive that internal hard drive is not compromised
- Used compression software to compress data then stored on external drive that internal hard drive is not compromised.

Section Three: Short answer Multimedia

91 Marks

Question 9

(10 marks)

(a) (4 marks)

Description	Mark
Proposes two appropriate steps related to solving the problem within the workplace in addition to outlining valid explanations linked to each of the two steps	4
Proposes two appropriate steps related to solving the problem within the workplace in addition to outlining one valid explanation linked to one of the two steps	3
Proposes one appropriate step related to solving the problem within the workplace in addition to outlining one valid explanation linked to one of the steps	2
Proposes two appropriate steps related to solving the problem within the workplace	1

Candidate may include, but is not limited to the following answers:

Step 1 or 2 list	Explanation
Source/borrow another equivalent compression hardware of similar quality from within the workplace	Borrow compression hardware from a project which is not as urgent or borrow from another department
Contact supervisor within workplace	Establish if alternative compression hardware exists and can be used
Consult the computer (compression hardware) technician within workplace	Technician may be able to fix fault within the time available

(b) (4 marks)

Description	Mark
Proposes two appropriate steps related to solving the problem involving the technicians in addition to outlining valid explanations linked to each of the two steps	4
Proposes two appropriate steps related to solving the problem involving the technicians in addition to outlining one valid explanation linked to one of the two steps	3
Proposes one appropriate step related to solving the problem involving the technicians in addition to outlining one valid explanation linked to one of the steps	2
Proposes two appropriate steps related to solving the problem involving the technicians	1

Candidate may include, but is not limited to the following answers:

Step 1 or 2 list	Explanation
Source/borrow/hire another equivalent compression hardware of similar quality from the technicians working at the different organisation	Borrow compression hardware from the two technicians from a different organisation
Use an alternative means of software available from the different organisation which requires alternative hardware format	Consult the two technicians from a different organisation regarding the use of an alternative means of software which requires alternative hardware format
Consult the computer (compression hardware) technician from different organisation	Technician from the different organisation may be able to fix fault within the time available

(c) (2 marks)

Description	Mark
Provides a valid reason and clearly communicates justification for choice	2
Provides a valid reason only	1
Provides a justification for choice which does not match reason given	1

Candidate may include, but is not limited to the following answers:

- Source/borrow another equivalent conversion hardware of similar quality
- Borrow another equivalent conversion hardware from two technicians from a different organisation
- As working with technicians would be familiar with equipment and therefore ensure quality outcomes.

Question 10

(11 marks)

(a) (4 marks)

Description	Mark
Clearly describes four valid questions regarding the requirements for editing	4
Clearly describes three valid questions regarding the requirements for editing	3
Clearly describes two valid questions regarding the requirements for editing	2
Clearly describes one valid question regarding the requirements for editing	1

Candidate may include, but is not limited to the following answers:

- Questions related to:
 - Documents related to digital images to ensure that you are aware of the client requirements
 - Current format of digital image to ensure that suitable hardware and software to edit are available
 - Colour or black/white to ensure correct output
 - Final resolution to ensure correct resolution
 - Outsize to ensure correct outsize
 - Final use of image to ensure correct output for web or print
 - Documents related to logging of process to ensure that process can be tracked
 - Form of backup copy of the original, which ensures have the original for a reference
 - Establish the computer software for editing is suitable for the task, to ensure the computer software for editing is available for the task
 - Establish the computer hardware for editing is suitable for the task to ensure the computer software for editing is suitable for the task.

(b)(i) (2 marks)

Description	Mark
Correctly provides examples of two documents needed to check or fill out related to taking equipment home	2
Correctly provides examples of one document needed to check or fill out related to taking equipment home	1

Candidate may include, but is not limited to the following answers:

- Complete documentation related to the nature of and reasons for using the equipment
- Complete documentation to ensure that using the equipment within organisational guidelines
- Documentation related to the condition of equipment before use
- Supervisor to sign forms to ensure reasons for having to use equipment is valid and within organisational guidelines (safety and ethical)
- Supervisor to provide permission and take appropriate responsibility to allowing equipment to be used at home within organisation guidelines
- Documentation related to commercial confidentiality
- Documentation related to hours worked off site.

(b)(ii) (2 marks)

Description	Mark
Correctly provides examples of two physical requirements needed to check related to taking equipment home	2
Correctly provides examples of one physical requirement needed to check related to taking equipment home	1

Candidate may include, but is not limited to the following answers:

- Supervisor to sign forms to ensure that the physical condition of equipment before use at home is logged
- Check of electrical/electronic safety procedures of equipment to be used outside the workplace
- Ensure that correct adapters/charges/voltage suitable to be used and available outside the workplace.

(b)(iii) (1 mark)

Description	Mark
Correctly names one valid policy/process related to taking equipment home	1

Candidate may include, but is not limited to the following answers:

- Ensure that equipment complies with all safety requirements OSH so that can be used safely outside work environment
- Ensure that equipment to be used in a safe manner
- Ensure that equipment to be used in an ethical manner.

(b)(iv) (2 marks)

Description	Mark
Correctly explains and clearly communicates one valid reason why policies related to the use of equipment at home need to be in place	2
Correctly explains one valid reason why policies related to the use of equipment at home need to be in place	1

Candidate may include, but is not limited to the following answers:

- To ensure all organisational requirements/guidelines have been met from organisational point of view
- To protect the user in case of unforeseen circumstances
- To ensure that equipment is available in working order for subsequent projects
- To ensure that multiple users can access equipment in a timely and efficient manner
- To ensure all occupational health and safety issues have been covered
- To minimise extra costs associated with working outside workplace.

Question 11**(12 marks)****(a)(i) (3 marks)**

Description	Mark
Demonstrates understanding by providing three valid/appropriate instructions related to editing which has been completed in the digital imaging task	3
Demonstrates understanding by providing two valid/appropriate instructions related to editing which has been completed in the digital imaging task	2
Demonstrates understanding by providing one valid/appropriate instruction related to editing which has been completed in the digital imaging task	1

Candidate may include, but is not limited to the following answers:

- Summary of requirements of task (job description, client requirements, quality etc.)
- List of images already processed
- Software identification required
- Folder with original images to be identified
- Content of editing completed
- Appropriate resources for digital imaging task used
- Destination folder for converted images
- Equipment used and to be used to complete
- Location of equipment, safety requirements.

(a)(ii) (3 marks)

Description	Mark
Provides three valid/appropriate instructions related to completion of the digital imaging task	3
Provides two valid/appropriate instructions related to completion of the digital imaging task	2
Provides one valid/appropriate instruction related to completion of the digital imaging task	1

Candidate may include, but is not limited to the following answers:

- Summary of requirements of task (job description, client requirements, quality etc.)
- Instructions related to software to be used required
- Correct identification of how conversion task is to be done e.g. Photoshop, use of image, image size, File: Save As or File: Save for Web
- Instructions for cropping are to ensure main elements of original image are retained before the other items are completed
- Naming convention
- File folder for storage
- Final production format required
- Labelling convention
- Storage details
- Client delivery detail.

(b)(i) (1 mark)

Description	Mark
Correctly names one appropriate technical standard related to digital editing task	1

Candidate may include, but is not limited to the following answers:

- Final image size
- Wrong format
- Incorrectly cropped
- Wrong naming of output files
- Wrong destination folder.

(b)(ii) (2 marks)

Description	Mark
Lists two appropriate people in the organisation to contact to receive advice on steps to take to rectify situation	2
Lists one appropriate person in the organisation to contact to receive advice on steps to take to rectify situation	1

Candidate may include, but is not limited to the following answers:

- Supervisor
- Manager
- Human Resources advisor
- Union representative.

(b)(iii) (3 marks)

Description	Mark
Clearly proposes three appropriate communication techniques could use to ensure effective working relationships	3
Clearly proposes two appropriate communication techniques could use to ensure effective working relationships	2
Proposes two appropriate communication technique	1
Clearly proposes one appropriate communication technique could use to ensure effective working relationships	1

Candidate may include, but is not limited to the following answers:

- Check the facts—establish that the task to be carried out was understood clearly
- Discuss the requirements of the task and that they were fully understood
- Take the perspective of the other person into account when discussion
- Reach an agreement as to the requirements and actual quality of resultant product
- Do not become involved in conflict
- Measured tone
- Focus on the problem, not the person
- Ask the supervisor to be involved in the initial discussion involving mediation
- Suggest alternatives
- Identify and reduce barriers
- Active listening: open questions, affirming, perception checking and open body language.

Question 12

(10 marks)

(a) (4 marks)

Description	Mark
Demonstrates an understanding of any two relevant OSH workstation problems by clearly describing the appropriate recommendations to overcome the two problems	4
Demonstrates an understanding of any one relevant OSH workstation problems by clearly describing the appropriate recommendation to overcome the problem	2

Candidate may include, but is not limited to the following answers:

Problem	Recommendation
Sore wrists	One of the following
	Change position of keyboard or mouse, desk or chair height
	Monitor: within arms length. Top of the screen is below eye level.
	Centre of the screen near shoulder height
	Keyboard: when using the keyboard elbows should form a 45 degree angle
	Keyboard flat or tilted away from the user. Avoid tilt angles towards the operator
	Ensure mouse is in good repair and does not require excessive movement to operate
Sore back	Mouse: keep mouse at a comfortable distance from the body. Use a mouse that fits in the hand.
	Change desk/chair positioning
Sore neck	Seating: raised so feet are flat on the ground. Adjust backrest so support is provided to the lower back.
	Desk above floor: if fixed: 680mm to 720mm; if adjustable: 580mm to 730mm
	Adjust work surface to be approximately finger length below the height of the elbow when seated at a comfortable working height
Sore shoulders	Phone: place phone within arm's length when working at computer. Operator should not have to move the chair to reach the phone.
	Desk above floor: if fixed: 680mm to 720mm; if adjustable: 580mm to 730mm
	Adjust work surface to be approximately finger length below the height of the elbow when seated at a comfortable working height
	Phone: place phone within arm's length when working at computer. Operator should not have to move the chair to reach the phone.

(b) (3 marks)

Description	Mark
Identifies two relevant hazards associated with using fixed electrical or electronic equipment in an interior situation and provides one relevant example of how associated risks would be reduced	3
Identifies two relevant hazards associated with using fixed electrical or electronic equipment	2
Identifies one relevant hazard associated with using fixed electrical or electronic equipment and provides one relevant example of how associated risks would be reduced	2
Identifies one relevant hazard associated with using fixed electrical or electronic equipment or provides one relevant example of how associated risks would be reduced	1

Candidate may include, but is not limited to the following answers:

Hazard	Reduce associated risk
Too many pieces of equipment in one space	Increase desk space and organise to minimise risk
Hazards associated with 240V	Ensure safety devices have been installed by qualified technician before use
Hazards associated with 240V	Use only if safety tags attached
Too many cables in the way, trip	Tape down or fix under desk
Glare from windows	Use appropriate screen or curtains on windows
Equipment placed in hard to reach situation	Reposition device for ease of access
Often used device in walkway	Reposition device
Electric cords tangled	Use appropriate ties
Too many cords	Investigate the use of wireless devices
Electric cords frayed or damaged	Replace plug in cords or consult technician to repair

(c) (3 marks)

Description	Mark
Names two relevant hazards associated with using portable electrical equipment in an exterior situation and provides one relevant example of how associated risks would be reduced	3
Names two relevant hazards associated with using portable electrical equipment in an exterior situation	2
Names one relevant hazard associated with using portable electrical equipment in an exterior situation and provides one relevant example of how associated risks would be reduced	2
Names one relevant hazard associated with conducting a camera shoot outside in the rain or provides one relevant example of how associated risks would be reduced	1

Candidate may include, but is not limited to the following answers:

Hazard	Reduce associated risk
Equipment exposed to weather	Ensure covered and protected
Hazards associated with 240V	Ensure safety devices have been installed by qualified technician before use
Hazards associated with 240V	Use only if safety tags attached
Too many cables in the way, trip	tape down or fix under desk
Insufficient visibility to spot the hazard, assess the risk etc.	Supply extra lighting
Obstructions	Remove obstructions safely and within OSH guidelines
Slippery surfaces	Warning signs or protective sheeting
Electric cords tangled	Use appropriate ties
Too many cords	Investigate the use of wireless devices
Electric cords frayed or damaged	Replace plug in cords or consult technician to repair
Wet areas	Use appropriate electrical safety equipment (earthing or DC instead of AC) Use rubber matting
Miscellaneous hazards	Isolate hazards with appropriate labels, cautions
No ergonomic desks for use computer equipment	Ensure ergonomic principles followed

Question 13**(14 marks)**

(a) (4 marks)

Description	Mark
Names four relevant new technologies which have improved the quality and efficiency of accessing producing and sharing products in multimedia industry	4
Names three relevant new technologies which have improved the quality and efficiency of accessing producing and sharing products in multimedia industry	3
Names two relevant new technologies which have improved the quality and efficiency of accessing producing and sharing products in multimedia industry	2
Names one relevant new technology which has improved the quality and efficiency of accessing producing and sharing products in multimedia industry	1

Candidate may include, but is not limited to the following answers:

- Technologies may include:
 - Computer hardware e.g. storage, faster processors, smaller, portable, cheaper
 - Increased computer storage (fixed, portable)
 - Mobile phones
 - Broadband technologies
 - Wireless transmission data
 - Technology associated with resolution
 - Technology associated with editing
 - Technology associated with backup data
 - Software applications wide range
 - Digital cameras
 - Digital camera increased memory storage.

(b) (4 marks)

Description	Mark
Demonstrates an excellent understanding of the relevance of two new technologies by clearly describing how each of the two new technologies were used to improve the quality of a multimedia project	4
Demonstrates a basic understanding of the relevance of the two new technologies by describing how each of the two new technologies were used to improve the quality of a multimedia project	2
Demonstrates understanding of the relevance of one new technology by describing the use of the new technology to improve the quality of a multimedia project	1

Candidate may include, but is not limited to the following answers:

- Use of wireless technology to send image data to multimedia workplace which ensured that important data was backed up or within strict deadline improving the quality of service to the client
- Use of a new digital camera with improved resolution which ensured that the required quality for publication
- Use of portable digital capture card to enable images to be transferred with required quality.

(c) (1 mark)

Description	Mark
Gives one appropriate current issue of concern related to use new technology	1

Candidate may include, but is not limited to the following answers:

- Security issues related to access to confidential information on website
- Security issues related to access to confidential information stored on portable data storage device.

(d) (2 marks)

Description	Mark
Describes one appropriate change (process) made to eliminate the concerns related to technology listed in (c)	2
Names change only	1

Candidate may include, but is not limited to the following answers:

- Raised concerns re access to confidential information on website
- Obtained permission to use security software
- Used security software/password to ensure website secure
- Raised concerns re loss of confidential information on portable data storage
- Obtained permission to use security software/password or to send data over secure system, then delete from portable storage
- Used security software/password to ensure website secure.

(e) (3 marks)

Description	Mark
Stated one appropriate law or regulation (details of dates exact wording not required) in addition to clearly describing how complied with that law or regulation in project	3
Stated one appropriate law or regulation (details of dates exact wording not required) in addition to describing how complied with that law or regulation in project	2
Stated one appropriate law or regulation (details of dates and exact wording not required) only	1

Candidate may include, but is not limited to the following answers:

- Checked copyright of image to be used in production
- Contacted appropriate copyright owners
- Obtained permission (for educational use)
- Paid fee
- Obtained documentation
- Included image in production or
- Checked copyright of image to be used in production
- Found no copyright
- Checked with supervisor
- Included image in production
- Others laws and regulations may include:
 - Anti-discrimination, defamation, environmental, equal employment, discrimination.

Question 14: 17 marks

(a) (8 marks)

Description	Mark
Lists four major camera controls and clearly demonstrates an understanding of the function of four camera controls	8
Lists three major camera controls and clearly demonstrates an understanding of the function of three camera controls	6
Lists two major camera controls and clearly demonstrates an understanding of the function of two camera controls	4
Lists four major camera controls only	2
Lists one major camera control and clearly demonstrates an understanding of the function of one camera control	2

Candidate may include, but is not limited to the following answers:

	Camera control	Function
1	Zoom	Moves point of view closer to, or further away from the subject. The effect is similar to moving the camera closer or further away.
2	Iris	Adjustable opening (aperture) which controls the amount of light coming through the lens i.e. the exposure. As you open iris, more light comes in and the picture appears brighter.
3	Audio	Control the level of sound.
4	Effects	Digital effects which may be used to add special effects such as fade-in, fade-out.
5	Resolution	Change number and quality images stored

(b) (2 marks)

Description	Mark
Demonstrates an excellent understanding by clearly describing how simple adjustments have been made to improve the quality of a final digital image production	2
Describes how simple adjustments have been made	1

Candidate may include, but is not limited to the following answers:

- Check and adjust composition: crop image to improve irrelevant parts, improve visual balance and ensure vertical and horizontal balance
- Check and adjust format; save as high quality JPEG
- Adjust colour brightness and resolution
- Resolution to increase quality for production.

(c)(i) (1 mark)

Description	Mark
Names one appropriate condition statement which may be outlined on the Website which demonstrates clear understanding	1

Candidate may include, but is not limited to the following answers:

- Must include name of web site as water mark and condition only for non-commercial use

(c)(ii) (3 marks)

Description	Mark
Demonstrates a clear understanding by clearly outlining three steps related to how the conditions will be met	3
Demonstrates understanding by outlining two steps related to how the conditions will be met	2
Demonstrates understanding by outlining one step related to how the conditions will be met	1

Candidate may include, but is not limited to the following answers:

- Watermark: download image, identify water mark, place on image and save
- Non commercial use: ensure project is 'not for profit' and prepare image as required.

(c)(iii) (1 mark)

Description	Mark
Demonstrates clear understanding by identifying appropriate contact in 'line of command' related to breaching conditions of use	1

Candidate may include, but is not limited to the following answers:

- Advise team leader or supervisor.

(c)(iv) (2 marks)

Description	Mark
Demonstrates an understanding by clearly identifying two procedures to ensure that recordings are labelled appropriately	2
Demonstrates an understanding by clearly identifying one procedure to ensure that recordings are labelled appropriately	1

Candidate may include, but is not limited to the following answers:

- Use a special labelling pen
- Label electronically
- Name using software program
- Include date, name, project reference number
- Use bar codes.

Question 15

(9 marks)

(a) (1 mark)

Description	Mark
Proposes one valid change which needs to be made on the search page to achieve a few number on relevant 'hits'	1

Candidate may include the following answers:

- Use 'Advanced Search' page
- Radio button 'pages from Australia'

(b) (4 marks)

Description	Mark
Demonstrates understanding by providing a list of four important camera features which would be suitable for the zoo keeper project	4
Demonstrates understanding by providing a list of three important camera features which would be suitable for the zoo keeper project	3
Provides a list of two important camera features which would be suitable for the zoo keeper project	2
Provides one important camera feature which would be suitable for the zoo keeper project	1

Candidate may include, but is not limited to the following answers:

- Indoor/outdoor settings
- Wide range of zoom
- Durable in range of temperatures
- Long battery life
- Waterproof.

(c) (4 marks)

Description	Mark
Demonstrates a clear understanding of the suitability by providing a clear justification of how the two camera features would be suitable for the zoo keeper project	4
Demonstrates a clear understanding of the suitability by providing a clear justification of how one camera feature would be suitable for the zoo keeper project	2
Provides a justification of how two camera features would be suitable for the zoo keeper project	2
Provides a justification of how one camera feature would be suitable for the zoo keeper project	1

Candidate may include, but is not limited to the following answers:

- Value for money only just outside budget
- Length of warranty/guarantee ensures practical use over long period of time
- Ability to upgrade, thus relevant to upgrade to more recent/relevant features
- Ability to use in a wide range of environments and therefore applicable to wide range of projects.

Question 16

(8 marks)

(a) (2 marks)

Description	Mark
Provides correct name or identification of the format chosen	2
Provides only some part of the correct name or identification of the format chosen	1

Candidate may include, but is not limited to the following answers:

- Formats include:
 - AVI: Audio Video Interleave
 - MOV: Windows movie
 - MPEG: Motion Picture Experts Group
 - QT: QuickTime.

(b) (2 marks)

Description	Mark
Demonstrated a good understanding by clearly providing two reasons why the format chosen in (a) is the most suitable format	2
Demonstrated an understanding by clearly providing one reason why the format chosen in (a) is the most suitable format	1

Candidate may include, but is not limited to the following answers:

Format	Suitability
AVI	Provides for a range of compression alternatives, and is widely readable on a range of platforms
MOV	Standard format for range of video alternatives, therefore easily used
MPEG	Provides compression of video and allow quicker playback from media
QT	A sturdy cross platform format therefore can be adapted across a range uses

(c) (2 marks)

Description	Mark
Demonstrated a good understanding by clearly outlining one method (including appropriate software and hardware) for converting to the format chosen	2
Outlines one method for converting to the format chosen	1

Candidate may include, but is not limited to the following answers:

- Method depends upon format
- Must relate to appropriate use of equipment and software
- Ensure correct hardware and hard-drive space
- Download or open software converter
- Launch software
- Load image file to be converted
- Use software instructions to convert
- Save converted file.

(d) (2 marks)

Description	Mark
Demonstrated a good understanding by clearly describing how one problem associated with storage or memory was solved	2
Demonstrated an understanding by describing how one problem associated with storage or memory was solved	1

Candidate may include, but is not limited to the following answers:

- Alternative storage on an external hard drive to ensure that internal hard drive is not compromised
- Alternative storage on an external USB drive that internal hard drive is not compromised
- Used compression software to compress data then stored on external drive that internal hard drive is not compromised.