Authentication record form

VCE Media School-assessed Task 2025

**Units 3 and 4**

This form must be completed by the class teacher. It provides a record of the monitoring of the student’s work in progress for authentication purposes. This form is to be retained by the school and filed. It may be collected by the VCAA as part of its School-based Assessment Audit.

**Student name** ………………………………………………………. **Student No**:………………………………………..

**School**………………………………………………………………… **Teacher**……………………………………………….

Instructions for use

Teachers are required to carry out a regular observation and documentation of the school assessed task and provide written feedback to students. The form is to be signed and dated by the teacher and student at each observation and submission of the School-assessed Task.

**Please note that all use of any specific tools, processes or equipment (including the use of AI) used in the School-assessed Task should be listed in the table on page 5.**

| **Criteria for assessment** | **Indicators** | **Date observed/****submitted** | **Authentication issues/comments** | **Teacher intials** | **Student initials** |
| --- | --- | --- | --- | --- | --- |
| 1. Research and analyse media forms and products to develop and inform a media production.
 | * Research of media forms and products to inform a production including the research of codes, narrative conventions, style, genre, story and plot used by media creators across media forms
* Analysis of the use of codes and conventions to convey meaning and engage audiences in media products
 |  |  |  |  |
| * Exploration and development of ideas for a media production in visual and written documentation using media language
 |  |
| 1. Explore and document skills using media equipment, technologies, and processes in a selected media form for a proposed product.
 | * At least two production experiments
* Documentation of the exploration and development of skills in a selected media form.
* Accompanying documentation that includes use of media language
 |  |  |  |  |
| 1. Develop and document the intention, audience and narrative of a proposed production in a selected media form.
 | * Statement of the intention and audience for a proposed production.
* Documentation of the narrative of a proposed production.
* Use of media language in the documentation of the proposed production.
 |  |  |  |  |
| 1. Plan and document a proposed production in a selected media form.
 | * Production and post-production roles, tasks and timelines documented in written and visual material
* Codes, conventions, technologies and production processes appropriate to the selected media form, audience, narrative and production documented in written and visual material.
* Use of media language relevant to the planning and production of a media product in a selected media form.
 |  |  |  |  |
| 1. Use of equipment, materials and technologies in the production of a media product.
 | * Uses equipment, materials and technologies appropriate to the media form
* Uses equipment, materials and technologies that link to the intentions of the production plan.
 |  |  |  |  |
| 1. Document the development, refinement and resolution of a media product.
 | * Document the development, refinement and realisation of the media product using written and visual documentation.
* Document the use of media codes and conventions, technologies and processes used to construct a narrative, convey meaning and engage an audience in a selected media form
* Use media language to evaluate media representations in the development, refinement and realisation of a media product.
 |  |  |  |  |
| 1. Use of reflection and feedback to refine and resolve a media product
 | * Evidence of a variety of feedback from different audiences used to refine and resolve the media product
* Evidence of reflection used to refine and resolve a media product
* Apply media codes and conventions used to construct a narrative, engage audiences and convey meaning in the media product
* Use of media language to evaluate media representations
 |  |  |  |  |
| 1. Produce a media product that realises the media production plan
 | * A media product that realises the intention and audience of the media production plan.
* Use of production and post-production processes in a specified media form to realise a media production.
* Use of media codes and conventions to construct and convey meaning to an audience in a selected media form and product.
 |  |  |  |  |

**Listing of any specific tools, processes or equipment (including the use of AI) used in the School-assessed Task**

|  |  |  |
| --- | --- | --- |
| Tool, process or equipment used | Outcome or Criterion reference | Description of use of tool and how it has assisted the student to create the work.  |
|  |  |  |

**I declare that all resource materials and assistance used have been acknowledged and that all unacknowledged work is my own.**

Student signature …………………………………………………………….

Teacher signature: …………………………………………………………… Date ……………………………………