Assessment Documentation

Digital Media: Audio — HW4W 44

**Assessment scenario:**

Your school or college wants to present an idea for a new website for students, families and other outside agencies to access information about the facility including images, audio and video clips of the building, departments, students, student’s work and past events.

You have been given the task of collecting a range of example content and recording your progress and examples of your work into a presentation or blog.

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| **Learner Name** | **Date** |
| **Task 1 — Contribute to production schedule/plan for digital media project**  |
|  | **Tutor Initials** | **Date** |
| Student has produced a document that outlines: * Timescales/Schedule
* Script/Storyboard/Shot-list
* Equipment, software and any props/materials
 |  |  |

**Production Schedule**

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| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Week 1** **Sep 27th – Oct 1st** | **Week 2****Oct 4th – Oct 8th** | **Week 3****Oct 18th – Oct 22nd** | **Week 4****Oct 25th – Oct 29th** | **Week 5****Nov 1st – Nov 5th** | **Week 6****Nov 8th – Nov 12th** |
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**Date(s):** Sept 27th – Nov 12th

**Location of shoot:**

**Description of audio:**

**Equipment list:**

**Storyboard**

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| **Slide No.** | **Script/Sample Audio** | **Filename** | **File Location** |
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| **Learner Name** | **Date** |
| **Task 2 – Obtain 6 pieces of audio from legitimate sources. Record details of one piece of audio below** |
|  | **Tutor Initials** | **Date** |
| Sample filename (including file format and location):Source of audio:Copyright acknowledged: Yes/No |  |  |

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| **Learner Name** | **Date** |
| **Task 3 – Record details of 2 pieces of audio you have acquired using an appropriate device, Appropriate devices include mobile phone, tablet, microphone etc.** |
|  | **Tutor Initials** | **Date** |
| Type of media element: Filename (including file format and location):Capture device used:  |  |  |
| Type of media element: Filename (including file format and location):Capture device used: |  |  |

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| **Learner Name** | **Date** |
| **Task 4 – Record how you used appropriate software tools to edit 2 pieces of audio. You should edit any of the files from task 2 or 3.** **Appropriate edits include trim, changing pitch, changing tempo etc.** |
|  | **Tutor Initials** | **Date** |
| Digital Audio Element 1Type of media element: Filename (including file format) before editing:Filename (including format) after editingSave Location:Details of edit: Name of software used to edit: |  |  |
| Digital Audio Element 1Type of media element: Filename (including file format) before editing:Filename (including format) after editingSave Location:Details of edit: Name of software used to edit: |  |  |