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Level 3 Advanced Technical Diploma in Architectural Joinery   
(7906-31)(460)

General guidance for candidates

***General guidance***

This is a formal assessment that you will be marked and graded on. You will be marked on the quality and accuracy of your practical performance and any written work you produce. It is therefore important that you carry your work out to the highest standard you can. You should show how well you know and understand the subject and how you are able to use your knowledge and skills together to complete the tasks.

***Plagiarism***

This is an assessment of your abilities, so the work must be all your own work and carried out under the conditions stated. You will be asked to sign a declaration that you have not had any outside help with the assessment.

Your tutor is allowed to give you some help understanding the assignment instructions if necessary, but they will record any other guidance you need and this will be taken into account during marking.

Plagiarism is the failure to acknowledge sources properly and/or the submission of another person’s work as if it were your own. Plagiarism is not allowed in this assignment.

Where research is allowed, your tutor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge all sources and clearly reference any information taken from them.

***Timings and planning***

Where you have to plan your time, you should take care to make sure you have divided the time available between tasks appropriately. In some assignments, there are specified timings which cannot be changed and which need to be taken into account. You should check your plan is appropriate with your tutor.

If you have a good reason for needing more time, you will need to explain the reasons to your tutor and agree a new deadline date. Changes to dates will be at the discretion of the tutor, and they may not mark work that is handed in after the agreed deadlines.

***Health and Safety***

You must always work safely, in particular while you are carrying out practical tasks.

You must always follow any relevant Health and Safety regulations and codes of practice.

If your tutor sees you working in a way that is unsafe for yourself or others, they will ask you to stop immediately, and tell you why. Your tutor will not be able to reassess you until they are sure you are ready for assessment and can work safely.

***Presentation of work***

Presentation of work must be neat and appropriate to the task.

You should make sure that each piece of evidence including any proformas eg record/job cards are clearly labelled with your name and the assignment reference.

All electronic files must be given a clear file name that allows your tutor to identify it as your work.

Written work eg reports may be word processed but this is not a requirement.

All sketches and drawings should be neat and tidy, to scale and annotated. Calculations should be set out clearly, with all working shown, together with any assumptions made. You should use appropriate units at all times and answers must be expressed to a degree of accuracy, consistent with the requirements of the task.

**Practical Observation Form (PO)**

**Candidate Name:** **Assessment ID:**

**Candidate Number:** **Centre Number**

**Date:**

The evidence section in this PO form should consist of comments/notes that are used to record the ***qualities******and details*** of performance to inform marking and moderation against the AOs; what is the candidate doing? How well are they performing? - Describe the evidence.

The form signposts how particular AO’s are relevant to each task. These AO’s are not a definitive list therefore if evidence for other AO’s can be captured this should be recorded accordingly.

This PO form should **not be used** to assign marks per task as marks need to be applied holistically for each AO across all tasks within the assignment.

Use the Candidate Record Form (CRF) to record the final overview of the quality of performance and the overall marks for each AO.

This form should, along with all other candidate evidence, should be uploaded to the Moderation Portal if requested or as part of a sample.

See the Observation section above for details around the types of comments

**Task 1**

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| |  |  | | --- | --- | | **Contextualised examples of AOs per task** | **Comments/notes** | | **Comments/notes**  **Distinction** |
| **Set out quarter turn of tapered treads**  **AO1:**   * use tools and equipment * methods of work * Interpreting diagrams * related building regulations   **AO2:**   * showing an understanding of the construction details of stairs with turns * setting out * show an understanding of related building regulations   **AO3:**   * use drawing equipment to produce accurate setting out,   **AO4:**   * applying knowledge and understanding to the tasks/ scenario,   **AO5:**   * accuracy of drawing * adherence to the details during the task * left the work area clean and tidy |  |
| **Contextualised examples of AOs per task** | **Comments/notes**  **Distinction** |
| **Producing a pitch board**  **AO1:**   * use tools and equipment, * methods of work, * use of PPE/safety aids and work-piece support, * inspection and maintenance of tools * Interpreting diagrams * related building regulations   **AO2:**   * showing an understanding of the accuracy required when producing pitch board * setting out * show an understanding of related building regulations   **AO3:**   * determining the pitch * joinery techniques and processes * use tools and equipment * use of PPE * use hand tools * measuring, marking and cutting components, working accurately to tolerances, * safe working practices   **AO4**:   * applying knowledge and understanding to the tasks/ scenario * materials and techniques are used appropriately * correct sequence of operations carried out * safe working practices demonstrated   **AO5:**   * accuracy of measuring, * adherence to tolerances and the details during the task, * left the work area clean and tidy |  |

**Task 2**

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| **Contextualised examples of AOs per task** | **Comments/notes**  **Distinction** |
| **Manufacturing the stairs components**  **AO1:**   * use tools, equipment and machinery * methods of work * use of PPE/safety aids and work-piece support * inspection and maintenance of tools   **AO2:**   * showing an understanding of the correct sequence of work * mark out from setting out details   **AO3:**   * marking out and manufacturing components, joinery techniques and processes * use tools, equipment and machinery, * use of PPE/safety aids and work -piece support * Set up, adjust and operate machinery * use hand and power tools * change tooling/blades * inspection; saw, profile and mortice * use safety aids; measuring * working accurately to tolerances   **AO4:**   * Applying knowledge and understanding to the tasks/ brief * able to plan activities from information provided * materials and techniques are used appropriately, correct sequence of operations carried out * safe working practices demonstrated   **AO5:**   * accuracy of measuring * adherence to tolerances and the details during the task * left the work area clean and tidy |  |
| **Contextualised examples of AOs per task** | **Comments/notes**  **Distinction** |
| **Assemble and finishing the stair section**  **AO1:**   * use tools and equipment, * methods of work, * use of PPE/safety aids and work-piece support, * inspection and maintenance of tools   **AO2:**   * showing an understanding of the correct sequence of work   **AO3:**   * fit, assemble and finish components * joinery techniques and processes * use hand and power tools and equipment * use of PPE and work-piece support * working accurately to tolerances   **AO4:**   * applying knowledge and understanding to the tasks/ scenario, * able to plan activities from information provided * materials and techniques are used appropriately * correct sequence of operations carried out * safe working practices demonstrated   **AO5:**   * accuracy of measuring * adherence to tolerances and the details during the task * left the work area clean and tidy |  |
| **Contextualised examples of AOs per task** | **Comments/notes** |
| **Health and safety practices and housekeeping**  **AO1:**   * Health and Safety, legislation, risk assessment * inspection and maintenance of tools, * use of PPE/safety aids and work piece support   **AO2:**   * links between Health and Safety legislation and planning activities   **AO3:**   * use safety aids; working safely according to risk assessment and method statement   **AO4:**   * safe working practices demonstrated |  |
| **Timings**  **AO4:**   * able to plan activities from information provided with effective use of allocated time * to what extent are the tasks complete |  |

**Candidate Record Form (CRF)**

**Candidate Name:** **Assessment ID:**

**Candidate Number:** **Centre Number:**

**Total Mark:**

All evidence across the assignment must be considered together when recording the mark given for each AO. Justifications for the awarded marks must be recorded below.

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|  | **Summary justification** | **AO Mark** |
| **A01** Recall |  |  |
| **A02** Understanding |  |  |
| **A03** Practical/ technical skills |  |  |
| **A04** Bringing it all together |  |  |
| **A05** Attention to detail |  |  |

**Tutor/assessor signature: Date:**

**Declaration of Authenticity**

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| --- | --- |
| Candidate name | Candidate number |
| Centre name | Centre number |
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**Candidate:**

**I confirm that all work submitted for this synoptic assignment is my own, and that I have acknowledged all sources I have used.**

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| Candidate signature | Date |

**Tutor:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.**

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| Tutor/assessor signature | Date |