



PERSONAL STUDY FINAL CHECKLIST

FORMAT

The design, layout, composition, making skills and ideas involved in the presentation of your study are vital in attaining a high standard of work/grade. There are really two main options when deciding how to present the study:

DIGITAL OR PRINTED BOOK (This would include professionally printed, made or altered book)

The way that you choose to present your study must be appropriate to its content and relate to the rest of your Personal Investigation. In general the text should be typed, with very carefully considered fonts and layout, making the study easy to read, unless illegibility or manipulation of the text is a strong part of the idea. All studies must be illustrated. Whatever you decide to do it must be made to the highest possible standards. If you wish to keep your booklet design digital, simply add the pages to your website (examples of this can be found on the HCCART website) Further video tutorials and examples are available on the A+D website.

WWW.HCCART.CO.UK

Overleaf is a checklist to ensure that your study is complete before handing in; points made in the list should be read in relation to the specific presentation of your study. If in doubt, ask before the final deadline.

NOTES

STUDY CONTENTS/ORDER

- Title/title page
- All text in own words
- All quotations credited
- Personal analysis and interpretation of and response to specific pieces of work
- Evidence of reading
- Evidence of debate or discussion of evidence and information
- Essay is concluded, points or argument reinforced or summarised, assessment of importance/contribution of the artist/designer; any changes to your opinion/s discussed. Themes or ideas developed in the analysis highlighted, discussed and debated
- BIBLIOGRAPHY** (use the **EXACT HEADINGS** shown in capitals)
 - PRIMARY SOURCE/S** - the name/s of the work/s that you have seen first hand
 - SECONDARY SOURCES** - **BOOKS** (at least 3), **WEBSITES**, **OTHER** (periodicals, articles, videos, etc)
 - CORRESPONDENCE** - any interviews, letters, emails that you sent/received
 - SOURCES OF QUOTATIONS** - list all quotations used and their sources
 - ACKNOWLEDGMENTS** - include supervising teacher and anyone else who has contributed to the production of your study
 - WORD COUNT** - must be greater than 1000 words, not including the bibliography

WHAT MUST BE HANDED IN ON TUESDAY 14TH NOV

Hand in through Assignments on Micosoft Teams

- PERSONAL STUDY PLAN**, annotated with any changes made since the original plan
- HARD COPY** of essay text, including bibliography
- PRESENTED STUDY** to be presented on your website or digital copy uploaded to Teams Assignments

PRESENTED STUDY

- Text, with carefully considered fonts, spacing, background/s, paper and layout
- Illustrations adjacent to reference in text ? Remember to use diagrams where appropriate.

- Export presented study as a SINGLE PDF _ Tutorial Videos on how to do this can be found on the HCCART website
- Present the study on your website*