# VCE SEASON OF EXCELLENCE MEDIA (PLEASE TICK BOX BELOW)





Film	Photography
Print layout	Other

## **Application for Top Screen/Top Designs 2015**

This form is to be completed by the student.

School-assessed Tasks that are submitted must be available to exhibit and/or screen from March to July 2015 as part of Top Designs and/or Top Screen in the VCE Season of Excellence.

- 1. Place completed application (one per work) in one A4 plastic sleeve.
- 2. Label all material clearly with your full name and VCAA student number. No application materials will be returned.
- 3. Submit **photocopies** of the audience and intention page/s from the production design plan (double-sided A4 or single A3 page size). This is the only information from the design plan that is required. **Fold A3 folio pages then place them in A4 sleeves.**
- 4. An Authentication Record Form completed by the class teacher **must** be submitted with your application.

**Note:** If you wish to be notified that your application has been received, include a stamped self-addressed envelope with your home address. Please place the stamped self-addressed envelope at the front of the A4 plastic sleeve so it can be clearly seen. Acknowledgement will be sent by the beginning of December 2014. Successful applicants will be notified directly by January 2015.

#### Copyright clearance

Work submitted to Top Designs that does not have copyright clearance in regards to the use of non-original material cannot be considered for screening/exhibition. This includes audio material, video clips, images from websites and images from publications including logos. While works produced and submitted for assessment using non-original materials do not contravene copyright legislation, once they are displayed or published for Season events, their legal status changes. Applicants should seek clearance of all non-original material.

Copyright guidelines include information on how to seek clearance: www.vcaa.vic.edu.au/seasonofexcellence

Please attach documentation to show that copyright clearance for non-original material has been obtained for the period 1 March to 30 July 2015 and the email or letter sent to the copyright holder. If a showreel is created of this year's program, copyright clearance will be required to cover the showreel (refer to the Season webpage). Work that does not have clearance will not be viewed by the panel.

#### **Collection Notice**

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Education and Training Reform Act 2006*. The collection of the personal information on this form is required to process your application to participate in the VCE Season of Excellence. If you do not submit this information, your application may not be processed. The personal information you supply in your application is for VCAA use only and will not be disclosed to any third party unless required by law.

You are able to request access to the personal information we hold about you, and to request that it be corrected. To do so, please contact the Season office at: seasonofexcellence@edumail.vic.gov.au

#### **DEADLINE: 5PM THURSDAY 16 OCTOBER 2014**

Send applications to: Top Designs Media, VCE Season of Excellence, VCAA PO Box 326 Coburg VIC 3058

Enquiries: Check FAQs and copyright guidelines on the VCAA website <www.vcaa.vic.edu.au/seasonofexcellence> before calling the VCAA on (03) 9032 1630.

#### STUDENT DETAILS

VCAA Student No.*						(requ	uired)													
Given name																				
Surname																				
Address																				
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Telephone	(	)							Mob	ile						Post	tcod	е		
Telephone Email	(	)							Mob	ile						Post	tcod	е		

<sup>\*</sup> Applications without a valid VCAA student number will not be processed.

### SUBMISSION DETAILS Title of work (to be used in catalogue/exhibition label) Description/theme/synopsis Please provide details of any special requirements (such as software) for screening, viewing, hanging or displaying your work. No Does your work use a soundtrack? Yes If yes, please provide the source of the soundtrack (original/GarageBand etc.) and provide evidence of copyright clearance, if applicable. SUBMISSION CHECKLIST I have submitted the following documents. Photocopy of audience and intention page/s Copyright clearance (if required) Copy of work in an appropriate format Authentication Record Form completed by the class teacher **MEDIA FORMATS** Indicate which of the following media formats best describes your work. If you wish to submit more than one work, complete a separate application form for each additional work. Film Submit your work electronically with your name and student number clearly labelled. Only include one work per submission. All short films will be timed. Quicktime and MP4 format are preferred. DVD CD USB memory stick minutes seconds (including titles and credit sequences) Format: **Duration: Photograph** Submit prints made from the original negatives or digital files. Do not submit your work electronically. Photograph size cm (h) cm (w) Mount size cm (h) cm (w) Mount material **Print layout** Submit prints made from the original negatives or digital files. Do not submit your work electronically. Size **Other Multimedia production** Submit your work electronically with your name and student number clearly labelled. Only include one work per submission. Software used Other media formats (e.g. audio) **DECLARATION** I agree that the work submitted in this application will be available for exhibition and/or screening from March to July 2015. I have read and understood the copyright guidelines on the Season webpage, including information on moral rights, and if necessary, have attached documentation of copyright clearance.

I have attached a copy of the Authentication Record Form completed by the class teacher.