Guidelines for Submission of
Design & Technology Coursework on CD-ROM

If you wish to submit your coursework for GCSE or GCE Design & Technology on a CD-ROM you should, in the first instance, contact AQA (Design & Technology Subject Team – Tel 0161 953 1180) and advise that you wish to do so. This is to ensure that we allocate a moderator to your centre who is able to deal with coursework presented in this format.

The following is intended as a guide to help you when submitting work on CD-ROM

- You must send signed copies of all of your students' Candidate Record Forms, together with the CD-ROM, to the moderator

- If possible include the work of all students on a single CD-ROM, i.e. you should not send a separate CD-ROM for each student

- There should be no password protection on the CD-ROM

- The work of each student should, preferably, consist of only one file

- Each file should be saved using the following convention

    <Candidate Initials and Surname> <Candidate Number> <Centre number> <Component code>

    for example;   jksmith – 0007 – 12345 – 3456C

- The coursework for each student should be in the form of an MS PowerPoint presentation

- There should be no hyperlinks within the students' work

- The size of each file should be kept to a minimum in order to enable a speedy download – it is recommended that each file size does not exceed 100Mb

- There should be no animation schemes within the MS PowerPoint presentations as this increases file size and reduces download efficiency

- The CD-ROM should be enclosed in a hard plastic case, labelled with the centre number and specification code and sent to the moderator by first class post.