FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION

H-8/4, ISLAMABAD

INTER-TECH

ASSESSMENT MANUAL FOR PRACTICAL OF MEDIA PRODUCTION HSSC-II

GRAPHIC DESIGNING AND MEDIA PRODUCTION

Scheme of Studies 2024

Media Production Inter Tech HSSC II
Examination Assessment Manual for
Media Production

Purpose:

- This **rubric** ensures **standardized marking** for all students.
- Faculty can simply **tick/check and assign marks** during exams.
- Students know **exactly what is expected** from them.
- This format provides **clarity, fairness, and transparency** for both faculty and students.

Section I – Theory Paper Assessment (40%- 40Marks)

Component	Criteria	Max Marks	Marks Obtained
MCQs (10%)	Knowledge recall, basic concepts	8	
Short Answer Questions (15%)	Comprehension, application, clarity	20	
Long Essay / Analytical- based (15%)	Depth of understanding, analysis, Clarity of subject.	12	
Total Theory		40	

Section II – Practical Assessment (60 Marks- 60 Marks)

A. Year's Work/Projects (30 Marks)

S. #	Practical Task	Marks
1	Final Project (documentary, short film or media campaign)	6
2	Complex-Topic Project (presentation or documentary)	3
3	Original Blended Work with 300-word Reflection	3
4	Advanced Camera Composition (180-degree rule, depth of field, multiple angles)	3
5	Comparative Essay: Two Media Products and Their Culture	2
6	Location Scouting & Permission Forms (location/talent release)	2
7	Script Writing & Read-through Revision	2
8	Culture Comparison Presentation (two films/shows)	2
9	Media Case Study: How Media Shaped an Issue Over Time	2
10	Documentary Review (500–700 words)	2

11	Ethics Debate & 200-word Opinion	1
12	Spotting Subtle Bias in the News	1
13	File Archive & Footage Log	1
Total		**30**

Students are required to complete all the above-mentioned practical tasks during the academic session. Each task represents a separate media production activity.

Note: Year's work must be completed according to the "List of Practicals" provided at the end of this document.

B. Viva Voce (10% - 10 Marks)

Criteria	**Max marks**	**Marks Obtained**
Questions based on Theoretical knowledge and practical execution.	5Qx2=10	
Total marks	10	
Note: Only five questions will be asked to award viva voce marks		

C. Hands-on Practical Skills (20%- 20 Marks)

Criteria	**Max Marks**	**Marks Obtained**
Media Language and Texts	5	
Media Representation and Analysis	5	
Videography	5	
Final Project (Integrated Production)	5	
Total Hands-on Skills	20	
Note: There will be Two questions in total, covering all four domains of the subject. Each question will consist of two parts. The questions will be extracted from "List of Practicals".		

D. Time Duration for Practical (03 Hours)

Final Assessment Summary

Component	Max Marks	Marks Obtained
Section I: Theory Assessment	40	
Grand Total	40	
Section II: Practical Assessment		
Projects/portfolio	30	
Viva	10	
Hands-on Practical	20	
Grand Total	60	

Practical Examination Team Structure

To ensure **transparency, reliability, and workload balance**.
Students are evaluated by **one qualified faculty members**, preventing bias.

1. Head Examiner (External/Principal Examiner)

Role: Usually a **senior faculty member** (from any institute or an external examiner approved by the board/university).

Responsibilities:

- Oversees the **entire practical exam process**.
- Ensures exams are conducted **according to policy**.
- Evaluates **hands-on performance**.
- Signs off on the **final mark sheets**.
- Maintains fairness and addresses student/examiner issues if they arise.

2. Supporting Staff

Lab Assistant/attendant

- Prepares lab/, equipment and checklists.
- Not directly involved in grading (to avoid bias).

Inter-tech Media Production
PRACTICAL PAPER
HSSC-II

Time allowed: 3:00 Hours **Total Marks: 20**

Note:
- **Attempt both parts of Question 1 (Section A) and any two parts of Question 2 (Section B).**
- **All submissions must be original work produced during the practical session.**
- **Submit all required digital files, along with supporting materials (scripts, storyboards, logs, release forms, etc.), where applicable.**

Section A (10 Marks)

Question 1. Attempt both parts. Each part carries 5 marks.

i. Direct and film a short two-person conversation scene. Capture a wide master shot and a close-up of each speaker without crossing the 180-degree line, then cut the footage into a 30–45 second sequence. (5 Marks)

ii. Analyze the coverage of the same news event by two or three outlets (provided by the examiner). Identify selection bias, source bias and visual bias with specific evidence from each report, and present your findings to the examiner within 10 minutes. (5 Marks)

Understanding of Task (1 mark)
Technical Execution (1 mark)
Creativity & Presentation (2 marks)
Time Management & Discipline (1 mark)

Section B (10 Marks)

Question 2. Attempt any Two parts. Each part carries 5 marks.

i. Given a complex-topic card drawn at random, choose a suitable format (presentation, short documentary segment or simple web page) and produce a short piece that shows why the topic is complex, presents at least two fair viewpoints, and ends with a thoughtful conclusion. (5 Marks)

ii. Organize the unsorted raw footage provided on the lab computer into a clear folder system (Project Name > Raw Footage, Edited Footage, Audio, Graphics), prepare a footage log (clip name, scene, usable/not usable, short description), and save a working backup copy in a second location. (5 Marks)

iii. Compare two given clips that represent the same culture against the eight-category checklist (language, clothing, customs, food, buildings, class, folklore, symbols). Mark where they agree (a pattern) and where they differ (an individual choice), and justify your findings orally. (5 Marks)

Understanding of Task (1 mark)
Technical Execution (1 mark)
Creativity & Presentation (2 marks)
Time Management & Discipline (1 mark)

Note: Hands-on skills marks will be awarded as per the candidate's performance by the External Examiner.

Inter-Tech

Media Production

List of Practicals (HSSC-II / Grade 12)

Subject	Domain	List of Practicals
Media Production	**Media Language and Texts**	**1.** Given a complex-topic card drawn at random (e.g. water scarcity, online learning, plastic pollution in cities), choose the most suitable format (presentation, documentary or website), justify your choice to the examiner, and sketch a three-part plan: why the topic is complex, two fair viewpoints, and a conclusion. **2.** Produce a 3–5 slide presentation or a 2-minute documentary segment on an assigned complex topic that presents at least two fair, well-informed viewpoints and ends with a thoughtful conclusion. **3.** Given an ethics case card (e.g. a channel airing footage of a grieving family), identify the two values in conflict (free speech vs. harm, right to know vs. privacy, creative freedom vs. fair representation, or profit vs. honesty), argue both sides verbally, and propose a fair way forward within 10 minutes. **4.** Write a 200-word personal opinion on an assigned media ethics problem that acknowledges the opposing side and explains why one value matters more in this specific case. **5.** Given three short source extracts on the same topic, write one short paragraph each of summary, comparison and synthesis, and underline your own original contribution in the synthesis. **6.** Given two media products (advertisements, drama clips or articles), identify the type of connection between them (theme, genre, time period or contrast) and explain orally what this pattern reveals about the culture that made them.

		7. Given three clips or adverts from different decades on the same subject, identify one repeated pattern and explain how repetition across many media products can slowly shape what audiences believe. **8.** Given one week of news headlines, identify which topics received repeated coverage and explain how frequency of coverage affects which issues the public thinks are important. **9.** Plan, on a single sheet, an original 60-second piece that blends two named sources, stating exactly what you take from each (e.g. pacing, visual style, structure) and what you add that is your own. **10.** Produce a 60–90 second original video, story or audio piece that blends ideas from at least two media sources, with a 300-word written reflection.
	Media Representation and Analysis	**1.** Given two clips representing the same culture from different films or shows, compare them live against the eight categories (language, clothing, customs, food, buildings, class, folklore, symbols) on a provided scoring sheet, marking patterns and individual choices. **2.** Present the findings of a two-film culture comparison to the examiner in 5–7 minutes, using specific scenes as examples. **3.** Given coverage of the same real event from two or three outlets, identify and mark instances of selection bias, source bias and visual bias, giving specific evidence for each claim. **4.** Given two news photographs of the same event, explain how camera angle, colour and cropping create visual bias in favour of one side. **5.** Given screenshots of two different social media feeds, explain how algorithmic bias shapes what each user sees, and suggest one practical way to

		build a more balanced feed. **6.** Given a scenario card describing a viewer who trusts only one channel, identify the type of bias involved (confirmation bias) and explain its effect on how that viewer understands an issue. **7.** Given a set of sources about one issue, classify each as a primary or a secondary source and justify your classification. **8.** Given headlines and clippings from different years on one issue, arrange them into a timeline, identify one turning-point event, and explain how coverage changed after it. **9.** Write a 150-word case-study proposal on a social issue (e.g. education, the environment, youth activism), outlining its history and how media has covered it. **10.** Watch an assigned 10–15 minute documentary excerpt and analyze its narrative structure, representation (whose voices are included or missing) and effectiveness, presenting a fair, supported judgement.
	Videography	**1.** Given photographs or a walk-through of a location, complete a site-visit checklist (light, sound, space, power, permission), name two realistic risks, and propose a backup plan within 15 minutes. **2.** Scout an assigned campus location at the planned filming time and take three reference photographs from your planned camera positions, noting any light or sound problems. **3.** Draft a one-paragraph location release and a one-paragraph talent release for an assigned shoot scenario, and explain the difference between the two. **4.** Given a list of music tracks with their license details, identify which are royalty-free and which are copyrighted, and explain the usage

		rights that apply to your project. **5.** Complete an equipment booking and sign-out sheet for an assigned shoot (camera, tripod, microphone, lights) and check and record the condition of each item. **6.** Organize a folder of unsorted raw clips on a lab computer into a clear folder system (Project Name > Raw Footage, Edited Footage, Audio, Graphics), rename files consistently, and save a backup copy in a second location. **7.** Prepare a footage log for 8–10 provided clips, recording clip name, scene, take, usable or not usable, and a short description. **8.** Write a one-page scene script in standard format (scene heading, action, dialogue) with a clear setup, confrontation and resolution. **9.** Read an assigned script aloud with a partner, identify two lines that sound awkward or do no job, rewrite them, and explain your changes to the examiner. **10.** Mark an imaginary line on the floor and film a two-person conversation: a wide master shot and a close-up of each speaker, without crossing the 180-degree line. **11.** Given a short clip containing a deliberate 180-degree rule error, identify the exact moment the line is crossed and explain how you would reshoot it. **12.** Capture the same subject twice, once with a shallow and once with a deep depth of field, and explain which settings you changed and which shot suits the scene better. **13.** Film a short scene from at least two camera angles (master shot plus close-ups) and edit it into a 30–45 second sequence that cuts smoothly between angles.
	Final Project (Integrated	**1.** Present a one-page proposal for

	Production)	your Final Project (short documentary, fictional short film, media campaign or website), including your idea, target audience and research summary, and answer the examiner's questions. **2.** Present your complete planning package: script, storyboard, shooting schedule, chosen location with backup, and signed location and talent releases. **3.** Show your organized project archive (folder system, footage log and backup copy) and locate any clip the examiner requests within two minutes. **4.** Demonstrate sound work on your project: clean dialogue, background music at a suitable level, and room tone used to smooth cuts. **5.** Apply basic colour correction to two provided clips so that they match, and explain the adjustments made. **6.** Export a final edit with titles and credits in the format and resolution specified by the examiner. **7.** Screen your completed Final Project and explain its key creative, technical and ethical choices to the examiner. **8.** Present your written reflection, linking your Final Project to the media language, videography and representation concepts studied in Grade 12.