FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION

H-8/4, ISLAMABAD

MATRIC-TECH

ASSESSMENT MANUAL FOR PRACTICAL OF MEDIA PRODUCTION
SSC-I

GRAPHIC DESIGNING AND MEDIA PRODUCTION
Scheme of Studies 2024

Purpose:

- This **Assessment Manual** 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%- 30Marks)

Component	Criteria	Max Marks	Marks Obtained
MCQs (20%)	Knowledge recall, basic concepts	06	
Short Answer Questions (50%)	Comprehension, application, clarity	16	
Long Essay / Analytical- based (30%)	Depth of understanding, analysis, Clarity of subject.	08	
Total Theory		30	

Section II – Practical Assessment (60%- 45 Marks)

A. Projects/Year's Work (20%-10Marks)

Marking Criteria			
S. #	**Practical Task**	**Marks**	**Marks Obtained**
1	Photography Task	1	
2	Short Video Clip	2	
3	Voice Recording Task	1	
4	Basic Script Writing	1	
5	Storyboard / Shot List	1	
6	Interview Task	1	
7	Basic Editing Task	1	
8	Final Compilation & Presentation	2	
Total		10	

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

B. Viva Voce (10% - 05Marks) (02 Questions out of 05 Questions)

Criteria	Max marks	Marks Obtained
Theory-based Questions (knowledge of softwares, tools and techniques used in Media Production)	2.5x2=05	
Total marks	05	

C. Hands-on Practical Skills (30%- 30 Marks)

Criteria	Max Marks	Marks Obtained
1. Import audio files apply different effects and define the whole process of cut, delete and paste audio regions with multiple clipboard.	10	
In Adobe Audition import an audio files and edit it. Apply different effects and export file. Create a short video/footage by combining different video clips.	10	
Record video using different camera shots. In Adobe Premiere Pro produce a short documentary by combining different clips.	5	
Create a simple 3D model. Apply materials, lighting and camera settings.	5	
Total Hands-on Skills **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".**	30	

D. Time Duration for Practical (03 Hours)

E. Final Assessment Summary

Component	Max Marks	Marks Obtained
Section I: Theory Assessment	30	
Grand Total	30	
Section II: Practical Assessment		
Projects/Year's Work	10	
Viva	05	
Hands-on Skills	30	
Grand Total	45	

Practical Examination Team Members

To ensure **transparency, reliability and validity**. Students will be evaluated by **minimum two qualified external examiners**.

1. Head Examiner (External/Principal Examiner)

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

Responsibilities:

- Oversees the **entire practical exam process**.
- Ensures exams are conducted **according to policy**.
- Countersigned by the external examiner.
- Evaluates **hands-on practical skills**.
- Signs off on the **final mark sheets**.
- Maintains fairness and addresses student/examiner issues if they arise.
- Viva voice questions may be asked as per above mentioned policy.
- Special attention may be given to the availability of the lab equipment relevant to projects

2. Assistant Examiner(s) (External examiners)

Responsibilities:

- Assist in **evaluating students** (Projects/portfolio, viva voice and hands-on practical skills).

- Help with **tabulation of marks** and verification.
- Assist physical verification of projects and portfolio duly signed by relevant subject teacher and HOD/Principal. The same may be signed by Assistant Examiners.

3. Supporting Staff (Internal)

Lab Assistant and attendant

- Prepares lab/, equipment.
- Assist assistant examiners in maintaining of Projects/portfolio folders.

Lab attendant

- Serve external examiners.
- Assist lab assistant in preparation of labs.
- May conduct part of the **viva** while the head examiner observes others.
- Help with **documentation of marks** and verification.

4. Supporting Staff

Lab Assistant/Attendant

- Prepares lab/, equipment and checklists.
- Ensures infection control and safety during the exam.
- Not directly involved in grading (to avoid bias).

Exam Flow (Roles in Action)

1. **Head Examiner** checks station setup, assigns roles, and ensures impartiality.
2. **Assistant Examiner** evaluates alongside or in parallel (e.g., one does viva, the other observes skill demonstration).
3. **Both examiners sign off** on the evaluation sheet for each student.
4. **Supporting staff** ensures logistics but does not interfere with marking.

Matric-Tech-II, Media Production
Lists of Practicals

Subject	Domain	List of Practicals
Media Production	Adobe Audition	2. Record a voice over and edit audio. 3. Import an audio file and edit audio. 4. Remove background noise, color correction. 5. Import audio files apply different effects and define the whole process of cut, delete and paste audio regions with multiple clipboard. 6. Build a rhythm track using melodic elements, loops and other effects. 7. Publish mixing on sound cloud. 8. Apply all audio effects and export the file.
Media Production	Adobe Premiere Pro	1. Import and arrange video clips. 2. Create a short video/footage by combining different video clips. 3. Conduct an interview with your favorite Teacher. Record it using a video camera. Import the interview video and edit it. 4. Apply different audio settings e.g volume, gain, level 5. Add two soundtracks (one from computer and one as your own voice) 6. Trim the clips 7. Adjust the audio level. 8. Add background music 9. Apply transitions, effects, and titles. 10. Edit audio and export the video.
Media Production	Media Production – Field Work	1. Prepare equipment for field recording. 2. Record video using different camera shots. 3. Produce a short documentary.
Media Production	Blender	1. Create a simple 3D model. 2. Apply materials, lighting, and camera settings. 3. Create a simple animation using keyframes.

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MEDIA PRODUCTION SSC-II PRACTICAL EXAMINATION 2026

Time allowed: 4:00 hours	Total Marks: 30

1. Conduct an interview with your favorite Teacher. Record it using a video camera. Then, start a new project in Adobe Premiere Pro. Import the interview video and apply the following:
   - Apply visual/audio transitions and effects to project
   - Apply two transitions
   - Edit and trim clips as per requirement
   - Apply different audio settings e.g volume, gain, level
   - Add two soundtracks (one from computer and one as your own voice)
   - Enhance visual/audio quality
2. Create a short video by combining three video clips.
   - Add a title
   - Trim the clips
   - Add transitions
   - Adjust the audio level.
   - Add background music
   - Export the final video.
3. Create a simple 3D object in Blender. **(10)**
   - Apply a material
   - Adjust lighting
   - Set up the camera
   - Render the object.
4. Do the following tasks:
   - Import two audio clips into Adobe Audition.
   - Arrange them on separate tracks
   - Apply a fade effect
   - Export the final audio.

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