

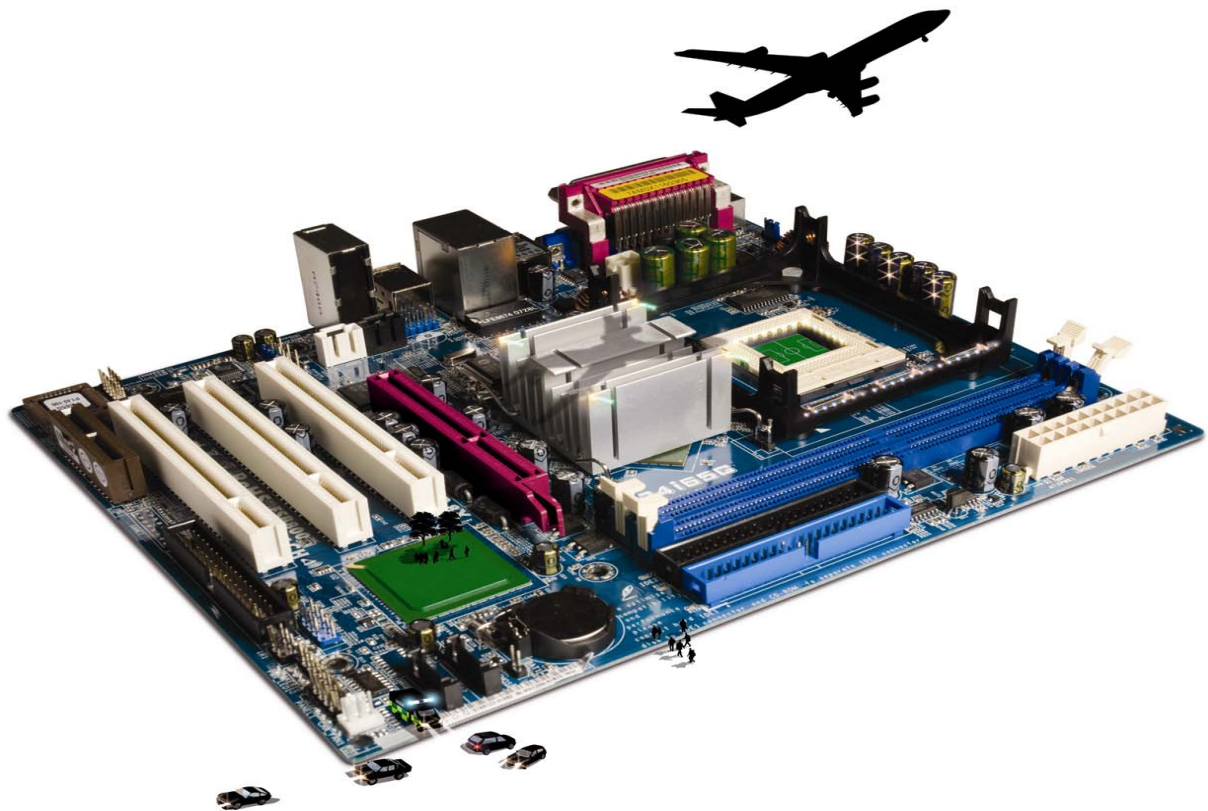
Start IT (iTQ)

Audio and video software (4249-004)

Assignment guide for Candidates

Assignment B

QCA Ref: H/502/0177



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management, which provides management qualifications, learning materials and membership services), City & Guilds NPTC (which offers land-based qualifications and membership services), City & Guilds HAB (the Hospitality Awarding Body), and City & Guilds Centre for Skills Development. City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (which can be found on the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

centresupport@cityandguilds.com

Contents

Unit 004 – Audio and video software

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Audio and video software (4249-004) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Audio and video software (4249-009).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one hour**.

Audio and video software (4249-004)

Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up:

This assignment is made up of **four** tasks

- Task A - Set up and test audio and video equipment
- Task B - Record short video and audio
- Task C - Combine using video editing package
- Task D - Play your finished product

Tasks A2, A3 and B1, B2 can be completed in a quiet area to carry out the recording.

Scenario

You have been asked to create a short video presentation, with sound, to show how to set up a computer system from the hardware provided.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Set up and test audio and video equipment

- 1 Start up your computer and log on if necessary.
- 2 Set up your microphone so that you can record an audio file using the following words:
this is my microphone test. One, two, three.

Save the file as **Audio test A** so that it can be played back on your computer.

- 3 Set up your video recorder/programme so that you can record a video file using the following words:
this is my video test file.

Save the file as **Video test A**.

Task B – Record short video and audio

- 1 Record a short video demonstrating how to connect a webcam and microphone and **at the same time** telling the viewers what they are seeing.

Save your file as **Webcam A**.

- 2 Record a short audio file stating your name, today's date and the assignment version (A or B).

Save your file as **Microphone A**

Continued over ...

Task C - Combine using video editing package

- 1 Open your video editing software.
- 2 Import your **Webcam A** file into the programme.
Import your **Microphone A** file into the programme.
Join the two files together.
- 3 Insert a title slide with **your name** and **today's date** on it.
- 4 Insert a **credits slide** at the end of your video.
Add text to your credits slide to explain what copyright means.
- 5 Play your finished video and test that it works correctly.
Save your video file as **Webcam setup**.

Task D – Play your finished product

- 1 Play your finished file **Webcam setup** to your assessor using a suitable device of your choice.

Note

- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education
and training