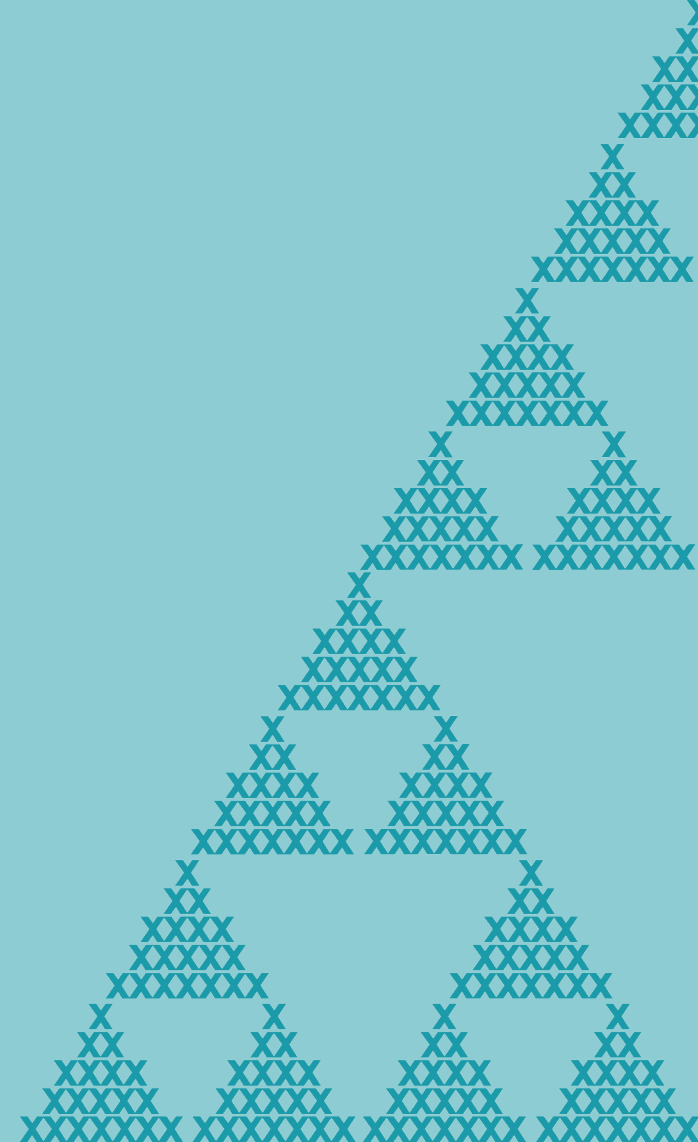


How to prepare physical folios for digital submission

Design and Visual Communication

Achievement Standards 91337 and 91627





Guidelines content

Scanning

- Preparing
- Positioning
- Scanning
- Reviewing and checking

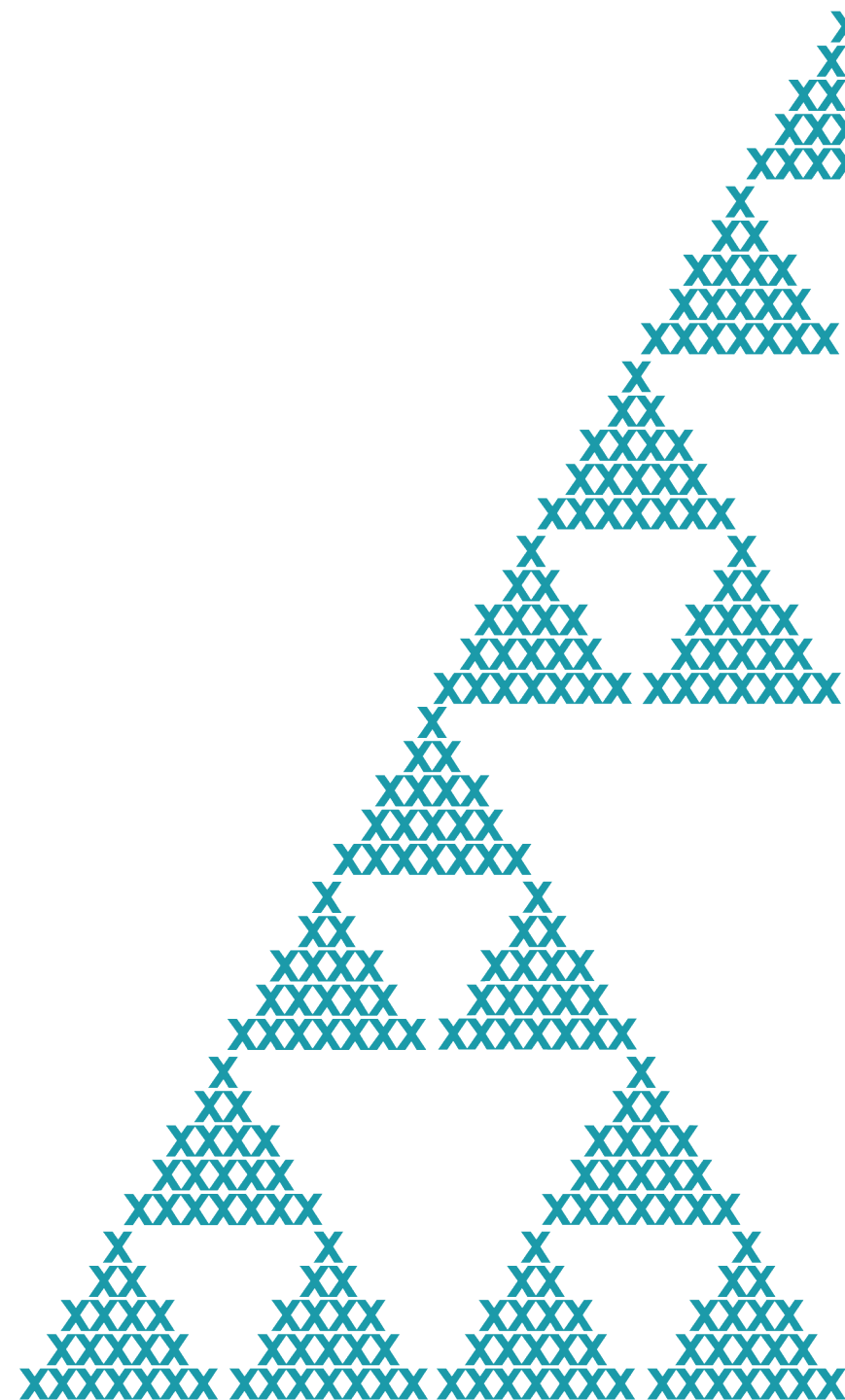
Photographing

- Positioning of work
- Lighting
- Focus
- Resolution of image

Example of a good-quality scan/photograph

Tips for students preparing work for digital submission

Scanning

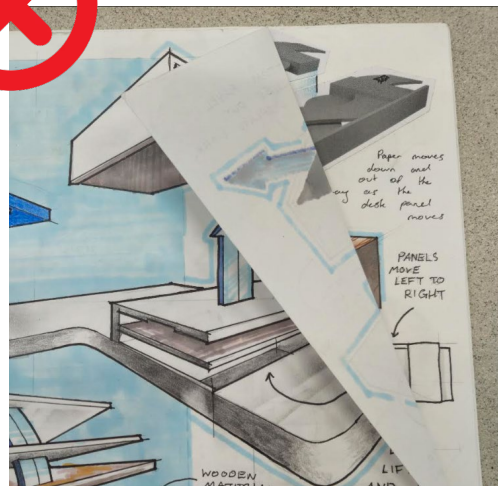


Step 1: Prepare the physical work

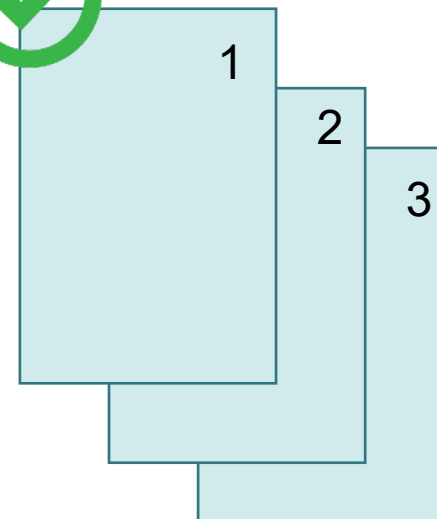
Remove any staples, clips or bindings so the scanner lid sits flat and prevents shadows.



Ensure the paper is clean, flat, and free from folds or creases.



Ensure work is in the right order, with the first page on the top of the pile.

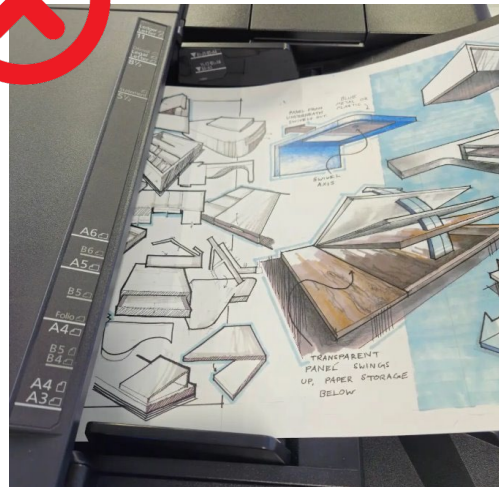


Step 2: Position the physical work

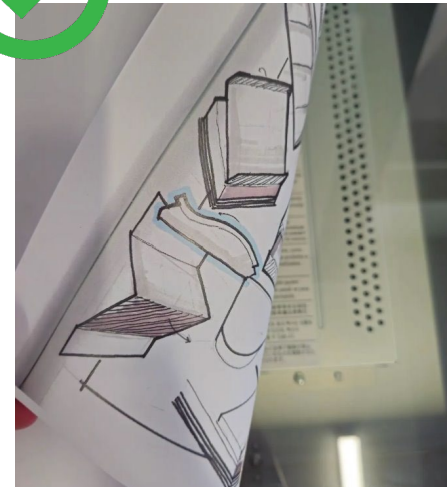
Do not fold pages.
Only scan flat, individual
pages



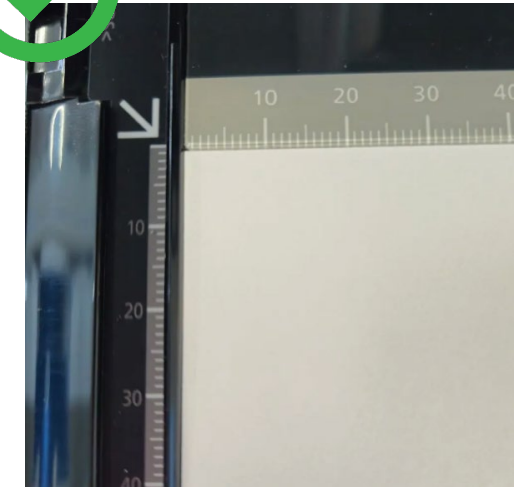
Do not use a feeder tray
or the physical work may
jam.



Place the work squarely
on the scanner bed face
down.



Align the edges in parallel
with the vertical and
horizontal scanner guides
(use corner arrow).



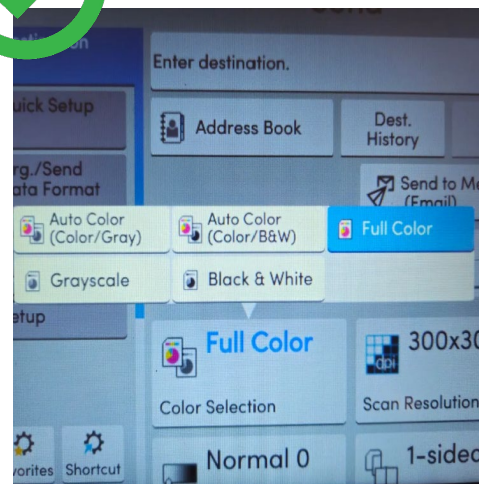


Step 3: Scan the physical work

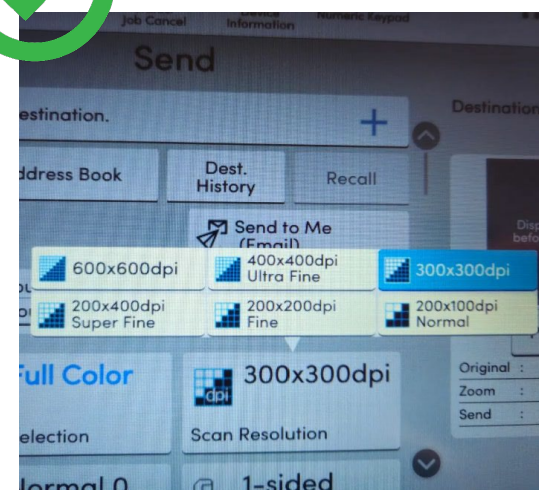
Close the scanner lid gently to avoid movement of the work and do not lift until each scan is complete.



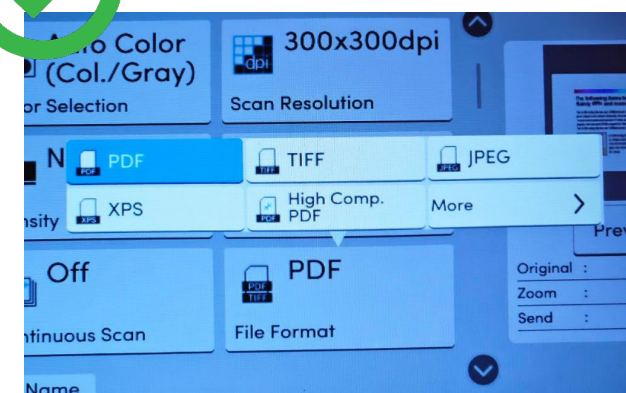
Scan all pages (one by one) in full colour mode.



Use 300 dpi or above resolution (600 dpi for detailed sketches).

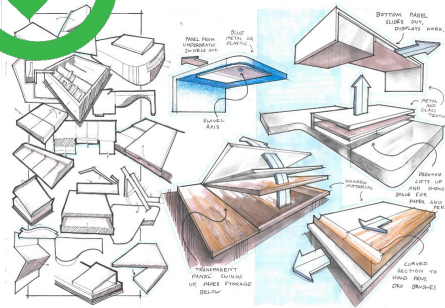


Save all the pages as ONE complete PDF or JPEG, using a clear filename (e.g. J Smith 91337). Do not use the student's full name.



Step 4: Review and check clarity

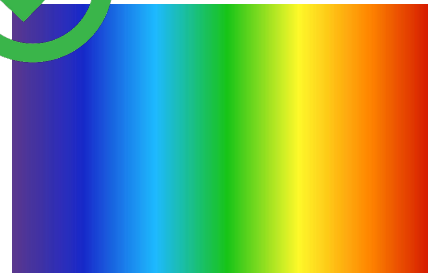
Ensure the entire drawing is visible and oriented correctly.



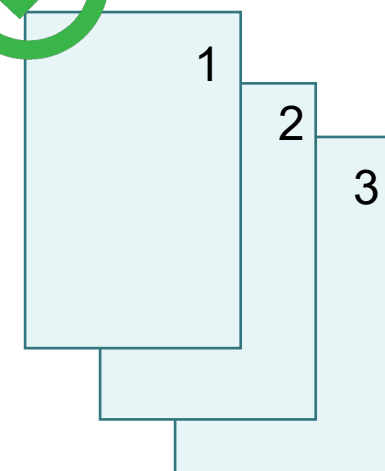
Confirm that all lines, annotations, dimensions, and shading are clearly visible.



Check the scan is in full colour (not B&W).

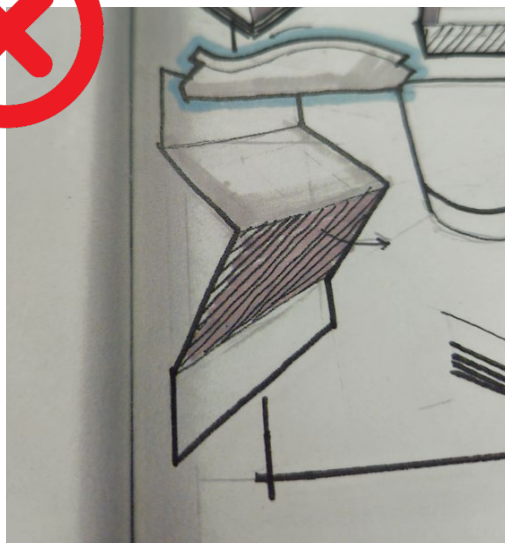


Open and check the full PDF or JPEG before submitting. Pages should be in the correct order and all work clearly legible.

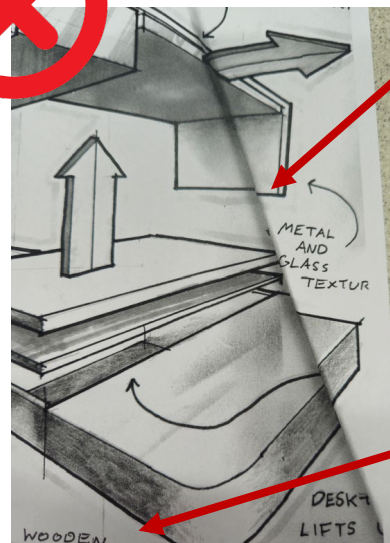


Examples of scanning errors

Grey shadow caused by raised paper, staples or lifting the scanner lid too early.



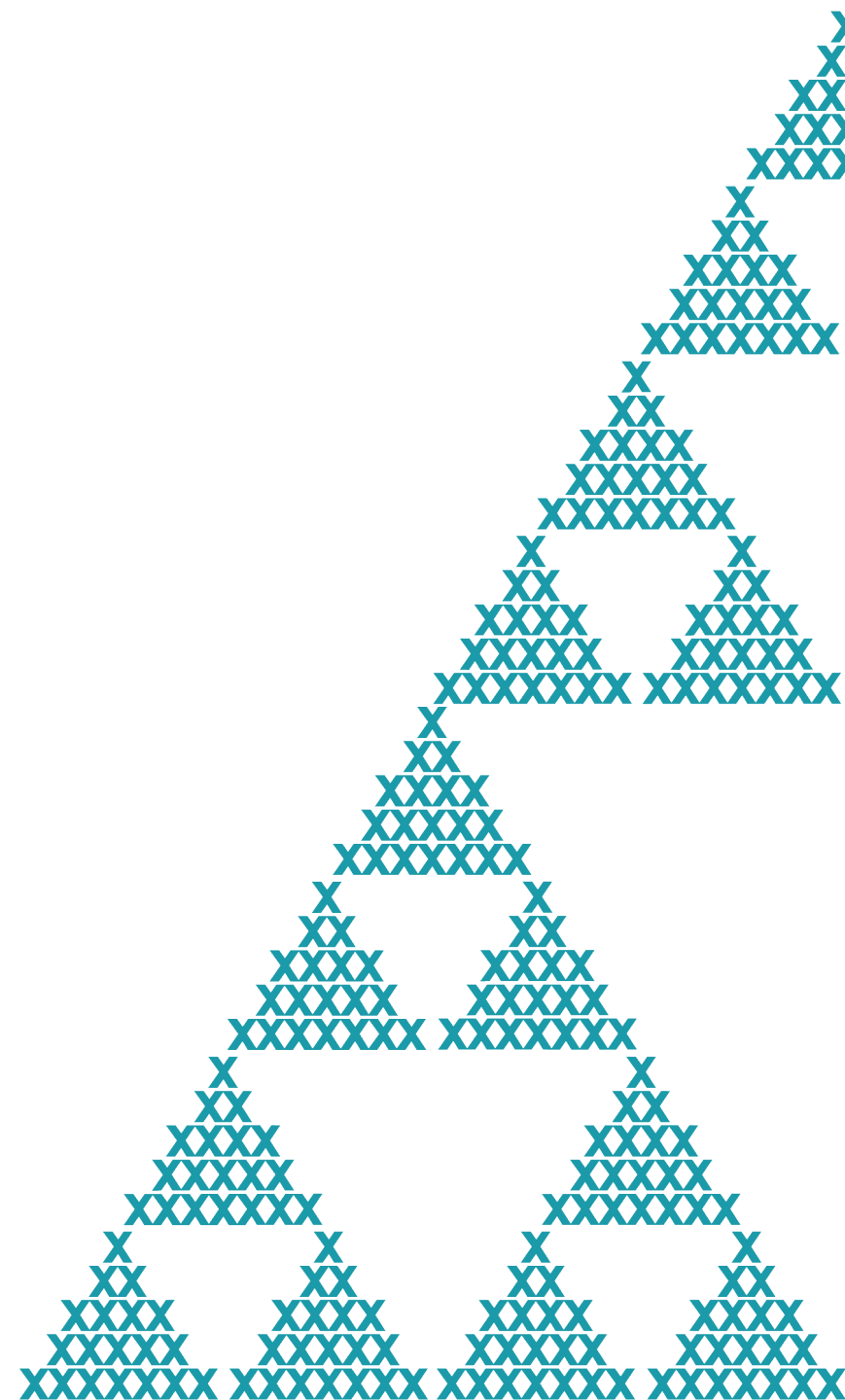
Page has been scanned in black and white instead of colour.



A crease in the paper has distorted annotation and sketches.

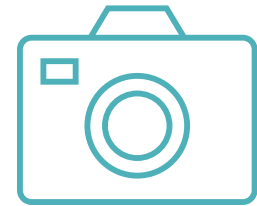
Elements have been cropped during scanning due to work not lining up with scanner bed guides.

Photographing



Tips for photographing physical work

1. Ensure the entire work is visible.
2. Ensure background surfaces are plain and light in colour.
3. Ensure the camera has focus.
4. Consider lighting, shadows and reflection.
5. Position the camera directly over the page when taking the photo.
Angled shots may distort the image and make the content less clear.
6. Check that all lines, annotations, dimensions, and shading are clearly visible.



Example of photography errors

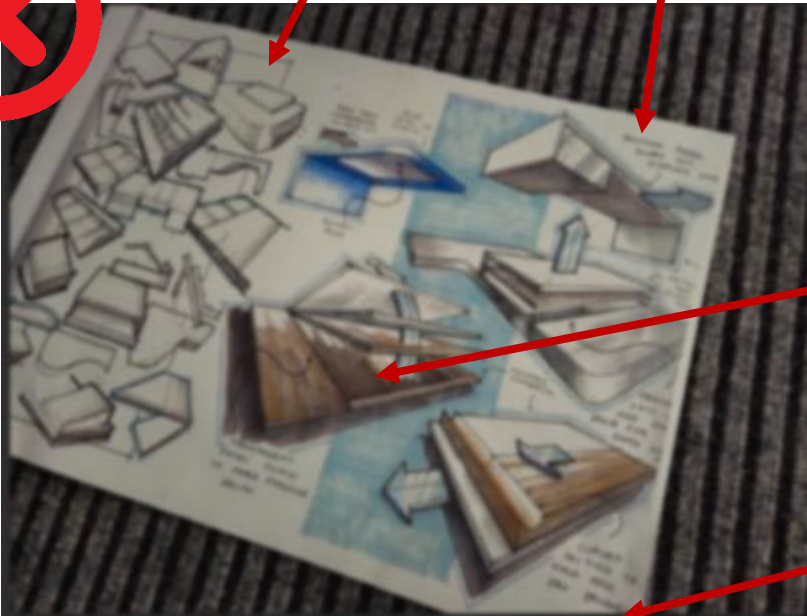
The work is photographed on an angle, distorting sketches.

The photo is out of focus, reducing clarity.

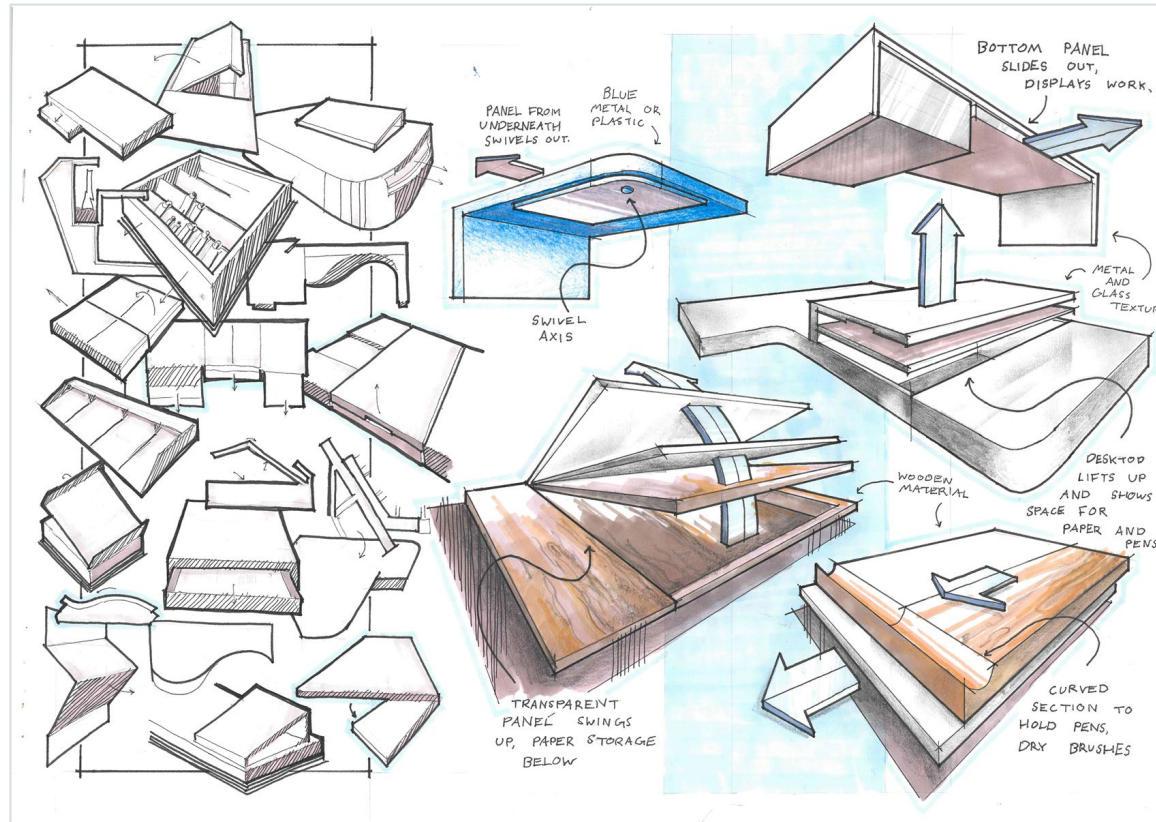
The background is dark-coloured and busy.

The lighting is poor, so the photo appears dark.

Student work is cropped and not visible within the frame.



Example of a good-quality scan/photograph



Student work is clearly presented by:

- ✓ removing staples before scanning to prevent light interference
- ✓ positioning the paper correctly using the scanner guides, or taking photographs directly above the work
- ✓ checking the scanned image or photograph for cropping, distortion, and clarity
- ✓ ensuring the work is oriented the correct way up
- ✓ using a plain, light-coloured background
- ✓ selecting the correct file type and scan settings
- ✓ avoiding the use of the scanner feeder tray
- ✓ scanning pages individually.



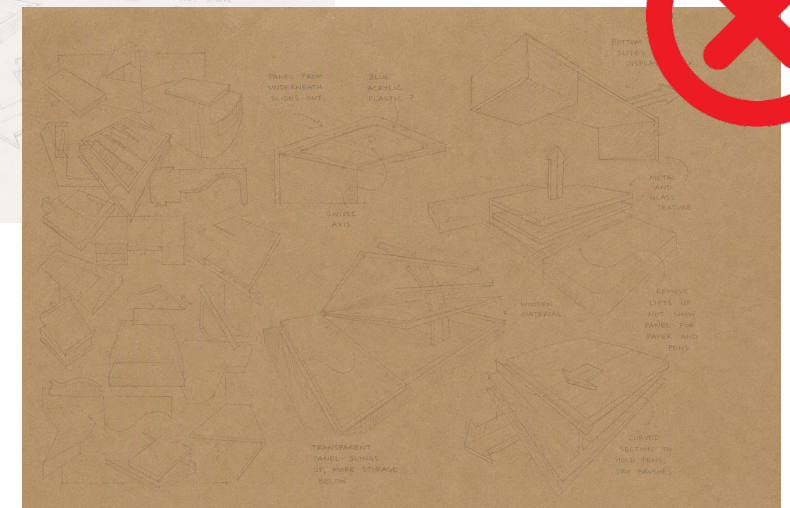
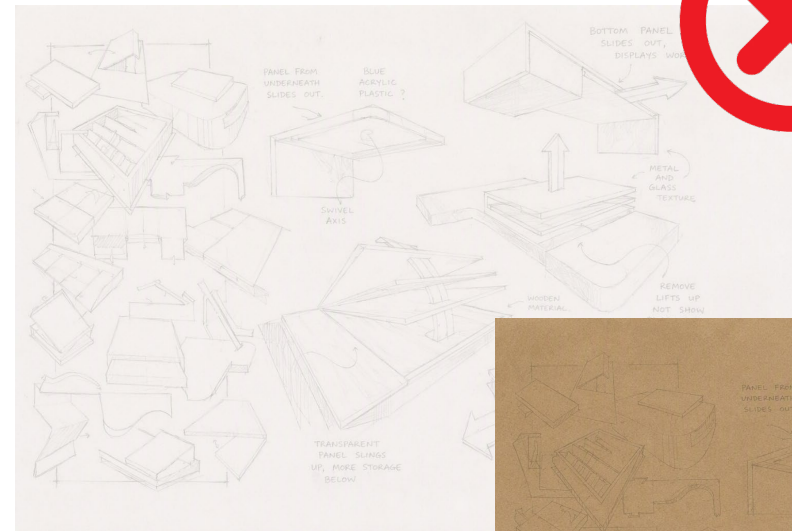
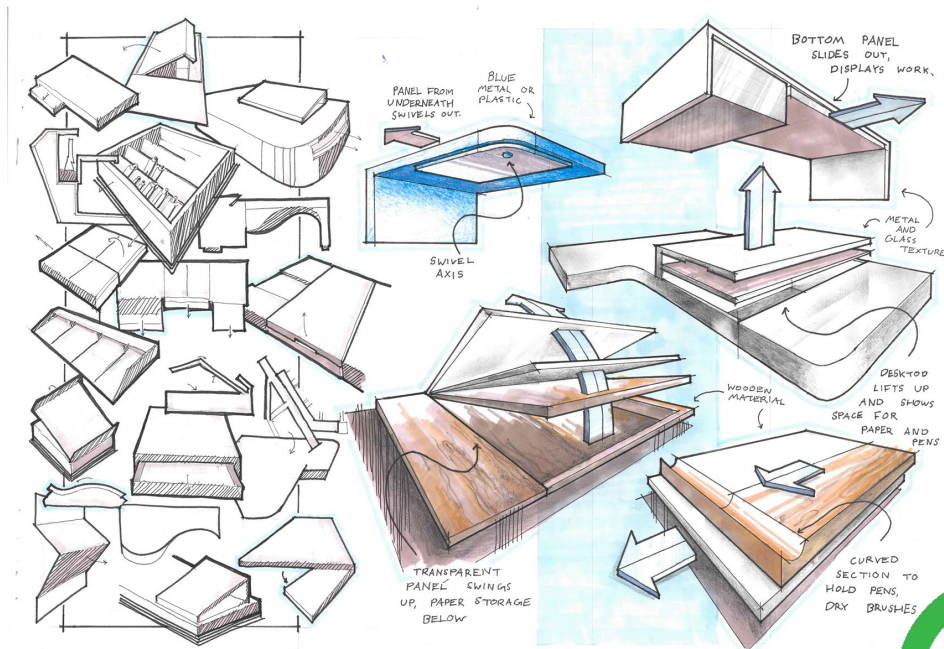
Tips for students preparing physical work for digital submission

It is helpful to ask students who will be preparing physical work for digital submission to:

1. use dark, clear drawing materials (e.g. black pen (fine liner), dark pencil, marker) that reproduce well when scanned. This is particularly relevant when sketches are completed on darker paper, such as a brown craft paper
2. strengthen outlines and key features to create clear visual separation between shapes, forms, and details
3. avoid very light pencil marks, faint colouring, or low-contrast media that may be difficult to see in a digital image
4. work on clean, flat paper that is free from folds, creases, tears, or excessive erasing marks
5. keep work within the page boundaries and avoid placing important elements too close to the edges
6. use appropriate line weight and contrast to ensure details remain visible when reduced or viewed on screen.



Tips for students preparing physical work for digital submission (cont)



Kia ora Thank you

www.nzqa.govt.nz



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

