

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:

ART & DESIGN JUNIOR SPECIALIST ROOM – Year 2021/2022

Subject Appellation and Level :

- ART & DESIGN – Up to Grade 9 & 9+(EP) – NCF (*Compulsory Core*)

Name of School : _____ Date of Verification : _____

Is it a separate A&D room? ____ If no, where is the equipment provided? _____

Is the facility New / Relocated / Existing? _____

Number of sections and students studying the facility:

Grade	No. of Sections	No. of Students	No. of Groups
EP 7			
EP 8			
EP 9			
EP 9+			
Reg. 7			
Reg. 8			
Reg. 9			

Educator in Charge: _____ Qualifications: _____

Specialist Room
Attendant: _____ Qualifications: _____

IMPORTANT NOTES:

The following conditions should be fulfilled to ensure a reasonable standard:

- The room and floor area provided should be appropriate.
- A minimum score of 75 % should be obtained in each of the four Sections A to D.
- Compulsory items in Section D, highlighted in bold characters, should be provided.
- Record of use of the room should be kept as required.

Minimum requirements for a class of 20 students are specified. However, in case of need provision should be made to accommodate up to 4 additional students.

Item	Description	Requirements	Marks per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
A. PHYSICAL FACILITIES						
Weightage: 30%						
1. Floor Area and Room NOTES: i) For existing Visual Arts Room, the previously approved Floor Area shall be accepted and rated pro-rata. ii) For new Art & Design Junior Specialist Rooms, the specified floor area shall be required.	Concrete Building	An area of 50 m ² required	28	1400		
	CONDITIONS OF ROOM:			480		
	Ceiling	Plastered & crackfree	10%	Rated pro-rata on area		
	Walls	Plastered & painted	10%			
	Flooring	Flat, tiled/ appropriate	10%			
	Set Up	Conducive	10%			
	Shape	Convenient	10%			
	Cleanliness	Maintained	10%			
	Proper Storage and Classification	Indexing & Accessibility	10%			
	Lighting	Adequate Natural/ Assisted	10%			
Ventilation	Adequate Natural/ Assisted	10%				
Utilities	Water / Electricity and/or Gas	10%				
			Sub-total	1880		

Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (For PSEA use only)
2. Furniture and accessories	(i) Table & chair for teacher (table: 1.25x0.75m)	1 set	60	60		
	(ii) Worktables for 20 pupils (at least 0.5 m ² per pupil)	10 m ²	22	220		
	(iii) Chair OR stool	20	5	100		
	(iv) Whiteboard (243 cms X 106 cms)	1	100	100		
	(v) Cupboard:	1	80	80		
	(vi) Wall Clock	1	40	40		
	(vii) Free Power Point	2	50	100		
	(viii) Tap and sink + water supply (in studio or nearby)	1 set	150	150		
	(ix) Shelf / Rack for 3D models & projects/books	2 m long	30	60		
	(x) Display Board	1	60	60		
NOTE : Conditions Problems identified with the conditions of Furniture and Accessories , if any, shall be evaluated on how far they affect teaching and learning on a scale of 1 to 10 before effecting deductions on marks for conditions. The marks may be totally forfeited in case of a single grave problem with conditions.	Conditions of Items (i) to (x)*			270		
			Total Section A	3 120		

B. INSTRUCTIONAL TOOLS & RECORDS – weightage: 30%		Quantity Required	Marks per Unit	Max. Marks	Existing	Score (For PSEA use only)
3. Practicals	20 practical sessions per class in the academic year spread over all three school terms. (Records to be kept class-wise and signed by teachers)	20	50	1000	Average for all sections reckoned -----	-----
Number of sessions						
GRADE	Extended Program	Regular				
	7 8 9 9+	7 8 9				
Class/Group A						
B						
C						
D						
E						
Total						
NOTE: To be reckoned pro-rata for the current academic year - max. 20 per class or group on 8.5 months						
4. Audio Visual lessons	10 lessons per class over a period of 12 months (video lessons, Computer Assisted Learning)	10	40	400	Average for all sections reckoned -----	-----
Number of lessons						
GRADE	Extended Program	Regular				
	7 8 9 9+	7 8 9				
Class/Group A						
B						
C						
D						
E						
Total						
NOTE: To be reckoned pro-rata for the current academic year - max. 10 per class or group on 8.5 months						
5. Time-Table	Time-Table of practicals displayed	1 displayed	50	50		
6. Stock-Book	Up to date & signed. New acquisitions highlighted.	1	50	50		

<p>7. Teaching and Learning Aids</p> <p>NOTES:</p> <p><u>Item (iv) a</u></p> <p>THEMES</p> <ul style="list-style-type: none"> Local Architecture Cultural Heritage Environment Patterns Traditional & contemporary Art, etc. <p><u>Item (v)</u></p> <p>WALL-CHARTS (Min. size A₃)</p> <ol style="list-style-type: none"> Colour Chart Colours photographs of great artists Graphic design techniques Relevant newspaper cuttings Shading and toning 3D Drawings Aesthetics Materials & Media <p><u>Item (vi)</u></p> <p>MICROSCOPE SLIDES</p> <ul style="list-style-type: none"> Natural cells structures Synthetic fibres Flower pollens Textures 	<p>(i) Reference Books <i>(Published in the past 3 years)</i></p>	Min. 5	25	125		
	<p>(ii) Magazines <i>(Published in the past 2 years)</i></p>	Min. 5	25	125		
	<p>(iii) Project Models – 2D & 3D</p>	Min. 5	21	105		
	<p>(iv) Teaching and Learning materials:</p> <p>a) Use of different media/techniques on the themes listed in first column.</p>	Any 5 themes	25	125		
	<p>b) Documentation on three masters/artists:</p> <ul style="list-style-type: none"> Local International 	3 Artists each	20	120		
	<p>(v) Wall-charts <i>(see list in first column)</i></p>	8	15	120		
	<p>(vi) Microscope Slides <i>(see list in first column)</i></p>	6	20	120		
	<p>(vii) Multimedia:</p> <p>a) PC</p>	1	250	250		
	<p>b) Internet access</p>	Connectd.	100	100		
	<p>c) Colour printer</p>	1	50	50		
<p>d) Scanner</p>	1	50	50			
<p>e) LCD Projector*</p>	1	180	180			
<p>f) Screen*</p>	1	50	50			
<p>g) Software: e.g. Illustrator, Photoshop</p>	2 different	50	100			
<p>*NOTE: A connectable LED TV of 55" may replace items e) and f)</p>						
			Total Section B	3 120		

C. SAFETY		(weightage: 10%)				
Items	Description	Qty.	Marks Per Unit	Marks item-wise	Existing	Score (for PSEA use only)
1. First Aid Kit	Equipped to treat cuts, burns and eye problems	1	150	150		
2. Fire Extinguisher	Capacity: 2 L or 2Kg – dry powder type (serviced on time)	1	150	150		
3. Fire Blanket	0.9 m x 0.9 m	1	120	120		
4. Emergency Exit (clearly indicated)	Additional door for quick exit in case of emergency	1	150	150		
5. Safety Chart (Min. size: A ₃)	Clear instructions about safety. (permanently affixed at appropriate places)	Min. 5 Wall-charts	25	125		
6. i) Main Switch /Circuit Breaker	Separate for the Art & Design Room and located inside the Studio	1	80	80		
ii) ELCB/RCD		1	80	80		
7. Apron	Cotton (aprons made of plastics not rated)	6	10	60		
8. Gas conductor AND/OR Electrical cords and fittings	Rubber tubing connected to heat source should be replaced before expiry date stated thereon. Electrical cords and fittings for all electrical equipment should be in good conditions.	1	125	125		
			Total Section C	1040		

D₁	EQUIPMENT AND CONSUMABLES Weightage: 30%					
Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
1	Drawing Board - approximately 24" x 15" (fibre-board or plywood)	20	3	60		
2	Modelling Board - approx. 18" x 12" (plywood or equivalent)	20	3	60		
3	Table mounted pencil sharpener	1	60	60		
4	Safe Heat Source-for melting wax, making glue, etc. (i) Heater-Electric/Petrol/Gas (ii) Candle/melting wax (iii)Pot	1 1 box 2	60 40 20	60 40 40		
5	Bucket – multi-purpose for clay, paper pulp, fabric dyeing etc – plastic or metal (average household size)	1	60	60		
6	Basin – multi-purpose for fabric dyeing, mixing materials, marbling etc. – plastic (flat bottom, round/rectangular, average household size)	1	40	40		
7	Guillotine – medium size	1	60	60		
8	Large plastic bin with lid – multi-purpose for scrap storage, clay storage etc. (large dustbin size)	1	60	60		
9	Calligraphy Set	1	40	40		
10	Prism	1	40	40		
11	Magnifying Glass	1	60	60		
12	Microscope	1	40	40		

13	Plastic bowl of medium size	5	12	60		
14	Glue spreader	1	40	40		
15	Pin Extractor	1	40	40		
16	Artist's Easel	1	60	60		
			Sub-Total D₁	920		
D₂	CONSUMABLES	Stock To Be Continually Replenished				
17	Adhesive tape	1 reel	60	60		
18	Blu-Tak (for display of work)	1 pkt.	60	60		
19	Thumb tacks (drawing pins)	2 boxes at least 100	30	60		
20	Oil Pastel (variety of 12 colours)	1 box	60	60		
21	Chalk Pastel/Alternative: Coloured chalk (may be used on sand paper for demonstration of media)	1 box	60	60		
22	Charcoal stick – or domestic charcoal as alternative	adequate	60	60		
23	(i) Pentel (ii) Coloured pencil (iii) Aquarel coloured pencil (iv) Felt pen	1 set 1 set 1 set 1 set	60 60 60 60	60 60 60 60		
24	Commercial dye (a range of colours)	6 colours	10	60		
25	Colour marker (red, blue, black green)	4 colours	15	60		
26	Fixative – for fixing pastel chalk and charcoal work, and in Print Making/Alternative: Wax candle	1 can	40	40		
27	Ink – Indian or Drawing ink/ Encre de Chine	adequate	40	40		
28	(i) Powder paint – a range of colours for use in painting for broader experiments or/ acrylic enamel paint	6 colours	10	60		

	(ii) Water Colour	12 colours	5	60		
29	P.V. A Glue – multi-purpose glue concentrated and diluted as additive to ½ - 1 gallon container or equivalent paste for laminated paper. In case of unavailability opt for ordinary glue	adequate	60	60		
30	Contact adhesive -e.g. Pattex	2 tubes	30	60		
31	Binding wires	1 reel	40	40		
32	Variety of Papers for demonstration purposes and for preparation of Visual stimulus – a display of pupils of work e.g black Bristol, water colour paper tissue paper (a range of colours); cartridge paper, papier gris, wrapping paper, cellophane (multi-colour) paper, newsprint or kitchen paper. Collection of old covers from used exercised books.	sufficient	60	60		
33	Scrap Materials e.g Shells, pebbles, aloe fibre bags, waste lollipop sticks, used tin cans, plastic bottles, wires, textile fabrics, wool, dry twigs, magazines pages (for collage work) beads and a variety of other scrap materials etc.	Sufficient variety	60	60		
			Sub-Total D₂	1200		
D₃	ITEMS FOR TEACHER DEMONSTRATION					
	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
34	(a) Craft knife – heavy duty, retractable blade (b) Painting knife (c) Carving tools	5 1 set 1 set	8 40 40	40 40 40		
35	Staple tacker – for display of work (particular for flat surfaces, not paper) for exhibitions, also invaluable for batik / printing	1	60	60		
36	Scissors – heavy duty, medium size and small	1 pair each	60 (20 x 3)	60		

37	T-Square	1	60	60		
38	Long Ruler (1 metre)	1	60	60		
39	A set of good quality brushes – round sizes – 2, 4, 6 and 8 - flat	1 set of 5 1 set of 5	6 6	30 30		
40	Drawing Board Clips (20)	1 box	60	60		
41	Hammer (1 small and 1 medium)	2	20	40		
42	Pliers	1	40	40		
43	Clay and modelling clay (White)	Sufficient Quantity	40	40		
44	Plaster of Paris (for demonstration)	Sufficient Quantity	40	40		
45	Plasticine	Sufficient Quantity	60	60		
			Sub-Total D₃	700		
		Total Section D (Excluding conditions)		2820		

**CRITERIA FOR MARKING CONDITIONS & QUALITY OF
EQUIPMENT AND CONSUMABLES**

	CRITERIA	MAX. MARKS	Rating on a scale 1-10	SCORE
	Conditions and quality of equipment and consumables	300		
	TOTAL	300		

MARK SCHEME AND SCORE

SECTION	WEIGHTAGE	TOTAL MARKS	MARKS SCORED	% SCORE
A. Physical Facilities	30%	3 120		
B. Instructional Tools and Records	30%	3 120		
C. Safety Items	10%	1 040		
D. Equipment and Consumables	30%	2 820 + 300 (conditions) = 3120		
OVERALL	100%	10 400		

REMARKS AND SHORTCOMINGS

(With particular reference to conditions at page 1 and score obtained)

Signature of PSEA Supervisor / Senior Supervisor (s)

Signature of Manager

Date:-----

Date:-----

Norms and Standards developed by the Supervision Section (2018)
NAB - updated June 2021