

4.6 Documentation and the Process Journal

Name: _____ Class: _____ Date: _____ **Total: 10 marks**

KEY WORDS process journal 过程记录本 • documentation 记录 • inquiry 探究
• sustained investigation 持续探究

Objective

Build the skills to keep a **process journal** 过程记录本 and document your work.

You must be able to:

- explain why **documentation** 记录 matters
- record experiments, failures, and decisions
- photograph work in progress
- use the journal to show growth over time

1 Worked examples

Study these first. Each one shows the method for a task used later.

■ Why document

Documentation captures your thinking and making — experiments, sketches, notes — evidence the portfolio needs, not just finished pieces.

■ Recording the process

Log **experiments**, failures, and decisions. A failed test that you learn from is valuable evidence of inquiry.

■ Showing growth

Dated photos and notes let a viewer see how ideas **develop over time** — the heart of a sustained investigation.

2 Practice

2.1 A process journal should mainly record [1]

A	B
C	D

A only finished, perfect works

B experiments, decisions, and progress including failures

C nothing until the end

D other artists' work only

2.2 Explain why recording a failed experiment is valuable. [2]

2.3 State one thing to capture as you work. [1]

3 Studio & portfolio tasks

3.1 Set up a **journal spread**.

(a) Sketch a two-page layout with space for a sketch, notes, and a progress photo. [3]

3.2 Document one experiment.

(a) Record one material/technique test: what you tried, what happened, what you learned. [3]