

PRESS PHOTOGRAPHERS AND PHOTOJOURNALISTS LOGBOOK - GUIDELINES FOR CANDIDATES, TRAINERS AND MARKERS

The logbook records details of the trainee and training progress, including evidence of regular in-house assessments and a selection of cuttings, including original pictures, demonstrating that the trainee has satisfactorily covered a range of key tasks.

It must be available to the editor at all times. It is the joint responsibility of the editor and the trainee that it is kept up to date and submitted, fully completed, to the NCTJ for assessment when the trainee sits the NCE.

SUBMISSION

Logbooks should be handed in to the exam organiser on NCE day. Logbooks will only be accepted after this date if they are submitted within the next seven days and are accompanied by an acceptable explanation by the candidate's editor/trainer.

The logbook should be submitted in the light-weight folder with labels showing the candidate's name and newspaper in the top right-hand corner of the front cover and on the spine.

Logbooks will be returned automatically to all candidates after the results have been issued.

PRESENTATION

All logbook pages should be submitted, including any blank or incomplete. They should be clean, legible, and in the correct order.

Candidates who want to alter the information on the introductory pages or change Key Task cover page details about their stories are advised to complete new pages rather than submit ones that have information crossed out or amended. Candidates may find it advisable to make photocopies of these pages before starting the logbook in case replacements are needed later. The NCTJ can supply substitute pages to candidates upon request.

There is no need to put all the introductory and assessment pages in plastic wallets.

Introductory pages

The candidate's name, newspaper and NCTJ reference number should be entered on the title page and page 1 should be fully completed.

Assessment pages

The pages recording in-house assessments should be submitted even if some or all have not been completed. These pages are not marked as part of the NCE but their content (or lack of it) may assist examiners to judge other sections of the logbook.

Further comments and additions

The Further Comments page that follows the final assessment page should be submitted even if it has been left blank.

Any letter(s) from an editor or trainer explaining deficiencies in logbook presentation or content should be inserted into the logbook after the Further Comments page.

Key task pages

The Key Task cover pages should be completed and signed by the trainer. Key Tasks will not be marked if these pages are not completed satisfactorily, and logbooks will be failed as a result. Candidates have failed the logbook because they swapped cuttings but forgot to amend the cover sheets. Others have failed because trainers failed to sign them off.

The cover pages, cuttings and original copy for each Key Task should be submitted in three plastic wallets, as follows:

1. First plastic wallet containing the Key Task cover page, facing forward, and the first cutting behind it, facing back
2. Second plastic wallet containing the original copy for the first cutting, facing forward, and the second cutting behind it, facing back
3. Third plastic wallet containing the original copy for the second cutting, facing forward

This allows each cutting and its original copy to be seen facing each other.

Where additional material is required, such as the original handout for Key Task 1, it should be stapled to the appropriate original copy.

Cuttings or PDF of photographs published may be cut out and pasted onto A4 paper or thin card for insertion into the plastic wallets. Photocopies of cuttings or PDF, full-size or scaled down within readable limits, will be accepted.

CONTENT

Photographs

Two appropriate photographs must be submitted for each Key Task. A Key Task without one or both photographs will not be marked and the logbook will be failed.

Varied photographs should be submitted wherever possible. No photograph may be submitted in more than one Key Task section. Photographs do not have to be by-lined.

Original cutting

Each photograph must be accompanied by a cutting PDF or print-out of the original photograph taken by the candidate as used in its publication. If the candidate thinks they have a better picture than the one used in the newspaper then this may be submitted with the cutting or PDF of the photograph used in the publication.

Examiners in this case will assess what candidates submitted and not what appeared in the paper. Key Task cuttings without a print-out will not be marked, and the logbook will fail.

Print-outs should be endorsed as original copy by the candidate's editor/trainer. If print-outs do not have this endorsement the logbook will fail.

Print-outs of newspaper website pages with published photographs will be accepted if endorsed by a candidate's editor/trainer as being original photographs published on the web.

KEY TASKS

Cover sheets

These should include headlines, publication dates and a brief explanation by the trainee of how pictures were obtained and developed. It will do no harm to let markers know that a picture was self-generated, exclusive, the result of painstaking effort in the face of many obstacles, and followed up by all the nationals.

Each cover sheet must be signed by the candidate's editor/trainer. Logbooks may be failed if these signatures are missing.

1. Captions/Writing A photograph and accompanying caption from two different assignments. Original copy cuttings or PDF are required from photo-journalists. Good submissions will demonstrate a candidate's ability to write accurate, well-structured captions with correct spelling and grammar

2. Collect/Pick up pictures

A photograph and accompanying caption from two different assignments, where a photographer has had to collect or copy a photograph to illustrate a story. The photographs should be copied to a high standard and be accompanied by a good quality caption

3 Family Events

A photograph and accompanying caption from two different events such as births, deaths, marriages, anniversaries, retirements. Good submissions will have accurate, well-written captions with well composed photographs.

4 Exterior Night Photography - Flash and Non Flash

A photograph and accompanying caption from two different assignments that demonstrate the ability to take photographs outside at night. Imaginative use of flash is welcomed.

5. Use of Flash – Creative and Innovative Approach

A photograph and accompanying caption from two different assignments that demonstrate the ability to use flash in a creative way to light photographs.

6. Public Events

A photograph and accompanying caption from two different assignments that illustrate imaginative coverage of such events as fetes, shows, annual meetings, speech days, carnivals, dinners, social functions etc.

7. Fashion

A photograph and accompanying caption from two different assignments that illustrate a fashion item in a clear and creative way.

8. Press Conference/Photo Calls

A photograph and accompanying caption from two different assignments that illustrate the ability to photograph press conferences or photo calls in a creative way.

9. Business, Industry, Politics – News or Feature

A photograph and accompanying caption from two different assignments that illustrate the ability to photograph business, industry or political events in an inventive way.

10. Transmission and Reception of Images

A photograph and accompanying caption from two different assignments that demonstrate the ability to efficiently transmit photographs from a remote location back to your workplace or to a client. Evidence in the way of print-outs of a step by step guide to the process should be also submitted.

11. Character Study

A photograph and accompanying caption from two different assignments that capture a person in his/her own environment in an imaginative way.

12. Sport

A photograph and accompanying caption from two different assignments that capture the action of two different sports.

13. Group Photography

A photograph and accompanying caption from two different assignments with twelve or more people which is creatively organised into a photograph with impact.

14. Courts Snatch/Action Images

A photograph and accompanying caption from two different assignments that demonstrate the ability to photograph people arriving or leaving court in a way that means they can be clearly identified.

15. Filler Pictures

A photograph and accompanying caption from two different assignments that demonstrate the ability to take photographs that can be used as a stand-alone image when a page needs one.

16. Major Incidents

A photograph and accompanying caption from two different major incidents such as as fires, serious crimes, accidents, etc.

17.Features/News Backgrounders

A photograph and accompanying caption from two different assignments that illustrate the ability to take imaginative feature pictures.

18.Awards/Presentations

A photograph and accompanying caption from two different assignments that show the ability to originally illustrate pictures of awards or presentations.

MARKING

Logbooks are marked by senior photographers under the guidance of the NCTJ. Examiners do not assess the work of trainees they employ. They take into account at which stage of a candidate's training stories were produced and expect a higher standard from candidates at the end of their training than at the start.

Ten of the 100 marks available are awarded for presentation. The other 90 are awarded for the Key Tasks, up to five for each one. The pass mark is 60%.

If the presentation of any Key Task is judged unable to mark or is unacceptable, the logbook will fail regardless of the total number of marks.

Marked logbooks are subjected to rigorous moderation to ensure consistency of marking.

Exam reports are issued when logbooks fail to reach the required standard. These can be found at the front of the logbook upon its return. The Key Tasks which required attention may be resubmitted at any time. It is not normally necessary to send the whole logbook.

After each NCE the NCTJ publishes an Examiners' Report which includes advice for future candidates. This is available on the NCTJ website, and trainees are strongly urged to read it and note its recommendations.