

**ADVANCED GCE**

**INFORMATION AND COMMUNICATION TECHNOLOGY**

**G062/IT**

Unit 2 Structured ICT Tasks

**INSTRUCTIONS FOR TEACHERS**

**To be opened on receipt**

**INFORMATION FOR CANDIDATES**

- The total number of marks available for the paper is **80**.
- There are no restrictions on computing facilities, hardware or software that may be used.
- You must set an internal deadline for candidates to complete and submit their work. This must allow time for marking the work, before the deadline set by OCR.
- All work must be the candidates' own work.
- This document consists of **4** pages. Any blank pages are indicated.

## Instructions for Teachers

### 1 Pre-release tasks

The set of pre-release tasks provide the external assessment for the following unit:

#### **G062: Structured ICT Tasks**

The pre-release tasks do not replace the teaching of the unit. To achieve the assessment requirements, candidates need to take part in a planned learning programme which covers the knowledge and skills specified in the content and learning outcomes section of the unit.

The pre-release comprises of:

- information on a fictional company
- a set of pre-release tasks relating to the company.

### 2 Time Allocation

The nominal time allowance for the G062 unit is 72 hours. The external assessment (pre-release tasks) should represent approximately one-third of the unit time.

Some tasks may take longer to complete than others and candidates can be guided on the amount of time to take for each task.

### 3 Delivery patterns

Candidates can be given the pre-release tasks at any time once they have been released onto the OCR website, but it is essential that candidates are adequately prepared before starting the pre-release tasks.

### 4 Supervision of pre-release tasks

- Teachers are not required to supervise candidates directly when they are carrying out the pre-release tasks. However, the tasks **must** be carried out under conditions that enable the teacher to be confident that the work is the candidate's own.
- Candidates **must not** be given, either individually or as a group, any assistance, verbal or written, in the carrying out of the tasks or evidence to produce.

Examples of unacceptable assistance include:

- indication of errors or omissions
  - advice on improvements needed to meet the criteria
  - the provision of outlines, paragraph or section headings, or writing frames specific to these structured tasks
  - personal intervention to improve the presentation or content of the structured tasks.
- Supervision of the use of ICT and control of access to files must be sufficient to ensure that the material submitted for marking is the authentic original work of the individual candidate.
  - Teachers must take the steps necessary to satisfy themselves that the work submitted is solely that of the candidate concerned. Information taken from other sources, such as the Internet, must be reworked such that it is the candidate's own wording. It is not acceptable or advisable for candidates to copy large parts of material from other sources as the tasks require candidates to apply their knowledge to the pre-release tasks.

## **5 Candidate Submission of pre-release tasks**

- The work produced in response to the pre-release tasks must be submitted to the teacher when it is completed.
- Once submitted to the teacher, tasks cannot be returned to the candidates.
- Candidates must present their work as a hard copy. They should use a treasury tag to secure the work together.
- The work must be collated so that it is presented in task order.
- Candidates **must not** submit any material other than their response to the pre-release tasks.
- The work produced for the tasks should be kept secure within the centre. It should **not** be published on a website to be available for viewing by those external to the centre.
- Each task must be marked clearly with the candidate's name, Centre number and task number.

## **6 Assessing the pre-release tasks**

- The work must be assessed against the structured tasks mark scheme.
- One mark scheme per candidate is required.
- The mark scheme for a task can only be looked at once all work for that task has been submitted by the candidates.
- Marks can only be awarded if every criterion for that mark is met.
- Internal moderation is required if more than one teacher has marked the same task.
- The mark for each task needs to be transferred to the front of the mark booklet and a total for all tasks given.
- Candidates must not be given feedback on the tasks or the content of the mark scheme until after the publication of results.

## **7 Centre submission of pre-release tasks**

- Marks must be submitted by 15 May.
- If the centre has 11 candidates or less then all work should be sent to the moderator.
- If the centre has more than 11 candidates then they only need to send the requested work (centres notified by email).
- The centre must submit the work for the requested candidates, one mark scheme per requested candidate and a completed centre authentication form within three working days of receipt of email request.

## **8 Authentication**

Candidates must sign a candidate authentication form to indicate that the work they submit in response to the pre-release tasks is their own work. The teacher must collect in the candidate authentication forms and store them securely before they authenticate that the material submitted in response to the pre-release tasks is the candidate's own work.

The Centre Authentication form should be completed and sent with the tasks and mark booklets for those candidates whose work has been requested to the moderator.