GCE ICT

OCR RECOGNISING ACHIEVEMENT

Please read the instructions printed overleaf before completing this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate in the moderation sample.

Examination session	January/June*	*please delete as necessary	Year	2	0	1	
Centre Name			**Centre Number**				
Candidate Name			**Candidate Number**				

(a) Definition, Investigation and Analysis

(i) Definition – nature of the problem to be investigated

		Teacher Comments	Max	Mark
a	a brief description of the organisation or group that has the problem;		1	
b	an introduction to the client and/or the end user(s) and their place within the organisation or group;		1	
c	an outline of the problem that needs to be solved.		1	
		Total	3	

(ii) Investigation

		Teacher Comments	Max	Mark
a	thorough planning of the mechanics of the interview situation;		1	
b	reasoned set of questions to elicit important information (possible responses have been considered and follow-up questions have been planned);		4	
c	record of key responses of interview, demonstrating two-way discussion		1	
d	additional information collection that has been justified as being sensible (this may take the form of additional interviews, the collection of currently used forms, observation of current system or other methods)		2	
e	clear presentation of the results of any additional information collection.		2	
		Total	10	

(iii) Analysis

		Teacher Comments	Max	Mark
a	evidence of analysis of the current system or of likely problem areas, arriving at reasoned conclusions that will show evidence of being agreed by client;		3	
b	a requirements specification containing a number of clearly defined objectives that the solution should meet. These must be arrived at through consultation with the client;		3	
c	a comparison of a number of different methods of solution, one of which may be the present solution and at least two others to allow a reasoned decision to be made in consultation with the client;		3	
d	a reasoned list of hardware and software requirements for the new system, providing clear justification for each choice in relation to the problem to be solved.		3	
		Total	12	

(b) Design

(i) Nature of the solution

		Teacher Comments	Max	Mark
a	design of data handling, including capture, preparation and storage or design of website to include map and diagrammatic representation of links		4	
b	design of inputs, processing and outputs, including error capture reports as appropriate, based clearly on the analysis of the client requirements;.		4	
c	clear evidence of end user/client involvement in decision making and evidence that the options of the user/client have had an effect on the solution.		2	
		Total	10	

(ii) Project plan

		Teacher Comments	Max	Mark
a	Clear description, diagrammatic or otherwise, of the different tasks necessary to complete the solution and a clear timetable.		2	
		Total	2	

(c) Software Development, Testing and Installation

(i) Software Development and Testing

		Teacher Comments	Max	Mark
a	a test plan that will identify a number of tests that will be carried out on completion of the work. Each test outlined should be clearly related to the relevant requirements stated in the requirement specification, all of which should feature in the test plan. The specific test to be carried out should be included in the plan together with the result expected. The tests specified in the test plan will be completed during the testing of the solution (some elements of testing should involve the end user(s)).		4	
b	▪ **6-8 marks**: the candidate has solved a problem that has needed a level of complexity greater than a simple linear type solution; ▪ **3-5 marks**: the candidate has attempted to solve a problem that has needed a level of complexity greater than a simple linear type solution and has been successful in some aspects; ▪ **0-2 marks**: the candidate has produced a solution that is a linear style of solution in the use of software;		8	
c	hard-copy evidence of an effective HCI with annotations explaining its effective solutions for problems that had been highlighted in the requirements specification;		2	
d	evidence that the individual stages of the solution have been tested during the development of the solution and that failures in the design or implementation of the solution have been identified and corrected;		2	
e	evidence that each of the tests specified in the test plan have been carried out, that they are linked to the hard copy evidence, that the results have been analysed and that any necessary action has been identified.		3	
		Total	19	

(ii) Installation

		Teacher Comments	Max	Mark
a	details of the training that will need to be available for the staff who must use the new system;		2	
b	details of the means by which the new files are going to be created, including some indication of the scale of the problem, and also the possible need for hardware installation and the installation of the software on the hardware;		2	
c	details of appropriate, different, methods of changeover explained so that the client can make a reasoned decision.		1	
		Total	5	

(d) Documentation

Manual

	Teacher Comments	Max	Mark
Candidates will produce detailed and accurate documentation. The manual will be presented in a well-structured and coherent format. Subject specific terminology will be used accurately and appropriately. The documentation will include a complete and detailed user guide covering all operations that the user would be required to perform. The on-screen guide should be well presented and easy to follow. There will be few if any errors in spelling, grammar and punctuation.		8–10	
Candidates will provide clear documentation. The documentation will be well presented. There is clear on-screen help to support the end user. The supporting documentation and on-screen help is well presented and covers most aspects of the operations that the user would be required to perform. Some subject specific terminology will be used. There may be occasional errors of spelling, grammar and punctuation.		4–7	
Candidates will provide a superficial documentation with weak supplementary user documentation covering few aspects of the operations that the user will be required to perform. The information will be poorly expressed and limited technical terms will be used. Errors of spelling, grammar and punctuation may be intrusive.		0–3	
	Total	10	

(e)   Evaluation

	Teacher Comments	Max	Mark
a detailed evaluation of the system which includes a description of whether the requirements specification was met, where the requirements were not met in the light of the end user's comments, why they were not met. A detailed description of how shortfalls could be achieved and a description of a range of possible extensions.		5-6	
an evaluation of the system, which may include a response from the client/end user. The report may lack specific detail but should include a description of whether the requirements specification was met in light of the end user's comments. The report should include identification of how shortfalls could be achieved and identification of possible extensions.		3-4	
some material which attempts to evaluate whether the solution meets the requirements specification. There may be no or limited response form the client/end user and limited consideration will be given to the areas of the solution which have worked and those that have not. Possible extensions may be vague.		0-2	
	Total	6	

(f) Presentation of report

	Teacher Comments	Max	Mark
The candidate has provided a detailed and accurate means of navigation of the report and has tailored the language used, both technical and non-technical, to the audience for which the parts of the report were aimed. Subject-specific terminology will be used correctly. A professional approach to the presentation will be expected and a clearly understandable, dated log of events will be kept. The information will be presented in an ordered and well structured manner. There are few if any errors of grammar or spelling.		3	
The candidate will produce a navigable report. The contents will be determined by the requirements of the candidate rather than the reader. A log of events will have been kept. The information is presented in an ordered fashion that maintains some coherence. There may be some occasional errors of grammar or spelling.		2	
The candidate has produced some material that explains part of the solution attempted. It will be difficult to navigate and will assume much knowledge of the solution that the reader will probably not possess. The information may be expressed without a structure. Errors of grammar or spelling may be intrusive.		0–1	
	Total	3	
	Total	**80**	

Guidance on Completion of this Form

1   **One** sheet should be used for each candidate.
2   Please ensure that the appropriate boxes at the top of the form are completed.
3   Using the guidance, identify the most appropriate mark for the work and enter the mark for each element in the mark column.
4   Add appropriate comments to assist the moderator in the 'Teacher Comments' column.
5   Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
6   Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
7   Add the marks for the strands together to give a total out of 80. Enter this total in the relevant box.