

General Certificate of Education
January 2006
Advanced Subsidiary and Advanced Award
3, 6 and 12 Unit Award



**APPLIED INFORMATION AND
COMMUNICATION TECHNOLOGY**
Unit 1 ICT and Society

IT01/PM

1 November 2005 to 21 January 2006

AQA-set Assignment - Candidate Booklet

To be given to candidates on or after 1 November 2005

Time allowed

- Investigation time
- 15 hours under controlled conditions

Unit 1: ICT and Society (IT01)

The Assignment - Candidate Booklet

Introduction

You should read this booklet together with the unit specification for *Unit 1: ICT and Society*. The work will be completed in two stages:

- Investigation time, during which you will carry out preparatory work
- 15 hours controlled conditions, during which you will complete your portfolio.

There are 70 marks available for this assignment. This is the only form of assessment for this unit. This assignment will be marked externally. You will be awarded marks according to the quality of the work you complete. There are details of what you are required to produce in the *What you should hand in* section of this booklet.

1 The task

An organisation that provides information for people in the 60+ age group wants to send a special newsletter to its members. This will inform them of the effects that ICT is having on society. They have asked you to produce a newsletter equivalent to 8 pages of A4 which covers the following points.

- How **two** pieces of ICT-related legislation could affect the 60+ age group.
- **Four** examples of the use of ICT for different purposes, **one** of which must be directly related to a group of people who have a sensory impairment. For **each** of the four examples you must include:
 - why the chosen example is relevant to the target audience
 - the benefits to the target audience of using ICT for the stated purpose
 - any drawbacks for the target audience of using ICT for this purpose.

2 What you should hand in

When you have completed the assignment you should hand in the following.

Completed during the investigation time:

- (a) A time plan to show how you initially intended to complete the work for this assignment (for both the investigation time and the controlled conditions). *(up to 1 mark)*
- (b) Evidence to show understanding of the needs of the target audience for the newsletter. *(up to 3 marks)*
- (c) The evaluation criteria for the newsletter, to assess its suitability for purpose and audience. *(up to 3 marks)*

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- (d) A bibliography of sources used for research. *(up to 3 marks)*
 - (e) No more than three different draft designs for the overall layout and organisation of the newsletter. *(up to 3 marks)*
 - (f) Evidence of testing the suitability of your designs for the target audience. *(up to 2 marks)*
 - (g) The final annotated design. The annotation should show the features of the design and how they are appropriate for the target audience and purpose. *(up to 8 marks)*
 - (h) A list of all the files of researched material that you planned to use during the controlled conditions. *(up to 1 mark)*

Completed during the controlled conditions:

- (i) A printout of the template for the newsletter, annotated to show the range of software features used. *(up to 6 marks)*
- (j) Screen shots to show how the newsletter was composed and developed. These should be cross-referenced to the files of researched material (h). *(up to 6 marks)*
- (k) A copy of the final newsletter. *(up to 24 marks for the content of the newsletter, including up to 4 marks for each piece of legislation and up to 4 marks for each example of a use of ICT given)*
- (l) An evaluation of the final newsletter showing how it is suitable for the target audience and purpose. Reference should be made to the evaluation criteria (c). *(up to 3 marks)*
- (m) An evaluation of your own performance in producing the newsletter, explaining how you overcame any problems. Reference should be made to the screen shot evidence in (j). *(up to 3 marks)*
- (n) A record of how you spent your time showing monitoring of, and amendments to, your initial time plan. *(up to 2 marks)*
- (o) A list of all the files of researched material used, annotated to show any amendments and additions to your initial list (h). *(up to 2 marks)*

(Total = 70 marks)

Examples of appropriate formats for use in a bibliography are given on page 6 of this booklet.

The work that you hand in should be organised into an appropriate order and page numbered. You should put your name, centre number and candidate number on each page. The work should be kept securely together. Plastic wallets and ring binders must not be used. Final copies of newsletters must be identified.

Turn over ►

3 The investigation time

The investigation time begins when you are handed this booklet. During the investigation time you should carry out all the research, planning, design and testing of design needed for the assignment. You will need to use your research to ensure that the content of your newsletter is accurate and up-to-date.

Your research may involve using resources such as:

- interviews with members of the target audience
- a range of books
- a range of Internet websites
- CD-ROMs and/or DVDs
- newspapers and/or magazines
- television and/or radio.

You may also find it useful to look at examples of other newsletters, and other published information for the target audience.

You need to show what research you have carried out by including a bibliography of the sources you have used, laid out as shown on the last page of this booklet. You should also remember that in your newsletter you must declare the sources and date of all material used (including pictures and diagrams) that you have not produced yourself.

By the end of the investigation time you should have produced the items (a) - (h) of *What you should hand in* and these must be included in your preparatory folder, which should be handed in to your teacher before the start of the controlled conditions.

All **content** that you wish to include in your newsletter must be submitted to your teacher **in electronic format** before the start of the controlled conditions. All text must be in plain text files without formatting (eg .txt files). Pictures, diagrams, and other images can be stored in an appropriate electronic format.

4 Preparatory folder

This folder should contain, in hard copy format, all of the items (a) – (h) which you should have completed before you start your work under controlled conditions. The list of files of researched material, (h), will inform your teacher what content stored in electronic files to make available to you during the controlled conditions.

If you find that between controlled sessions you need additional content for your newsletter you may give this in to your teacher in electronic format and ask for it to be made available in any remaining sessions.

All material in your preparatory folder and in the electronic files of content that you ask to have available to you in controlled sessions, must be checked by your teacher before you can use them in controlled sessions. At the end of each controlled session your teacher will collect in the preparatory folders and give them out again at the start of the next session.

5 The controlled conditions

‘Controlled conditions’ means ‘examination conditions’. You **must** work independently and in silence.

During the 15 hours controlled conditions, you will be using your final design and electronic files of content to prepare the items listed in (i) - (o) of *What you should hand in*. Your teacher will tell you in advance when the 15 hours have been timetabled.

During the controlled conditions, you must **not**:

- communicate in any way with anyone, except the invigilator in the case of equipment failure
- access the Internet or any intranet
- have access to any material except your preparatory folder and electronic files of content.

The work must be completed by the end of the 15 hours of controlled conditions. The work must be submitted on paper as the examiner will not look at work submitted on electronic media such as CD-ROMs or USB memory sticks.

Your final work for submission should include the items in (a) - (o) of *What you should hand in*.

Bibliography guide

This is a guide to the level of detail required for referencing within your bibliography.

Book reference:

Author(s) (year published), Title of book, Publisher.

Website reference:

Name of organisation, Name of document, Available from: hyper text link (date accessed).

Newspaper/magazine reference:

Author(s), Name of article, Name of newspaper/magazine, Date of publication, Page number.

Television/Radio reference:

Name of programme, Broadcaster e.g. radio station, date and time of broadcast.

Journal reference:

Author(s), (year), Title of journal, Publisher, Page numbers.

For each source, your bibliography should also include a description of:

- how this information has been used within your newsletter
- how you have checked the validity of the source.

END OF CANDIDATE BOOKLET

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