



## **General Certificate of Education**

# **Applied Information and Communication Technology 8751, 8753, 8756 & 8759**

**IT02            ICT and Organisations**

## **Report on the Examination**

*2008 examination - June series*

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*Dr Michael Cresswell Director General.*

## Unit 2: ICT and Organisations (IT02)

Presentation of portfolios was, in many cases, of a high standard with correct pagination.

The portfolio requirement for this unit is in three parts. Each section should be clearly identified.

The majority of candidates provided portfolios that conformed to the method of organisation that has been recommended. The portfolio should be split into three parts:

- The first is where the candidates provide evidence that they have researched the use of ICT within organisations of different types and size
- The second part is a formal report, written for a non-IT strategic manager (or similar named person) describing the use of ICT within one named organisation and how it meets the data handling needs of the organisation
- The third part of the portfolio is where the candidate can provide supporting evidence.

Some candidates work was badly organised thus making it difficult to identify and credit work for each section.

Many of the formal reports seen were very clearly laid out with all the elements that could be expected in this type of report. Other candidates did not appear to know how to lay out a formal report and did not gain the marks available for a formal structure, an index, appropriately captioned illustrations, footnotes or correct header / footer. Before attempting this task candidates should be familiar with examples of formal reports and the word-processing facilities that are used when creating them. Hand-written indexes and tables of contents, would not gain credit.

Within the formal report it must be emphasised that what is expected is that candidates will look at the ICT system(s) that are used by an organisation to support the business. Some candidates wrongly discussed CCTV systems, word processing packages and similar uses of ICT, which can not be regarded as ICT systems relevant to this unit.

Some candidates discussed changes to the working styles of employees within their chosen organisation, referring to the skills now required to carry out their jobs, working whilst commuting on the train; the use of mobile technology such as blackberries and so on and received good marks for their descriptions. Many candidates included evidence of changes to working practises, rather than working styles; or merely included comments such as “....speeds up processes...or allows the work to get done faster...”. Other candidates included general comments on how working practises have changed since the introduction of ICT, but had not linked this in any way to the organisation they have been discussing.

### Mark Ranges and Award of Grades

Grade boundaries and cumulative percentage grades are available on the [Results statistics](#) page of the AQA Website.