



General Certificate of Education
June 2011
Advanced Subsidiary and Advanced Award
3, 6 and 12 Unit Award

Applied Information and Communication Technology **IT01/PM**

Unit 1 ICT and Society

15 March to 5 June 2011

AQA-set Assignment – Candidate Booklet

To be given to candidates on or after 15 March 2011

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 of controlled conditions, during which you will complete and evaluate your work.

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.

You will be awarded marks according to the quality of the work you complete and of the quality of written communication you use. The quality of written communication will be assessed within item (k). In this item you will be marked in part, on your ability to use good English, to organise information clearly and to use specialist vocabulary where appropriate.

1 The task

A senior citizens' social club has decided to promote the use of ICT by its members. As a result, it has decided to send a newsletter to all the people on its files explaining how they can use ICT in their lives, in what ways it will benefit them and any drawbacks there may be. It also wants its audience to be aware of how they may be affected by the Computer Misuse Act (1990) and copyright legislation when using ICT.

The social club has asked you to create the newsletter covering a range of examples illustrating the benefits the members could obtain by using ICT systems.

The newsletter must contain an explanation of what restrictions the Computer Misuse Act and copyright legislation place on the use of ICT.

There should also be a section giving advice on how to overcome any drawbacks when using ICT.

Please note that only ICT examples will be accepted and reference to control technology will not be awarded any marks.

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 15 hours of controlled conditions). (1 mark)
- (b) Evidence to show understanding of the needs of the audience and how these will affect the content and layout requirements. (up to 3 marks)

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- (c) Evaluation criteria for the newsletter, that will be used to assess suitability for purpose and audience. *(up to 3 marks)*
 - (d) A bibliography of sources used for research. *(up to 3 marks)*
 - (e) No more than three different possible draft designs for the layout and organisation of the newsletter annotated to show how they are appropriate for the target audience and purpose. *(up to 3 marks)*
 - (f) Evidence of testing the suitability of your draft designs for the audience. *(up to 2 marks)*
 - (g) The final design annotated to show a range of design features and measurements so that it could easily be implemented by a third party. The annotation should show how the layout and content of the design are appropriate for the audience and purpose. *(up to 8 marks)*

Completed during the controlled conditions:

- (h) A screenshot taken at the start of controlled conditions, to show the file names and types of all of the files of researched material that you planned to use during the controlled conditions. *(1 mark)*
- (i) A printout of the template for the newsletter, annotated to show the range of software facilities used and the reasons for their use in relation to audience and purpose. *(up to 6 marks)*
- (j) Screenshots to show how the newsletter was composed and developed, including cross-references to files of research material (h). *(up to 6 marks)*
- (k) A printout of the final newsletter that clearly shows the content.
The quality of written communication will be assessed in this item.
(up to 21 marks for the content of the newsletter and up to 3 marks for acknowledging your sources)
- (l) An evaluation of the final newsletter showing how it is suitable for the 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, referenced to the screenshots in (j), above. *(up to 3 marks)*
- (n) Your initial time plan (a), updated by hand to show how you actually used your time during the investigation time and the controlled conditions and the reasons for any differences. *(up to 2 marks)*
- (o) A screenshot to show the file names and types of all of 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)

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Examples of appropriate details to include in a bibliography are given on page 6 of this booklet.

The work that you hand in should be organised in 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 eg using treasury tags. Plastic wallets and ring binders must **not** be used. Each of the items (a)–(o) should be clearly identified. Hard copies of research materials such as brochures or web page printouts should **not** be included.

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, designing and testing of designs needed for the assignment. Your research should 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 audience
- books
- Internet websites
- CD-ROMs and/or DVDs
- newspapers and/or magazines
- television and/or radio programmes
- information leaflets
- documents.

You may also find it useful to look at examples of newsletters, and other information aimed at a similar audience.

You need to show what research you have carried out by including a bibliography of the sources you have used, including the level of detail as shown on page 6 of this booklet. You should also remember that in your newsletter you must declare the sources and dates of all material used (including quotes, pictures and diagrams) that you have not produced yourself.

By the end of the investigation time you should have:

- produced in **hard copy format** (ie printed or handwritten on paper) the items (a)–(g) of *What you should hand in*. These must be included in your preparatory folder, which should be handed in to your teacher before the start of the controlled conditions.
- prepared all of the content that you wish to include in your newsletter. This 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 individually in an appropriate electronic format. No other files or material should be included.

4 Preparatory folder

This folder should contain, in hard copy format, all of the items (a)–(g) which you should have completed before you start your work under controlled conditions and this *Candidate Booklet*.

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 it in controlled sessions. At the end of each controlled session your teacher will collect in your preparatory folder and return it to you 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 of controlled conditions, you will be using your preparatory folder and electronic files of content to produce the items listed in (h)–(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
- access the Internet or any intranet
- have access to any material except your preparatory folder and electronic files of content
- take in textbooks or photocopies of parts of textbooks
- copy type
- have access to removable media such as CD-ROMS or USB memory sticks.

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 consist of hard copy evidence of the items in (a)–(o) of *What you should hand in*.

Turn over for the bibliography guide

Turn over ►

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, Page number(s)

Website reference:

Name of organisation, Name of document, URL of web page(s), Date accessed

Newspaper/magazine reference:

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

Television/Radio reference:

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

Journal reference:

Author(s), Year, Title of journal, Publisher, Page numbers

CD ROM/DVD reference:

Title of CD ROM/DVD, Name of article/section, Date of production, Production company

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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