General Certificate of Education
January 2012
Advanced Subsidiary and Advanced Award
3, 6 and 12 Unit Award

Applied Information and Communication Technology

IT01/TN

Unit 1   ICT and Society

1 November 2011 to 21 January 2012

AQA-set Assignment – Teachers' Notes

CONFIDENTIAL – OPEN ON OR AFTER 1 November 2011

Unit 1: ICT and Society (IT01)
Teachers' Notes

1 Guidance for teachers

It is expected that the assessment material will be presented to candidates **only after they have been adequately prepared**. Candidates must have an understanding of the content of the unit and the necessary skills to complete the assignment.

Teachers are strongly advised to familiarise themselves with the contents of the *Candidate Booklet* before issuing it to candidates. In addition to this booklet, teachers are also advised to ensure their familiarity with the *Specification* and the *Teachers' Guide* for this unit.

Teachers are not permitted to alter or vary in any way the task that comprises the assignment.

This unit is assessed by external examiners. The unit is assessed through an AQA-set assignment which is researched and prepared by candidates in investigation time and completed during 15 hours of controlled conditions.

This is the only form of assessment for this unit. Only paper-based evidence will be accepted; the external examiners will only be able to award marks based on this evidence. This should be borne in mind when advising candidates.

It is important for teachers to ensure that candidates are aware of the time constraints for this unit and that candidates will need to complete all of the investigation work before the start of the controlled conditions.

Candidates are **not** permitted to carry out any work directly connected with this assignment outside the permitted period of 1 November 2011 to 21 January 2012. Work to be submitted by candidates for assessment must be sent to the AQA examiner by **21 January 2012**. Within this timeframe, the timetabling of investigation time and controlled sessions is for the centre to decide.

Centres will be required to provide AQA with details of the timetabling of the controlled sessions in advance, so that this information can be used by the JCQ Examinations Inspectorate. Inspectors will be visiting centres to check that controlled conditions are being conducted in accordance with the rules set by AQA. Heads of centres are obliged to make arrangements that will facilitate the work of the JCQ Examinations Inspectorate.

Centres should arrange for the scripts to be sent to the examiner using the pre-paid Parcelforce service, ensuring that the exam despatch log is signed by the Parcelforce representative upon collection.

Centres are reminded that candidates' scripts will **not** normally be returned to centres. They may, however, be requested by centres under the Access to Scripts arrangements.

2 Providing guidance for candidates

It is expected that the teacher will discuss in detail the requirements of the assignment prior to candidates starting the assignment. In particular, it should be stressed that candidates must provide paper-based evidence that proves to the examiner that they have met the assessment requirements.

The centre should advise candidates that the majority of the available marks are awarded for the planning, content and evaluation of the web pages, with only a small proportion of marks available for demonstrating practical ICT skills.

The centre should advise candidates that they should study carefully the *What you should hand in* section of the *Candidate Booklet*. Candidates **must** focus their research and the content of the web pages on the assignment as detailed in the *Candidate Booklet*.

Candidates should be made aware that a different assignment will be set for each examination series.

The teacher should ask candidates to make sure that printouts of screenshots are clear for an examiner to read.

3 The quality of written communication

The quality of written communication will be assessed as an important part of item (k) (see Section 4 *What candidates should hand in*). In this item candidates will in part be marked on their ability to use good English, to organise information clearly and to use specialist vocabulary where appropriate.

Guidance on the range of marks for item (k), taking into account the quality of written communication used, is shown in the specimen paper found on the AQA Website.

4 What candidates should hand in

When the assignment has been completed each candidate should hand in the following.

Completed during the investigation time:

(a) A time plan to show how the candidate 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. *(3 marks)*

(c) Evaluation criteria for the web pages, that will be used to assess suitability for purpose and audience. *(3 marks)*

(d) A bibliography of sources, of different types, used for research. *(3 marks)*

(e) No more than three different possible draft designs for the layout and organisation of the set of web pages annotated to show how they are appropriate for the target audience and purpose. *(3 marks)*

(f) Evidence of testing the suitability of their draft designs for the audience. *(2 marks)*

Turn over ▶

(g)   The final design annotated to show a range of design features used and the details that would be needed so that it could be implemented by a competent third party. The annotation should justify how the layout and content of the design are appropriate for the audience and purpose. *(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 they planned to use during the controlled conditions. *(1 mark)*

(i)   Screenshots of their set of web pages, annotated to show the range of software facilities used and the reasons for their use in relation to purpose and audience. *(6 marks)*

(j)   Screenshots to show how the web pages were composed and developed, including cross-references to files of research material (h). *(6 marks)*

(k)   A printout of all the final web pages that clearly shows the content.
(21 marks for the content of the web pages and the quality of written communication used in them, and 3 marks for acknowledging their sources)

(l)   An evaluation of the final set of web pages showing how they are suitable for the audience and purpose. Reference should be made to the evaluation criteria (c). *(3 marks)*

(m)   An evaluation of their own performance in producing the web pages, explaining how they overcame any problems, referenced to the screenshots in (j), above. *(3 marks)*

(n)   Their initial time plan (a), updated by hand, to show how they actually used their time during the investigation time and the controlled conditions, and the reasons for any differences. *(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 their initial list (h). *(2 marks)*

(Total = 70 marks)

Examples of appropriate details to include in a bibliography are given in the *Candidate Booklet*.

A completed *Candidate Record Form* must be attached to the front of each candidate's work.

The work that candidates hand in should be organised into an appropriate order and page numbered. They should put their name, centre number and candidate number on each page. Each candidate's 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 are **not** required or permitted.

5 The investigation time

The investigation time begins when candidates are handed the *Candidate Booklet*. This must occur at the first convenient time after the date printed on the front cover of the booklet.

During the investigation time, candidates will be expected to carry out all the research, planning, designing and testing of designs needed for the assignment. This may include receiving advice from the teacher, as well as undertaking work at home. However, teachers should not be directing candidates as to how to carry out the work. Candidates may spend as much time as they wish on this stage of the assignment. The material produced by candidates for items (a)–(g) should be produced in hard copy format (ie printed or handwritten on paper), placed in a preparatory folder and handed to the teacher before the start of the controlled conditions.

Candidates should also prepare all the content to be included in the web pages and submit it to the teacher in electronic format before the start of the controlled conditions so it can be made available to the candidate during the controlled conditions. **This content must be in plain text files without formatting (eg .txt files)**. Pictures, diagrams and other images can be stored in an appropriate electronic format. No other material should be included.

6 Preparatory folder

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

If candidates find that between controlled sessions they need additional content for their web pages they must give this to the teacher in electronic format so that it can be checked before it is made available for use during the remaining sessions.

The supervising teacher is responsible for checking the contents of the preparatory folders and the electronic files to ensure that candidates only have access to the materials that are allowed during controlled conditions.

The preparatory folders must **not** include any material that attempts items (h)–(o).

7   Providing computer facilities

Teachers must ensure that suitable equipment is available to candidates to enable them to complete their work effectively.

There is no requirement for candidates to submit work that has been printed in colour. However, candidates should be advised to annotate any black and white printouts to indicate to the examiner the colours that have been used.

Centres could create separate computer user areas (on computers or servers used by candidates) in which candidates will save their work. Centres must ensure that these user areas cannot be accessed by candidates outside controlled sessions. Access to these areas must be directed and controlled by the teacher. This is most easily achieved by the changing of passwords (which would be unknown to candidates until the start of the next controlled session), or by use of an electronic time-lock, although other electronic means are acceptable.

Candidates must **not** be able to access the Internet, intranet or any personal or shared directories during controlled sessions, and the centre must make provision for such access to be prevented.

Candidates are **not** allowed any access to removable media during controlled sessions.

8   The controlled conditions

'Controlled conditions' means 'examination conditions'. Candidates **must** work independently and in silence. However, candidates may receive appropriate assistance to resolve difficulties caused by equipment failure.

During the 15 hours of controlled conditions, candidates must complete the items (h)–(o). During this time candidates have unlimited access to the hard copy material in their preparatory folder.

Teachers must ensure that all candidates have access to a copy of the *Candidate Booklet* during all of the controlled sessions. Where necessary, they should provide candidates with spare copies of the *Candidate Booklet*.

Teachers will need to tell candidates when the 15 hours of controlled conditions have been timetabled. Particularly important is the time and date when the controlled conditions will end. The final deadline set by the centre cannot exceed the AQA deadline of 21 January 2012.

The supervising teacher must collect in the preparatory folders after each controlled session, and give them out at the start of the next. During the controlled conditions, each candidate must **not** have access to any material other than the paperwork in their preparatory folder and the electronic files submitted for checking. Candidates are permitted to carry out additional research and planning between individual controlled sessions. However, between controlled sessions they are **not** permitted access to their preparatory folder or to the computer user areas they use for this unit's assessment work.

Teachers should ensure that any candidate who is unavoidably absent from a controlled session is given the opportunity to make up the time missed, provided that the AQA deadline is still met.

9 Authenticating candidates' work

Teachers must sign a *Centre Declaration Sheet* to authenticate candidates' work and to confirm that the rules for controlled conditions have been followed.

The candidates must each complete a *Candidate Record Form* to confirm that the work is their own.

Teachers and candidates should have read and must adhere to the Joint Council for Qualifications documentation regarding plagiarism.

The centre must also use the *Record of Controlled Sessions* form on page 8 of this booklet to record the dates and times of controlled sessions. This record must be signed by both the supervising teacher(s) and the Head of Centre to confirm the dates on which the controlled sessions took place. The form must be detached from the booklet and sent to the AQA examiner with the candidates' work.

All of these forms can be downloaded from the AQA Website www.aqa.org.uk

END OF TEACHERS NOTES

AQA

Record of Controlled Sessions
2012

GCE Applied ICT
Unit 1: ICT and Society (IT01)

Centre name: .... Centre Number: ☐ ☐ ☐ ☐ ☐

Date	Time (from/to)	Number of hours and minutes	Signature of supervising teacher(s)
Total number of hours			Use additional sheets if necessary

Declaration

I confirm that, on the occasions listed above, candidates' AQA-assessed work was produced under controlled conditions as specified in the *Teachers' Notes* and in the terms and conditions of the *GCE in Applied ICT Specification*, and that every reasonable step has been taken to ensure that the work presented is that of the candidates named. Any assistance given to candidates beyond that given to the class as a whole and beyond that described in the Specification has been recorded on the *Externally-assessed work: Candidate Record Form*.

Signature of Head of Centre: .... Date: ....