AQA

GCE Applied ICT (8751/3/6/9)
Unit 2: ICT and Organisations (IT02)

Centre name: ……………………………………………………

Centre no:

Candidate name: ……………………………………………………

Candidate no:

This form should be completed and attached to the candidate's work and retained at the Centre, or sent to the moderator as required.

Assessment Objective 1 (AO1): Practical capability in applying ICT (up to 21 marks)

Row	1 mark	2 marks	3 marks	Marks
1	Candidate has produced an initial draft of the formal report.	Candidate has produced an initial draft of the formal report and annotated it to show changes required to structure and/or layout.	Candidate has produced a corrected, final version of the report that incorporates the changes.	
2	Candidate has proofread the initial draft of the formal report and annotated errors requiring correction.	Candidate has proofread the initial draft of the formal report and annotated errors requiring correction, using symbols that can be easily understood.	Candidate has also produced a corrected, final version of the report that incorporates the changes and is free from obvious errors.	
3	Candidate has produced a formal report that has little structure.	Candidate has produced a formal report that has a formal structure and is divided into logical sections.	Candidate has produced a highly structured formal report with appropriate, logical, numbered sections and paragraphs.	
4	Candidate has produced a formal report that uses a header/footer.	Candidate has produced a formal report that uses a header/footer that identifies the report content and author.	In addition, the header/footer changes, as necessary, to reflect the section headings in the formal report.	
5	Candidate has produced a formal report that has a basic index.	Candidate has produced a formal report containing an index that references some appropriate key words.	Candidate has produced a formal report containing an index that comprehensively references appropriate key words.	
6	Candidate has produced a formal report that incorporates diagrams and/or other illustrations.	Candidate has produced a formal report that incorporates diagrams and/or other illustrations that have appropriate captions for ease of reference.		

Row	1 mark	2 marks	3 marks	Marks
7	Candidate has produced a formal report that uses footnotes and/or endnotes.	Candidate has produced a formal report that uses footnotes and/or endnotes appropriately.		
8	Candidate has produced a statement about copyright in relation to the formal report.	Candidate has stated what action they have taken to ensure that the formal report fully complies with copyright.		

Assessment Objective 2 (AO2): Knowledge and understanding of ICT systems and their roles in organisations and society (up to 21 marks)

Row	1 mark	2 marks	3 marks	4 marks	Marks
1	In their research, the candidate has briefly described the role of at least one ICT system in an organisation.	In their research, the candidate has described, in some detail, the role of at least one ICT system in an organisation.			
2	In their research, the candidate has briefly described the role of at least one ICT system (of a different type from the one above) in an organisation (of different type and size from the one above).	In their research, the candidate has described, in some detail, the role of at least one ICT system (of a different type from the one above) in an organisation (of different type and size from the one above).			
3	In their research, the candidate has provided a basic description of how ICT systems used by organisations help them to meet their data handling needs.	In their research, the candidate has provided a detailed description of how the ICT systems used by organisations help them to meet their data handling needs.	In their research, the candidate has provided a detailed description of how the ICT systems used by organisations help them to meet their data handling needs, by explaining these in terms of the organisations' purposes.		
4	In their formal report, the candidate has provided a basic description of the information needs of a specific organisation.	In their formal report, the candidate has described how one specific ICT system handles the information needs of a specific organisation.	In their formal report, the candidate has described how one specific ICT system handles the information needs of a specific organisation by referring in detail to its inputs, outputs and the methods of communication used by the system.	In their formal report, the candidate has also explained the way that the specific system helps the organisation to meet its purpose and goals.	
5	In their formal report, the candidate has provided a basic description of the processing taking place within the system.	In their formal report, the candidate has provided a detailed description of the processing taking place within the system.			

Row	1 mark	2 marks	3 marks	4 marks	Marks
6	In their formal report, the candidate has provided some background information about the organisation.	In their formal report, the candidate has provided detailed background information about the organisation.			
7	In their formal report, the candidate has provided a statement about how ICT has had an effect on working styles within the organisation.	In their formal report, the candidate has provided a detailed description of how ICT has affected working styles within the organisation.	In their formal report, the candidate has provided a detailed description that explains how ICT has affected working styles within the organisation.		
8	Candidate has used some technical language in writing the formal report.	Candidate has used appropriate terminology in writing the formal report.	Candidate has used appropriate terminology in writing the formal report and explained the terms used.		

Assessment Objective 3 (AO3): Apply knowledge, skills and understanding to produce solutions to ICT problems (up to 14 marks)

Row	1 mark	2 marks	3 marks	Marks
1	Candidate has listed the information sources used for their research.	Candidate has stated what information was selected, from each source listed, for use in their research.	Candidate has explained why the information selected was appropriate for use in their research.	
2	Candidate has listed the information sources used for their formal report.	Candidate has stated what information was selected, from each source listed, for use in their formal report.	Candidate has explained why the information selected was appropriate for use in their formal report.	
3	Candidate has produced a formal report that provides some evidence of carrying out research into the organisation; states who the report has been written for, and the purpose of the report.	Candidate has produced a formal report that provides much evidence of carrying out research into the organisation; describes who the report has been written for, and the purpose of the report.		
4	Candidate has produced a formal report that provides some evidence of carrying out research into how the organisation makes use of information to support its purposes.	Candidate has produced a formal report that provides much evidence of carrying out research into how the organisation makes use of information to support its purposes.	Candidate has produced a formal report that provides detailed evidence of carrying out research into how the organisation makes use of information to support its purposes.	
5	Candidate has produced a formal report that provides some evidence of checking for meaningful content.	A draft version of the formal report has been annotated to show changes that need to be made to ensure the content is accurate and meaningful. The report has been checked by someone other than the candidate.	In addition, the candidate has produced a final version of the formal report that has been amended where necessary, and is meaningful in content.	

Assessment Objective 4 (AO4): Evaluate ICT solutions and own performance (up to 14 marks)

Row	1 mark	2 marks	3 marks	4 marks	Marks
1	Candidate has provided a brief description of actions taken to solve the problem.	Candidate has described actions taken to solve the problem.	Candidate has clearly described actions taken to solve the problem and shown a clear understanding of what they have done and why.	In addition, the candidate has also shown clearly how the changes made have improved their portfolio.	
2	Candidate has provided limited evidence of time management or planning.	Candidate has provided some evidence of time management and planning. They have met some deadlines and have shown that they understand the need to monitor their progress.	Candidate has provided strong evidence of time management and planning, fully monitored their progress and met deadlines. Reasons for any missed deadlines have been explained.		
3	Candidate has provided some evaluation criteria for the formal report and has carried out some testing.	Candidate has provided both qualitative and quantitative evaluation criteria, some of which are appropriate to assess if the client needs have been met. They have tested the formal report against the criteria.	Candidate has identified qualitative and quantitative evaluation criteria that are appropriate for assessing whether client needs have been met and testing took full account of the evaluation criteria.		
4	Candidate has attempted to evaluate their formal report.	Candidate has evaluated their formal report and identified some strengths, weaknesses and areas for improvement.	Candidate has evaluated their formal report and successfully identified strengths, weaknesses and areas for improvement.	In addition, the candidate has drawn meaningful conclusions from their evaluation and made appropriate changes to the formal report as a result.	

Assessment objective	Maximum mark	Mark awarded
AO1	21	
AO2	21	
AO3	14	
AO4	14	
Total	70	