



# Centre-assessed work Marking Grid 2013

## GCE Applied ICT (8751/3/6/9) Unit 12: Publishing (IT12)

Centre name: .....

Centre no:

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Candidate name: .....

Candidate no:

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*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 17 marks)

Row	1 mark	2 marks	3 marks	4 marks	Marks
1	Candidate has produced an initial version of the document.	In addition the candidate has <b>provided evidence</b> of using software tools <b>and</b> proof-reading to check <b>and</b> correct the spelling and grammar in the initial version.	Candidate has <b>described</b> how they have used software tools <b>and</b> proof-reading to <b>correct</b> the content <b>and</b> layout of the document produced.	<b>In addition</b> , the candidate has ensured that content and imported images meet the client needs.	
2	Candidate has provided evidence of using some software features.	Candidate has provided evidence of using a range of software features appropriate to meet the client needs.	Candidate has described how the range of software features has been used to meet the client needs.		
3	Candidate has imported some appropriate images.	Candidate has imported some appropriate images and <b>resized</b> them appropriately for the layout of the document.	Candidate has described how and why they have imported the images and resized them for the layout of the document.		

Row	1 mark	2 marks	3 marks	4 marks	Marks
4	Candidate has provided a printout of the final document.	Candidate has produced a final version of the document in a format for reproduction which is appropriate for the client needs.	Candidate has produced a final version of the document in a format for reproduction which is appropriate for the client needs and has described in detail how the document was assembled.	Candidate has produced a final version of the document, in an appropriate format for reproduction and has described in detail how the document was assembled and how it meets the needs of the client.	
5	Candidate has shown some awareness of standard ways of working, in particular file management.	Candidate has demonstrated the consistent use of standard ways of working, in particular file management.	<b>In addition,</b> candidate has explained the importance of close adherence to standard ways of working, in particular file management.		

**Assessment Objective 2 (AO2): Knowledge and understanding of ICT systems and their roles in organisations and society (up to 7 marks)**

Row	1 mark	2 marks	3 marks	Marks
1	Candidate has <b>discussed</b> and <b>agreed</b> the brief with the client and has listed hardware and software requirements.	Candidate has <b>discussed</b> and <b>agreed</b> the brief with the client, relating the hardware and software needs to the requirements of the brief.		
2	Candidate has considered previously published material to identify a range of house styles and has researched different possible formats for delivery of the final publication to the client.	Candidate has researched previously published materials and has discussed alternative house styles with the client.	Candidate has used the results of their research to agree, with the client, both an appropriate house style and format of delivery for the final publication.	
3	Candidate has <b>agreed</b> an implementation schedule with the client.	Candidate has <b>agreed</b> a realistic implementation schedule with the client.		

**Assessment Objective 3 (AO3): Apply knowledge, skills and understanding to produce solutions to ICT problems (up to 18 marks)**

Row	1 mark	2 marks	3 marks	4 marks	Marks
1	Candidate has listed some of the needs of the client.	Candidate has described the needs of the client.	Candidate has produced a detailed description of the needs of the client, including type of document required, purpose, audience and timescale		
2	Candidate has investigated costs of different production methods.	Candidate has related production methods to the needs of the client and has produced comparative costs of production.	Candidate has recommended appropriate production methods, including cost of production, and has ensured that these meet the client needs.		
3	Candidate has produced outline sketches of the initial designs.	The outline sketches meet some client needs.	The outline sketches meet all client needs.	Candidate has produced complete sketches of the initial designs and has described how they meet all client needs.	
4	Candidate has included some information in the designs that describe the formatting that will be necessary to produce the documents.	Candidate has included <b>detailed</b> information in the designs that describe the formatting necessary to produce the documents OR the candidate has include limited information that describes the formatting, <b>but</b> has described how it meets client needs.	Candidate has produced detailed formatting information <b>and</b> has described how <b>some</b> of it meets client needs.	Candidate has produced detailed formatting information <b>and</b> has described how <b>all</b> of it meets client needs.	
5	Candidate has produced a document and stated the house style used.	Candidate has produced a document and described the house style used.	Candidate has produced a document and the house style used by reference to client needs.	Candidate has produced a document that fully meets client needs and has justified the house style used.	

**Assessment Objective 4 (AO4): Evaluate ICT solutions and own performance (up to 28 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 and has identified some strengths, weaknesses and areas for improvement in their actions.	Candidate has described and reviewed actions taken to solve the problem and successfully identified strengths, weaknesses and areas for improvement, and has made appropriate changes as a result.	Candidate has described and critically reviewed actions taken to solve the problem in detail and successfully identified strengths, weaknesses and areas for improvement. Candidate has made appropriate changes as a result of this evaluation and provided an explanation.	
2	Candidate has provided some evidence of time management or planning.	Candidate has provided a list of tasks as evidence of time management or planning, with an estimate of times required.	Candidate has provided a detailed list of tasks as evidence of time management or planning, with an estimate of times required.	Candidate has also fully monitored their progress, in carrying out the tasks, against the estimated times.	
3	Candidate has met some of the deadlines set for the project.	Candidate has monitored their progress and met most of the deadlines set for the project.	Candidate has met most deadlines set for the project and made comments that show their understanding of the need to monitor their progress throughout the life of the project.	Candidate fully monitored their progress in meeting deadlines throughout the life of the project. If any deadlines have been missed, reasons have been documented and explained.	
4	Candidate has provided some evaluation criteria for the solution.	Candidate has provided both qualitative and quantitative evaluation criteria, some of which are appropriate to assess if the client needs have been met OR the candidate has produced a detailed test plan to test the publication.	Candidate has correctly identified qualitative and quantitative evaluation criteria that are appropriate for assessing whether client needs have been met <b>and</b> has designed a detailed test plan to take account of the evaluation criteria.	Candidate has correctly identified qualitative and quantitative evaluation criteria appropriate to client needs and designed a comprehensive, fully documented, testing plan to take full account of the evaluation criteria.	

Row	1 mark	2 marks	3 marks	4 marks	Marks
5	Candidate has provided evidence of carrying out simple testing of the solution.	Candidate has provided evidence of carrying out appropriate testing of the solution.	Candidate has drawn meaningful conclusions and made appropriate changes to the solution as a result of testing and feedback from the client.	Candidate has discussed the solution with the client. Candidate has drawn meaningful conclusions and made appropriate changes to the solution as a result of testing and feedback from the client. Candidate has explained and justified why changes have been made.	
6	Candidate has attempted to evaluate the solution.	Candidate has evaluated their solution and identified some strengths, weaknesses and areas for improvement.	Candidate has critically evaluated their solution and successfully identified strengths, weaknesses and areas for improvement.	Candidate has critically evaluated their solution and successfully identified strengths, weaknesses and areas for improvement, relating them to the client needs.	
7	Candidate has used written expression in a non-specialist way.	Candidate has used written expression with some specialist vocabulary to organise information.	Candidate has used written expression with suitable specialist vocabulary to organise and interpret information.	Candidate has used written expression with appropriate specialist vocabulary to organise and interpret information within complex subject matter.	

Assessment objective	Maximum mark	Mark awarded
AO1	17	
AO2	7	
AO3	18	
AO4	28	
<b>Total</b>	<b>70</b>	