

General Certificate of Education
2011
Advanced Subsidiary and Advanced Level Award
3, 6, 9 and 12 Unit Award

**APPLIED INFORMATION AND
Unit 1 ICT and Society**

IT01/TN

Specimen Paper

AQA-set Assignment – Teachers' Notes

CONFIDENTIAL – OPEN ON OR AFTER dateline

This specimen is based on the June 2008 externally assessed assignment and has been modified to show how quality of written communication (QWC) will be incorporated into operational papers from January 2011.

Vertical black lines indicate a change or addition to the June 2008 version.

There are no discrete marks for QWC and in the final answer QWC will be one of the criteria used to assign a mark. Please refer to the appropriate mark scheme.

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. The scenario given in this assignment is only valid for the current examination series.

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.

Candidates are **not** permitted to carry out any work directly connected with this assignment outside the permitted period of 15 March to 5 June 2008. Work to be submitted by candidates for assessment must be sent to the AQA examiner by **5 June 2008**. Within this timeframe, the timetabling of investigation time and controlled sessions is for the centre to decide.

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 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 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 with candidates prior to 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.

3 Quality of written communication

The quality of written communication will be assessed as an important part of item (k). 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.

The guidance being given to examiners regarding the awarding of the range of marks for item (k) is shown below.

High mark range 16-21

Candidate covers all of the issues and shows that they fully understand most if not all of them. Candidate has included benefits and drawbacks and has explained most of these in relation to the residents. Text is readable. There are few, if any, errors of spelling, punctuation and grammar. Meaning is clear for a reader. Candidate has selected and used a form and style of writing and presentation appropriate to purpose and audience, and has expressed complex ideas clearly and fluently. Sentences and paragraphs follow on from one another clearly and coherently. Specialist vocabulary has been used appropriately, including appropriate technical terms that relate to ICT.

Upper mid-mark range 11-15

Candidate refers to a number of the issues and shows reasonable understanding of them. Candidate has included benefits and drawbacks and has explained some of these in relation to the residents. Text is readable. There may be occasional errors of spelling, punctuation and grammar. Meaning is clear for a reader. Candidate has, in the main, used a form and style of writing and presentation appropriate for its purpose and audience, with occasional lapses. Candidate has expressed moderately complex ideas clearly and reasonably fluently. Candidate has used well-linked sentences and paragraphs. Information or arguments are generally relevant and well structured.

Lower mid-mark range 5-10

Candidate refers to most or all of the issues but shows only some understanding of them. Candidate has described some benefits and drawbacks. Text is readable. There may be some errors of spelling, punctuation and grammar, but not such as to cause problems in the reader's understanding and not such as to suggest a weakness in these areas. Candidate has used a form and style of writing and presentation sometimes appropriate to its purpose and/or audience, but with many deficiencies. Candidate has expressed straightforward ideas clearly, if not always fluently. Sentences and

paragraphs may not always be well-connected. Information or arguments may sometimes stray from the point or be weakly presented.

Low mark range 0-4

Candidate refers to few of the issues. Text maybe difficult to read. There are errors of spelling, punctuation and grammar, which cause problems in the reader's understanding and may suggest a weakness in these areas. The candidate has used a form and style of writing and presentation generally not appropriate to its purpose or audience. Ideas are not well expressed. Sentences and paragraphs are used in some text, but not always appropriately.

4 What candidates 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 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. *(up to 3 marks)*
- (c) The evaluation criteria for the web pages 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 set of web pages. *(up to 3 marks)*
- (f) Evidence of testing the suitability of your draft designs for the audience. *(up to 2 marks)*
- (g) The final annotated design. 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 screen shot 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) Screen shots of their set of web pages, annotated to show the facilities of the software used to implement the final design. *(up to 6 marks)*
- (j) Screen shots to show how the web pages were composed, cross-referenced to the files of researched material (h). *(up to 6 marks)*

- (k) A printout of all the final web pages that clearly shows the content.
*The quality of written communication will be assessed in this item
(the content of the web pages up to 21 marks)*
- (l) Acknowledgment of sources used in the web page content. *(up to 3 marks)*
- (m) 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).
(up to 3 marks)
- (n) An evaluation of their own performance in producing the web pages, explaining how they overcame any problems, referenced to the screen shots in (j), above.
(up to 3 marks)
- (o) Their initial time plan (a), updated by hand, to show how they actually used their time during the investigation time and the controlled conditions. *(up to 2 marks)*
- (p) A screen shot 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).
(up to 2 marks)

(Total = 70 marks)

Each candidate's work must have a completed *Candidate Record Form* attached to the front of it.

Examples of appropriate formats for use in a bibliography are given in the *Candidate Booklet*.

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 e.g. using treasury tags. Plastic wallets and ring binders must **not** be used. Each of the items (a) – (p) 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 (i.e. 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.

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 (g)-(l).

7 Providing computer facilities

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

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. Teachers must ensure that candidates do not use USB memory sticks or other removable media at any time.

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) – (p). During this time candidates have unlimited access to the hard copy material in their preparatory folder.

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 5 June 2008.

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 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