
Teacher Guide – Externally Assessed Units

1 PRE-RELEASED CASE STUDY MATERIAL

Each pre-released case study, together with the examination, provides the external assessment for one of the following externally assessed units:

- Unit 2: How Organisations Use ICT
- Unit 15: Software Development
- Unit 16: Networking Solutions

The pre-released tasks do not replace the teaching of the unit. To achieve the assessment requirements, candidates need to take part in a planned learning programme which covers the knowledge and skills specified in the 'What You Need to Learn' section of the unit specification.

Each case study will comprise of:

- a case study of a fictional company;
- two or more sets of pre-released tasks relating to the case study. One of the pre-released tasks will give guidance on the notes that the candidate needs to make to help them prepare for the exam. The remaining task(s) will be awarded marks by OCR. The maximum number of marks available for the task(s) will be stated. The marked tasks will change from the January to the June examination session.

2 TIME ALLOCATION

The nominal time allowance for a GCE unit is 60 hours. The external assessment (pre-released tasks and examination) should represent approximately one-third of the unit time. Some tasks may take longer to complete than others and candidates can be guided on the amount of time to take for each task.

3 DELIVERY PATTERNS

Candidates can be given the pre-released tasks at any time before the examination, but it is essential that candidates are adequately prepared before starting the pre-released tasks.

4 SUPERVISION OF PRE-RELEASED TASKS

Teachers are not required to supervise candidates directly when they are carrying out research or preparatory work for the pre-released tasks. However, the tasks must be carried out under conditions that enable the teacher to be confident that the work is the candidate's own.

Candidates can be given support and advice in the interpretation of the materials and tasks. They should not, however, be directly assisted in carrying out the tasks. As far as possible, candidates' work should be produced using ICT. Diagrams may be hand-drawn.

Supervision of the use of ICT and control of access to files must be sufficient to ensure that the material submitted for marking is the authentic original work of the individual candidate.

Teachers must take the steps necessary to satisfy themselves that the work submitted is solely that of the candidate concerned. Information taken from other sources, such as the Internet, must be reworked such that it is the candidate's own wording. It is not acceptable or advisable for candidates to copy large parts of material from other sources as the tasks require candidates to apply their knowledge to the case study.

5 SUBMISSION OF PRE-RELEASE TASKS

The work produced in response to the pre-released tasks must be submitted to the teacher when it is completed. Candidates must present their work as a hard copy.

The work should be collated so that it is presented in task order. Candidates **must not** submit any material other than their response to the pre-released tasks.

Each page of the work must be marked clearly with the candidate's name, centre number and task number.

There should be no annotation other than page numbering on candidates' printouts.

Teachers must not assess the work produced in response to the pre-released tasks.

The candidate's work must then be kept secure until it is returned to the candidate at the start of the examination.

6 AUTHENTICATION

Candidates must sign a Candidate Authentication Form to indicate that the work is their own. The teacher must collect in the candidate authentication forms and store them securely before confirming that the material submitted in response to the pre-released tasks is the candidate's own work. The Candidate Authentication Form should be completed and sent with the examination scripts to the examiner.

7 THE EXAMINATION

The work submitted in response to the pre-released tasks must be given back to candidates at the start of the examination.

- 80 marks out of the total 100 marks available for the assessment can be awarded from the pre-released tasks and notes. Of this 80, 30 marks are available for completing some of the tasks. The remaining marks are available for responses to questions that relate to the pre-released tasks. If, prior to the exam, a candidate has not completed the pre-released tasks for which marks are available, they may complete them in the exam on additional examination stationary. However, the time allowance for the exam is based upon the time needed to answer each examination question. Candidates will disadvantage themselves if they use up valuable examination time responding to the marked pre-released tasks.
- 20 of the marks are awarded from knowledge based on the 'What you need to Learn' section of each unit.

Candidates must answer questions in the question paper in the space provided in the question paper only or by using additional examination stationary. Candidates **must not** highlight sections of their notes and refer the examiner to them. They may only use their notes that have been prepared from the pre-released tasks to help answer the questions.

At the end of the examination the work produced in response to the pre-released tasks must be submitted to OCR inside the question paper.

In June, if candidates wish to re-sit the examination, work produced for a January examination will need to be updated. The pre-released tasks that are awarded marks will change for each examination session. The case study and the task that enables candidates to make notes from the pre-released material will remain the same in any given academic year.