

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

RECOGNISING ACHIEVEMENT

<b>Unit Title</b>	<b>7 Communicating using computers</b>	<b>Unit Code</b>	<b>G046</b>	<b>Session</b>	Jan / June	<b>Year</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Centre Name</b>						<b>Centre Number</b>			
<b>Candidate Name</b>						<b>Candidate Number</b>			

**Evidence:** You produce reports on: an organisation detailing how they make use of the intranet and Internet; an existing website; setting up a planned website. You produce a web page and host it online and configure a single computer for Internet and e-mail access.

Criteria			Teacher Comment		Page No.
<b>a.1:</b> You identify how the Internet and intranet are currently used and how they help the organisation meet its objectives; you make little or no attempt to describe any improvements the organisation could make to how it uses the Internet and intranet; <div>[0 1 2]</div>	<b>a.2:</b> you describe how the Internet and intranet are currently used, the advantages and disadvantages of the current use, and how they help the organisation meet its objectives; you identify <b>one</b> improvement the organisation could make to how it uses the Internet and intranet; <div>[3 4]</div>	<b>a.3:</b> you describe how the Internet and intranet are currently used, the advantages and disadvantages of the current use, and how they help the organisation meet its objectives; you describe improvements the organisation could make to how it uses the Internet and intranet. <div>[5 6]</div>			
					Mark
<b>b(i).1:</b> You identify the purpose of the nominated website and you describe <b>two</b> different services provided by the website; you identify the use of at least <b>one</b> Internet technology;; <div>[0 1 2]</div>	<b>b(i).2:</b> you identify the purpose of the nominated website and you describe a range of different services provided by the website; you identify the use of at least <b>two</b> Internet technologies; <div>[3 4]</div>	<b>b(i).3:</b> you identify the purpose of the nominated website and you describe a range of different services provided by the website; you identify and explain the use of at least <b>two</b> Internet technologies. <div>[5 6]</div>			
					Mark
<b>b(ii).1:</b> You produce a diagrammatic structure of the website identifying titles of pages and hyperlinks; you show little or no evidence of understanding of code used in web pages; <div>[0 1 2]</div>	<b>b(ii).2:</b> you produce a diagrammatic structure of the website identifying titles of pages and hyperlinks; you annotate the code used in at least <b>three</b> web pages; <div>[3 4]</div>	<b>b(ii).3:</b> you produce a diagrammatic structure of the website identifying titles of pages and hyperlinks; you annotate and explain the code used in at least <b>three</b> web pages. <div>[5 6]</div>			
					Mark
<b>c.1:</b> You identify some of the costs, connection methods and hardware/software that need to be considered to create and host your planned website; you do not consider ISPs to host your website; your report may contain errors in spelling, punctuation and grammar; <div>[0 1 2 3]</div>	<b>c.2:</b> you describe a range of costs, valid connection methods and hardware/software, including bandwidth requirements, that need to be considered to create and host your planned website; you identify a suitable ISP for hosting your website; your report contains few spelling, punctuation and grammar errors; <div>[4 5 6]</div>	<b>c.3:</b> you describe a range of costs, valid connection methods and hardware/software, including bandwidth requirements, that need to be considered to create and host your planned website; you identify a suitable ISP and give reasons for its suitability for hosting your website in relation to its technical requirements; your report is consistently well-structured and there are few, if any, spelling, punctuation and grammar errors. <div>[7 8 9]</div>			
					Mark
Criteria			Teacher Comment		Page No.

<b>d(i).1:</b> You create <b>one</b> web page from your planned website with no identification of Internet technologies used;  <div style="text-align: right;"><b>[0 1]</b></div>	<b>d(i).2:</b> you create <b>one</b> web page from your planned website and identify the use of at least <b>one</b> Internet technology used;  <div style="text-align: right;"><b>[2]</b></div>	<b>d(i).3:</b> you create <b>one</b> web page from your planned website and identify the use of at least <b>one</b> Internet technology used; you will host the web page online.  <div style="text-align: right;"><b>[3]</b></div>					
			<div style="text-align: center;"><b>Mark</b></div>				
<b>d(ii).1:</b> You comment on your actions and role in creating and getting a web page hosted online;  <div style="text-align: right;"><b>[0 1 2 3]</b></div>	<b>d(ii).2:</b> you include an analysis on your experiences in order to improve your own performance;  <div style="text-align: right;"><b>[4 5]</b></div>	<b>d(ii).3:</b> you include an analysis on your experiences suggesting how you might approach a similar task in the future.  <div style="text-align: right;"><b>[6 7 8]</b></div>					
			<div style="text-align: center;"><b>Mark</b></div>				
<b>e.1:</b> You identify some of the hardware/ software and information required to set up a computer for Internet and e-mail access; you do not install any communication software; you make changes to <b>two</b> different browser configuration settings; you show evidence of setting up an appropriate filing structure for e-mails; you identify part of the installation process for the communication software;  <div style="text-align: right;"><b>[0 1 2 3 4]</b></div>	<b>e.2:</b> you you identify the hardware/software and information required to set up a computer for Internet and e-mail access; you install <b>one</b> piece of communication software; you describe and produce evidence of <b>two</b> different configuration changes made to a browser; you produce evidence on sending and receiving e-mails and filing received e-mails; you identify the steps that you went through for the installation process for the communication software;  <div style="text-align: right;"><b>[5 6 7 8]</b></div>	<b>e.3:</b> you identify a range of hardware/software and information that could be used to set up a computer for Internet and e-mail access; you install <b>three</b> pieces of communication software; you describe and produce evidence of <b>two</b> different configuration changes made to a browser, and produce evidence on sending and receiving e-mails and filing received e-mails; you produce an installation guide for the communication software identifying all settings required.  <div style="text-align: right;"><b>[9 10 11 12]</b></div>					
			<div style="text-align: center;"><b>Mark</b></div>				
<b>Total/50</b>							
If this work is a re-sit, please tick <input type="checkbox"/>		Session and Year of previous submission	Jan / June	<div style="text-align: center;"><b>2</b></div>	<div style="text-align: center;"><b>0</b></div>	<div style="text-align: center;"><b>0</b></div>	Please tick to indicate this work has been standardised internally <input type="checkbox"/>

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).

Please complete one *Centre Authentication Form* (CCS160) for each unit and forward to the moderator with your sample.

### Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.