

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.

<b>Unit Title</b>	<b>1 Using ICT to communicate</b>	<b>Unit Code</b>	<b>G040</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 a report comparing two types of business document from each of three organisations and six original communications for different purposes that demonstrate a range of writing and presentation styles and that would be communicated by different methods.

Criteria			Teacher Comment	Page No.
<b>a.1:</b> You describe the layout and/or purpose of the six collected documents, identifying some good and some bad points about the writing and/or presentation styles of similar items; you make little comment on their suitability for purpose, use of housestyle and/or how they could be improved; your report may contain errors in spelling, punctuation and grammar;  <b>[0 1 2 3]</b>	<b>a.2:</b> you describe the layout and purpose of the six collected documents, identifying good and bad points about the writing and presentation styles of similar items; you make some comment on their suitability for purpose, use of housestyle and/or how they could be improved; your report will contain few spelling, punctuation and grammar errors;  <b>[4 5]</b>	<b>a.3:</b> you describe in detail the layout and purpose of the six collected documents, accurately identifying good and bad points about the writing and presentation styles of similar items; you comment on their suitability for purpose, use of housestyle and how they could be improved; your report will be consistently well structured and there will be few, if any, spelling, punctuation and grammar errors.  <b>[6 7]</b>		
			Mark	
<b>b(i).1:</b> You produce little planning for your work but show that you have checked the accuracy of the layout and content of your work, and proof-read it so few obvious errors remain; you list your information sources;  <b>[0 1 2 3]</b>	<b>b(i).2:</b> you produce outline plans for your work and show, by presenting annotated draft copies, how you placed information in appropriate positions and ensured correct and meaningful content by carefully checking the accuracy of the layout and content of your work, and proof-reading it so few obvious errors remain; you list your information sources in an appropriate form;  <b>[4 5 6 7]</b>	<b>b(i).3:</b> you produce detailed plans for your work and show, by presenting annotated draft copies, how you achieved a consistent style, made good use of standard formats and organised a variety of different types of information in a coherent and easy-to-read way, ensuring correct and meaningful content by carefully checking the accuracy of the layout and content of your work, and proof-reading it so few obvious errors remain; you list your information sources in detailed bibliography.  <b>[8 9 10]</b>		
			Mark	
<b>b(ii).1:</b> You create new information that is clear, easy to understand, uses a suitable style and, where appropriate, common standards for layout, and is at a level that suits the intended recipient;  <b>[0 1 2 3 4]</b>	<b>b(ii).2:</b> you locate, use and adapt existing information to suit a presentation, combining it with information you have created;  <b>[5 6 7]</b>	<b>b(ii).3:</b> you locate, adapt and combine information to create coherent, easy to read communications of near-professional standard.  <b>[8 9 10]</b>		
			Mark	

Criteria					Teacher Comment			Page No.
<b>b(iii).1:</b> You use text styles, page layout and paragraph formatting, and combine text, graphics (photographs, clip art, line drawings, graphs and charts), tables, borders, shading, sound and video clips to suit the purpose of each communication;  <b>[0 1 2 3]</b>	<b>b(iii).2:</b> you use text styles, page layout and paragraph formatting, and combine formatted text, graphics (photographs, clip art, line drawings, graphs and charts), tables, borders, shading, sound and video clips to suit the purpose of each communication and improve its impact;  <b>[4 5 6 7]</b>	<b>b(iii).3:</b> you use text styles, page layout and paragraph formatting, and combine formatted text, graphics (photographs, clip art, line drawings, graphs and charts), tables, borders, shading, sound and video clips, appropriately, to suit the purpose of each communication and improve its impact, showing effective skills in the appropriate use of software to automate aspects of your communications, such as creating templates for standard layouts. <b>[8 9 10]</b>						
							Mark	
<b>b(iv).1:</b> You comment on the effectiveness of your communications and suggest improvements; you comment on your actions and roles in solving the problem;  <b>[0 1 2]</b>	<b>b(iv).2:</b> you clearly identify good and not so good features of your communications, suggesting ways they could be improved; you include an analysis on your experiences in order to improve your own performance;  <b>[3 4]</b>	<b>b(iv).3:</b> you show that you identified strengths and weaknesses in your initial drafts and how you refined them to meet the purpose more closely; you include an analysis on your experiences suggesting how you might approach a similar task in future.  <b>[5 6 7]</b>						
							Mark	
<b>b(v).1:</b> You briefly describe some methods used to communicate information and the technologies that support them;  <b>[0 1 2]</b>	<b>b(v).2:</b> you describe most methods used to communicate information and the technologies that support them;  <b>[3 4]</b>	<b>b(v).3:</b> you describe, in detail, most methods of communicating information and the technologies used to support them.  <b>[5 6]</b>						
							Mark	
<b>Total/50</b>								
If this work is a re-sit, please tick		Session and Year of previous submission	Jan / June	2	0	0	Please tick to indicate this work has been standardised internally	

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.