

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.												
Unit Title	4 System specification and configuration				Unit Code	G043	Session	Jan / June	Year	2	0	0
Centre Name							Centre Number					
Candidate Name							Candidate Number					
Evidence: You produce a specification for an ICT system to meet the needs of a given user, together with a working system on which you have installed and configured software to meet a user's needs, and recommendations for ensuring safety and security, and an explanation of the basics of software development.												
Criteria							Teacher Comment		Page No.			
a.1: You identify user requirements by identifying the main tasks that the user wants the system to perform; <div style="text-align: right;">[0 1 2]</div>		a.2: you clearly define the user requirements by stating specific tasks that the user wants the system to perform, including the types of input and the output required; <div style="text-align: right;">[3 4]</div>		a.3: you clearly define the user requirements by detailing specific tasks that the user wants the system to perform, identifying all the types of input and the output required. <div style="text-align: right;">[5]</div>								
										Mark		
b.1: You produce specifications for the ICT system, including details of hardware, operating system, applications software and configuration; <div style="text-align: right;">[0 1 2 3]</div>		b.2: you show a systematic approach to clearly specifying an ICT system, including full details of hardware, operating system applications software and configuration; <div style="text-align: right;">[4 5 6]</div>		b.3: you show a systematic approach to clearly specifying an ICT system, including full details of hardware, operating system, applications software and configuration and clear detail of the design of any toolbar layouts, menus, templates and macros that would improve the efficiency and effectiveness of the user. [7 8 9 10]								
										Mark		
c.1: You select and install suitable software; you will configure the software and operating system to meet the needs of the user; you make little or no attempt to implement test procedures to check each task undertaken; you implement suitable security procedures; <div style="text-align: right;">[0 1 2 3]</div>		c.2: you select and install suitable software; you will configure the software and operating system to meet the needs of the user; you will clearly define and implement test procedures to check each task undertaken; you implement suitable security procedures; <div style="text-align: right;">[4 5 6]</div>		c.3: you select and install suitable software; you will configure the software and operating system to meet the needs of the user, including setting ROM-BIOS parameters and carrying out more complex configuration activities such as virus protection and scheduling tasks; you clearly define and implement test procedures to check each task undertaken and show how you overcame problems found as a result of using the test procedures; you implement suitable security procedures. <div style="text-align: right;">[7 8 9]</div>								
										Mark		

Criteria					Teacher Comment		Page No.
d.1: You install, without testing, a suitable toolbar layout, menu, template and macro to meet the user requirements; <div>[0 1 2]</div>	d.2: you install and test a suitable toolbar layout, menu, template and macro to meet the user requirements; <div>[3 4]</div>	d.3: you install and test toolbar layouts, menus, templates and macros that you have designed that provide the user with facilities to improve their efficiency. <div>[5 6]</div>					
						Mark	
e.1: You provide limited recommendations for safety and security, including the ergonomics of furniture and the workstation layout; your report may contain errors in spelling, punctuation and grammar; <div>[0 1 2 3]</div>	e.2: you provide recommendations for safety and security that include a full consideration of ergonomics and some consideration of management issues; your report will contain few spelling, punctuation and grammar errors; <div>[4 5 6]</div>	e.3: you provide detailed recommendations for safety and security that include a full consideration of ergonomics and of management issues; your report will be consistently well structured and there will be few, if any, spelling, punctuation and grammar errors. <div>[7 8]</div>					
						Mark	
f.1: You outline at least two of the basic concepts of software development; <div>[0 1]</div>	f.2: you outline at least three of the basic concepts of software development; <div>[2 3]</div>	f.3: you explain at least three of the basic concepts of software development. <div>[4]</div>					
						Mark	
g.1: You comment on the quality of your specification and the effectiveness of the methods you used for installation, configuration and testing; <div>[0 1 2 3]</div>	g.2: you clearly identify good and not so good features of your specification and the methods you used for installation, configuration and testing; <div>[4 5]</div>	g.3: you show that you identified strengths and weaknesses in your initial specification and practical activities and how you refined them to meet the user's needs more closely, suggesting how you might approach a similar task in future. <div>[6 7 8]</div>					
						Mark	
Total/50							
If this work is a re-sit, please tick <input type="checkbox"/>		Session and Year of previous submission	Jan / June	2	0	0	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).
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.