

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	9 Working to a Brief	Unit Code	G048	Session	Jan/June	Year	2	0	0
Centre Name						Centre Number			
Candidate Name						Candidate Number			

Evidence: You need to include: a:[AO2] a preparatory report in to current working practice, b:[AO2/3] a project plan in response to the set brief, c:AO1/2/3 a diary or log of work completed, d:[AO1] support materials for use with the project, e:[AO4] an evaluation of your performance in relation to planning the project, f:[AO4] an evaluation of your performance in implementing the project, g:[AO4] an evaluation of your ICT solution to the given brief.

Criteria			Teacher Comment	Page No.		
<p>a.1: You describe the current working practices; there will be no consideration of what needs to be taken in to account.</p> <p style="text-align: right;">[0 1 2]</p>	<p>a.2: You describe the current working practices and highlight some issues which need to be taken account of when implementing the project.</p> <p style="text-align: right;">[3 4]</p>	<p>a.3: You produce a report which fully evaluates the current working practices and discusses all issues to be taken in to account of when implementing the project.</p> <p style="text-align: right;">[5 6]</p>	<table border="1"> <tr><td>Mark</td></tr> <tr><td> </td></tr> </table>	Mark		
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<p>b(i).1: You use simple techniques in planning your project.</p> <p style="text-align: right;">[0 1 2]</p>	<p>b(i).2: You use formal project-management techniques in planning your project with a reasonable level of accuracy and skill.</p> <p style="text-align: right;">[3 4 5]</p>	<p>b (i).3: You use at least two formal project- management techniques with a high level of skill and accuracy in planning your project.</p> <p style="text-align: right;">[6 7 8]</p>				
<p>b(ii).1: You Produce a simple plan in any format.</p> <p style="text-align: right;">[0 1 2 3]</p>	<p>b (ii).2: You produce a project plan that covers some aspects of the necessary planning.</p> <p style="text-align: right;">[4 5 6]</p>	<p>b (ii).3: You produce a project plan that covers fully all aspects of the project.</p> <p style="text-align: right;">[7 8 9 10]</p>	<table border="1"> <tr><td>Mark</td></tr> <tr><td> </td></tr> </table>	Mark		
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<p>c(i).1: You produce a diary or log that shows that you have developed or extended your range of ICT skills and techniques.</p> <p style="text-align: right;">[0 1 2 3]</p>	<p>c (i).2: You produce a diary or log that shows that you have developed and extended your range of ICT skills and techniques.</p> <p style="text-align: right;">[4 5 6]</p>	<p>c (i).3: You produce a diary or log that shows that you have used your initiative to develop and extend your range of ICT skills and techniques.</p> <p style="text-align: right;">[7 8 9 10]</p>	<table border="1"> <tr><td>Mark</td></tr> <tr><td> </td></tr> </table>	Mark		
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<p>c (ii).1: You produce a diary or log that shows knowledge of tools and techniques for developing ICT systems with a display of some skills acquired in this unit, and other units, in this specification; you also show that you have some awareness that the quality of your work will affect end users and/or other members of the team.</p> <p style="text-align: right;">[0 1 2]</p>	<p>c (ii).2: You produce a diary or log that show that you have a fair amount of knowledge of both formal and informal techniques for developing and managing ICT systems, demonstrating the skills acquired in this unit, and other units in this specification; you also show that you have some awareness that the quality of your work will affect end users and/or other members of the team.</p> <p style="text-align: right;">[3 4]</p>	<p>c (ii).3: You produce a diary or log that show that you have a detailed knowledge of both formal and informal techniques for developing and managing ICT systems, demonstrating the skills acquired in this unit, and other units in this specification; you also show that you have a thorough awareness that the quality of your work will affect end users and/or other members of the team.</p> <p style="text-align: right;">[5 6]</p>	<table border="1"> <tr><td>Mark</td></tr> <tr><td> </td></tr> </table>	Mark		
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Criteria			Teacher Comment			Page No.
<p>c (iii).1: You produce a diary or log that shows that you have dealt with straightforward day-to-day issues arising from running the project; you do not consider long-term issues.</p> <p>[0 1 2 3 4 5]</p>	<p>c (iii).2: You produce a diary or a log that shows you have been methodical in dealing with more complex day-to-day issues arising from running the project; you do not need to consider long-term issues.</p> <p>[6 7 8 9 10]</p>	<p>c (iii).3: You produce a diary or a log that shows you have been methodical in dealing with more complex day-to-day issues and long-term issues arising.</p> <p>[11 12 13 14 15]</p>	Mark			
<p>d (i).1: You develop support material for use with the project.</p> <p>[0 1]</p>	<p>d (i).2: You develop support material for use with the project, and in doing so, you develop your range of ICT skills.</p> <p>[2 3]</p>	<p>d (i).3: You develop support material for use with the project, and in doing so, you develop and extend your range of ICT skills as required by the solution.</p> <p>[4 5]</p>	Mark			
<p>e (i).1: You comment on your actions and role in planning your project and identify areas for improvement.</p> <p>[0 1 2 3 4]</p>	<p>e (i).2: You include analysis on your own performance by identifying strengths and weaknesses in your planning, with some suggestions for improvement to the overall process.</p> <p>[5 6 7 8]</p>	<p>e (i).3: You include analysis on your own performance by identifying strengths and weaknesses in your planning, and use this analysis to show how you will address these issues to be more effective in the future.</p> <p>[9 10 11 12]</p>	Mark			
<p>f (i).1: You comment on your actions and role in implementing your ICT solution for the user and identify areas for improvement.</p> <p>[0 1 2 3 4 5]</p>	<p>f (i).2: You include analysis on your own performance in implementing your ICT solution by identifying strengths and weaknesses with some suggestions for improvement to the overall process.</p> <p>[6 7 8 9]</p>	<p>f (i).3: You include analysis on your own performance in implementing your ICT solution by identifying strengths and weaknesses and use this analysis to show how you will address these issues to be more effective in the future.</p> <p>[10 11 12 13]</p>	Mark			
<p>g (i).1: You comment on the effectiveness of your solution in relation to user needs, suggesting improvements; your report may contain errors in spelling, punctuation and grammar.</p> <p>[0 1 2 3 4 5]</p>	<p>g (i).2: You provide a critical analysis of your solution in relation to user needs, identifying strengths and weaknesses; your report contains few errors in spelling, punctuation and grammar.</p> <p>[6 7 8 9 10]</p>	<p>g (i).3: You provide a critical analysis of your solution, identifying strengths and weaknesses in order to refine the solution, taking account of user feedback; your report is consistently well-structured and there are few, if any spelling, punctuation and grammar errors.</p> <p>[11 12 13 14 15]</p>	Mark			
Total/100						
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).
A completed Centre Authentication form CCS160 **must** accompany the MS1 when it is sent to the moderator.

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 100. Enter this total in the relevant box.