Applied ICT

OCR GCE H515/H715 Unit G040

Unit Recording Sheet

URS/G040

Please read	the instructions b	efore completing the	his form	n Se	ssion		Yea	Year					
Unit Co	de G040	Unit Title	Using ICT to co	mm	unic	ate							
Centre	Number		Centre Name										
Candida	ate Number		Candidate Name	e									
			ing two types of business of rate a range of writing and								rent		
If work is a r please tick		ssion and Year of vious submission	January/June 20					Please tick to indicate this work has been standardised internally					
Page	A.1 Criteria (0	- 1 - 2 - 3 marks	s)				С	omment	Tick 🗌] for extra spa	ce on p	bage 3	
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URS764 Devised December 2010

RECOGNISING ACHIEVEMENT

☐ The candidate creates communications that are clear, easy to understand, at a level that suits the intended recipient, use a suitable style and, where appropriate, common standards for layout; ☐ candidates locate and use existing information, combining it with information candidates have created; B(ii).2 Criteria (5 - 6 - 7 marks) ☐ The candidate shows how they have located, used and adapted existing information, combining it with information candidates have created to create coherent, easy-to-read communications of maliable quality; Mark (Max 10) B(ii).3 Criteria (8 - 9 - 10 marks) Coherent and easy to read. Comment Trick [for create six consistently professional standard communications that are well-designed, coherent and easy to read. Page B(iii).1 Criteria (0 - 1 - 2 - 3 marks) Comment Trick [for create six consistently professional standard communications that are well-designed, coherent and easy to read. Page B(iii).1 Criteria (0 - 1 - 2 - 3 marks) Comment Trick [for create six consistently professional standard communications that are well-designed, coherent and easy to read. Page B(iii).2 Criteria (4 - 5 - 6 - 7marks) Comment Trick [for suit the purpose of each communication and improve its impact; B(iii).2 Criteria (4 - 5 - 6 - 7marks) Including; text styles, page layout and paragraph formatting, combining formatted text, graphics (botographs, 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, showing appropriate use of a sta	extra space on page 3
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Page B(iv).1 Criteria (0 - 1 - 2 marks) Comment Tick for	
	extra space on page 3
□ The candidate comments on the effectiveness of their communications and	
suggests improvements;	
B(iv).2 Criteria (3 - 4 marks)	
□ The candidate clearly identifies good and not so good features of their	
communications, suggesting ways they could be improved;	
□ the candidate includes an analysis of their experiences while comparing and	
Creating communications in order to improve their own performance; B(iv).3 Criteria (5 - 6 - 7 marks)	
D(N).5 Chief a (5 - 6 - 7 marks) The candidate shows that they identified strengths and weaknesses in their initial	
des financial complete la basis constituires and financial theory to an exist the answer second state the	
Main Candidates include an analysis of their experiences while comparing and creating	
(Max 7) communications and use this to suggest how they might approach a similar task in	
future.	
Page B(v).1 Criteria (0 - 1 - 2 marks) Comment Tick for	extra space on page 3
□ The candidate describes at least four methods used to communicate information	, , , , , , , , , , , , , , , , , , , ,
and briefly describes the technologies that support each;	
B(v).2 Criteria (3 - 4 marks)	
□ The candidate describes, in detail, at least six methods used to communicate	
information and describes the technologies that support each;	
Mark B(v).3 Criteria (5 - 6 marks)	
(Max 6)	
I Information explaining now each is used and explaining the technologies used to	
information, explaining how each is used and explaining the technologies used to support each.	
support each.	will be available on the
support each. Please note: This form may be updated on an annual basis. The current version of this form OCR website (www.ocr.org.uk).	
support each. Please note: This form may be updated on an annual basis. The current version of this form	

Guidance on Completion of this Form

1 **One** form 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 Enter the mark awarded for each strand of the marking criteria in the appropriate box and also enter the final mark in the total column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.

URS764 Devised December 2010

Extra Comment (please indicate to which Criteria comments refer)