

General Certificate of Secondary Education
June 2004



APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY (Double Award)

Unit 3: ICT and Society

3850/3/CB

AQA-Assessed Unit: Candidate's Booklet

1 March 2004 to 14 May 2004

Time allowed

- Your teacher will tell you how long you have to complete the tasks for Unit 3.
- Your teacher will tell you the deadline for handing in work for Unit 3. It is up to you to meet that deadline.

Instructions for candidates

- Read this booklet carefully before you begin work.

This booklet contains three sections:

Section A: Instructions and guidance for candidates - page 2

Section B: The three tasks set by AQA - page 6

Section C: The Assessment Criteria - page 11

- You must produce an assignment by completing three tasks. The assignment will be marked by an AQA examiner. The assignment must be produced in a number of supervised "controlled lessons".
- You must use a computer to produce the assignment. You must print out your work from the computer so that you can hand it in.
- During the controlled lessons you must **not** access the Internet or intranet, and you must **not** copy text from any document that you have prepared outside the controlled lessons.
- This booklet and your teacher will tell you how to organise your work so that it meets AQA's requirements.

Information for candidates

- The assignment you produce for Unit 3 is worth 33 $\frac{1}{3}$ % of the marks for the GCSE in Applied Information and Communication Technology (Double Award).
- Ask your teacher to explain anything in this booklet that you do not understand.

Section A: Instructions and guidance for candidates

Background to the assignment

1. ICT systems are all around us. They affect the way we live, the way we work, and the way we spend our leisure time. Most people would agree that our daily lives have been made easier through the use of information and communication technology. As a result, many of us have more leisure time than our parents and our grandparents had. Computers and ICT have changed the way in which we spend that leisure time, and the opportunities for us to extend their use into other areas of our lives are growing all the time. In *Unit 3: ICT and Society*, you are expected to have looked at ICT and the way in which it has changed our lives, and how it will probably change them still further in the future.
2. The assignment for Unit 3 has three tasks which must be completed in class time, using a computer, by a given deadline. Details of these tasks can be found on page 3 and on pages 6 to 10 of this booklet. However, you need to be aware of the following:
 - you will have to find information to help you complete the tasks. This research should be carried out **before** you start work on the tasks. Research can be done in your own time as well as during school or college time. Your research notes may be handwritten or produced on a computer. Do **not** hand in these notes;
 - as part of the tasks, you will need to list all the sources of information you used when researching for the tasks. These Lists of Sources can be produced in your own time. The Lists of Sources can be handwritten or produced on a computer. You must hand in these Lists for marking by the AQA examiner.

A summary of what you have to do for the assignment

The work that you do for the assignment must be about the impact that ICT has had on different areas of society, using examples from real life situations.

3. Your assignment is to complete three tasks.

Here are the three tasks in brief.

Task 1: A **report** which describes the technologies available to access information, to exchange information and to carry out transactions in relation to **Working Styles and New Employment Opportunities**. The report must include examples of these technologies and your comments on them. You must include a List of Sources used.

This is worth up to 30 marks.

Task 2: A **presentation** showing the impact of ICT developments on **Personal Communications**. This presentation must take the form of a computer slide show, a multimedia presentation or a set of web pages. You must include a List of Sources used.

This is worth up to 52 marks.

Task 3: A **newsletter or brochure** which outlines the main purposes of the legislation which covers the use of ICT at work and at home. You must include a List of Sources used.

This is worth up to 18 marks.

Full details of what you must do are on pages 6 to 10 of this booklet. You should read them carefully before starting work.

Researching the assignment

4. In order to be as successful as possible with your assignment:
 - you should think very carefully about what you are going to do to meet the assessment criteria before you start. The research that you carry out for the tasks must be about real-life situations, for example a real business or organisation or group of people. Think in detail about how you are going to complete the tasks and how you are going to research your information in detail. You will be able to do as much research as you wish before the deadline for the submission of your assignment for marking. Your research may uncover things of which you had not initially thought. That is perfectly acceptable;
 - you can, if you wish, ask for help and advice from your teacher, or anyone else whose advice you think may be useful. If you receive help and advice from people other than your teacher, you **must** declare it in your Lists of Sources.
5. The research that you carry out in order to produce your assignment will possibly involve you in:
 - meeting and interviewing the end-users of ICT;
 - developing and circulating questionnaires, and analysing the responses;
 - observing ICT systems in use;
 - studying the documentation used.
6. Your Lists of Sources should also describe how useful each source was and explain how you checked the accuracy of the information.

Working independently

7. It may well be that the real life situations you research in order to carry out the three tasks is the same as, or similar to, that of other candidates in your group. This is acceptable **provided that all the work you hand in for the AQA examiner is your own work and not copied from, or shared with, or prepared by, anyone else.**
8. It is very important that everything in the assignment that you hand in for marking by the AQA examiner is **your own work.**
9. Any source of information, or person that has helped you prepare the work you hand in, other than your teacher, **must** be identified in your Lists of Sources.
10. You must complete and sign an *Externally-assessed Candidate Record Form* to confirm that the work you submit for marking is your own, and to declare whether you have had any help from people other than your ICT teacher. Your teacher will provide you with this form and explain it to you at the start of the assignment.

Handing in your assignment

11. In order to get as many marks as possible, it is important that the work that you produce meets the AQA assessment requirements. It must also look neat and be well organised. You should, therefore, read your work carefully and correct any mistakes that you find.
12. The assignment that you hand in for the AQA examiner to mark:
 - must have a fully completed *Externally-assessed Candidate Record Form* as its first page;
 - must be all your own work;
 - must have been produced on a computer;
 - must include the Lists of Sources, which can be handwritten;
 - must have all the assignment's pages in the correct order and numbered. This may be done by hand;
 - must be completed and handed in by the deadline given to you by your teacher;
 - must **not** have pages contained in plastic wallets;
 - must be secured as a single document using a "treasury tag" or string.

The marking of your assignment

13. The assignment will be used to assess your knowledge, skills and understanding of the content of Unit 3: ICT and Society.
14. The work that you hand in will be marked by an examiner appointed by AQA; not by your teacher. The Assessment Criteria in Section C on page 11 of this booklet will be used by the AQA examiner to mark the assignment. Up to 100 marks are available.
15. The number of marks you will be awarded will depend upon the *quality* (not the quantity) of the work you produce for the three tasks, so it is important that you carry out the tasks to the best of your ability. If your assignment is of very poor quality you will be awarded very few, or even no, marks.

Section B: The three tasks set by AQA

Task 1: A Report

1. There are **30 marks** available for this task.
2. For this task you must carry out research and produce a **report** describing the various types of technology that are available to access information, exchange information and carry out transactions in relation to **Working Styles and New Employment Opportunities**. You must identify in the report the audience for whom your report is intended.
3. You must read carefully the “**What you should hand in for AQA to mark**” section of Task 1 (on page 7) and the Report Assessment Criteria in Section C on page 11 of this booklet. Remember that the number of marks you will be awarded will depend upon the *quality* (not the quantity) of the work you produce.
4. As you work through the task, make a **List of Sources** of the information you used in your research. This List must be handed in and will be marked by the examiner.
5. The various types of technology you include in your report are likely to include developments such as the Internet, the World Wide Web, e-mail, as well as the technology of mobile phones, text messaging and WAP, amongst others.

You might also think about:

- digital broadcasting (both television and radio), and the impact this is having on modern-day life;
- personal digital assistants (PDAs), organisers and other forms of personal communication;
- how information is stored, including, CD, DVD, minidisk, and MP3;
- how we receive and organise information with the introduction of other technologies, such as touch screens.

These and other types of technology affect the way we live. Your research must include a range of different types of technology.

6. You should find that you can complete this task, meeting all its requirements, by using no more than **8 sides of A4 paper**. These 8 sides can be made up of both text and illustrations. The smallest font size you may use for text is 12 point.

What you should hand in for AQA to mark

7. A report which describes the technologies available to access and exchange information, and carry out transactions in relation to Working Styles and New Employment Opportunities.

(up to 8 marks)

8. **You can increase the marks awarded to you by:**

- including in your report a simple explanation of the main purposes of each technology, giving their advantages and disadvantages; *(up to 4 additional marks)*
- using ICT tools effectively to search for, select and organise information to include in your report; *(up to 4 additional marks)*
- including in your report a review of the trends in technology over time, including likely future developments; *(up to 6 additional marks)*
- including a List of Sources of your information as an appendix, with comments on how useful each source was, and how you checked its accuracy. *(up to 8 additional marks)*

(30 marks in total)

TURN OVER FOR TASK 2

Turn over ►

Task 2: A Presentation

1. This is the largest part of the assignment. It is worth **52 marks**.
2. For this task you must produce a **presentation** that could be delivered to an audience. The presentation must detail the impact of ICT developments on **Personal Communications**. You must identify in the presentation the audience for whom it is intended.
3. You must read carefully the “**What you should hand in for AQA to mark**” section of Task 2 on page 9 and the Presentation Assessment Criteria in Section C on page 11 of this booklet. Remember that the number of marks you will be awarded will depend upon the *quality* (not the quantity) of the work you produce.
4. As you work through the task, make a **List of Sources** of the information you used in your research for the task. This List must be handed in and will be marked by the examiner.
5. In your presentation, you must include:
 - (a) a description of types of individuals or groups affected by ICT developments in Personal Communications;
 - (b) a description of the needs met by, and possible benefits of, the use of ICT for Personal Communications by the types of individuals or groups referred to in part (a) above;
 - (c) a consideration of the consequences for individuals or groups who have restricted access, or no access, to ICT for Personal Communications.
6. Your presentation must be a computer slide show, a multimedia presentation or a set of web pages.
7. You should find that you can complete this task, meeting all its requirements, by using no more than **8 sides of A4 paper** or **8 web pages or slides**, which must be supported by additional notes. You should annotate your pages to show how you have used the features of the software to improve your presentation.

What you should hand in for AQA to mark

8. A presentation which details the impact of ICT developments on Personal Communications.

In your presentation you should:

- describe types of individuals or groups affected by ICT developments in Personal Communications;
(up to 9 marks)
- describe the needs met by, and possible benefits of, the use of ICT for Personal Communications;
(up to 5 marks)
- describe the consequences for individuals and groups with limited or no access to ICT for Personal Communications.
(up to 5 marks)

9. **You can increase the marks awarded to you by:**

- making effective use of ICT tools to search for, select and organise information to include in your presentation;
(up to 6 additional marks)
- using fully the features of your chosen software to produce an imaginative presentation that is appropriate to the needs of your intended audience. This might include combining text, diagrams, charts and pictures to improve your presentation;
(up to 6 additional marks)
- demonstrating that you have depth of knowledge of the effects on the chosen groups and/or individuals of the chosen ICT developments;
(up to 5 additional marks)
- making informed suggestions about how future ICT developments might affect your chosen groups;
(up to 5 additional marks)
- recognising and commenting on the ethical and moral implications of access (or lack of access) to ICT;
(up to 4 additional marks)
- including a List of Sources of your information, with comments on how useful each source was, and how you checked its accuracy.
(up to 7 additional marks)

(52 marks in total)

Turn over ►

Task 3: A Newsletter or Brochure

1. There are **18 marks** available for this task.
2. For this task you must use appropriate software to produce a **4-sided** newsletter or brochure (using A4 paper) which explains **the main purposes of the various pieces of legislation** which cover the use of ICT at work and at home. The document you produce should be suitable for giving to employees of a large company. It is up to you to design the layout of your newsletter or brochure, and to carry out research to create the content.
3. You must read carefully the “**What you should hand in for AQA to mark**” section of Task 3, below, and the Newsletter or Brochure Assessment Criteria in Section C on page 11 of this booklet. Remember that the number of marks you will be awarded will depend upon the *quality* (not the quantity) of the work you produce.
4. As you work through the task, make a **List of Sources** of the information you used in your research. This List must be handed in and will be marked by the examiner.
5. You **do** need to
 - include a simple explanation of the reasons for the introduction of the various Acts and Regulations covering working with, and using, ICT;
 - think about who is affected by the legislation, what uses of ICT the legislation is concerned with, and the implications of this legislation for users.

You **do not** need to

- include the details of the various Acts and Regulations.

What you should hand in for AQA to mark

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| 6. A newsletter or brochure which contains a basic explanation of the main purposes of legislation covering the use of ICT at work and at home. <i>(up to 5 marks)</i> |
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7. **You can increase the marks awarded to you by:**
 - including an explanation of the implications for users and organisations of the legislation; *(up to 6 additional marks)*
 - including a List of Sources of your information as an appendix; *(up to 3 additional marks)*
 - providing evidence that you have reviewed your work in detail and checking that your sources of information are reliable. *(up to 4 additional marks)*

(18 marks in total)

Section C: The Assessment Criteria

Assessment Requirements

You must produce:

- a report describing the technologies available to access and exchange information and carry out transactions;
- a presentation detailing the impact of ICT developments in the areas specified, which can be in the form of a slide show or set of web pages. Include: a description of the groups or individuals affected in each of the areas, a description of the needs met and benefits available through the use of ICT in each area, a consideration of the consequences for individuals or groups who have restricted or no access to ICT in these areas;
- a newsletter or brochure of the main purposes of legislation covering working with and using ICT;
- evidence of the research you carried out carrying out the three tasks, including your sources.

It is expected that candidates will meet the requirements of this unit by producing no more than 20 sides of A4, including the 4 sides for the newsletter or brochure.

Assessment Criteria

Task 1: A Report (up to 30 marks)				
0 - 8 Candidate produces a basic description of three technologies available to access and exchange information and carry out transactions	9 - 16 Candidate produces a more detailed description which includes descriptions of main purposes of technologies available giving advantages and disadvantages, using ICT to search, select and organise information	17 - 22 Candidate produces a detailed description which identifies trends over time based on detailed descriptions of main purposes, advantages and disadvantages of technology	23 - 30 Candidate produces a detailed and well-structured description of the main purposes, advantages and disadvantages of technology which includes a List of Sources of information, with each source evaluated and validated	
Task 2: A Presentation (up to 52 marks)				
0 - 9 Candidate describes groups and/or individuals affected by ICT systems	10 - 19 Candidate's description of groups and/or individuals considers consequences of lack of access to ICT, and benefits available through use of ICT	20 - 25 Candidate's work is effective and appropriate to the needs of the audience, and produced using fully the software features available	26 - 31 Candidate's work includes evidence of the use of ICT tools to search for, and organise, information on the chosen groups and/or individuals	32 - 36 Candidate demonstrates depth of knowledge of effects of ICT developments on the chosen groups and/or individuals
			37 - 43 Candidate makes informed suggestions how ICT developments will affect chosen groups and/or individuals, based on knowledge of effects of ICT developments	44 - 52 Candidate evaluates own work and details validated sources of information. Candidate recognises and explores the ethical and moral implications of access (or lack of access) to ICT
Task 3: A Newsletter or Brochure (up to 18 marks)				
0 - 5 Candidate produces a simple description of the main purposes of legislation, covering working with, and using, ICT	6 - 11 Candidate produces a more detailed description which includes an explanation of implications for users of implementing the legislation	12 - 18 Candidate produces a detailed and well-structured description which includes details of the sources of information, and validates those sources as part of a detailed evaluation of the work		

THERE ARE NO QUESTIONS PRINTED ON THIS PAGE