General Certificate of Secondary Education
June 2007

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY (DOUBLE AWARD)

Unit 3: ICT and Society   3850/3/CB

AQA-Assessed Unit: Candidate's Booklet

1 March 2007 to 14 May 2007

Information for candidates

- Read this booklet carefully before you begin work. **Ask your teacher to explain to you anything in this booklet that you do not understand**.

- There are 62 marks available for the assignment. Your work will be marked by an AQA examiner.

- The assignment you produce for Unit 3 is worth one third of the marks for the GCSE in Applied Information and Communication Technology (Double Award).

- Under 'controlled conditions', in sessions specifically arranged by your teacher, you must complete an assignment consisting of the following **three tasks**:

  Task One: a presentation (worth 16 marks)
  Task Two: a report (worth 16 marks)
  Task Three: a newsletter or brochure (worth 10 marks).

  There are a further 20 marks that can be gained by providing additional evidence in all or any of the three tasks.

- Outside the controlled sessions you will need to carry out research to gather the information you will need for these tasks.

- You are strongly advised to concentrate on the quality and detail of the information you provide in each of your three tasks, rather than on the quality of the presentation of each document.

- You must use a computer to carry out the tasks and you must print out your work and hand it in.

- During the controlled sessions you must **not** access the Internet or Intranet, and you must **not** copy text directly from any document or file prepared outside the controlled sessions. If you do, this is considered to be cheating and you may be disqualified from at least the subject concerned.

- Your teacher will tell you how long you have to complete the tasks for this unit.

- Your teacher will tell you the deadline for handing in work for this unit. You must meet that deadline.

3850/3/CB

There is no guidance printed on this page

Guidance on researching the assignment

In order to be as successful as possible with your assignment:

- plan your work carefully

- you should think very carefully about what you are going to do to complete each of the three tasks before you start. The research that you carry out for the tasks must be about real-life situations, for example the effect of ICT on a real business or organisation or group of people. Think in detail about how you are going to allocate your time to carry out each of the three tasks and how you are going to carry out your research to find your detailed information

- you can, if you wish, ask for help and advice from your teacher, or anyone else whose advice you think may be useful. However, if you receive help and advice from people other than your teacher, you **must** include their names and job titles in your lists of sources.

You will be able to do as much research as you wish outside the controlled sessions. The research that you carry out in order to complete the tasks may involve you in:

- meeting and interviewing people who use ICT
- producing questionnaires and analysing the answers
- observing how ICT systems are used
- studying ICT documentation
- using the Internet.

When you are researching your assignment, you must produce lists of the sources of information that you used for each task. You may wish to use a copy of the form on page 10 of this booklet, or you could create a similar form of your own. It is acceptable for the lists of sources to be produced by hand, rather than using a computer. You will also need to keep evidence of how you searched the Internet. There is more guidance on when and how to do this on pages 5, 7 and 9.

Turn over for Task One

Task One:
Investigate how ICT developments have affected Working Styles and New Employment Opportunities. Present your findings in a presentation, with speaker's notes, that could be delivered to an audience.
(16 marks available)

You should be aware of the number of marks available for this task and allocate your time appropriately.

You will need to carry out the following steps in order to complete this task.

- Identify the specific type of audience for whom your presentation is intended.

- Identify and describe **one** specific type of individual or group who has been affected in some way by ICT systems.

- Carry out detailed research into how developments in ICT relating to Working Styles and New Employment Opportunities have affected your chosen type of individual or group. You will have learnt about these developments from your teacher in your ICT lessons, but you will need to find extra information of your own in order to provide the necessary detail. Further information about the details required is provided in the section on how you will gain marks below.

    As you carry out your research, make a list of sources of the information you used in your research. Include your list of sources in the material you hand in for marking.

- Using the results of your research, produce **a presentation** that could be delivered to an audience. The presentation must be about the impact of developments in ICT. This must relate to the impact on Working Styles and New Employment Opportunities on the type of individual or group you have been considering.

    Your presentation must be in the form of a computer slide show. You must also produce a set of detailed speaker's notes to accompany your presentation.

    You can put information about your findings in either the presentation or the speaker's notes. It does not need to be in both.

    In researching and producing your presentation you must use ICT to help you search for information and also to organise the information in your presentation and speaker's notes.

You should use the checklist beginning on page 11 to make sure that you have completed as much of this task as you are able to. When you are ready to hand in your finished assignment you should detach the checklist from this booklet and include it at the front of your assignment following the signed *Candidate Record Form*.

Before you carry out this task you should read the following section, which explains how you will gain marks.

- On your first slide, identify the specific audience for whom your presentation is intended. *(1 mark)*

- Ensure that the format of your presentation is appropriate for this audience. *(1 mark)*

- Describe your **one** type of individual or group affected by developments in ICT related to Working Styles and New Employment Opportunities. *(1 mark)*

- Identify **one** type of individual or group affected by developments in ICT related to Working Styles and New Employment Opportunities. *(1 mark)*

- Describe in detail how your type of individual or group uses ICT in relation to Working Styles and New Employment Opportunities. *(2 marks)*

- For your type of individual or group, describe in detail possible benefits of the use of ICT related to Working Styles and New Employment Opportunities. *(3 marks)*

- Explain the consequences for your type of individual or group of having limited access, or no access at all, to ICT related to Working Styles and New Employment Opportunities. *(3 marks)*

- Describe how you think developments already in progress in ICT might affect your type of individual or group in the near future. *(2 marks)*

- Use the features of the software to produce an imaginative presentation that is appropriate for the needs of your intended audience. This might include combining text, diagrams, charts and pictures to improve your presentation. *(2 marks)*

(Total: 16 marks)

Additional Marks

You will gain additional marks for including a list of the sources you have used in each of your three tasks. More marks will be awarded if you have used a range of sources of different types, for example a book, a website etc. *(6 marks)*

You must produce evidence that you have met the following requirements in any one of the three tasks.

- Checked that the information from **one** of your sources is correct. You can do this by comparing similar information from different sources, but other methods are acceptable.
  (1 mark)

  You should also evaluate the **same** source of information, saying which part of the presentation you used the source for, and how useful you found this source to be. *(3 marks)*

- Made effective use of ICT tools to search for and select information to include in your presentation. This might be, for example, an annotated screen print of the output from a search engine search showing appropriate search criteria and hyperlinks. *(2 marks)*

- Made effective use of ICT tools to organise information included in your presentation. This might be, for example, a pie chart or graph you have generated using a spreadsheet. *(2 marks)*

- Evaluated your presentation, identifying its strengths and weaknesses and suggesting how you might improve it if you were to carry out the task again. *(3 marks)*

- In your written summary, you must show evidence that you have considered the ethical and moral issues related to the use of ICT such as, copyright or data protection issues, software piracy or theft, lack of privacy. *(3 marks)*

(Total: 20 marks)

Turn over for Task Two

Turn over ▶

Task Two:
Investigate technology related to Entertainment and Leisure and its effect on society. Present your findings in a report.
(16 marks available)

You should be aware of the number of marks available for this task and allocate your time appropriately.

You will need to carry out the following steps in order to complete this task.

- Carry out research into **two** types of technology that are available in relation to Entertainment and Leisure and their effects on society. You will have learnt about this from your teacher in your ICT lessons but you will need to find extra information and detail of your own. Further information about the details required is provided in the section on how you will gain marks on page 7.

- As you carry out your research, make a list of sources of the information you used in your research to hand in with your report.

- Produce a **report** describing the **two** different types of technology that you have researched.

- While you are researching you should use ICT to help you search for information.

You should use the checklist beginning on page 11 to make sure that you have completed as much of this task as you are able to. When you are ready to hand in your finished assignment you should detach the checklist from this booklet and include it at the front of your assignment following the signed *Candidate Record Form*.

Before you carry out this task you should read the following section, which explains how you will gain marks.

- Identify and describe **two** types of technology available related to Entertainment and Leisure. Everything you do in this report must relate to these two technologies. *(4 marks)*

- Give the main purpose of **each** of your technologies. *(2 marks)*

- Explain **one** advantage for **each** of your technologies. *(4 marks)*

- Explain **one** disadvantage for **each** of your technologies. *(4 marks)*

- Ensure that your report is well-structured, well-organised and easy to read and understand. *(2 marks)*

(Total: 16 marks)

Additional Marks

You will gain additional marks for including a list of the sources you have used in each of your three tasks. More marks will be awarded if you have used a range of sources of different types, for example a book, a website etc. *(6 marks)*

If you have not yet done so in Task One, you must produce evidence that you have met the following requirements in either this task or Task Three.

- Checked that the information from **one** of your sources is correct. You can do this by comparing similar information from different sources, but other methods are acceptable. *(1 mark)*

  You should also evaluate the **same** source of information, saying which part of the report you used the source for, and how useful you found this source to be. *(3 marks)*

- Made effective use of ICT tools to search for and select information to include in your report. This might be, for example, an annotated screen print of the output from a search engine search showing appropriate search criteria and hyperlinks. *(2 marks)*

- Made effective use of ICT tools to organise information included in your report. This might be, for example, a pie chart or graph you have generated using a spreadsheet. *(2 marks)*

- Evaluated your report, identifying its strengths and weaknesses and suggesting how you might improve it if you were to carry out the task again. *(3 marks)*

- In your written summary, you must show evidence that you have considered the ethical and moral issues related to the use of ICT, such as, copyright or data protection issues, software piracy or theft, lack of privacy. *(3 marks)*

(Total: 20 marks)

Turn over for Task Three

Turn over ▶

Task Three:
Investigate the purposes and effects of ICT legislation. Present your findings as a newsletter or brochure for employees of a large organisation.
(10 marks available)

You should be aware of the number of marks available for this task and allocate your time appropriately.

You will need to carry out the following steps in order to complete this task.

- Carry out research into **four** pieces of legislation that are related to the use of ICT. As you carry out your research, make a list of sources of information you used in your research and hand it in with your work.

- Produce a newsletter or brochure using A4 paper featuring **four** pieces of legislation which affect the use of ICT. You will have learnt about these from your teacher in your ICT lessons, but you will need to find extra information and detail of your own.

- The document you produce should be suitable **for giving to employees of a large organisation**. It is up to you to design the layout of your newsletter or brochure.

- You do **not** need to include the details of the various pieces of legislation but you must include their proper names. You must say why each of the four pieces of legislation exists and, for **two** of them, describe how the organisation's staff are affected by it.

- While you are researching you should use ICT to help you search for information.

You should use the checklist beginning on page 11 to make sure that you have completed as much of this task as you are able to. When you are ready to hand in your finished assignment you should detach the checklist from this booklet and include it at the front of your assignment following the signed *Candidate Record Form*.

Before you carry out this task you should read the following section, which explains how you will gain marks.

- Describe the main purposes of **four** pieces of legislation which affect the use of ICT. *(4 marks)*

- For **two** of your pieces of legislation, explain how the organisation's staff will be affected by the legislation. *(4 marks)*

- Ensure that your newsletter or brochure is well-structured, well-organised and easy to read and understand. *(2 marks)*

(Total: 10 marks)

Additional Marks

You will gain additional marks for including a list of the sources you have used in each of your three tasks. More marks will be awarded if you have used a range of sources of different types, for example a book, a website etc. *(6 marks)*

If you have not yet done so in either of Task One or Task Two, you must produce evidence that you have met the following requirements in this task.

- Checked that the information from **one** of your sources is correct. You can do this by comparing similar information from different sources, but other methods are acceptable. *(1 mark)*

  You should also evaluate the **same** source of information, saying which part of the newsletter or brochure you used the source for, and how useful you found this source to be. *(3 marks)*

- Made effective use of ICT tools to search for and select information to include in your newsletter or brochure. This might be, for example, an annotated screen print of the output from a search engine search showing appropriate search criteria and hyperlinks. *(2 marks)*

- Made effective use of ICT tools to organise information included in your newsletter or brochure. This might be, for example, a pie chart or graph you have generated using a spreadsheet. *(2 marks)*

- Evaluated your newsletter or brochure, identifying its strengths and weaknesses and suggesting how you might improve it if you were to carry out the task again. *(3 marks)*

- In your written summary, you must show evidence that you have considered the ethical and moral issues related to the use of ICT, such as, copyright or data protection issues, software piracy or theft, lack of privacy. *(3 marks)*

(Total: 20 marks)

List of sources of information for (insert name of task)

Give details of the source	Which part of the assignment did you use the source for?	For one source only, how useful was the source?	For one source only, how did you check the information?
e.g. for a book, give its title, author and date of publication For a website, give the full web page address (URL) For a visit, give the name of the place visited For a person, give their name and details of who they are	Describe what information this source provided for your assignment	Say whether you found this source to be of value, or whether it was a source that you tried but was not useful for the assignment	

Candidate Checklist

You should complete the following checklist and include it with your completed assignment.

Task One: Presentation on how developments in ICT have affected Working Styles and New Employment Opportunities.
(16 marks)

Have you…

1. Identified who your presentation is for? □
   (1 mark)

2. Ensured that your presentation is appropriate for this audience by the use of suitable □
   font styles, backgrounds and language, for example?
   (1 mark)

3. Named one individual or group affected by ICT developments related to Working Styles □
   and New Employment Opportunities?
   (1 mark)

4. Described your chosen individual or group? □
   (1 mark)

5. Described what your individual or group uses ICT for? □
   (up to 2 marks)

6. Described the benefits to your individual or group of using ICT? □
   (up to 3 marks)

7. Described what might happen if your individual or group did not have access to ICT? □
   (up to 3 marks)

8. Described how developments in ICT in the near future might affect your individual or □
   group?
   (up to 2 marks)

9. Used **two** features of the software to produce your presentation? □
   (2 marks – 1 mark for each feature used)

Task Two: Report on technology related to Entertainment and Leisure and its effect on society. (16 marks)

Have you…

1. Named **two** technologies related to Entertainment and Leisure?
    (2 marks – 1 mark for each technology) ☐

2. Described your **two** technologies?
    (2 marks – 1 mark for each technology) ☐

3. Given the purposes of your **two** technologies?
    (2 marks – 1 mark for each technology) ☐

4. Explained **one** advantage for **each** of your technologies?
    (4 marks – 2 marks for each advantage) ☐

5. Explained **one** disadvantage for **each** of your technologies?
    (4 marks – 2 marks for each disadvantage) ☐

6. Ensured that your report is well-structured, using headings, paragraphs, numbering or bullets etc. where appropriate?
    (up to 2 marks) ☐

Task Three: Newsletter or Brochure on the purposes of ICT legislation (10 marks)

Have you…

1. Described the main purposes of **four** items of legislation related to ICT?
    (4 marks – 1 mark for each item of legislation) ☐

2. Described the effects the legislation will have on the organisation's staff for **two** of your chosen items of legislation?
    (4 marks – 2 marks for each item of legislation) ☐

3. Ensured that your newsletter or brochure is of an appropriate format, using headings, paragraphs, numbering or bullets etc. where appropriate?
    (up to 2 marks) ☐

**Additional Marks
(20 marks)**

Have you…

1. Included a list of the sources of information you used that includes at least **two** different types of source, e.g. a book and a website for **Task One**?
    (2 marks) □

2. Included a list of the sources of information you used that includes at least **two** different types of source, e.g. a book and a website for **Task Two**?
    (2 marks) □

3. Included a list of the sources of information you used that includes at least **two** different types of source, e.g. a book and a website for **Task Three**?
    (2 marks) □

4. Checked **one** of your sources of information by comparing the information it contains against one other source?
    (1 mark) □

    Source checked for Task _____ .

5. Stated where you have used the information from this source in your presentation, report or newsletter/brochure and how useful you found the information to be
    (3 marks) □

6. Provided evidence that you have used ICT to search for and select information, for example an annotated screen print of the output from a search engine showing appropriate search criteria and hyperlinks?
    (2 marks) □

    Please note: This will have been carried out as part of your research and you should hand this evidence to your teacher to include with your completed assignment.

    Evidence provided in Task _____ .

7. Provided evidence that you have used ICT to organise information, for example by the use of a table, pie chart or graph?
    (2 marks) □

    Evidence provided in Task _____ .

Turn over ▶

8. Evaluated your presentation, report or newsletter/brochure by:

   a) assessing its strengths and weaknesses against its original purpose?
      (2 marks - 1 mark for a strength and 1 mark for a weakness)

   and

   b) by explaining how it might be improved or need to change in the future?
      (1 mark)

      Evaluation provided for Task _____ .

9. Considered ethical and moral issues related to the use of ICT, for example
   copyright or data protection issues, software piracy or theft, lack of privacy etc.
   within one of your three tasks?
   (3 marks)

There are no tasks printed on this page

There are no tasks printed on this page