



General Certificate of Secondary Education  
January 2010

# Applied Information and Communication Technology (Double Award) **3850/3/CB**

## Unit 3 ICT and Society

AQA-Assessed Unit: Candidate's Booklet

1 November 2009 to 21 January 2010

### 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 this deadline.

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## Guidance on researching the assignment

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

- plan your work carefully
- 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
- ask for advice from your teacher, or anyone else whose advice you think may be useful. However, if you receive 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**

**Turn over ►**

**Task One:**

**Investigate how developments in ICT relating to Business and Organisations affect a chosen individual or group. 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 Business and Organisations 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 below on how you will gain marks.
- As you carry out your research, make a list of sources of the information you used in your research. Include this 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, on your chosen individual or group, of developments in ICT relating to Business and Organisations.

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)

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- Identify **one** group or individual affected by developments in ICT related to business and organisations. *(1 mark)*
  - Describe your **one** type of group or individual affected by developments in ICT related to business and organisations. *(1 mark)*
  - Describe in detail how your group or individual uses ICT in relation to business and organisations. *(2 marks)*
  - For your type of group or individual, describe in detail possible benefits of the use of ICT related to business and organisations. *(3 marks)*
  - Explain the consequences for your type of group or individual of having limited access, or no access at all, to ICT related to business and organisations. *(3 marks)*
  - Describe how you think developments already in progress in ICT might affect your group or individual 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. *(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)*
- Evaluated 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)*
- Shown evidence, in your written summary, 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 Law and Order 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 Law and Order 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 and hand it 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 Law and Order. Everything you do in this report must relate to these two technologies. *(4 marks)*
- Give the main purpose of **each** of your technologies in relation to Law and Order. *(2 marks)*
- Explain **one** advantage for **each** of your technologies in relation to Law and Order. *(4 marks)*
- Explain **one** disadvantage for **each** of your technologies in relation to Law and Order. *(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)*
- Evaluated 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)*
- Shown evidence, in your written summary, 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 office staff at a school. (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 office staff at a school**. 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 office staff at school 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*.



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**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 office staff at school 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. *(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)*
- Evaluated 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)*
- Shown evidence, in your written summary, 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 ►**

<b>List of sources of information for</b> (insert name of task)	
<p><b>Give details of the source</b>  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.</p>	<p><b>Which part of the assignment did you use the source for?</b>  Describe what information this source provided for your assignment.</p>
<p><b>For one source only, how useful was the source?</b>  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.</p>	<p><b>For one source only, what information did you check and how did you check it?</b></p>

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## Candidate Checklist

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

### Task One: Presentation investigating how developments in ICT relating to Business and Organisations affect a chosen individual or group (16 marks)

Have you...

1. Identified the audience this 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** group or individual affected by ICT developments related to business and organisations?   
*(1 mark)*
4. Described your chosen group or individual?   
*(1 mark)*
5. Described what your group or individual uses ICT for?   
*(up to 2 marks)*
6. Described the benefits to your group or individual of using ICT?   
*(up to 3 marks)*
7. Explained what might happen if your group or individual had limited or no access to ICT?   
*(up to 3 marks)*
8. Described how developments in ICT might affect your group or individual in the near future?   
*(up to 2 marks)*
9. Used **two** features of the software to produce your presentation, for example combining text, diagrams, charts and pictures?   
*(2 marks – 1 mark for each feature used)*

**Turn over ►**

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**Task Two: Report on technology related to Law and Order and its effect on society (16 marks)**

Have you...

1. Named **two** technologies related to Law and Order?  
*(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 – one mark for each up to a maximum of two for each advantage)*
5. Explained **one** disadvantage for **each** of your technologies?  
*(4 marks – one mark for each up to a maximum of two for each disadvantage)*
6. Ensured that your report is well structured, using headings, an introduction and conclusion, paragraphs, numbering or bullets 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. Explained the effects the legislation will have on the office staff at school 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, an introduction and conclusion, paragraphs, numbering or bullets where appropriate?  
*(up to 2 marks)*

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**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 that **one** of your sources of information is correct 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 evaluated 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 ►**

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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) 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, within one of your three tasks?  
(3 marks)

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