



ASSESSMENT and
QUALIFICATIONS
ALLIANCE

GCSE in Applied Information and Communication Technology (Double Award)

Unit 1: Tools and Applications (3850/1)

Portfolio Marking Grid

This marking grid is issued to centres to provide further guidance to teachers on the allocation of marks for Unit 1. Its use by centres when marking candidates' work is optional and centres may choose to use a document of their own design, however if a centre can clearly show how marks have been awarded then the moderator will be able to provide a more detailed feedback report. The grid is **not** intended as a replacement for the Candidate Record Form, which must be completed for each candidate.

Candidate name:

Centre number:

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Candidate number:

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Total Mark (Maximum 100):

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Dr Michael Cresswell Director General

Report Reviewing Documents (21 Marks)	
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Candidate produces a basic description of the content, layout and purpose of two business documents produced using at least a single software application (4 marks)		A =	
A1	Description of content and layout (1 mark for each document, up to 2 marks)		
A2	Description of purpose (1 mark for each document, up to 2 marks)		

Candidate produces a more detailed description of the content, layout and purpose of two business documents, produced using two software applications, and attempts an evaluation of the suitability for purpose of the collected documents (7 marks)		B =	
B1	Detailed description of content and layout of two documents, including identification of type of software used (1 mark for each document, up to 2 marks)		
B2	Detailed description of purpose of two documents (1 mark for each document, up to 2 marks)		
B3	Simple evaluation of two documents (up to 3 marks)		

Candidate produces a very detailed description of content, layout and purpose of business documents produced using three software applications and evaluates suitability for purpose of the collected documents (6 marks)		C =	
C1	Identification of third type of software (1 mark)		
C2	Relate use of third type of software to purpose of document (1 mark)		
C3	Detailed evaluation of documents (up to 4 marks)		

Candidate produces a very detailed and well-structured description of content, layout and purpose of documents produced using three software applications, and evaluates in detail their suitability for purpose, suggesting how they could be improved (4 marks)		D =	
D1	Well-structured report (up to 2 marks)		
D2	Non-trivial suggestions for improvements (up to 2 marks)		

Penalty for missing documents (-1 mark for each original document that is missing)	-
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Production of Documents (25 Marks)

Candidate produces some documents which demonstrate capability with one software application (5 marks)		E =	
E1	2 or more basic documents produced (1 mark for each, up to 2 marks)		
E2	2 or more documents produced, demonstrating greater capability (1 mark for each, up to 2 marks)		
E3	1 or more documents satisfies accepted layout and format conventions (1 mark)		

Candidate produces a range of documents which demonstrate good capability with two software applications, including effective use of ICT to search for, select and organise information from a range of sources (8 marks)		F =	
F1	Three documents produced using at least one application (1 mark)		
F2	Three documents produced using at least two applications (1 mark)		
F3	Good capability demonstrated with two software applications (up to 3 marks)		
F4	Use of ICT tools to search for and select information (1 mark)		
F5	Use of ICT tools to organise information (1 mark)		
F6	Three sources evidenced (1 mark)		

Candidate demonstrates capability to integrate two software applications to produce documents, including searching, selecting and organising using ICT tools (5 marks)		G =	
G1	Two software applications integrated simplistically (2 marks)		
G2	More complex integration capability demonstrated with 2 software applications (2 marks)		
G3	Integration produces effective documents (1 mark)		

Candidate integrates three software applications to produce complex documents that are fit for purpose (7 marks)		H =	
H1	Three applications integrated simplistically (3 marks)		
H2	More complex integration capability demonstrated with 3 applications (3 marks)		
H3	Documents are fit for purpose (1 mark)		

Description and Evaluation of Documents (22 Marks)

Candidate indicates clearly how the software features are used to meet the purposes of the documents produced (6 marks)		I =	
I1	Some features identified through basic annotation (1 mark)		
I2	Features identified by detailed annotation (up to 2 marks)		
I3	Features identified and linked to purposes of documents (up to 3 marks)		

Candidate produces corrected and annotated drafts to show how the documents were developed (8 marks)		J =	
J1	Two obvious errors or omissions corrected (up to 2 marks)		
J2	Most obvious errors and omissions corrected (up to 2 marks)		
J3	Some annotations on drafts/documents (up to 2 marks)		
J4	Drafts/documents annotated to show developments (up to 2 marks)		

Candidate produces corrected and annotated drafts of documents and attempts a basic evaluation (4 marks)		K =	
K1	Drafts/documents annotated in detail to show development (1 mark)		
K2	Evaluation of documents related to purposes and audience (up to 3 marks)		

Candidate produces corrected and annotated drafts of documents and evaluates own documents by comparison with similar commercially produced documents (4 marks)		L =	
L1	Comparison of own documents with commercial documents which identifies similarities (1 mark) and differences (1 mark)		
L2	Similarities and differences are justified by reference to purpose and audience (2 marks)		

Penalty for missing documents (-1 mark for each original document that is missing)		-	
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Report or presentation on organisations using a range of sensing and image manipulation software (13 Marks)	
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Candidate describes two features of the use by organisations of CAD/CAM, sensing and control or image manipulation software (3 marks)		M =	
M1	Two features described (1 mark for each, up to 2 marks)		
M2	Additional detail included for one feature (1 mark)		

Candidate describes three main features and purposes of the use by organisations of CAD/CAM, sensing and control, and image manipulation software (4 marks)		N =	
N1	Third feature described, and features are main (1 mark)		
N2	Three features described for additional software types (1 mark for each, up to 3 marks)		

Candidate describes in detail three main features and purposes of organisations' use of CAD/CAM, sensing and control, and image manipulation software and evaluates briefly the impact on businesses of this use (3 marks)		O =	
O1	Detailed descriptions of use of software types (1 mark)		
O2	Evaluation of impact of use on businesses (up to 2 marks)		

Candidate describes in detail three main features and purposes of organisations' use of CAD/CAM, sensing and control, and image manipulation software and evaluates in detail the impact on business of this use (3 marks)		P =	
P1	Detailed evaluation of impact on businesses (up to 3 marks)		

Standard Ways of Working (19 Marks)

Candidate uses standard ways of working and file management systems (7 marks)		Q =	
Q1	Use of appropriate file names for nearly all files (1 mark)		
Q2	Use of appropriate names for directories (1 mark)		
Q3	Files are organised into appropriate directories (1 mark)		
Q4	Evidence of regular saving, e.g. version numbers (1 mark)		
Q5	Evidence of backup copies of all files (up to 2 marks)		
Q6	Evidence of awareness of copyright restrictions (1 mark)		

Candidate develops a directory system that manages information sources and documents for this unit, including drafts and working documents (4 marks)		R =	
R1	Identifies directories for drafts and working documents (up to 2 marks)		
R2	Files contained in appropriate directories for ease of location (up to 2 marks)		

Candidate develops an effective directory system that manages all information sources and documents, and candidate verifies two information sources (3 marks)		S =	
S1	Simplistic verification of one source (1 mark)		
S2	Simplistic verification of two sources or detailed/full verification of one source (1 mark)		
S3	Detailed/full verification of two sources (1 mark)		

Candidate develops an effective directory system that manages all information sources and documents, candidate verifies three information sources and shows how these information sources have been verified (5 marks)		T =	
T1	Detailed verification of third source (up to 2 marks)		
T2	Shows how each of the three sources have been verified (1 mark for each source, up to 3 marks)		