

Centre Marks	2(a)		2(b)		2(c)		2(d)		Total for Unit	
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Centre Number:	Centre Name:	Candidate Number:	Candidate Name:
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Unit Marking Guide – Unit 2 – Strand (a) - The different purposes for which the organisation / department uses ICT

GENERAL DESCRIPTORS FOR MARK BAND 3 (max 10 marks)	Guide for distribution of marks within MB3	Page	Marks
The work and objectives of the organisation and/or department are clearly described, covering main functions such as Sales, Human Resources, Administration, Manufacturing, Production and so on. A wide range of purposes, at least three of which have been described, has been investigated including Information, Communication and Functional purposes for which the organisation or department uses ICT. How the organisation uses ICT to meet its objectives is clearly explained (this might include a diagram of how the purposes are linked together by ICT, for example).	Descriptions of 3 of the main purposes for which the org/dept uses ICT with explanations of how they help the org/dept meet its objectives		10
	Descriptions of 2 of the main purposes for which the org/dept uses ICT with explanations of how they help the org/dept meet its objectives		9
	Description of 1 of the main purposes for which the org/dept uses ICT with explanations of how it helps the org/dept meet its objectives		8
	AND / OR (up to max of 10 marks)		
	Statement that evaluates how well ICT links all the purposes/functions together		+1 (max 10)

GENERAL DESCRIPTORS FOR MARK BAND 2 (max 7 marks)	Guide for distribution of marks within MB2	Page	Marks
The work of organisation and/or department is clearly described covering main functions such as Sales, Human Resources, Administration, Manufacturing, Production and so on. A range of purposes has been investigated which includes a description of at least one of the main purposes such as Information, Communication or Functional purposes.	Descriptions of 3 of the main purposes for which the org/dept uses ICT		7
	Descriptions of 2 of the main purposes for which the org/dept uses ICT		6
	Description of 1 of the main purposes for which the org/dept uses ICT		5
	AND / OR (up to max 7 marks)		
	Description of how ICT links all the purposes / functions together		+1 (max 7)

Where the evidence has not met either MB3 or MB2 criteria, then marks should be awarded in MB1 below:

Comment on use of professional judgement:	
Total Marks for Strand 2a:	

MARK BAND 1 (max 4 marks)	Page	Marks
Identifies the organisation / department		1
A list of purposes covering most of the essential purposes		2
A list of purposes covering some relevant purposes		1
Variety of purposes or categorisation of purposes in some way		1

Unit Marking Guide – Unit 2 – Strand (b) – A report on the ICT system used in an organisation/department

GENERAL DESCRIPTORS FOR MARK BAND 3 (max 14 marks)	Guide for distribution of marks within MB3	Page	Marks
The ICT system described relates to the organisation or one of the functions/departments described in 2(a). This might be a single system from within the organisation or the organisation itself depending upon its size and complexity. The software and at least four out of the five hardware component groups used by the organisation have valid descriptions. These descriptions are linked to the purpose for which the organisation, function or department uses the ICT described. Valid statement(s) evaluate how well a system component or software meets the stated needs and helps the organisation achieve its objectives. How the components work together as a system is explained (this might include a diagram as an illustration).	Three valid statements which evaluate how the system components, software or system as a whole enable the organisation to achieve its stated objectives.		13
	Two valid statements which evaluate how the system components, software or system as a whole enable the organisation to achieve its stated objectives.		12
	One valid statement which evaluates how the system components, software or system as a whole enable the organisation to achieve its stated objectives.		11
	AND / OR		
	An explanation of how the components work together as a system.		+1 (max 14)

GENERAL DESCRIPTORS FOR MARK BAND 2 (max 10 marks)	Guide for distribution of marks within MB2	Page	Marks
<p>The ICT system described relates to the organisation or one of the functions/departments described in 2(a). This might be a single system from within the organisation or the organisation itself depending upon its size and complexity. The five hardware component groups have been considered or described in terms of their use within the organisation, department or function. At least one of these component groups or the software has been linked to the purpose(s) for which the organisation, function or department uses the ICT described.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Five main component groups: Input Devices, Output Devices, Processors, Ports and Cables and Storage Devices</p> </div>	Valid descriptions of the applications software and a component from each of the five main hardware groups each linked to the purposes for which the organisation uses ICT.		10
	Valid descriptions of a component from each of the five main hardware groups each linked to the purposes for which the organisation uses ICT.		9
	Valid descriptions of the applications software and a component from three of the five main hardware groups each linked to the purposes for which the organisation uses ICT.		9
	Valid descriptions of a component from three of the five main hardware groups each linked to the purposes for which the organisation uses ICT.		8
	Valid descriptions of the applications software and one hardware component each linked to the purposes for which the organisation uses ICT.		8
	A valid description of the applications software OR one hardware component linked to the purpose for which the organisation uses ICT.		7

Where the evidence has not met either MB3 or MB2 criteria, then marks should be awarded in MB1.

Comment on use of professional judgement:	
Total Marks for Strand 2b:	

MARK BAND 1 (max 6 marks)	Page	Marks
Identifies ICT system within the organisation / department		1
A list of the principal hardware used which covers at least four of the main component groups		2
OR - A list of the principal hardware used which covers at least three of the main component groups		1
A list/table categorising the hardware into the five main component groups.		1
An item of hardware linked to purpose		1
A list of the applications software used.		1

Unit 2(c) A design specification for an ICT system

GENERAL DESCRIPTORS FOR MARK BAND 3
The scope of project and objectives of the proposed system are clearly identified; the solution is complex (evidenced in design); the student has identified the solution to the problem independently.
GENERAL DESCRIPTORS FOR MARK BAND 2
The purpose of project AND objectives of the proposed system are identified; the solution includes complex processing (evidenced in design); the student has identified the solution to the problem with limited guidance.
Where the evidence has not met either MB3 or MB2 criteria, then marks should be awarded in MB1.

Guide for distribution of marks	Mark Band 3	Mark Band 2	Mark Band 1	Page
User and need identified	1	1	1	
Scope of the project clearly defined to include objectives and/or some performance indicators	2	2		
OR Purpose of project identified to include objectives of the proposed system	1	1	1	
Initial design gives overview of full solution to problem to enable user to judge suitability or implementation by a third party	1	1		
Final designs (not implementation (2d)) are clearly labelled and identify relevant:				
• Inputs – sources of data, data capture methods, sketches of input screens, etc	1	1	1	
• Outputs – sketches of output screens, planned graphs or charts, reports/report layouts, etc	1	1	1	
• Processes – calculations, queries, searches, macros, etc	1	1	1	
Final design (not implementation):				
• Is broken into manageable sub tasks or is in a logical order to enable implementation	1			
• Includes some complex processing – see separate guidance	1	1		
• Includes input screens that are fit for purpose – evidenced in sketches	1			
• Includes output reports that are fit for purpose – evidenced in sketches	1			
• Includes input screens and/or output screens, charts, graphs or reports that are fit for purpose		1		
• Is detailed enough to be implemented effectively by third party	1			
• Demonstrates a creative approach to the solution – customised and linked to user needs/objectives	1			
Details of hardware and software to be used for the system	1	1	1	
Plan that effectively tests the whole system including normal and extreme data and showing expected outcomes	3			
OR Plan that effectively tests the main parts of the system (as above)	2	2		
OR Simple test plan or criteria to test stated	1	1	1	
MAX	17	12	7	

Comment on use of professional judgement:

Total Marks for Strand 2c:

Unit 2(d) Implementation, testing and evaluation of an ICT system, together with user documentation

GENERAL DESCRIPTORS FOR MARK BAND 3
The scope of project and objectives of the proposed system are clearly identified; the solution is complex (evidenced in design and implementation); the student has identified the solution to the problem independently. Proposed designs have been implemented, tested and evaluated; user documentation is present
GENERAL DESCRIPTORS FOR MARK BAND 2
The purpose of project AND objectives of the proposed system are identified; the solution includes complex processing (evidenced in design and implementation); the student has identified the solution to the problem with limited guidance. Proposed designs have been implemented, tested and evaluated; user documentation is present
Where the evidence has not met either MB3 or MB2 criteria, then marks should be awarded in MB1.

Guide for distribution of marks	Mark Band 3	Mark Band 2	Mark Band 1	Page
Implementation fully conforms to their design and meets all objectives of a complex solution	5			
Implementation fully conforms to their design and meets all objectives of a simple solution		4		
Implementation linked to their design that meets all objectives of a complex solution	4	4		
Implementation linked to their design that meets all objectives of a simple solution		3	3	
Implementation linked to their design that meets most of the objectives of a complex solution	3	3		
Implementation linked to their design that meets most of the objectives of a simple solution		2	2	
Implementation linked to their design that meets some of the objectives of a complex solution	2	2		
Implementation linked to their design that meets some of the objectives of a simple solution		1	1	
Whole system tested and constructive use made of results – if testing reveals all aspects are fully functional and no modifications are required then award full marks – before and after screen shots included	4			
Most testing carried out and constructive use made of results - most before and after screen shots included	3	3		
Some testing carried out and use made of results – some before and after screen shots included	2	2	2	
Some testing carried out – some before and after screen shots included	1	1	1	
Comprehensive comments that evaluate how far the system meets user needs/objectives stated in 2c; covering strengths and weaknesses, and areas for improvement with detailed suggestions as to how they might be achieved	5			
Comments that evaluate how far the system meets user needs/objectives stated in 2c; covering strengths and weaknesses, and areas for improvement with suggestions for how they might be achieved	4			
Evaluative comments covering strengths, weaknesses and areas for improvements that are linked to the user needs/objectives stated in 2c.	3	3		
Evaluative comments covering strengths and weaknesses that are linked to the user needs/objectives stated in 2c.	2	2		
Simple comments that show limited evaluation of the system	1	1	1	
User documentation clear enough for an inexperienced ICT user (including relevant screen shots)	3			
User documentation reasonably clear but assumes some previous experience	2	2		
Some user documentation but instructions not very clear	1	1	1	
MAX	17	12	7	

Comment on use of professional judgement:	
Total Marks for Strand 2d:	