

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

<b>Specification Code</b>	<b>1494</b>	<b>Unit Code</b>	<b>4873</b>		<b>Session</b>	Jan / June	<b>Year</b>	<b>2</b>	<b>0</b>	<b>0</b>	
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<b>Centre Name</b>		<b>Centre Number</b>							
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<b>Candidate Name</b>		<b>Candidate Number</b>				
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**Evidence:** A report of an investigation of two different organisations' use of ICT together with original documents for different business purposes and an ICT system for a given situation for one of the organisations.

<b>Criteria</b>			<b>Teacher Comment</b>	<b>Location</b>	<b>Mark</b>
<b>a1</b> Identify how the organisations use ICT, the information requirements of some systems and the hardware and application software used.  <p style="text-align: right;"><b>0 1 2 3 4</b></p>	<b>a2</b> Describe how the organisations use ICT, the information requirements of most major systems and the hardware and application software used.  <p style="text-align: right;"><b>5 6</b></p>	<b>a3</b> Explain why the organisations use ICT and how the hardware and application software used meet the organisations' needs and help them to communicate and function effectively.  <p style="text-align: right;"><b>7 8</b></p>			
<b>b1</b> Describe the content and layout of documents used by the organisations.  <p style="text-align: right;"><b>0 1 2 3</b></p>	<b>b2</b> Make informed suggestions about the writing and presentation styles used by the organisations in their documents.  <p style="text-align: right;"><b>4 5</b></p>	<b>b3</b> Draw logical conclusions about the standards for business documents and use these when producing your own documents.  <p style="text-align: right;"><b>6</b></p>			
<b>c1</b> Produce straightforward business documents that match their purpose and the target audience by making basic use of word processing, publication and presentation software.  <p style="text-align: right;"><b>0 1 2 3 4</b></p>	<b>c2</b> Produce more complex business documents that use appropriate writing, presentation and layout styles by making use of more features of word processing, publication and presentation software.  <p style="text-align: right;"><b>5 6 7</b></p>	<b>c3</b> Use what you have learned from studying organisations' documents, and the full range of software facilities to produce business documents that meet their intended purpose, are appropriate for the target audience and that are accurate, clear and consistent.  <p style="text-align: right;"><b>8 9</b></p>			

Criteria			Teacher Comment	Location	Mark
<b>d1</b> With help, identify the information flows in a simple system and produce a dataflow diagram. <b>0 1 2 3</b>	<b>d2</b> Investigate the information flows in a system and produce a dataflow diagram. <b>4</b>	<b>d3</b> Analyse the information flows in a system and produce a comprehensive dataflow diagram. <b>5 6</b>			
<b>e1</b> Produce a basic design specification for a system. <b>0 1 2</b>	<b>e2</b> Produce a detailed design specification for a system. <b>3</b>	<b>e3</b> Produce a comprehensive design specification for a system. <b>4</b>			
<b>f1</b> Produce brief records of the implementation of the system. <b>0 1 2</b>	<b>f2</b> Produce clear records of the implementation of the system. <b>3 4</b>	<b>f3</b> Produce comprehensive records of the implementation of the system. <b>5 6</b>			
<b>g1</b> Carry out simple tests to check that the system meets the design specification. <b>0 1 2</b>	<b>g2</b> Test the system under a range of conditions to ensure that user requirements are met. <b>3 4</b>	<b>g3</b> Carry out a detailed evaluation of the system, which checks the outcomes against user requirements, and produce records of any modifications and improvements made. <b>5 6</b>			
<b>h1</b> Produce a basic user guide to the system. <b>0 1 2</b>	<b>h2</b> Produce a detailed user guide to the system. <b>3 4</b>	<b>h3</b> Produce a comprehensive user guide to the system that would allow a novice user to use the system efficiently. <b>5</b>			
<b>Total/50</b>					

Please note: This form may be updated on an annual basis. The current version of this form will be sent out automatically by OCR to the Examinations Officer in the Centre upon receipt of provisional entries. You may also refer to OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)) for current version.

### Authentication

Teachers should ensure that an OCR Centre Declaration Sheet (CCS160) is completed and sent to the moderator along with a copy of the MS1.

### Guidance on Completion of this Form

- 1 One sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 4 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.