

## **Oxford Cambridge and RSA Examinations**

## OCR GCSE IN DESIGN AND TECHNOLOGY (GRAPHIC PRODUCTS)

1955

## **Key Features**

- A clear progression route to the revised OCR AS/A Level Design and Technology (Graphic Products) specifications.
- Covers National Curriculum Order for KS4 Design and Technology.
- Coursework clearly linked to teaching content requirement.
- A range of suitable tasks for coursework.
- Immediate support from specialist subject officer.
- Short Course and Certificate of Achievement also available.
- Moderation by visit.

## **Support and In-Service Training for Teachers**

- A full programme of In-Service training meetings arranged by the Training and Customer Support Division (telephone 01223 552950).
- Specimen question papers and mark schemes, available from the Publications department (telephone. 0870 8706622; fax 0870 8706621).
- Past question papers and mark schemes, available from the Publications department (telephone. 0870 8706622; fax 0870 8706621).
- Written advice on coursework proposals.
- A report on the examination, compiled by senior examining personnel after each examination session.
- Individual feedback to each Centre on the moderation of internally assessed work.

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Throughout the specification the following icons are used to signpost teaching and learning opportunities in:

Titizenship

ICT

Key Skills

CO - Communication

N - Application of NumberIT - Information TechnologyWO - Working with Others

LP - Improving own Learning and Performance

PS - Problem Solving

# OCR GCSE IN DESIGN AND TECHNOLOGY (GRAPHIC PRODUCTS) 1955

## **SECTION A: SPECIFICATION SUMMARY**

## **Outline**

The revised GCSE specification retains the characteristics of the Design and Technology (Graphic Products) specification previously offered by OCR.

The revised specification provides a coherent, satisfying and worthwhile course of study for candidates, whether they wish to pursue the study of Design and technology in the future or whether it will be their last experience of studying the subject.

The specification meets the National Curriculum Order for England (DfEE/QCA 1999) for Design and Technology and the GCSE subject criteria (QCA 2000). It provides opportunities for candidates to develop an awareness of the nature and significant importance of Design and Technology in a rapidly changing society. It enables candidates to develop their application of knowledge, skills, and understanding of Graphic Products within an overall design and make based approach. The specification offers a system of assessment for GCSE based on clear targets and a coherent set of criteria for rewarding positive achievement across grades G-A\*. The assessment of candidates includes both practical capability in Design and Technology applied to designing and making a product, and the knowledge and understanding which underpins this capability.

The specification is fundamentally designed to assess a candidate's capability at the end of KS4. It does, however, recognise that appropriate experiences at KS3 are essential if a candidate is to realise his/her full potential. This specification also provides candidates with a path into AS/A level Design and Technology and GNVQ Manufacturing and Engineering.

#### **TIERS**

Grades	Foundation Tier	Higher Tier
	G to C	D to A*
A*		
A		Candidates take
В		Components 2, 4
С		and 5
D	Candidates take	
Е	Components 1, 3	
F	and 5	
G		

#### **COMPONENTS**

Component	Name	Duration	Weighting
1	Paper 1 (Foundation)	1 hour 15 mins	20%
2	Paper 2 (Higher)	1 hour 30 mins	20%
3	Paper 3 (Foundation)	1 hour 15 mins	20%
4	Paper 4 (Higher)	1 hour 30 mins	20%
5	Internal Assessment (Coursework)	40 hours	60%

#### **QUESTION PAPERS**

Papers 1, 2, 3 and 4 will test a candidate's knowledge and understanding of Graphic Products through questions on designing and making. There will be no choice of questions.

Papers 1 and 2 will include a product analysis question based on information contained in the question paper. The focus of this product analysis question will not follow that of the published theme for papers 3 and 4.

Papers 3 and 4 will include a product analysis question, set on a different theme each year. The theme will be printed in the specification with further, detailed information, provided early in the year of the examination.

## **INTERNAL ASSESSMENT (COURSEWORK)**

Internal Assessment (coursework) will consist of a project where candidates will be expected to design and make a quality Graphic Product.

The project can be linked to a candidates own interests, industrial practice or the community.

Projects may involve an enterprise activity, where candidates identify an opportunity, design to meet a need, manufacture products and evaluate the whole design and make process.

Candidates must use appropriate ICT to help with their work. This can include computer-aided design and manufacture (CAD/CAM) software, control programs, data analysis and ICT based sources for research.

Candidates must consider how technology affects society and their own lives.

#### **ENTRY OPTIONS**

All candidates should be entered for 1955 with one of the following option codes:

Option Code	Option	Components
F	Foundation Tier	1, 3, 5
Н	Higher Tier	2, 4, 5

## SECTION B: GENERAL INFORMATION

## 1 Introduction

#### 1.1 RATIONALE

The specification aims to prepare candidates to participate in tomorrow's rapidly changing technologies.

The specification calls for candidates to become autonomous and creative problem solvers, as individuals and members of a team. They must look for needs, wants and opportunities and respond to them by developing a range of ideas and making products and systems. This specification combines practical skills with an understanding of aesthetics, social and environmental issues, function and industrial practices. Candidates reflect on and evaluate relevant present and past design and technology, its uses and effects.

The specification seeks to help candidates to become discriminating and informed users and innovators of products. It encourages candidates to think and intervene creatively to improve the quality of life for society.

The specification provides a framework which can be accessed by all candidates with the potential of gaining a GCSE grade G-A\*.

OCR has taken great care in the preparation of this specification and assessment material to avoid bias of any kind.

#### 1.2 CERTIFICATION TITLE

This specification will be shown on a certificate as:

OCR GCSE in Design and Technology (Graphic Products)

#### 1.3 LEVEL OF QUALIFICATION

#### **GCSE Full Course**

This qualification is approved by the regulatory authorities (QCA and ACCAC) as part of the National Qualifications Framework for England and Wales.

Candidates who gain grades G to D will have achieved an award at Foundation Level.

Candidates who gain grades C to A\* will have achieved an award at Intermediate Level.

#### 1.4 RECOMMENDED PRIOR LEARNING

Candidates who are taking courses leading to this qualification at Key Stage 4 should normally have followed the corresponding Key Stage 3 programme of study within the National Curriculum.

Candidates entering this course should have achieved a general educational level equivalent to National Curriculum Level 3, or a distinction at Entry Level within the National Qualifications Framework.

#### 1.5 PROGRESSION

GCSE qualifications are general qualifications which enable candidates to progress either directly to employment, or to proceed to further qualifications.

Many candidates who enter employment with one or more GCSEs would undertake training or further part-time study with the support of their employer.

Progression to further study from GCSE will depend upon the number and nature of the grades achieved. Broadly, candidates who are awarded mainly grades G to D at GCSE could either strengthen their base through further study of qualifications at Foundation Level within the National Qualifications Framework or could proceed to Intermediate level. Candidates who are awarded mainly grades C to A\* at GCSE would be well prepared for study at Advanced Level within the National Qualifications Framework.

Specifically students who achieve a grade C or above would be well prepared to study AS/A level Design and Technology and GNVQ Manufacturing and Engineering.

## 1.6 OVERLAP WITH OTHER QUALIFICATIONS

Specifically, two GCSEs at grade G to D or two GCSEs at grade C to A\* are equivalent to Part One GNVQ at Foundation and Intermediate Level respectively.

Four GCSEs at grade G to D or four GCSEs at grade C to A\* are equivalent to full award GNVQ at Foundation and Intermediate Level respectively.

The format of this specification is shared with other specifications in the Design and Technology suite. The very nature of designing and making means that processes are similar. However, the content that is examined in the papers and internal assessment of the specification is unique to this specification.

Of a more general nature this specification provides opportunities to promote knowledge and understanding of a wide range of skills, many of which are shared with other subject areas.

Those identified in the National Curriculum Order for England (DfEE/QCA 1999) for Design and Technology are:

- **thinking skills**, identifying relevant sources of information, and developing criteria for designs to guide their thinking;
- **financial capability**, through taking account of the relative cost of materials and components, in relation to their working characteristics and properties when deciding if, when and how to use them:
- **enterprise and entrepreneurial skills,** through identifying an opportunity to design something to meet a specific need, finding out about the work of professional designers and the manufacturing industry and then making and marketing the prototype product, and evaluating the whole process;
- work-related learning, through bringing a realistic industrial or commercial perspective
  to the development of a product in school based design studios or areas, visiting a
  workplace for hands-on experience related to designing and making, and providing the
  opportunity for visitors from business to act as product advisers or clients;
- education for sustainable development, through developing knowledge and
  understanding of the principles of sustainable design and production systems, developing
  skills in creative problem solving and evaluation, and exploring values and ethics in
  relation to the application of design and technology.

#### 1.7 RESTRICTIONS ON CANDIDATE ENTRIES

Candidates who enter for this GCSE specification **may not** also enter for any other GCSE specification with the certification title Design and Technology (Graphic Products) in the same examination series.

Candidates who enter for this GCSE **may** however also enter for any GNVQ specification with the certification title GNVQ Manufacturing, GNVQ Engineering, GNVQ CBE. in the same examination series. They may also enter for any Entry Level Certificate or NVQ qualification.

Every specification is assigned to a national classification code indicating the subject area to which it belongs.

Centres should be aware that candidates who enter for more than one GCSE qualification with the same classification code will have only one grade (the highest) counted for the purpose of the School and College Performance Tables.

The classification code for this specification is 9030.

#### 1.8 CODE OF PRACTICE REQUIREMENTS

These specifications will comply in every respect with the revised Code of Practice requirements for courses starting in September 2001.

## 1.9 STATUS IN WALES AND NORTHERN IRELAND

This specification has been approved by ACCAC for use by Centres in Wales

Candidates in Wales and Northern Ireland should not be disadvantaged by terms, legislation or aspects of government that are different from those in England. Where such situations might occur, including in the external assessment, the terms used have been selected as neutral, so that candidates may apply whatever is appropriate to their own situation.

OCR provides specifications, assessments and supporting documentation only in English.

Further information on the provision of assessment materials in Welsh and Irish may be obtained from the Information Bureau at OCR (telephone 01223 553998).

## 2 Specification Aims

The specification requires candidates to demonstrate fully their design and technology capability by combining skills with knowledge and understanding, in order to design and make quality products.

The specification allows candidates to acquire and apply knowledge, skills and understanding through:

- (i) analysing and evaluating products and processes;
- (ii) engaging in focussed tasks to develop and demonstrate techniques;
- (iii) engaging in strategies for developing ideas, planning and producing products;
- (iv) considering how past and present design and technology, relevant to a designing and making context, affects society;
- (v) recognising the moral, cultural and environmental issues inherent in design and technology.

The aims of this specification are:

- to encourage candidates to combine their designing and making skills with knowledge and understanding, in order to design and make quality products;
- to promote design and technology capability in candidates through activities which involve a range of contexts, materials, and processes and to lead to practical outcomes;
- to give opportunities to develop practical abilities and the confidence to design, make and modify products for identified purposes, selecting and using resources effectively;
- to promote the use of graphic techniques and ICT including computer-aided design (CAD), to generate, develop, model and communicate design proposals;
- to promote the use of computer-aided manufacture (CAM) in single item production and in batch or volume production;
- to encourage the development of candidates' critical and aesthetic abilities, enabling them to evaluate design and technology activity, including their own, in the context of an identified need:
- to encourage the development of candidates' understanding of the needs and values of a range of users; including spiritual, moral, social, and cultural considerations;
- to promote the keys skills of communication, application of number, IT, working with others, improving learning and performance and problem solving;
- to encourage the development of candidates' thinking skills, financial capability, enterprise and entrepreneurial skills;
- to encourage the development of candidates' understanding of work-related learning and the principles of sustainable design and production systems;
- to encourage candidates to consider how present and past design and technology, relevant to a designing and making process, affects society;
- to encourage candidates to consider the uses and affects of new technologies and modern materials on product design and manufacture;
- to provide for activities which give candidates opportunities to work both individually and as a member of a team.

Most of these aims are reflected in the assessment objectives, others, due to their very nature, cannot be readily assessed.

## 3 Assessment Objectives

The assessment objectives are designed to reflect the programme of study for Design and Technology.

Within this specification candidates will need to demonstrate their ability to:

- develop, plan and communicate ideas;
- work with tools, equipment, materials and components to produce quality products;
- evaluate processes and products;
- understand materials and components;
- understand systems and control.

The GCSE Subject Criteria (QCA 2000) sets out three specification Assessment Objectives for the scheme of assessment:

- AO1 Capability through acquiring and applying knowledge, skills and understanding of materials components, processes, techniques and industrial practice;
- AO2 Capability through acquiring and applying knowledge, skills and understanding when designing and making quality products;
- AO3 Capability through acquiring and applying knowledge, skills and understanding when evaluating processes and products; and examining the wider effects of design and technology on society.

#### **Assessment Components 1-4** Terminal Examination papers

These will test candidates' specialist knowledge, skills and understanding of Graphic Products through questions on the subject content (section 5) outlined in the specification.

## Assessment Component 5 Internal Assessment (coursework)

Internal Assessment (coursework) will test the knowledge, skills and understanding necessary to design and make products in the appropriate media. The evidence required to be submitted for this task must include a 3 dimensional product with a concise portfolio and/or appropriate ICT evidence.

Internal assessment will be evaluated against the following six internal assessment objectives (see Section 7.3.2):

- 1 identify a need or opportunity that leads to a design brief;
- 2 conduct research into the design brief which results in a specification;
- 3 generate possible ideas for a solution;
- 4 develop the product for manufacture;
- 5 plan and realise the product;
- 6 evaluate and test the product.

## 4 Scheme of Assessment

## 4.1 TIERS

The scheme of assessment consists of two tiers: Foundation Tier and Higher Tier. Foundation Tier assesses grades G to C and Higher Tier assesses grades D to A\*. Candidates must be entered for either the Foundation Tier or the Higher Tier.

Under no circumstances will a candidate entered for the Foundation Tier be awarded a grade higher than grade C. Candidates on the Higher Tier who fail to achieve the minimum mark for the award of a grade D will normally be ungraded. There is, however, provision for those who narrowly fail to achieve this mark to be awarded a grade E.

Grades	Foundation Tier	Higher Tier
	G to C	D to A*
A*		
A		Candidates take
В		Components 2, 4
С		and 5
D	Candidates take	
Е	Components 1, 3	
F	and 5	
G		

## 4.2 COMPONENTS

Component	Name	Duration	Weighting
1	Paper 1 (Foundation)	1 hour 15 mins	20%
2	Paper 2 (Higher)	1 hour 30 mins	20%
3	Paper 3 (Foundation)	1 hour 15 mins	20%
4	Paper 4 (Higher)	1 hour 30 mins	20%
5	Internal Assessment	40 hours	60%
	(Coursework)		

## 4.3 QUESTION PAPERS

Each question paper will contain five questions reflecting the grades targeted. Responses from candidates will be required in the form of one word, sentences, drawings and sketches with supporting notes.

Papers 1 and 2 will include a product analysis question based on information contained in the question paper. The focus of this product analysis question will **not** follow that of the published theme for papers 3 and 4.

Papers 3 and 4 will include a product analysis question, set on a different theme each year. Candidates will need to study this theme in order to answer the product analysis question fully. Research material, scrapbooks etc cannot be taken into the examination.

The theme for 2003: Children's Activity Packs.

Further detailed information will be provided early in 2003.

## 4.4 WEIGHTING OF ASSESSMENT OBJECTIVES (AO1, 2, 3)

The relationship between the components and the specification assessment objectives of the scheme of assessment is shown in the following grid.

#### **Foundation Tier**

Component	AO1	AO2	AO3	Total
1	4%	12%	4%	20%
3	4%	12%	4%	20%
5	12%	36%	12%	60%
Overall	20%	60%	20%	100%

## **Higher Tier**

Component	AO1	AO2	AO3	Total
2	4%	12%	4%	20%
4	4%	12%	4%	20%
5	12%	36%	12%	60%
Overall	20%	60%	20%	100%

## 4.5 ENTRY OPTIONS

All candidates should be entered for 1955 with one of the following option codes:

Option Code	Title	Components
F	Foundation Tier	1, 3, 5
Н	Higher Tier	2, 4, 5

## 4.6 INTERNAL ASSESSMENT (COURSEWORK)

The Internal Assessment will consist of **one** project where candidates will be expected to design and make a quality Graphic Product. This project requires a design and make activity related to industrial/commercial practices, and the appropriate application of systems and control.

The product can be linked to a candidates own interests, industrial practice or the community. Projects may involve an enterprise activity, where candidates identify an opportunity, design to meet a need, manufacture products and evaluate the whole design and make process.

Candidates must use appropriate ICT to help with their work, including computer-aided design and manufacture (CAD/CAM) software, control programs, data analysis and ICT based sources for research.

Through their project candidates must consider how relevant technology affects society and their own lives.

The evidence required to be submitted for this project must include a 3 dimensional product with a concise portfolio and/or appropriate ICT evidence. The whole activity must not exceed 40 hours of work.

If candidates work in groups, each candidate must take responsibility for a uniquely definable aspect of the overall project and undertake unique research, product design, manufacture and evaluation of that project aspect. Each candidate must provide unique evidence for assessment against the six internal assessment objectives with additional evidence in internal assessment objective 6 (evaluation and testing) to indicate the performance of the candidate's design within the context of the performance of the overall project.

Examples of appropriate tasks are given in Section 6.

Full details of the internal assessment objectives for internally assessed work can be found in Section 7.

#### 4.7 ASSESSMENT OF PRESENTATION AND ICT

Overall presentation skills are assessed in the internally assessed component only. Please refer to guidance in Section 7.3.4.

The assessment of this course requires candidates to use ICT through preparing, presenting, and reviewing information as they work on their design ideas, developing models that communicate these ideas, and making products using computer-aided manufacture (CAM).

#### 4.8 DIFFERENTIATION

Differentiation will be achieved by tiered papers in the terminal examination and by task and outcome in the Internal Assessment. The internal assessment tasks undertaken by each candidate should reflect their capabilities. Exemplar tasks will be available (see Section 6).

#### 4.9 AWARDING OF GRADES

The written papers will have a total weighting of 40% and internal assessment a weighting of 60%.

A candidate's mark for each of the components taken will be combined in the appropriate weighting to give the candidate's total mark for the specification. The candidate's grade will be determined by this total mark.

Candidates achieving less than the minimum mark for grade G will be ungraded.

Candidates on the Higher Tier who fail to achieve the minimum mark for the award of a grade D will normally be ungraded. There is however provision for those who narrowly fail to achieve this mark to be awarded a grade E.

#### 4.10 GRADE DESCRIPTIONS

Grade descriptions are provided to give a general indication of the standards of achievement likely to have been shown by the candidates awarded particular grades. The descriptions must be interpreted in relation to the content specified in Section 5; they are not designed to define that content. The grade awarded will depend in practice upon the extent to which the candidate has met the overall assessment objectives. Shortcomings in some aspects of the assessment may be balanced by better performance in others.

#### Grade F

When applying their knowledge, skills and understanding to design and make products, candidates:

- draw on and use various sources of information;
- clarify their ideas through discussion, drawing and modelling;
- use their understanding of the characteristics of familiar products when developing and communicating their own ideas;
- work from their own plans, modifying them where appropriate;
- work with a range of tools, materials, equipment, components and processes with some precision;
- check their work as it develops and modify their approach in the light of progress;
- test and evaluate their products, showing that they understand the situations in which their designs will have to function and are aware of resources as a constraint;
- evaluate their use of basic information sources.

#### **Grade C**

When applying their knowledge, skills and understanding to design and make products, candidates:

- use a wide range of appropriate sources of information to develop ideas;
- use a range of strategies to develop ideas, responding to information they have identified;
- investigate form, function and production processes and communicate ideas, using appropriate media;
- recognise the needs of users and develop realistic designs;
- produce plans that make use of time and resources to carry out the main stages of making products;
- work with a range of tools, materials, equipment, components and processes, taking account of their characteristics;
- organise their work so that they can carry out processes accurately and consistently, and use tools, equipment, materials and components with precision;
- adapt their methods of manufacture to changing circumstances, providing a sound explanation for any change from the initial specification;
- select appropriate techniques to test and evaluate how their products would perform when used and modify their products in the light of ongoing evaluation to improve their performance;
- evaluate their use of information sources.

#### Grade A

When applying their knowledge, skills and understanding to design and make products, candidates:

- seek out and use information to help their detailed design thinking, and recognise the needs of a variety of client groups;
- are discriminating in their selection and use of information sources to support their work;
- they use a wide range of strategies to develop appropriate ideas, responding to information they have identified;
- investigate form, function and production processes and communicate ideas using a variety of appropriate media;
- recognise the different needs of a range of users when developing fully realistic designs;
- when planning, they make sound decisions on materials and techniques based on their understanding of the physical properties and working characteristics of materials;
- work from formal plans that make the best use of time and resources;
- work with a range of tools, equipment, materials and components to a high degree of precision;
- make products that are reliable and robust and that fully meet the quality requirements given in the design proposal;
- identify conflicting demands on their design, explain how their ideas address these demands and use this analysis to produce proposals;
- identify a broad range of criteria for evaluating and testing their products, clearly relating their findings to the purpose for which the products were designed and the appropriate use of resources;
- fully evaluate their use of information sources.

## **SECTION C: SPECIFICATION CONTENT**

## 5 Introduction

During the key stage, candidates should be taught the knowledge, skills and understanding through: (N.C. order reference paragraph number)

- product analysis (6a)
- focused practical tasks that develop a range of techniques, skills, processes and knowledge (6b)
- design and make assignments, which include activities related to industrial practices and the application of systems and control. (6c)

This section is set out in column format to help teachers relate the requirements of the specification content with experiences that would be applicable.

Design and Technology, by its very nature, is continually developing. Teachers should be aware of new developments when preparing candidates for this examination.

The subject content in this section will be tested in the terminal examination. In addition candidates must address this content in their project work.

All the subject content in this section applies to the GCSE (Full Course). The content written in *italics* will only be tested in Examination Papers 3 and 4.

## 5.1 DESIGNING AND MAKING

## 5.1.1 Developing and Writing a Design Brief (1a)

C1.2, C2.2, WO1.1, WO1.2, WO2.1, LP2.1, PS2.1

## Candidates should be able to: Range of activities:

(N.C. order reference paragraph number)

 (a) provide a detailed description of the design need using various means of communication; text, drawings, photographs, *graphs*, *media clippings*.

(b) extract from verbal, visual and statistical information the essential problems to be solved;

life styles, popular activities, media publicity, consideration of information, professional advice and market research to identify the situation and design brief.

(c) identify the range of users and the market for which the product is intended; questionnaires, surveys, influences of trends, potential market possibilities.

(1b)

(d) develop a design brief for a marketable product.

a clear statement of design intention linked to either the candidates own interests, home, industrial practice or the community.

## 5.1.2 Drawing up a Specification

IT1.1, WO1.1, WO1.2, WO2.1, LP1.1, PS1.1

#### Candidates should be able to: Range of activities:

(a) examine the intended purpose of the product;

observation, consideration of existing products past and present.

(b) identify and collect data relevant to the product(s) and its users;

dimensions, anthropometric data, observation, British and European standards ISO, BS, EN, DIN, CE mark.

(c) consider issues that affect planning;

appropriate environmental and monetary costs.

(d) identify and evaluate how existing products fulfil the needs of their intended users:

market and product analysis, market surveys, in relationship to moral, social, economic, environmental and cultural factors.

(e) demonstrate an ability to express the results of research and analysis in the form of a suitable detailed specification;

a written specification.

(f) consider the capability required to manufacture in batch quantity.

consideration of possible systems that would control batch production.

(1c)

(1b)

## 5.1.3 Generating Design Proposals

IT1.2, IT2.1, WO1.1, WO1.2, WO2.1, LP2.2, PS1.2, PS2.1, PS2.2

## Candidates should be able to:

## Range of activities:

(a) generate and record a range of design proposals suitable for manufacturing in quantity;

ideas recorded in a combination of text and graphic techniques.

(1c)

(b) identify within those proposals the resources needed for the solution to be realised:

materials, constructions and processes.

(1e)

- (c) evaluate their ideas against the specification and modify where necessary;
- (d) consider whether ideas meet the original need:

compare generated ideas with the design specification criteria.

(3a)

- (e) understand the relevance of function and aesthetics;
- ergonomic, sensory and functional consideration of design ideas.
- (f) use mock-up models to check on the idea feasibility;
- simple modelling.
- (g) identify, with reasons for selection/rejection, the chosen design proposal(s) for product development;
- evidence to support choice and reasons for rejection.
- (h) use graphic techniques and ICT, including computer-aided design (CAD), to generate, develop, model and communicate design proposals.
- graphic techniques and computer aided design (CAD) used to generate, develop, model and communicate design proposals.

(1g)

## 5.1.4 Product Development

IT2.2, WO1.1, WO1.2, WO2.1, LP1.2, PS2.2

## Candidates should be able to:

## Range of activities:

(a) conduct testing or trialling to make decisions on materials, production processess and selection of premanufactured standard components; appropriate testing to determine: optimum sizes of product, materials, degree of accuracy, production method and appearance.

(b) match materials and components with tools, equipment and processes when deciding how to manufacture the product in quantity;

determine all details needed to manufacture the product in quantity taking notice of the relative costs of materials and components.

(1e)

(c) simulate production by developing a system to control the manufacture of a product individually and/or in batch quality;

appropriate use of jigs and/or templates, application of batch production methods.

(2e)

(d) be flexible and adaptable in responding to changing circumstances and new opportunities;

adjusting and modifying parts of the design if required.

(1f)

(e) use graphic techniques and ICT, including computer-aided design (CAD), to generate, develop, model and communicate design proposals.

graphic techniques and computer aided design (CAD) used to generate, develop, *model* and communicate design proposals.

(1g)

## 5.1.5 Product Planning

**™** WO2.2, LP1.1, LP2.1, PS2.2

## Candidates should be able to:

- (a) produce and use a detailed plan of work including:
  - manufactured items;
  - materials;
  - equipment;
  - tools and processes;
  - consideration of health and safety issues;

against a realistic time schedule.

(1d)(3b)

(b) prepare materials economically allowing for waste and fine finish and use premanufactured standard components appropriately.

## Range of activities:

a proposed work plan which sets realistic deadlines and identifies critical points.

efficient material preparation.

## 5.1.6 Tools and Equipment



## Candidates should be able to use a range of tools, equipment and processes effectively and safely, including: (2a)

- (a) proper procedures for the preparation of materials;
- (b) correct use of marking-out, measuring and testing tools;
- (c) correct use of tools, equipment and components for shaping, forming, cutting, joining, fitting, assembling and finishing;
- (d) safe working practices.

#### Use of drawing instruments

Candidates should be able to use drawing instruments to achieve a good standard of graphical representation.

#### Use of drafting aids

Candidates should be able to use drafting aids to develop good drafting techniques.

#### Use of colouring media

Candidates should be able to use colouring media to enhance drawings.

## Use of tools and equipment for model making

Candidates should be able to use tools and equipment to make 2 and 3 dimensional models and products.

#### Use of printing equipment

Candidates should be able to use printing equipment to develop:

- (a) good presentation and communication techniques;
- (b) good quality products.

#### Use of photographic equipment

Candidates should be able to use photographic equipment to record the stages of a design and make activity.

## Range of activities:

access to scissors, craft knives, circle cutters, safety rules and cutting boards.

try square, rule and compasses to mark out wood, metal and plastic.

appropriate tools (hand and/or power) for cutting, shaping and drilling thin section of wood, metal and plastic; hole and eyelet punches, stapler and staple gun. vacuum former and strip heater to form thin plastic.

access to a minimum range of drawing instruments: drawing board (at least A3 in size) with either T-square or parallel motion, 30°/60° and 45° set square, protractor, compasses, 300mm rule, pencils, pens and erasers.

access to a minimum range of drafting aids: circle templates, ellipse templates, *flexi curves* or *french curves*.

access to a minimum range of colouring media: coloured pencils *and marker pens*.

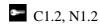
access to scissors, craft knives, safety rules circle cutter, perforation cutter, and cutting.

the minimum range of printing techniques to be used by candidates is as follows:

black and white photocopying; *silk screen printing*.

the minimum range of photographic equipment to be used by all candidates is as follows: still camera, digital camera.

#### 5.1.7 Processes



## **Drawing System**

Candidates should be able to read, interpret and produce, using recommended scales, the following range of drawing systems. Both freehand and instrument techniques should be used:

## Range of activities:

(4b)

(a) orthographic; third angle to include:

layout

dimensioning;

use of associated symbols;

hidden detail.

(b) sectional views; draw whole sections taken on the principal,

vertical and horizontal planes.

(c) assembly drawings; draw assembled views which show the

relative. location of a number of component

parts to include parts list.

(d) isometric; to include:

isometric view of circles, areas and other curves (any appropriate accurate method

will be accepted);

the use of isometric grids.

(e) planometric; exploded views

to include:

45° x 45° without scaling planometric views of circles areas and other curves (any appropriate accurate method will be

accepted).

(f) perspective; one and two point estimated perspective.

(g) pictograms. common signs and symbols used on

packaging, in public buildings etc.

#### **Basic Graphics Shapes**

Candidates should be able to recognise, name and draw basic graphic shapes.

any appropriate accurate method should be used to draw each of the following shapes:

triangles;

quadrilaterals;

pentagons;

hexagons;

octagons;

ellipses.

shapes formed from a combination of circles, tangents and tangential arcs.

#### **Enhancement Techniques**

Candidates should be able to suggest form and material using the following range of enhancement techniques:

tone:

apply an understanding of light, shade, and shadow to enhance form and mass in pictorial drawing.

to include the use of:

highlights;

shading;

lines;

dots;

dry transfer tone;

reflections.

thick and thin lines;

to enhance pictorial drawings to create impact to make objects appear more solid.

texture.

use textural representation to illustrate the following range of materials:

wood:

plastics matt, textured and shiny;

glass;

metal - matt and chrome;

concrete.

#### **Data Presentation**

Candidates should be able to translate or transpose written data, presented or collected into visual form. the following methods of presentation should be used:

tables;

line graphs;

pie charts (2D and 3D);

bar charts (2D and 3D);

pictographs.

#### **Model Making**

Candidates should be able to use model making:

as a means of exploring an idea;

 as a means of testing or demonstrating an idea or principle. make paper and thin card models;

model a product or part of a product from pliable materials (eg plasticine and rigid foam) using appropriate techniques.

#### **Product Manufacture**

Candidates should be able to present their final design as a two and threedimensional product using the following construction:

developments (nets); manufacture products from appropriate

materials based on the development of the

following shapes:

cubes, prism, *cylinders*, *pyramids*, *cones* to include correct representations for fold lines, simple *truncations*, glue tabs and slot-in tabs

without adhesives.

fabrication; make a product or part of a product from

thick card, foamboard or thin plastic sheet by marking out, cutting, shaping, drilling and joining with and without the use of

adhesives.

forming; make part of a product from thin plastic

sheet by line bending and/or vacuum forming e.g. plastic insert for packaging to include the use of jigs and formers.

typography and layout: select type style and point size, use correct

layout techniques such as text justification.

apply ergonomic considerations when selecting text style, size and text colour

combinations.

colour theory. select colours on the basis of aesthetic

consideration;

select colours on the basis of an

understanding of the colour wheel, make use of colour associations i.e. green for safety.

## 5.1.8 ICT Applications

**III** IT1.1, IT1.2, IT2.2, IT2.3

#### Candidates should:

- (a) understand how CAD/CAM is used in industrial manufacturing;
- (b) recognise that computer systems can control machines and equipment;
- (c) understand how CAD/CAM is used in the manufacture of single items and small batches. (2d)

## Candidates should use ICT where appropriate to:

- (d) desk top publish;
- (e) produce bar charts, pie charts etc from data;
- (f) produce graphics;
- (g) mould and size text, and/or graphics to suit requirements;
- (h) aid Design and Technology activities;

## Range of activities:

books, videos, database, internet, industrial visits.

simulate robotics used in production lines.

modern computer controlled production methods, self adhesive vinyl sign production.

combine written information and graphics;

produce a questionnaire; photo edit digital images.

present results in a graphical form.

use a paint or draw program to produce original art work including line, texture, colour.

produce text in appropriate styles and sizes for presentation *and advertising/packaging*.

use ICT appropriately to generate handle, model or communicate design proposals:

- (i) research from a database, use the internet; e-mail;
- (ii) present data in the form of tables or graphics;
- (iii) use a spreadsheet for costing/modelling;
- (iv) trial packaging nets;
- (v) generate flow charts and production plans;
- (vi) produce web page designs and realistic representations.
- (i) utilise CAD; (1g)

(i) utilise CAM.

create and manipulate a range of 2D/3D images, producing accurate drawings.

use a cutter-plotter, use CNC to produce stencils and templates or formers for vacuum forming.

## 5.1.9 Industrial Applications



## Candidates should be able to: Range of activities:

(a) understand the following commercial production methods:

job production; (2b) understand that this involves producing 'one

off' products. Every item produced is

different. It is labour intensive.

batch production; (2c) understand that this involves the production

of a specified quantity of a product. Batches can be repeated as many times as required. This type of production method is flexible and can be used to produce batches of similar products with only a small change to the

tooling.

e.g. using stencils, templates and jigs

embossing, die cutting.

repetitive flow; understand that this involves producing large

numbers of identical products for a relatively low cost. The production is usually broken down into sub assemblies of smaller

components. This form of mass production can be labour intensive or completely automated depending on the product being

manufactured.

continual flow process. understand that this involves uninterrupted 24

hrs/day production of a basic commodity such as steel, chemicals, oil or basic food products. This type of production continues because it is expensive to shut down and then re-start. Only a small workforce is needed to maintain the

process.

(b) understand the following commercial manufacturing

systems:

cell production; understand that this is a number of work

stations grouped to produce a single

component.

in-line assembly; understand that this is used to mass produce

many everyday items especially cars. Many in-line assembly systems are fully automated and only require people to ensure continual

flow.

just in time;

logistics.

(c) understand the packaging, marketing and advertising implications of a product;

(d) understand that control is a necessary part of production and marketing;

(e) understand the basic principles of commercial printing.

this philosophy requires materials, components and sub-assemblies to arrive from other factories 'just in time' for production. Finished products are despatched immediately they are made. This system reduces any storage of stock and allows for changes to the product to be made quickly without the need to use up stock items first.

understand that the production of products relies upon the availability of materials and components when required.

information about the product, consumer preference, legislation, *labelling*, *legal* requirements, storage, distribution, *cultural* and European influences.

understand that printed advertisements and point of sale displays are designed to:

- (i) inform people about the product;
- (ii) influence, persuade and encourage people to buy a company's products rather than someone else's.

procedures to ensure a quality product, quality guarantees, consumer rights e.g. ISO 9000:

understand that quality control helps to ensure that the customer is satisfied with a product;

understand that a product should meet the criteria listed in the specification.

print methods – letterpress, block gravure, lithography – sheet fed offset, web fed offset. understand how to produce a printing plate. understand the terms: process camera; colour separation; process colours; CMYK.

## 5.1.10 Good Working Practice



WO2.2, LP1.1, LP2.2, LP 2.3

## Candidates should be able to:

## Range of activities:

devise strategies to make effective use of available resources to:

When planning their work candidates should be able to:

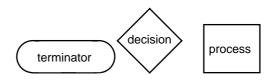
(a) produce process and block diagrams;

identify available materials, components, equipment and facilities;

establish an order for work, identifying subtasks that need to be done first;

organise their work to maximise the use of available time and resources;

(b) produce time plans and work schedules; (1d) produce time plans, flow charts using standard symbols.



(c) carry out testing, evaluation and modification of products.

(3b)

simple trialling of products; results collected, charted and analysed; relevant modifications made.

## 5.1.11 Product Evaluation

C2.1, WO1.3, WO2.3, LP2.3, PS1.3, PS2.3

## Candidates should be able to:

## Range of activities:

(a) review their work at critical points and apply quality assurance techniques; (3b) regular checks to ensure a quality outcome.

critical evaluation related to initial

specification and use of resources.

(b) evaluate the proposed product against:

its fitness for purpose;

the design need;

the needs of the intended user(s);

(3c)

(c) evaluate the proposed product against moral, cultural and environmental issues for the intended user;

sustainable sources of material supply and disposal/recycling of redundant products.

(d) review whether they have used materials and resources appropriately;

detailed testing with meaningful conclusions.

(e) carry out testing, resulting in conclusions that suggest necessary modifications. Analyse the performance of the manufacturing control system.

proposal for further development, suggest modifications or improvements to:

- product; (i)
- (ii) jig, template, pattern or computer system.

## 5.2 KNOWLEDGE AND UNDERSTANDING

## 5.2.1 Core Materials and Standard Pre-manufactured Components (4a, 4b, 4c, 4d, 4e)

#### Candidates should be:

- able to identify which material is suitable for a particular situation;
- able to identify the properties that materials (included applied finishes) need to have to fulfil an identified purpose;
- aware of the effects on society of using materials in terms of pollution, waste and recycleability.

#### **Paper**

- have a knowledge of paper sizes for A5-A2;
- experience using the following types of paper and be able to identify which kind of paper is suitable for a particular situation:

```
layout paper and/or cartridge paper;

bleedproof paper;

tracing paper;

coloured paper;

grid paper – square and isometric.
```

#### **Card and Board**

• understand the relationship between the thickness of the following cards and boards and appropriate construction techniques ie cutting, folding and fabrication:

```
flat card and board;
corrugated card;
coated cards and boards;
oiled card (for stencils).
```

#### **Foamboard**

know that foamboard is constructed from polystyrene foam laminated between card; these
are combined to give a strong light weight material which can be easily cut.

#### **Thin Sheet Plastics**

- know that thermoplastic sheet is suitable for line bending and vacuum forming;
- know that some plastics are non biodegradable but can be recycled;
- experience using the following types of plastic:

```
polystyrene;
corrugated plastics 'corriflute';
formed plastics;
acetate;
self adhesive vinyl;
'Mylar' (for stencils);
low tack masking film.
```

#### 'Smart' and Modern Materials

- know that some 'Smart' materials respond to changes in temperature, incident light or applied voltage i.e. liquid crystal displays, electroluminescent panels (TEP), thermochromic ink pigments to indicate temperature changes (TEP);
- know that some 'Smart' materials combine a number of useful properties e.g. 'Klett' self bonding corrugated card;
- be aware of other 'Smart' and modern materials as they become commercially available.

#### Rigid Foam

- know that rigid foam can be easily cut and shaped to produce accurate 3D mock ups and models;
- PVA is suitable for joining rigid foam together;
- water based paints are suitable for painting rigid foam;
- certain adhesives and paints will dissolve rigid foam.

#### Balsa Wood

know that balsa wood is available in a range of sizes, including sheet and block.

## **Joining Materials**

- be able to identify the correct adhesive or mechanical fixing to use in a given situation;
- have a knowledge and understanding of the appropriate uses of the following adhesives:

```
PVA adhesive;
spray adhesives;
solvent cement;
hot melt (glue gun);
epoxy resin;
glue sticks;
single and double-sided adhesive tape;
velcro;
double sided sticky pads;
press fit 'click' fasteners;
staples.
```

## **Finishing Materials**

• be able to select and apply appropriate finishes:

```
spirit varnishes;
```

UV lacquers;

laminating.

## **Standard Pre-manufactured Components**

Candidates should, when design and making:

- be able to identify and use a range of pre-manufactured standard components to:
  - (i) simulate surface detail;
  - (ii) join materials.
- make use of standard pre-manufactured components to include:

```
self adhesive paper labels and tapes;
```

dry transfer lettering;

modeller's raised plastic letters;

drawing pins;

mapping pins;

paper fasteners and clips;

eyelets;

foamboard hinges;

foamboard hooks;

foamboard hangers;

a range of 'found' and 'scrap' items;

construction kits containing gears, wheels and pulleys.

## 5.2.2 Systems and Control (5a)

Candidates should develop an understanding of control systems, to include:

- know that a system has three elements, input, process and output;
- know that a system can be evident as:
  - (i) mechanical system e.g. pop-up card, interactive page in an educational book;
  - (ii) electronic system e.g. flashing lights on a point of sale display.
- know the importance of feedback to their own batch production system e.g. jig, former, template, or pattern;
- an analysis of the effectiveness of the performance of the system e.g. consumer feedback.

#### **Mechanical Systems**

#### Candidates should:

- be able to understand that a mechanism transforms and input motion and force into a desired output motion and force;
- be able to select and use mechanisms to bring about required changes and control movement;
- be able to identify and describe the following types of motion in mechanical systems;
  - (i) linear;
  - (ii) reciprocating;
  - (iii) rotary;
  - (iv) oscillating.
- Candidates should be able to analyse, design and use simple 'pop-up' systems based on the following:
  - (i) 'V'-folds;
  - (ii) Multiple layers/parallelogram action.
- Candidates should be able to identify and describe mechanisms that:
  - (i) turn motion through a right angle;
  - (ii) reverse the direction of motion;
  - (iii change linear motion into rotary motion;
  - (iv) change rotary motion into reciprocating motion.
- Candidates should be able to determine graphically the locus of points on linkages of up to a maximum of four elements.

#### **Electrical Systems**

#### Candidates should:

- have an understanding of circuits with supporting details of components;
- produce, in response to an identified need, a drawing of a circuit diagram from a combination of sub circuit or block diagrams.

### 5.2.3 Products and Applications (6a)

Candidates should be able to carry out a product analysis of commercially manufactured products and their applications. The process should include the following:

- establishing the function and application/s of the product;
- identifying the constituent parts of the product and their interrelated functions;
- establishing how the product works including any scientific principles involved;
- identifying the materials from which the product is manufactured;
- identifying the manufacturing processes used to make the product;
- establishing the intended market for the product;
- assessing the performance of products against alternative artefacts and solutions;
- testing products using existing information regarding materials and processes.

#### 5.2.4 Quality (2c, 3d, 3c)

Candidates should understand how to distinguish between quality of design and quality of manufacture by drawing on their experience and understanding of existing products and applications including:

- an understanding of procedures that could be set during production to ensure control over quality;
- how far existing products satisfy their needs and fulfil their purpose e.g. a well made child's board game that is of no interest to a child;
- when assembling products, candidates should understand the importance of accuracy;
- the appropriate use of resources and materials in relation to manufacture and maintenance e.g. use of flat card for restaurant menu's and corrugated plastics for house sale signs;
- how it meets manufacturability and maintenance requirements;
- its social, moral, *economic*, *environmental* and aesthetic implications e.g. advantages and disadvantages of packaging bottled toiletries, consideration of the style of the product, its *disposal and* recycling of materials and components.

#### 5.2.5 Health and Safety (2a)



Candidates should understand health and safety as designers, manufacturers and consumers to include:

- (a) as designers and consumers:
  - correct selection of materials and finishes;
  - safety in terms of function and product maintenance;
  - workers within the production environment.
- (b) as workers within the production environment:
  - storage and use of tools and equipment;
  - materials, chemicals, solvents, finishes;
  - flammable and toxic substances.
- (c) personal safety:
  - protective wear including eye protection, clothing;
  - machine guards;
  - dust and fume extraction;
  - · disposal of waste;
  - use of barrier creams;
  - accident procedure.
- (d) risk assessment using information sources:
  - COSHH e.g. fumes given off by some adhesives;
  - instructions relating to the use of consumables e.g. 'Spraymount', impact adhesives, superglue, fabric dyes;
  - instructions relating to the use of unfamiliar equipment e.g. card guillotine;
  - recognition and understanding of safety symbols (UK and European).
- (e) environmental effects:
  - the disposal of chemicals used to manufacture products;
  - the reduction in the common use of chemicals dangerous to the environment e.g. bleaches, CFC's, toxic materials;
  - the need to dispose of redundant products in a safe and environmentally friendly way;
  - make use of colour associations i.e. Red for danger.

### **SECTION D: COURSEWORK**

#### 6 Coursework Tasks

#### 6.1 NATURE OF COURSEWORK PROJECT

Candidates are required to produce a Graphics Product that can be marketed. The underlying influence on the project should be that the product will be the first of a batch of 50, realised in school/college with the facilities that are available. The candidate will realise the first, or the prototype of this product.

The evidence required to be submitted for assessment must include a 3 dimensional product with a concise portfolio (including evidence of modelling) and/or appropriate ICT evidence. Centres are reminded that ICT evidence must address the requirements of the six Internal Assessment Objectives. Evidence which does not lead to a finished product can be assessed if it is felt that it represents work appropriate to the focus of the project.

This project will be assessed against the following six internal assessment objectives:

- 1 identify a need or opportunity that leads to a design brief;
- 2 conduct research into the design brief which results in a specification;
- 3 generate possible ideas for a solution;
- 4 develop the product for manufacture;
- 5 plan and realise the product;
- 6 evaluate and test the product.

It is envisaged that the coursework project presented for assessment will represent 40 hours of work for the GCSE full course. Some of the work, by its very nature, may be undertaken outside school e.g. research work, testing etc.

#### 6.2 EXEMPLAR COURSEWORK TASKS

Candidates may select one of the following statements as a starting point for the coursework project. Through investigating the statement, candidates can devise their own design brief based on their interests and ability.

It is not compulsory to select an area of design from this list. Teachers and/or candidates can devise their own starting point. OCR coursework consultants are available for advise if required.

In order to contact coursework consultants, Centres should use Coursework Task Proposal forms supplied to Centres in a Coursework Administration Pack or download the form from the OCR website: <a href="https://www.ocr.org.uk">www.ocr.org.uk</a>

- 1 A company that specialises in producing printed and die-cut card products is looking to launch a new range of self-assembly card creatures. They require a design suitable for die-cut manufacture that will be printed in full colour, and that will include all necessary assembly instructions.
- 2 As a creative person, you have been approached to write, illustrate and produce a new book. These are the publisher's requirements:
  - a simple pop-up book suitable for young children;
  - suitable for use by parents when teaching their children to read;
  - to be short but interesting;
  - to contain a maximum of two mechanisms.
- 3 A local printing firm is planning to launch a range of greeting cards. They must:
  - feature some form of card engineering;
  - have an appropriate theme.
- 4 Fashion dolls have a number of accessories available, but their cost is quite high. Design and make a product that:
  - can be sold alongside the doll's accessories;
  - has a low cost;
  - is suitable for self assembly.
- 5 A multi-national company produces a different 3D promotional product each year to be sent to existing and potential customers. As this gift is intended to be used in an office environment, its intended use needs to be explored. The product must answer the following points:
  - It must promote the company and its products;
  - It must be capable of being sent flat-packed through the post;
  - It must be easy to assemble without the use of adhesives.
- 6 Fast food outlets often sell children's meals in attractive containers.

These containers are:

- supplied flat-pack;
- ready for rapid assembly without the use of adhesives.
- 7 Music and video stores use eye-catching three-dimensional stands situated near to cash tills to promote new releases.

These stands:

- support and display a copy of the CD or video being promoted;
- are designed to have a short 'product life';
- are distributed to the stores for self-assembly.

8 Visitor's Centres are to be found throughout the country, and range from wildlife conservation areas to inner-city industrial sites, and to historic houses set in country estates. These "Visitor's Centres" are frequently used for group visits.

For a site of your choice, design and make a graphic product to meet the needs of visitors.

- 9 The packaging of chocolate confectionery:
  - is often exciting and innovative;
  - frequently involves a theme;
  - demonstrates many diverse styles and types.
- 10 Collectable scale models are popular and cover a range of subjects. A company requires a design that:
  - is capable of being assembled by the user;
  - includes clear instructions.

Identify a need, and design and produce a prototype suitable for batch production.

- 11 A game's manufacturer requires a board game to meet the following points:
  - must be self contained;
  - suitable for use when travelling.
- 12 Cosmetics packaging can be exciting and original, but far too frequently the product is housed in a rectangular box. A new range of cosmetics is about to be launched and the manufacturer is looking for a totally new design.
- 13 As part of a new publicity campaign, a new car manufacturer wishes to display their vehicle brochures in a range of retail outlets. They require a temporary promotional stand that is suitable for postal dispatch to outlets around the world.
- 14 Teachers use many different types of visual aids to enable students to learn. Your local primary school requires a 3-dimensional resource that provides a solution to the learning of telling the time.
- 15 A company, which sells model trains and slot racing car sets, wishes to expand its range of model kits for trackside buildings.
- 16 The design of packaging offers many challenges concerning form, function, construction and presentation.
- 17 A food company is to introduce a range of healthy foods with a natural theme. The packaging for this range must:
  - promote healthy eating;
  - be environmentally friendly.

- 18 A visitors guide is to be produced for your local town. To make the guide more interesting it has been decided that it must include the following feature:
  - some form of interactive mechanism or pop-up.
- 19 A travel company is to produce an Internet Web Site. To promote this new facility, they require a counter top graphic product to advertise the Web Site address in its shops.
- 20 A local primary school needs a number of small tabletop Puppet Theatres to be used by pupils for the performance of their own short plays.
- 21 To help raise funds, a charity is to place card collection boxes in Banks and Post Offices.

#### 6.3 EXPANSION OF AN 'EXEMPLAR COURSEWORK TASK'

#### Task 16 - The design of packaging for unusual shapes

#### Internal Assessment Objective 1 - Identification of a need leading to design brief

- An analysis of unusual shaped products that may need preserving and protecting during transportation candidates use text, drawing, photographs
- A consideration of the range and type of user for such a product
- A clear statement of the problem and what the candidate intends to design and make as a marketable product

# Internal Assessment Objective 2 - Research into design brief resulting in a specification

- An identification of the possible features of the product to provide preservation and protection during transport, image and information.
- Survey and analysis of available existing packaging.
- A collection and analysis of information on how existing products solve this problem.
- A specification that lists the design requirements of the intended product including capability to manufacture in quantity.

#### Internal Assessment Objective 3 - Generation of design proposals

- A collection of annotated sketches showing a range of appropriate solutions.
- Two and/or three dimensional models are made to help with product development.
- The proposed ideas are evaluated against the specification and good/bad points are identified.
- The best ideas are chosen considering the need and their fitness for purpose.
- The final design proposal is presented using a combination of text, graphical techniques and computer generated images.

#### Internal Assessment Objective 4 - Product development

- An investigation into possible suitable materials including any testing relevant to the intended product purpose. Choice of material based on investigation and testing.
- Suitable construction methods and available manufactured items are considered and recorded following modelling and testing.
- Considering the investigation and testing, modifications are made to the chosen design to improve the product.
- The possibilities and implications for quantity manufacture are considered and recorded.
- Final details of materials, production methods and manufactured items required are recorded using a combination of text, graphical techniques and computer images.

#### Internal Assessment Objective 5 - Product planning and realisation

- A plan of action is produced specifying an effective order for manufacture of the product considering materials, tools and equipment.
- Making is carried out demonstrating the economic and efficient use of materials, tools and equipment. Modifications may be made during making in response to changes in circumstances.
- Safe working practice is evident during making.
- An appropriate range of skills and techniques is used to produce a quality product.

#### Internal Assessment Objective 6 - Evaluation and testing

- The outcome is evaluated against the original specification.
- Its fitness for purpose is tested on the intended user group.
- Proposals for further development are suggested with illustrations to show where improvements could be made.
- The performance of the planned control system for the manufacture of the product is analysed against their production of a single product.

## 7 Regulations for Internal Assessment

# 7.1 SUPERVISION AND AUTHENTICATION OF INTERNALLY ASSESSED WORK

OCR expects teachers to supervise and guide candidates who are undertaking work which is internally assessed (e.g. coursework project). The degree of teacher guidance in candidates' work will vary according to the work being undertaken. It should be remembered, however, that candidates are required to reach their own judgements and conclusions.

When supervising internally assessed coursework project, teachers are expected to:

- Offer candidates advice about how best to approach their work.
- Exercise continuing supervision of work in order to monitor progress and to prevent plagiarism.
- Ensure that the work is completed in accordance with the specification requirements and can be assessed in accordance with the internal assessment objectives and procedures.

Internally assessed coursework project should be completed in the course of normal curriculum time and supervised and marked by the teacher. Some of the work, by its very nature, may be undertaken outside the Centre e.g. research work, testing etc. As with all internally assessed work, the teacher must be satisfied that the work submitted for assessment is the candidate's own work.

# 7.2 PRODUCTION AND PRESENTATION OF INTERNALLY ASSESSED WORK

Candidates must observe certain procedures in the production of internally assessed work.

- Any copied material must be suitably acknowledged.
- Quotations must be clearly marked and a reference provided wherever possible.
- Work submitted for moderation must be marked with the:

Centre number

Centre name

Candidate Number

Candidate Name

Specification title and code i.e: OCR GCSE in Design and Technology

(Graphic Products) 1955

Coursework project title.

#### 7.3 MARKING CRITERIA FOR INTERNALLY ASSESSED WORK

This specification requires candidates to demonstrate fully their design and technology cabability. They should combine skills with knowledge and understanding in order to design and make quality products.

The assessment objectives:

- of materials, components, processes, techniques and industrial practice (AO1);
- for designing and making quality products (AO2);
- for evaluating processes and products and examining the wider effects of design and technology on society (AO3),

are assessed, in an integrated way, through the six **Internal Assessment Objectives** shown below.

Internal Assessment Objectives		Specification Assessment Objectives		
		AO1	AO2	AO3
1	Identification of a need or opportunity leading to a design brief		2	2
2	Research into design brief resulting in a specification	2	6	4
3	Generation of design proposals	2	8	2
4	Product development	6	4	2
5	Product planning and realisation	10	40	2
6	Evaluation and Testing			8
	Total Marks	20	60	20

The weighting of the marks provides an indicator of the time that candidates should spend on each part of the project.

It is envisaged that the coursework project presented for assessment will represent 40 hours work. Some of the work, by its very nature, may be undertaken outside school e.g. research work, testing etc.

#### 7.3.1 Assessment of the Overall Presentation of the Coursework Project

This specification provides for an assessment of the overall presentation of the coursework project. Marks are awarded on the basis of a candidate's overall performance in presenting work throughout the project portfolio. Details are given in 7.3.4.

#### 7.3.2 Guidance for Teachers

It is appreciated that for assessment purposes, the Internal Assessment Objectives have been written in a linear form. However, within focus areas of Design and Technology, some stages may interrelate and be cyclical in approach.

This specification requires candidates to produce a Graphic Product that can be marketed. The underlying influence on the project should be that the product will be the first of a batch of 50, realised in school/college with the facilities that are available. The candidate will realise the first, or the prototype, of this product.

Graphic products meet a wide range of needs in areas such as advertising, promotion, marketing, packaging and the communication of information. They should be commercially viable products in their own right, capable of being tested and fully used for their intended purpose.

Projects should be based around the use of graphics materials and skills. The use of other materials is permitted, but only as a supplement to the core materials of paper, card, foamboard, and thin sheet plastics. Where appropriate, the use of suitable 'smart' and modern materials should be considered.

Materials such as rigid foam and balsa wood are supplementary materials. (See Section 5.2).

A Graphic Product should not be a model of a product only capable of giving a visual impression which does not function in the way that the actual product would. For example a concept model of a torch. Resistant materials must only be used in a support role, for example to produce a mould for vacuum forming thin polystyrene sheet.

The type of project selected should be challenging, but realistic in terms of resources and time available. Candidates are actively encouraged to think about the needs/requirements of the user group and the situation the product will be used in. It is vital that a design brief is established at the beginning of the process, to enable candidates to focus their research. (Some centres provide the candidates with a set theme as a starting point, others allow individuals to recognise their own design need/opportunity.)

Having established a design brief, candidates need to extend their understanding of the situation by collecting, documenting and analysing relevant data. Candidates should be encouraged to use ICT where appropriate. Digital cameras scanned and down loaded images, Internet and CD-ROM access can all provide opportunities for candidates to document information. Feedback from the intended user group about the requirements and expectations of the product can be obtained via a survey or in-depth interview with an expert. Product analysis of similar products already available can inform opinions about human interaction, product functions, value for money etc. The design specification provides a clear understanding of all the major design requirements needed to make the product successful. The candidate should acknowledge the considerations for quantity production as part of the specification. Quick initial design sketches can be developed and modelled using CAD. Annotation can provide additional details about possible solutions. The final design selection needs to be discussed and justified against the original design specification. Where appropriate, candidates should consider the use of 'smart' and modern materials.

During the product development section, candidates need to develop their idea towards a final product. They test materials, production methods and surface finishes. The results need to be recorded and decisions justified. Exact sizes and shapes of components are established. Prepared spreadsheets may be used to show the costing for one single item and/or batch of ten etc. Tessellating can show economic use of materials. ICT can be used to create a realistic representation of the finished product. Candidates are to design and make a simple device such as a jig, former or template that can be used as part of a system to maintain consistency during the manufacture of their product. The success of this device is assessed during the evaluation report.

Prior to realisation, candidates need to plan the order of manufacture, the processes, tools and equipment to be used. Time plans help to keep the candidate on target. Using a range of skills and techniques, candidates are expected to make a quality product that meets the requirements of the design specification.

The evaluation report provides the opportunity for the candidate to analyse the outcome against the original specification and whether they have used the correct materials, equipment etc. Full product testing will establish the success of the product and consumer/user group opinions will inform suitable modifications and further product development. An evaluation of the system designed to maintain consistency during production would establish its effectiveness and need for further improvements.

## 7.3.3 Applying the Internal Assessment Objectives to Candidates' Work

Each internal assessment objective has four 'level of response' boxes containing hierarchical statements. Initially a 'best fit' should be established and the mark awarded within the appropriate mark range.

The marks have been broken down into ranges of marks for the hierarchical statements within each level of response box.

This breakdown enables positive marking of a coursework project by allowing the teacher to match statements from any of the level of response boxes against the evidence offered by the candidate. This approach can be applied to each assessment objective using the marks in brackets [] as indicated.

For example when marking internal assessment objective 5, a project may reflect:

Total Mark	26
The product will exhibit a reasonable standard etc	[8]
With a normal level of supervision, has combined a range of skills and techniques etc.	[9]
Has overcome problems as they arise etc.	[6]
Little or no planning	[3]

Identification of a Need or Opportunity leading to a Design Brief	Level of Response	Mark Range
Candidates will need to:  • provide a description of the design need using various means of	A statement of what is to be made.  Some consideration of the design	0-1
<ul> <li>communication;</li> <li>identify the range of users and the market for which the product is intended;</li> <li>develop a design brief for a marketable product.</li> </ul>	need or the intended user/users leading to a design brief.	2
	Consideration of both the design need and the intended user/users leading to a clear design brief of a marketable product.	3
	Detailed description of both the design need and user/users leading to a clear and precise design brief of a marketable product.	4
	Total	4

Research into the Design Brief which results in a Specification	Level of Response		Mark Range
Candidates will need to:			
<ul> <li>examine the intended purpose, form and function of the product;</li> </ul>	Limited research of intended use.  Some recognition of existing products.	[1]	0-3
<ul> <li>undertake appropriate surveys, identifying and evaluating how existing products fulfill the</li> </ul>	A specification identifying some basic requirements.	[1]	
<ul><li>needs of their intended users;</li><li>identify and collect data relevant to the product(s) and</li></ul>	Intended use of product examined with some data identified or collected.	[2]	
<ul><li>its users;</li><li>develop a detailed specification and criteria that includes the</li></ul>	Existing products identified with some evaluation.	[2]	4-6
capability for batch production.	A specification identifying some key features including a suggestion of how more than one could be made.	[2]	
	Intended use of product examined with data identified and collected.	[3]	
	Existing products identified and evaluated considering some of the needs of the intended user/users.	[3]	7-9
	A detailed specification containing some reference to a system required to manufacture in batches.	[3]	
	Intended use of product fully examined with relevant data identified and collected.	[4]	
	Existing products identified and fully evaluated against the needs of the intended user/users.	[4]	
	Analysis of the research and information sources leading to a detailed design specification that would provide a system to ensure control over the production of the		10-12
	product in batches.	[4] Total	12

Generation of Design Proposals	Level of Response		Mark Range
<ul> <li>Candidates will need to:</li> <li>generate a range of design proposals;</li> <li>check design proposals against design specification and review and modify them if necessary;</li> <li>identify chosen design proposal for product development;</li> </ul>	One or more solutions proposed.  Little or no evaluation.  The work displays a low standard of communication techniques.	[1] [1]	0-3
<ul> <li>present design solutions using a range of graphic techniques and ICT including computer-aided design (CAD), to generate, develop, model and communicate design proposals.</li> </ul>	Several solutions proposed.  A cursory evaluation. Unsupported choice of design proposal. Communication will be of a reasonable standard using a limited number of techniques.	[2] [2]	4-6
	A range of appropriate solutions proposed.  Design proposal chosen, supported by clear evaluation.  Communication will be of a good standard, using a range of appropriate techniques.	[3] [3]	7-9
	A wide range of appropriate solutions proposed.  Design proposal chosen as a result of detailed evaluation and consideration of the need and fitness for purpose.  Communication will be of a high quality, using a wide range of appropriate techniques.	[4] [4]	10-12
		Total	12

Product Development	Level of Response		Mark Range
Candidates will need to:			
<ul> <li>as a result of investigation, testing or trialling, make reasoned decisions about:</li> </ul>	Some materials and production methods identified.	[1]	0-3
materials; production methods;	Has attempted to model part of final solution.	[1]	
pre-manufactured standard components.	Limited details given for final solution.	F13	
<ul> <li>consider how materials are prepared for manufacture and how pre-manufactured standard components are used;</li> <li>by modelling, apply test procedures ensuring the product meets the original design brief and its fitness for purpose;</li> <li>consider when developing the product, the implications for quantity manufacture of: <ol> <li>materials and components;</li> <li>tools, equipment and processes;</li> </ol> </li> </ul>	As a result of investigations some decisions made about materials, production methods function and premanufactured items.  Has used modeling to check that the product meets the design brief.  Some important details given about the final product and how more than one of the product could be made.	[2]	4-6
(iii) critical dimensions and tolerances.			
<ul> <li>develop a control system to be used in the manufacture of their product;</li> <li>be flexible and adaptable in responding to changing circumstances and new opportunities;</li> <li>make any necessary modifications to the chosen design;</li> <li>give details of the final design including a final product specification;</li> <li>present design solutions using a range of</li> </ul>	Some testing and trialling resulting in decisions about materials, production methods and pre-manufactured items.  Used modelling and testing to ensure that the product meets the design brief.  Most details given about final product and the control system needed to produce the product in quantity.	[3] [3]	7-9
graphic techniques and ICT including computer-aided design (CAD), to develop, model and communicate design proposals.	Appropriate testing and trialling resulting in reasoned decisions about materials, production methods and pre-manufactured items.  Has used modelling and test procedures to identify any necessary modifications and to ensure the product meets the design brief.  Full details about the final product and the control system needed to produce the product in quantity.	[4]	10-12
		Total	12

**53** 

Product Planning and Realisation	Level of Response		Mark Range
Candidates will need to:			
<ul> <li>produce a plan of action which considers: materials, pre-</li> </ul>	Little or no planning.	[3]	
manufactured items, equipment, processes and health and safety	Has used a limited range of materials, tools and equipment.	[3]	0-13
issues against an order of work and the need to make products that match the design specification;	With frequent prompting uses basic skills and techniques appropriate to the task. Little understanding of safe working practices.	[3]	
<ul> <li>select and use tools, equipment and processes effectively and safely;</li> </ul>	The product will exhibit a low standard of outcome and may not be successfully completed.	[4]	
<ul> <li>economically prepare materials/ pre-manufactured items for production, allowing for waste and fine finish;</li> </ul>	Planning will have been restricted to the immediate task and will have relied on prompting.  Has overcome problems as they arise using	[6]	
<ul> <li>complete a quality outcome suitable for the intended user or users,</li> </ul>	appropriate materials, tools and equipment.  With some guidance has used a range of skills and	[6]	14-26
ensure that their outcome functions effective;	techniques appropriate to the task. Reasonable understanding of safe working procedures.	[6]	
<ul> <li>be prepared to adapt working procedures in response to changing circumstances;</li> </ul>	The product will exhibit a reasonable standard of outcome, be mainly complete and will satisfy the specification with a limited degree of success.	[8]	
<ul> <li>use a range of skills and techniques appropriate to the task;</li> </ul>	Most of the realisation will have been planned in advance.	[9]	
<ul> <li>where appropriate apply a range of industrial techniques when working with familiar materials and processes;</li> </ul>	Has made economic and efficient use of materials, tools and equipment modifying the application of these if appropriate.	[9]	27-39
• ,	With a normal level of supervision, has combined a range of skills and techniques appropriate to the task. Good understanding of safe working procedures.	[9]	
	The product will exhibit a good standard of outcome, will be complete and will function as intended.	[12]	
	The realisation will have been thoroughly planned to specify an effective order for the sequence of operations.	[12]	
	Resourceful and adaptable with materials, tools and equipment and to a high degree of precision.	[12]	40-52
	Has independently combined a range of skills and techniques appropriate to the task. High understanding of safe working procedures.	[12]	
	The product will be completed to a high quality and will fully meet the requirements of the final product	[12]	
	specification.	[16] <b>Total</b>	52

carry out testing, resulting in reasoned conclusions that suggest any necessary modifications to improve the product; review whether they have used resources appropriately e.g. time, materials, equipment, and production methods; analyse the performance of their manufacturing control system in the production of the prototype.  Some supported comment with reference to the specification and use of resources.  Superficial testing with a conclusion.  Relevant comments with reference to the specification	[1] [1]	0-2
they are of a suitable quality for intended users;  carry out testing, resulting in reasoned conclusions that suggest any necessary modifications to improve the product; review whether they have used resources appropriately e.g. time, materials, equipment, and production methods; analyse the performance of their manufacturing control system in the production of the prototype.  Relevant comments with reference to the specification and use of resources.  Relevant comments with reference to the specification and use of resources.  Relevant testing with few		0-2
conclusions that suggest any necessary modifications to improve the product; review whether they have used resources appropriately e.g. time, materials, equipment, and production methods; analyse the performance of their manufacturing control system in the production of the prototype.  Relevant comments with reference to the specification and use of resources.  Relevant comments with reference to the specification and use of resources.  Relevant testing with few	[1]	0-2
Some supported comment with reference to the specification and use of resources.  Superficial testing with a conclusion.  Relevant comments with reference to the specification and use of resources.  Superficial testing with a conclusion.  Relevant comments with reference to the specification and use of resources.  Relevant testing with few		
Relevant comments with reference to the specification and use of resources.  Relevant testing with few	[2]	3-4
	[3]	
possible modification or improvement of product and/or system designed to control manufacture.	[3]	5-6
Critical evaluation related to the specification and use of resources.	[4]	
Detailed testing with meaningful conclusions leading to proposals for further development, modification or improvements of product and system designed		
	[4]	7-8 8

#### 7.3.4 Assessment of the Overall Presentation of the Coursework Project

An assessment of the overall presentation of the project is provided for the internally assessed component of this specification.

Marks are awarded on the basis of a candidate's overall performance in presenting work throughout the project portfolio. Performance criteria are given below to assist with the allocation of marks.

Teachers should first assess the candidate's project portfolio against the six **Internal Assessment Objectives.** The performance criteria for presentation should then be applied, and marked according to the table given below.

Performance Criteria	Mark Range
Below threshold performance	0
Threshold performance	1
Candidates present their ideas with reasonable care in a format that can be followed.	
Intermediate performance	2-3
Candidates present their ideas with care in an appropriate sequence.	
High performance	4-5
Candidates present their ideas adeptly in a logical and concise way.	

#### 7.4 MODERATION

All internally assessed work is marked by the teacher and internally standardised by the Centre. Marks are then submitted to OCR by a specified date, after which moderation takes place in accordance with OCR procedures. The purpose of moderation is to ensure that the standard of the award of marks for internally assessed work is the same for each Centre and that each teacher has applied the standards appropriately across the range of candidates within the Centre.

The sample of work which is presented to the Moderator for moderation must show how the marks have been awarded in relation to the internal assessment objectives defined in Section 7.3.

Where it is not clear within a project folder, by the candidate's own presentation of work, where the marks have been awarded, annotation must be carried out by the person marking the work.

### 7.5 MINIMUM REQUIREMENTS FOR INTERNALLY ASSESSED WORK

There should be clear evidence that work has been attempted and some work produced.

If a candidate submits no work for an internally assessed component, then the candidate should be indicated as being absent from that component on the mark sheets submitted to OCR. If a candidate completes any work at all for an internally assessed component then the work should be assessed according to the internal assessment objectives and marking instructions and the appropriate mark awarded, which may be zero.

## **SECTION E: FURTHER INFORMATION**

## 8 Opportunities for Teaching

#### 8.1 ICT

In order to play a full part in modern society, candidates need to be confident and effective users of ICT. Where appropriate, candidates should be given opportunities to use ICT in order to further their study of Graphic Products.

The assessment of this course requires candidates to use ICT through preparing, presenting, and reviewing information as they work on their design ideas, developing models that communicate these ideas, and making products using computer-aided manufacture (CAM).

This section offers guidance on opportunities for using ICT during the course. These opportunities are also indicated within the content of Section C by a symbol. Such opportunities may or may not contribute to the provision of evidence for IT Key Skills. Where such opportunities do contribute, they are identified by the use of the symbol.

ICT Application	Opportunities for using ICT during the Course
Database	Sections 5.1.1, 5.1.8, 5.1.11
Internet	Sections 5.1.2, 5.1.8
Word Processing	Sections 5.1.2, 5.1.8, 5.1.11
Spreadsheet	Sections 5.1.5, 5.1.8
CAD	Sections 5.1.3, 5.1.4, 5.1.6, 5.1.8
CAM	Sections 5.1.8, 5.1.9, 5.1.10

#### 8.2 CITIZENSHIP

From September 2002, the National Curriculum for England at Key Stage 4 includes a mandatory programme of study for Citizenship. Parts of this programme of study may be delivered through an appropriate treatment of other subjects.

This section offers guidance on opportunities for developing knowledge, skills and understanding of citizenship issues during the course. These opportunities are also indicated within the content of Section 5 by a symbol.

Citizenship	Opportunities for Teaching Citizenship Issues during the Course
Consider the needs of others	Section 5.1.1
Consider issues surrounding a particular product and its surroundings	Section 5.1.2
Seek opinions of others and be flexible and adaptable in responding to their needs	Sections 5.1.3/4
Consider the need to work together as a team	Section 5.1.9
Seek the opinions of others	Section 5.1.11
Consider the health and safety of others	Section 5.2.5

#### 8.3 SPIRITUAL, MORAL, ETHICAL, SOCIAL AND CULTURAL ISSUES

The specification provides opportunities to promote:

- spiritual development, through helping pupils recognise their own creativity and the creativity of others in finding solutions to problems, and through recognising the tension between material and non-material needs;
- moral development, through helping pupils to reflect on how technology affects the
  environment so they can make informed choices when designing and making and through
  discussing the moral dilemmas posed by introducing new technologies within different
  values systems and the advantages and disadvantages of new technology to local, national
  and global communities;
- social development, through helping pupils recognise the need to consider the views of others when discussing design ideas;
- cultural development, through exploring the contribution of products to the quality of life within different cultures, and through valuing and reflecting on the responses of people from other cultures to design solutions.

#### 8.4 HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

OCR has taken account of the 1988 Resolution of the Council of the European Community and the Report Environmental Responsibility: An Agenda for Further and Higher Education, 1993 in preparing this specification and associated specimen assessments.

The specification provides opportunities to promote education for sustainable development, through developing knowledge and understanding of the principles of sustainable design and production systems, developing skills in creative problem solving and evaluation, and exploring values and ethics in relation to the application of design and technology. Whilst candidates will not be specifically assessed in terms of their knowledge and awareness of issues associated with energy usage it is anticipated that, whenever possible, candidates will be encouraged to consider the benefits and drawbacks associated with the use of different sources of energy.

The specification content includes a specific requirement to consider issues associated with health and safety and the environment. See Section 5.

#### 8.5 THE EUROPEAN DIMENSION

OCR has taken account of the 1988 Resolution of the Council of the European Community in preparing this specification and associated specimen assessments. European examples should be used where appropriate in the delivery of the subject content. Relevant European legislation is identified within the specification where applicable. See Section 5.

## 9 Key Skills

Key Skills are central to successful employment and underpin further success in learning independently. Whilst they are certificated separately, the Key Skills guidance for this qualification has been designed to support the teaching and learning of the content. Opportunities for developing the generic Key Skills of Communication, Application of Number and Information Technology are indicated through the use of a symbol in Section 5. The wider Key Skills of Working with Others, Problem Solving and Improving Own Learning and Performance may also be developed through the teaching programmes associated with the specification.

The following matrix indicates where coverage exists within the specifications.

	Communication	Application of Number	IT	Working with Others	Improving Own Learning and Performance	Problem Solving
Level 1	<b>√</b>	✓	✓	1	✓	✓
Level 2	1		✓	✓	✓	✓

Detailed opportunities for generating Key Skills evidence through this specification are posted on the OCR website. A summary document for Key Skills coordinators showing ways in which opportunities for Key Skills arise within GCSE courses will be published during 2001.

#### 10 Resource List

At the time of publication of this specification, Heinemann is preparing a textbook and teacher's resource file to accompany this course. It will be endorsed by OCR for use with this specification, subject to OCR's quality assurance procedure before final publication. For further details, please contact either the Design and Technology team at OCR Birmingham Office or Heinemann direct on 01865 311366.

Geoff Hancock GCSE Graphic Products for ISBN 0435 41740 1

**OCR Student Book** 

Keith Bolling and Geoff GCSE Graphic Products for ISBN 0435 41741 X

Hancock with Bryon Pearce OCR Teacher's Resource

File

## 11 Arrangements for Candidates with Special Needs

For candidates who are unable to complete the full assessment or whose performance may be adversely affected through no fault of their own, teachers should consult the *Inter-Board Regulations and Guidance Booklet for Special Arrangements and Special Consideration*.

In such cases, advice should be sought from the OCR Special Requirements team (telephone 01223 552505) as early as possible during the course.

A Certificate of Achievement (COA) specification is also available and may be more suitable for some candidates.

## 12 Support and In-service Training for Teachers

To support teachers using this specification, OCR will make the following materials and services available:

- a full programme of In-Service training meetings arranged by the Training and Customer Support Division (telephone 01223 552950);
- specimen question papers and mark schemes, available from the Publications department (telephone. 0870 8706622; fax 0870 8706621);
- past question papers and mark schemes, available from the Publications department (telephone. 0870 8706622; fax 0870 8706621);
- written advice on coursework proposals;
- a report on the examination, compiled by senior examining personnel after each examination session;
- individual feedback to each Centre on the moderation of internally assessed work.