

| Type: Word Processing – Extension range of skills | | Total Marks Awarded: 26/40 | |
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| FEATURES of SOFTWARE USED: Creation of graphic; Text boxes; Enter & edit text; Font type and size; inserting graphic; mail merge | | | |
| GENERAL COMMENTS: This is an extended project that included the production of a new logo. This project is let down by a poor report, although the structure is adequate. The design section lacks any discussion. In the implementation section the student describes the slides well in terms of the how the presentation is viewed and the content. The student does not describe the features used. However, there is some evidence of features used as shown in the actual outcome of the tests. The evaluation addresses the specified criteria briefly. | | | |
| PROCESS | RANGE | EVIDENCE | COMMENTS |
| Identify | 0 - 5 | <p>Good description of the problem and the user.</p> <p>Manual and ICT solutions.</p> <p>Objectives are both relevant and quantifiable.</p> | More justification of why ICT is the best solution. |
| 4 marks | | | |
| Analyse | | <p>Hardware identified.</p> <p>Software identified.</p> <p>Inputs: examples of data collection Processes: Flowchart gives a good general overview.</p> <p>Backups discussed and security good.</p> | <p>More detail needed, especially regarding the printer.</p> <p>Features of software should be related to the objectives.</p> <p>Needs details on input or validation. Lacks detailed discussion of how the database is going to be set up and how the logo is going to be created.</p> <p>No relevant details of outputs have been included.</p> <p>Backup needs to be related to the problem. Details regarding file size could have been included</p> |
| 5 marks | | | |

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| Design | 0 – 9 | Designs are adequate. Test plan is present but is vague. | Designs should show a progression to the final design with user comments. Mail merge not designed. The test plan should test the objectives. There are no tests on the number of letters that should be produced by the mail merge. |
| 5 marks | | | |
| Implement | 0 – 12 | Annotated hard copy of error/ correction process Evidence that the design has been implemented. | No detail of the processes describing the creation or development of the letters, mail merge and printing options. No evidence of the test plan being implemented. |
| 8 marks | | | |
| Evaluate | 0 – 5 | Just adequate evaluation of objectives. General letter from user and some critical feedback allowing the candidate to comment on further improvements. | Evaluation of objectives could include more detail. |
| 4 marks | | | |
| TOTAL 26 | | | |
| <u>Comments on the Quality of Written Communication:</u> Reasonable clarity of expression indicating probable high level 2. Possible use of spelling and grammar checker makes it difficult to comment on the original spelling and grammar of the candidate. | | | |