

Further Guidance for Delivery of ICT B Coursework

This document offers guidance in addition to that in the Specification of the coursework units for ICT B 1095/1995.

ICT Syllabus B 1095/1995

Coursework

Overview of Requirements

For Unit 2378 (Short and Full course) candidates need to submit a single portfolio based upon the case study. Sample assignments, covering a range of application software, can be found in the specification. The sample assignments for the ICT in Retailing scenario are suggested as a complete suite of assignments. These assignments allow candidates to use a range of software applications and allows them maximum chance of demonstrating achievement of the objectives.

For Unit 2379 (Full course only) candidates need to submit an additional project by selecting one area of ICT use and designing and producing their own system complete with user documentation. The system should cover one area of data handling and processing in the set context. This enables candidates to specialise in their chosen area. The chosen area can be selected by the candidate or Centre.

Differences between 2378 and 2379 portfolios

Although both of these units are marked against the same set of criteria, and use the same mark sheet the tasks undertaken by the candidates are different. For unit 2378 candidates can develop straightforward documents and/or systems, considering some alternatives when they make decisions. Unit 2379 work should solve more complex problems, using a wider range of software features and considering a wider range of alternatives when making decisions.

Time Allocation

Each coursework unit should be taken in semi-controlled conditions, with 12 hours of computer time available for the production of the items / systems required for each. Candidates should log their time spent in this way, both in school / college and at home, to complete the task.

This time allocation is intended to give guidance about the amount of time which should be necessary, and should not penalise candidates who choose to create systems where the testing requires substantial data entry. Research, investigation and practice time does not need to be recorded in logs, nor does time spent entering data into a system that has been set up. Time that should be recorded is that which is spent using the computer to create the structure of systems and documents required.

Evidence to be Submitted

In order to reduce the need for *unnecessary* paper based evidence each unit is assessed by means of a portfolio and presentation to a teacher / tutor. Whilst *excessive* paper evidence is not required, it is necessary to provide moderators with evidence for

all marks allocated and it is expected that this will normally take the form of printouts, screen prints, word-processed text, handwriting and diagrams as appropriate.

Sometimes work produced cannot be effectively shown on paper. Examples where this might happen include interactive / multimedia presentations and control / monitoring applications. In these cases it might be more appropriate to include CD-ROMs, floppy disks and / or videotapes as *supplementary* evidence. However, the paper-based evidence submitted in conjunction with this must fully evidence the work in its own right and should contain 'screen dumps' of the relevant assessment evidence.

OCR cannot guarantee that the moderator appointed has access to the hardware platform (Apple-Mac, PC, Acorn etc) or the essential software to view electronically evidenced submissions. It may well be the case that moderator may be reluctant to view such material, because of concerns over virus infection.

In cases where centres consider it necessary to submit electronic media to the moderator in order to confirm assessment standards they must apply in writing to the Principal Moderator using the form in Appendix 1. This should be done well in advance of the submission of coursework marks, if possible before the work is started. Where disk-based evidence is in PC format using a web browser or standard software (e.g. Microsoft Office) it is not anticipated that there will be a problem gaining approval.

If teachers are allocating marks for a presentation observed or a discussion with a candidate this needs to be documented using the form in Appendix 2. This form then needs to be included within the candidate's portfolio. It is anticipated that the standard of marks awarded from observation / discussion will be consistent with the standard evidenced in the paper-based work submitted.

The log of work kept by the candidate should be included at the front of each portfolio. Centres may, if they wish, photocopy Appendix 3, for candidates to use. Alternatively they can use other means of recording time spent.

Organisation of portfolios

Coursework evidence sent to moderators should be well organised and clearly presented.

Each candidate's portfolio should consist of:

- A coursework cover sheet, GCW710, completed by the teacher, showing the candidate's details and the breakdown of marks awarded;
- The log of work kept by the candidate (copies of Appendix 3 may be used by candidates for this purpose if Centres wish);
- Any Witness Statement forms (Appendix 2) explaining marks awarded where there is no other evidence submitted;
- Printouts, screen prints, word processed and/or hand-written explanations produced by the candidate, in an order that will allow the moderator to see and understand how work has progressed and what has been produced. If candidates are also

submitting non-paper evidence this should be referenced in their work so that it is clear what material moderators need to look at.

All these papers should be fastened together in a way that prevents pages becoming separated and allows a moderator to view each page easily. This is best done by using plain manila folders or by hole punching and tagging pages together. Work should not be submitted in bulky folders, such as ring binders, or systems such as slide binders, which do not allow pages to be opened flat on a desk.

Where candidates' work is sent on any form of disk this should be organised in directories labelled with the candidate numbers. All non-paper evidence should be clearly labelled with the candidate's name and number and the Centre number.

Internal Standardisation

Where more than one teacher is involved in the marking of work, an internal standardisation meeting must have taken place to ensure consistent standards of marking across the whole cohort. This is best done before marking is started by looking together at the mark scheme and at least three pieces of work – one high mark, one mark in the middle of the mark range and one low mark. Marking should not begin until the centre is happy that all teachers have a common understanding of the application of the mark scheme.

Once marking is complete checks should be made to ensure that marking has been consistent amongst all teachers. It is the centre's responsibility to produce a reliable order of merit for their candidates.

Annotation of Coursework

It is a requirement that coursework should be annotated by the teacher to show where marks have been awarded. Teachers may use whatever method(s) of doing this that they feel is appropriate. Sometimes it is appropriate to comment at a particular point in the candidate's work, indicating the objective and mark level evidenced by that part of the work. Sometimes it is more appropriate to make a comment on a separate sheet at the front of the work; this may be best if the teacher has given the candidate the 'benefit of the doubt' in awarding a mark.

The objective of annotation is to enable the Moderator to see where and why a teacher has awarded marks, so enabling the Moderator more easily to agree with the Centre's assessment.

Submission of Coursework

The coursework must be completed and marked by the appropriate deadline, which will be communicated to Centres by OCR. This date is in the second week of January for the January session and the third week of May for the June series. Failure to comply with the appropriate deadline may result in OCR withholding results until the moderation is completed or in an extreme case cancellation of the entry.

The appropriate address label provided by OCR should be used and a copy of the MS1 or MS1 substitute must be sent to the Moderator by the submission date concerned. If there are ten or fewer candidates, the work of all candidates should be sent to the Moderator with this form. Where there are more than ten candidates the centre should just send the form and then the Moderator will contact the centre giving details of the candidates whose work is required.

Coursework must be appropriately packaged and postage fully paid.

A certificate of postage should be obtained for your records.

Coursework Consultancy

OCR operates a free coursework consultancy service to assist Centres with assessment of coursework and to help teachers to guide students.

The service is designed to:

- confirm Centre assessment standards as indicated by the teacher.
- provide guidance to the Centre on possible improvements that may be made to the submitted coursework.
- clarify the application of assessment criteria and provide guidance related to assessment as appropriate.

The service is designed to offer advice related to proposed coursework tasks or assessed coursework. It is operated in addition to the normal telephone support that deals with the bulk of assessment enquiries.

Coursework consultancy is a free service, but access to this service should be limited to one consultation per assessment unit per academic year. In certain circumstances access to this service may be extended on application.

The response from a senior moderator will normally be received within three weeks. However, during examination series live moderation and examination marking are prioritised and feedback may be delayed.

Where a centre wishes a consultant to comment on proposed coursework tasks, worksheets or pupil guidance sheets this is best done by emailing the proposed material to **ict@ocr.org.uk**. Where this is not possible, material should be posted to **ICT Coursework Consultancy, OCR, Mill Wharf, Mill Street, Birmingham B6 4BU**. Please ensure centre details, the specification number (1094 or 1994) and the unit number (2378 or 2379) are clearly shown.

If coursework is submitted for advice the centre should first mark it. A coursework cover sheet, GCW710 should be filled in and attached to the front of the work to show the marks awarded for each assessment objective and the total mark. It is not necessary to fill in the candidate's details at this stage. Additional annotation should be made to assist the consultant in offering guidance.

Where possible an electronic copy of the submission should be retained or photocopies of originals submitted for consultation purposes. This is a precaution against accidental loss by a third party carrier.

If Centres have particular areas of the marking scheme that they are especially concerned about they should add explanation of this on a separate sheet, to enable the consultant to more directly address their concerns.

Attach a cover sheet that contains the centre details, the specification number (1094 or 1994) and the unit number (2378 or 2379).

Coursework consultancy should be addressed to **ICT Coursework Consultancy, OCR, Mill Wharf, Mill Street, Birmingham B6 4BU**. Work should be securely packaged and delivery carriage must be paid in full. Bulky files should not be used to present the work.

Submitted coursework is returned with an appropriate written report.

Appendix 1

Request for submission of non-paper based material for moderation. GCSE ICT (B) 2378/2379*

* Delete as appropriate

Centre Name	
Centre Number	
Contact Name	
Medium you wish to submit (CD-ROM, floppy disk, video etc)	
Number of candidates	
Format	
Hardware / software required to view material	
Name and version of anti-virus software used to check any disks	
Reason why it is necessary to submit material in this form	

OCR response:

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A copy of this form should be filled in for each different type of evidence for which approval is requested. Completed forms should be sent to:
The Principal Moderator, ICT B, OCR, Mill Wharf, Mill Street, Birmingham, B6 4BU
as soon as possible, preferably before the work is undertaken.

Appendix 2

Witness statements GCSE ICT (B) 2378/2379*

* Delete as appropriate

Centre Name	
Centre Number	
Candidate Name	
Candidate Number	
Witness Name and position	

Assessment Objective and Descriptor	
Mark awarded	
Evidence:	
Assessment Objective and Descriptor	
Mark awarded	
Evidence:	

A copy of this form should be enclosed with each portfolio where witness evidence forms part of the assessment.

Appendix 2

Assessment Objective and Descriptor	
Mark awarded	
Evidence:	
Assessment Objective and Descriptor	
Mark awarded	
Evidence:	
Assessment Objective and Descriptor	
Mark awarded	
Evidence:	
Assessment Objective and Descriptor	
Mark awarded	
Evidence:	

Appendix 3

Candidate Name		Candidate Number		Centre Number	
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Candidate Log GCSE ICT (B) 2378/2379*

* Delete as appropriate

Date	Time started	Time finished	Time taken	Tasks completed

