GCSE ICT - Controlled Assessment

GCSE J461- Unit B062 Practical Applications in ICT
Unit Recording Sheet

Please read the instructions printed on the other side of this form. **One** of these Unit Recording Sheets, suitably completed, should be attached to the assessed work of **each** candidate.

Unit	B062	Practical Applications in ICT	Year	2	0		

Centre Name		Centre Number					

Candidate Name		Candidate Number					

	Guidance			Teacher Comment	Location of evidence	Mark
Investigating a need	• shows evidence of working with others to investigate similar problems/solutions • states what they intend to do • there will be some evidence of low level planning • basic information about existing solutions will have been identified • a simple design specification with information requirements identified **[0 - 3]**	• researches the requirements for a solution • works collaboratively • produces a workable design brief • identifies a target audience • records their findings • there is clear evidence of planning • detailed information about existing solutions will have been identified • a solution to the problem will be recommended • there will be planning and a design specification explaining how the proposed solution matches the requirements of the problem • there will be some mention of success criteria **[4 - 7]**	• researches the requirements and context for a solution, documenting sources of information • works effectively with others to gain and share knowledge • produces a design brief incorporating: i timescales ii purpose iii target audience • produces a system specification • existing solutions will have been identified and analysed thoroughly • a solution will be recommended with justification for the recommendation • the design specification will include detailed measurable success criteria, target audience and purpose • the design specification will include user requirements with a detailed plan of the proposed solution **[8 - 10]**			**Max 10**

Practical use of software	• produces a basic working solution to the task using common software tools within a single application. The solution may contain some minor errors or omissions • demonstrates a basic working knowledge of some common software tools • works with limited support • uses automated software features such as spell checkers to check their own work • demonstrates an ability to develop their own work as a result of trial and error • models alternative solutions using the basic features found in common software applications • the design specification includes poor or no understanding of safe, secure and responsible practice **[0 - 6]**	• produces a fully working solution to the tasks using more advanced features such as wizards and linking data across applications • uses software features effectively • works independently • demonstrates an ability to import external data from external sources • modifies their own work as a result of testing • uses planning and proofing tools • creates a solution to the set problem which is user-friendly and is appropriate for the audience and purpose • models alternative solutions using a range of the features found in common software applications • demonstrates a basic understanding of how rules in any model can be changed and modified • the design specification includes an understanding of safe, secure and responsible practice **[7 - 14]**	• produces an enhanced solution with a clear sense of purpose making full use of a wide range of advanced software features appropriately, for example, data integration and exchange across and within different software applications • a solution is produced which shows a good understanding of the software options and tools including advanced features • uses a range of advanced software features efficiently • demonstrates a good understanding of the purpose and needs of user for the task • creates a solution which takes full account of audience and purpose • models alternative solutions using a wide range of software applications and their features demonstrating knowledge of how changes in both the data and the rules governing any computer model can affect the final solution • develops an effective solution making good use of efficiency tools such as wizard options • produces a detailed evaluation at each step of the development process making amendments to their own work as a result of this evaluation • tests the final solution and documents the next steps • the design specification includes a good understanding of safe, secure and responsible practice **[15 - 20]**			**Max 20**

Practical use of data structures	• demonstrates an understanding of a simple data or file structure • copies files and directories/ folders to another location • demonstrates basic knowledge of data types and simple calculations when required • uses data structures to produce a basic solution • changes the data within a computer model • suitable data types selected • saves data in an appropriate way **[0 - 3]**	• creates a suitable data or fi le structure for the task • organises information found in a format suitable for processing • modifies data to suit the needs of the task • demonstrates an awareness of data appropriateness and format • develops simple models of situations using suitable data structures • uses data from one application within another • saves different versions of the same document • demonstrates an understanding of data formats • integrates files/data from more than one source **[4 - 7]**	• designs a file or data structure • structures data and/or files to make them suitable for audience • explores alternative data or information sources • selects appropriate data and/or information and can justify the appropriateness of data/ information for the situation and audience • creates detailed models using a range of techniques to develop a solution to the problem • demonstrates the use of software to model 'what if' situations and test ideas, predictions and/or hypotheses • changes both the data and rules within a model to achieve an enhanced solution • demonstrates knowledge of how data can be dynamically linked across and within applications • retains evidence of the editing process so that it can be traced back if needed • uses format options effectively to highlight retrieved information **[8 - 10]**			**Max 10**
Present the solution	• presents information of what they have done • makes effective use of formatting options to enhance their work eg justification, borders, shading etc • uses some graphical representations to enhance communication, meaning and understanding of any data they present **[0 - 3]**	• presents information in a user friendly format, making use of appropriate formatting features to enhance presentation • makes use of formatting options to enhance key information • uses graphical representation appropriate for the audience to enhance communication and meaning when presenting data/information • shows a sense of audience **[4 – 7]**	• integrates information from many sources and can show how data can be presented on screen and in printed form • makes full use of appropriate advanced formatting options to enhance their work • makes full use of design features such as master pages, templates, house styles • uses graphical representation appropriately and correctly to enhance communication and meaning when presenting data/ information • demonstrates a detailed understanding of both audience and communicator to produce an effective solution to the set problem **[8 - 10]**			**Max 10**

Evaluation	Makes general comments about the task which includes: • some description of what the system can do • limited, if any, reference to test evidence • a commentary on others' and their own input into group work or on systems produced by others • a basic record of what was done and possibly when it was done • an evaluation which may be simplistic with little or no relevance • little or no use of specialist terms • errors of grammar, punctuation and spelling which may be intrusive **[0 - 3]**	Produces an evaluation which: • identifies at least one strength and weakness in the work • identifies areas to improve but recommendations may be weak • includes a description of the limitations of the system supported by test evidence and referring back to the original task requirements • includes some evidence to show that the system has been modified to deal with limitations • comments on their own and others' contribution to any group work and whether it was useful. They will also have participated and commented upon the solutions produced by others • includes a record showing the stages in the process with comments on what was completed and some mention of issues that have arisen • for the most part will be relevant to, and refer back to, the set task • will, for the most part, be presented in a structured and coherent manner • includes specialist terms used appropriately and for the most part correctly • may contain occasional errors in grammar, punctuation and spelling **[4 - 7]**	Produces a high quality evaluation which: • identifies strengths and weaknesses in the work • identifies areas to improve and recommends appropriate changes that could be made • includes evidence to show how the limitations have been, or could be, dealt with following the testing stage • includes an evaluation on their own and others' contribution to any group activities and will have provided constructive feedback on the work of others • includes a detailed record of what tasks were completed, when, issues arose and how these were dealt with • will be relevant, clear and organised showing evidence of how the solution relates to the design success criteria • will be presented in a structured and coherent manner • includes specialist terms which will be used correctly and appropriately • contains few, if any, errors in grammar, punctuation and spelling **[8 - 10]**			**Max 10**
					Total/60	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).
Please complete one *Centre Authentication Form* (CCS160) for each unit and forward to the moderator with your sample.

Guidance on Completion of this Form

1 **One** sheet should be used for each candidate.

2 Please ensure that the appropriate boxes at the top of the form are completed.

3 Using the guidance identify the most appropriate mark range for the work and enter the mark awarded for each element in the mark column .

4 Add appropriate comments to assist the moderator in the 'Teacher Comment' column.

5 Add the marks for the strands together to give a total out of 60. Enter this total in the relevant box.