

**GENERAL CERTIFICATE OF SECONDARY
EDUCATION
INFORMATION AND COMMUNICATION
TECHNOLOGY**

B062CA

Unit B062: Practical applications in ICT

Specimen Controlled Assessment Material

INSTRUCTIONS TO TEACHERS

- Please refer to Section 4 of the Information and Communication Technology specification for instructions on completing controlled assessment tasks.
- Candidates should have access to the marking criteria for this unit whilst completing the task.
- Candidates must keep a diary (possibly an electronic web log) detailing their progress through the task showing what they did, when, any issues that arose and how they dealt with them.
- Quality of written communication is assessed in the evaluation section.
- The total number of marks for this unit is **60**.
- This document consists of **4** pages.

Context

Litchfield Promotions works with over 40 bands and artists to promote their music and put on performances in the UK. The number of bands they have on their books is gradually expanding.

Litchfield Promotions needs to be sure that each performance will make enough money to cover all the staffing costs and overheads as well as make a profit. Many people need to be paid: the bands; sound engineers; and, lighting technicians. There is also the cost of hiring the venue.

Ben is the office administrator and currently uses a computer to type letters and other documents. He keeps records of the customers and artists in paper format in a filing cabinet. Ben uses a calculator to keep track of income and expenditure and types these values into a document he stores on his computer.

Task

Litchfield Promotions needs to create an ICT solution to ensure that they have all necessary information and that it is kept up to date. Ben has been asked to produce this solution. The solution will show income, outgoings and profit. Ben will be responsible for the day to day management of this new system and it will be kept up to date by an administrative assistant.

The solution will include:

- a system to store and manipulate the customers' and artists' records
- a system to show income, outgoings and profit.

To carry out the task successfully, candidates will:

- work with others to plan and carry out research to investigate how similar companies have produced a solution (The company does not necessarily have to work with bands and artists or be in the field of promotions.)
- clearly record and display your findings
- recommend a solution that will address the requirements of the task
- extract data (static and/or dynamically changing data) from available sources in order to present it in a user-friendly format
- transfer data between applications
- produce a design brief, incorporating timescales, purpose and target audience
- model a situation by changing variable data and use this to predict results
- produce a solution, ensuring that the following are addressed:
 - it can be modified to be used in a variety of situations
 - it has a friendly user interface
 - it is suitable for the target audience
 - it has been fully tested and amended as necessary during development
 - it has been fully tested after development is complete

- incorporate a range of:
 - software applications
 - software features
 - macros
 - modelling
 - validation checks (used appropriately)
- and:
 - obtain feedback from others on the solution
 - keep a log of how issues were dealt with as they arose and how the work developed
 - evaluate your own and others' work
 - identify areas that require improvement, recommending improvement, with justification following the solution's evaluation
 - present information as an integrated document.

SPECIMEN

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OXFORD CAMBRIDGE AND RSA EXAMINATIONS

General Certificate of Secondary Education

**INFORMATION AND COMMUNICATION
TECHNOLOGY**

Unit B062: Practical applications in ICT

Specimen Controlled Assessment Mark Scheme

The maximum mark for this unit is **60**.

SPECIMEN

Unit B062: Practical applications in ICT

<p>Investigating a need</p> <p>AO1 – 2</p> <p>AO2 – 4</p> <p>AO3 – 4</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">0-3 marks</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">4-7 marks</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> 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 <p style="text-align: right;">8-10 marks</p>
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<p>Practical use of software tools to produce a working solution</p> <p>AO1 – 4</p> <p>AO2 – 14</p> <p>AO3 – 2</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">0-6 marks</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">7-14 marks</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">15-20 marks</p>
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<p>Practical use of file and data structure to produce a working solution</p> <p>AO2 – 10</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">0-3 marks</p>	<ul style="list-style-type: none"> • Creates a suitable data or file 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 <p style="text-align: right;">4-7 marks</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">8-10 marks</p>
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<p>Present their solution</p> <p>AO1 – 2</p> <p>AO2 – 8</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">0-3 marks</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">4-7 marks</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: right;">8-10 marks</p>
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<p>Evaluation</p> <p>AO3 – 10</p>	<p>Makes general comments about the task which includes:</p> <ul style="list-style-type: none"> • 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 <p style="text-align: right;">0-3 marks</p>	<p>Produces an evaluation which:</p> <ul style="list-style-type: none"> • 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 <p style="text-align: right;">4-7 marks</p>	<p>Produces a high quality evaluation which:</p> <ul style="list-style-type: none"> • 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 that 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 <p style="text-align: right;">8-10 marks</p>
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