

## **Functional Skills**

### **ICT**

Level 2 ICT - **09877**

## **OCR Report to Centres 2013-2014**

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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## OCR REPORT TO CENTRES

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# Functional Skills ICT Level 2 - 09877

## 1 The qualifications and standards

- **Structure and content**

### **Administration/Documentation:**

When preparing candidates to submit scripts, Centres should encourage them to make sure that screen dumps are legible (ie large enough to be read); that printouts are of an adequate quality to be read and that they provide only the evidence requested, ie candidates are not required to produce a narrative of how the tasks were completed.

Centres should return all used question papers to OCR. All unused question papers must be returned to OCR with the completed scripts. Unused papers **must not** be used as past papers for teaching or examination practice.

Centres should submit the attendance list on the same day they return the scripts to the OCR examiner. Late submission of the attendance list may delay the issue of candidates' results.

### **OCR Support and Resources:**

Centres should ensure that all staff delivering the qualification are familiar with the content of the OCR Deliverers' Handbook. This can be found on the OCR website.

Centres should make good use of sample assessment material and learning activities located on the OCR website. Candidates should be familiar with such materials.

### **Assessment Summary:**

#### **Report on the work of the candidates**

##### **Using the internet**

Candidates lose marks for failing to:

- use a search string that includes all the appropriate key words to make their search efficient
- provide evidence of the search they carried out to find the information required (eg a screen dump showing search criteria used in a search engine)
- select only the required information from that found.

##### **Using ICT to perform calculations and analyse a data set**

The main reasons candidates lose marks are shown below.

- Candidates fail to construct effective formulas to calculate the values required.
- Candidates fail to provide evidence in the form of a formula printout. Some candidates do not print the spreadsheet showing all the formulas used and lose the mark for replication.
- Candidates fail to use label(s) for new value(s) they have calculated. Some labels added do not accurately describe the value(s) calculated.
- Candidates fail to select the correct records.
- Candidates fail to give any consideration to what the appropriate details would be in any list produced, eg do not remove fields/columns that contain discrete data used for filtering.

### **Using ICT to enter data and produce a chart**

The main reasons candidates lose marks are shown below.

- Candidates fail to select the appropriate information to chart.
- Candidates fail to enter a title for the chart and those that do enter a title fail to enter one that is meaningful.
- Candidates fail to add the necessary axes titles and labels.
- Candidates fail to make sure that the legend is accurate for the chart produced or is removed if not required.

### **Using ICT to organise information and analyse a data set**

The main reasons candidates lose marks are shown below.

- Candidates fail to add new field(s) into the data file provided into which new information could be recorded.
- Candidates make errors when entering new data.
- Candidates search the data file using the incorrect search criteria.
- Candidates give no consideration to what the appropriate details would be in any list produced, eg do not remove fields/columns that contain discrete data used for filtering.

### **Use ICT to produce a graphic/diagram**

The main reasons candidates lose marks are shown below.

- Candidates fail to ensure that any graphic produced is balanced.
- Candidates fail to ensure that object shapes are used consistently.
- Candidates fail to ensure that objects are not overlapping and are clearly displayed.
- Candidates have spelling errors or inconsistent capitalisation.

### **Evaluate the selection, use and effectiveness of ICT tools and facilities used to present information (eg tables of information)**

The main reasons candidates lose marks are shown below.

- Candidates fail to plan the way they should enter the information provided to display that information clearly and accurately.
- Candidates fail to use table facilities such as merging cells to display information clearly.
- Candidates fail to adjust column widths/row heights to ensure that the widths/heights suit the data.

### **Combine information to produce a publication (eg newsletter, presentation slides, letter)**

Candidates lose marks for the following reasons.

- Candidates alter or add to the text provided.
- Candidates insert items additional to those requested.
- Candidates fail to insert the various pieces of information in appropriate locations within the text provided. Many inappropriately insert all the required information at the end of the text.
- Candidates fail to evaluate the overall presentation of the publication.
- Candidates fail to provide a suitable title for the publication where required.

### **File management**

Candidates lose marks for the following reasons.

- Candidates fail to organise the files they have created appropriately, eg by creating a new folder.
- Candidates fail to name any new folder(s) or files they have created with meaningful names.

**Using email**

The main reasons candidates lose marks are shown below.

- Candidates make errors in the email address(es) entered.
- Candidates fail to enter a subject for the email or enter a subject for the email that does not reflect the contents of the email.
- Candidates fail to attach the relevant files to the email.
- Candidates fail to compress a folder to attach to an email.

**OCR (Oxford Cambridge and RSA Examinations)**  
1 Hills Road  
Cambridge  
CB1 2EU

**OCR Customer Contact Centre**

**Education and Learning**

Telephone: 01223 553998

Facsimile: 01223 552627

Email: [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

**[www.ocr.org.uk](http://www.ocr.org.uk)**

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**OCR (Oxford Cambridge and RSA Examinations)**  
Head office  
Telephone: 01223 552552  
Facsimile: 01223 552553

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