

Functional Skills

ICT

Entry Level 1, 2 and 3 ICT – **09873, 09874, 09875**

OCR Report to Centres 2014-2015

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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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CONTENTS

Functional Skills

Entry Level 1, 2 and 3 ICT – **09873, 09874, 09875**

OCR REPORT TO CENTRES

Content	Page
Functional Skills ICT Entry Level 1, 2 and 3 09873, 09874, 09875	4

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1 Overview

Some excellent work has been submitted for Entry 1, Entry 2 and Entry 3, suggesting that candidates have been well prepared. However, some centres did not submit all the evidence required.

Where assessors note gaps in candidate evidence, feedback can be given to the candidate and reworking can take place (please see page 16 of the Centre Handbook and page 3 of the Live Assessment Task).

The candidate evidence has shown that the majority of candidates has been able to apply their knowledge and skills to produce documents, such as posters, leaflets, information sheets, notices, flyers and presentation slides that are fit for the purpose for which they have been set.

2 General Comments

Every part of the coverage and range listed in the Assessment Record Forms (ARFs) must be evidenced. Where this is provided by observation, then comments on each candidate's ARF must be detailed and informative.

For other evidence, which is not by observation, it is expected that each candidate will submit printouts –

Entry 1: a draft document with the image that has been provided, of a final document with the image, label and accurate insertion of the details from the tutor email, and of the received email.

Entry 2: searches of a draft and final document and of emails received and sent.

Entry 3: searches of stored information and web-based sources of information, of draft and final documents and of emails received and sent.

At Entry 2 and 3, each candidate is expected to submit printouts of a draft and final document in order to show improvement and development, as well as the accurate incorporation of the details from the tutor email each candidate will have received.

Screen dumps must be of high quality and of a good size so that the contents can be read.

Numerous pages of search results, showing every step in the assessment process, are often submitted, but are not required. The specific information and image(s) candidates use from search results in their documents, should be highlighted on the printouts of the search results.

OCR moderators provide feedback to centres for each claim. This feedback is contained within electronic reports that are uploaded to Interchange. The feedback is particularly important where gaps in evidence have been identified. Centres must ensure that assessors have access to moderators' reports so that the points raised can be actioned. A small number of candidates have been withdrawn because, even though moderators have given advice to assessors on several occasions in their reports and in emails that have been sent to the centres involved by OCR Operations, gaps in candidate evidence have continued.

3 Comments on Individual Units

Entry 1

Assessor comments on the ARF should detail the interface features each candidate has used (E1.1.1), what each candidate did to minimise the physical stress of seating, lighting and hazards (E1.2.1) and use of a password (E1.2.2).

Printouts should evidence receipt and opening of an email (E1.5.1), accurate insertion of a label (heading) (E1.4.2) and accurate insertion of information given in the received message (E1.4.1).

Entry 2

Assessor comments on the ARF should detail the computer hardware and software applications each candidate has used (E2.1.1/2.1.2), the interface features each candidate has used (E2.1.3), what each candidate did to minimise physical stress (E2.2.1) and use of a password (E2.2.2).

Printouts should evidence use of simple search facilities (E2.4.1), use of simple editing and formatting techniques (E2.5.1), receipt, opening and sending emails (E2.7.1) and accurate insertion of information given in the received message (E2.6.2).

Candidates are required to enter a given website address in the address bar accurately and should not access the given website via a link included in the tutor's email or use a search engine (eg Bing) to find the given website.

Entry 3

Assessor comments on the ARF should detail the correct procedures each candidate has used to start and shut down an ICT system (E3.1.1); the input and output devices used (E3.1.2); software used (E3.1.3); interface features used (E3.1.4); opening and saving files (E3.2.1); safe insertion and removal of media (E3.2.2); use of and changing passwords (E3.3.1); and what each candidate did to minimise physical stress (E3.3.2).

Printouts should evidence use of simple search facilities to find stored information and web-based sources of information (E3.4.1/2); selecting relevant information that matches the requirements of a given task (E3.5); processing numbers (E3.6.3); enter, edit and format information (E3.6.1); insert and position graphics (E3.6.2); check accuracy and meaning (E3.7.2); check suitability of information (E3.7.3); receipt, opening and sending of emails (E3.8.1); and accurate insertion of information (or following instructions accurately) given in the received message. Screen dumps showing files saved and meaningful filenames (E3.2.1) should also be submitted.

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