

# Level 2 Cambridge Technical in IT

## Unit 1: Essentials of IT

### Sample assessment material

Time: 45 minutes

This test is a computer based test and will be completed using Surpass on OCR Secure Assess portal.

This sample assessment material illustrates the styles and types of questions that make up this test, along with its associated mark scheme.

A practice test will be available on the OCR Secure Assess portal.

There will not be a paper test available for this qualification.

<b>First name</b>										
<b>Last name</b>										
<b>Centre number</b>						<b>Candidate number</b>				

#### INFORMATION FOR CANDIDATES

- The total mark for this paper is **40**.
- The marks for each question are shown in brackets [ ].

\*December 2017 – Q11 updated



Answer **all** questions.

1. What type of computer is shown in the diagram below?



Select the correct answer.

- laptop
- smart phone
- games console
- graphics tablet

[1]

2. Which **one** of these tasks would be carried out using word processing software?

Select the correct answer.

- writing a memo to staff
- calculating the profit for a company
- producing a chart of company sales
- sending an email about a company event

[1]

3. You are required to give a PowerPoint presentation to your team about work you have completed.

Which **one** of these is a disadvantage of using IT to present this information?

Select the correct answer.

- Information can be presented in an interactive format.
- A computer or laptop is needed to present the information.
- IT tools can be used to make the presentation more engaging.
- Hand-outs and speaker notes can be created to assist with the presentation.

[1]

4. Which **one** of the following is most likely to be shared on a business networking site, such as LinkedIn?

Select the correct answer.

- information about your CV
- recipe for your favourite snack
- pictures from a friend's birthday party
- comments about a sports team you support

[1]

5. Click each **tool** and then link it by clicking the box that describes the **task** it would be used for.

To remove a link, select the linking line.

**tool**

**task**

disk drive clean-up

prepare a new hard disk for first use

compression

remove unwanted files from a hard disk

formatting

increase free space on a hard disk by reducing the size of files

[1]

6. You have been asked to upgrade a piece of computer hardware.

Drag and drop the steps below and put them in the correct order. The first one has been completed for you.

Correct Order	Steps
1 – identify need for upgrade	record and document the activities
2 -	plan upgrade
3 -	
4 -	decide on the most appropriate solution
5 -	
	investigate possible solutions

[1]

7. You have been asked to help a colleague in another location with the upgrade of a personal computer.

Which **one** of these is the most suitable collaboration technology to be able to see what your colleague is doing?

Select the correct answer.

- video call
- audio call
- online chat
- text message

[1]

8. Which **three** different types of port are shown in the diagram below?



- VGA
- HDMI
- USB
- FireWire
- network

[1]

9. Which **one** of these tasks would POST complete first?

Select the correct answer.

- load drivers for connected hardware
- load the operating system into RAM
- send commands to print a document
- check computer hardware before boot

[1]

10. Which **one** of these is a benefit of using project management software?

Select the correct answer.

- your project will always complete on time
- you can allocate resources to specific tasks
- you can make sure your project will not run out of cash
- you can stop people from completing a task incorrectly

[1]

11. You are about to perform an upgrade of a computer's main memory. You have no knowledge of the wiring of the building and how up-to-date it is. You have anti-static mats and wristbands available to you.

Which **one** of these safety precautions should you take?

Select the correct answer.

- Test the system with the case removed.
- Ensure the power cable is removed before removing the case.
- Ensure the power cable is plugged in before removing the case.
- Run your finger over the memory connectors to check for defects.

[1]

12. Which **one** of these is **not** an employer's health and safety responsibility?

Select the correct answer.

- assessing risks
- organising personal workspace
- providing training on equipment use
- providing suitable personal safety equipment

[1]

13. Which of these are items of data that could be collected by a wearable fitness tracking device?

Select **three** answers.

- height
- weight
- altitude
- heart rate
- step count

[1]

14. Click each **tool** and then link it by clicking the box that describes the **task** it would be used for.  
To remove a link, select the linking line.

**tool**

**task**

firewall

decrease file access times by  
making files contiguous

encryption

scramble the contents of  
files so they can't be read  
without a key

defragmentation

prevent unauthorised access  
to a network resource

[1]

15. Which **one** of these statements about a GPS receiver is **not** correct?

Select the correct answer.

- It can display its location on a map.
- It sends data to satellites to calculate location.
- It processes signals from satellites to calculate location.
- It receives data from at least three different satellites to calculate location.

[1]

16. Which **one** of these statements best describes the difference between an app and an application?

Select the correct answer.

- An app costs more than an application.
- An app has more features than an application.
- An app has to format its data carefully to fit on the screen.
- An app written for one platform will work seamlessly on all others.

[1]

17. What does DHCP stand for?

Select the correct answer.

- Dynamic Host Configuration Protocol
- Default Host Communication Protocol
- Default Hypertext Communication Port
- Dynamic Host Communication Protocol

[1]

18. Which of these are reasons why you would store your music files using the Cloud? Select **three** answers.

- You don't have to worry about backing your files up.
- Files stored on the Cloud are not at risk of hacking.
- You can access your files from any device with internet access.
- You can make multiple copies and keep them on different physical devices.
- You can stream your music from the Cloud without having to download it all.

[1]

19. Which of these is **not** a function of an operating system?

Select the correct answer.

- divides memory between running applications
- splits up processor time between different tasks
- prevents one user from accessing other users' files
- scans storage media for viruses before they are used

[1]

20. A business uses social media, such as Facebook, for marketing.

Which **one** of these is a reason why a business would use social media for marketing?

Select the correct answer.

- The business can like posts of its customers.
- The business can reach many people for free.
- The business can become friends with its customers.
- The business can easily reach people with the same interests.

[1]



21. Which **one** of these is an example of data processing?

Select the correct answer.

- posting adverts to customers using social media
- showing a presentation during a video conference
- sorting customer information into alphabetical order
- writing a letter to a customer about a current promotion

[1]

22. Read the statement below and select if it is **true** or **false**.

It is your responsibility to make sure you are using suitable personal safety equipment (PSE) before starting a task

- true
- false

[1]

23. Which of these are benefits of using the internet to purchase clothes? Select **three** answers.

- You can wear the item of clothing straight away.
- You can try on the clothes to make sure they fit you.
- You can shop for clothing at any time of the day or night.
- You can compare the same item in different stores easily.
- You can browse through all of the clothing that the shop stocks.

[1]

24. Which **one** of the following may require the use of a software patch?

Select the correct answer.

- installing a new printer
- installing additional RAM
- adding a PC to a wireless network
- adding a CD-ROM drive

[1]

25. Which of these measures must an employer put in place if you work with a computer and a monitor? Select **three** answers.

- provide you with a free eye test when required
- provide a reclining chair so you can sit comfortably
- schedule breaks to get you away from the computer
- provide training on how to use the equipment safely
- install large screens so you can see the work clearly

[1]

26. Which **one** of these does **not** feature an embedded system?

Select the correct answer.

- smart car
- tablet computer
- washing machine
- online heating controller

[1]

27. You have been asked to create an application for your company.

Read the statement below and select if it is **true** or **false**.

The application should be designed so it will work on devices with different screen sizes.

- true
- false

[1]

28. Which **one** of these is an example of augmented reality?

Select the correct answer.

- a theme park ride that features heat, wind and water effects
- a training package that mixes a live video feed with computer graphics
- a video game using sensors to move a character based on your movement
- a medical diagnosis website that asks for your symptoms and produces a diagnosis

[1]

29. Which **one** of these is an input device?

Click on the correct image below.



[1]

30. Which **one** of these actions should you take before installing a new internal hard drive?

Select the correct answer.

- make sure the computer is powered on
- shake the hard drive to check for loose parts
- put the computer on the floor for easy access
- take a backup of all of the data on the computer

[1]

31. Which one of these is **not** an operating system that would be found in a smart phone?

Select the correct answer.

- iOS
- Linux
- Android
- Rasbian

[1]

32. Click each **tool** and then link it by clicking the box that describes the **task** it would be used for.

To remove a link, select the linking line.

tool	task
task manager	terminate an application that is not responding
device manager	manage installation of software patches
update manager	check the status of hardware components in the computer

[1]

33. Click each **tool** and then link it by clicking the box that describes the **task** it would be used for.

To remove a link, select the linking line.

tool	task
compiler	convert code into an application
debugger	correct code using source code editor
IDE	assist with the detection and correction of coding errors

[1]

34. Which **one** of these actions would you take to reduce the risk of getting a virus on your computer system when using the internet?

Select the correct answer.

- Only click on links that have been shared by your friends.
- Ensure you use anti-virus software and it is kept up to date.
- Only click on links that you have found with a search engine.
- Download a computer scanner that is displayed in a pop up message.

[1]

35. Which **one** of these is a benefit of sending an email?

Select the correct answer.

- You can express emotions to ensure the message is understood.
- You can send the message to multiple recipients at no additional cost.
- You can be certain that only the person the email was addressed to can read it.
- You can be certain the person has received the message as soon as you press 'send'.

[1]

36. Read the statement below and select if it is **true** or **false**.

There is often more than one way to complete a software upgrade task.

- true
- false

[1]

37. Which **one** of these is an example of removable storage?

Click on the correct image below.



[1]

38. Read the statement below and select if it is **true** or **false**.

A spreadsheet is a suitable tool on which to analyse numeric data.

- true
- false

[1]

39. Which **one** of these is a feature of a game designed for a specific mobile device?

Select the correct answer.

- can be used on any platform
- game play via touch and motion
- high quality graphics and lots of processing power
- large number of elements on the screen at any one time

[1]

40. Which **one** of these is a benefit to an employee working remotely?

Select the correct answer.

- issues are easy to solve
- internet access is readily available
- faulty IT equipment is easily repaired
- can fit work around family commitments

[1]

[Paper Total: 40]

**END OF QUESTION PAPER**



**SPECIMEN**

**Sample Assessment Material**

**LEVEL 2 CAMBRIDGE TECHNICAL IN IT  
Unit 1 Essentials of IT**

**MARK SCHEME**

**Duration: 45 minutes**

**MAXIMUM MARK 40**

**SPECIMEN**


**Version: 1.0 Date: August 2016**


**This document consists of 5 pages**

Question		Answer		Marks	Guidance
1		laptop		1	
2		writing a memo to staff		1	
3		A computer or laptop is needed to present the information.		1	
4		information about your CV		1	
5		disk drive clean-up	remove unwanted files from a hard disk	1	
		compression	increase free space on a hard disk by reducing the size of files		
		formatting	prepare a new hard disk for first use		
6		identify need for upgrade		1	
		investigate possible solutions			
		decide on the most appropriate solution			
		plan upgrade			
		record and document the activities			
7		video call		1	
8		USB FireWire network		1	
9		check computer hardware before boot		1	
10		you can allocate resources to specific tasks		1	
11		Ensure the power cable is removed before removing the case.		1	
12		organising personal workspace		1	
13		altitude		1	
		heart rate			



Question		Answer		Marks	Guidance
		step count			
14		firewall	prevent unauthorised access to a network resource	1	
		encryption	scramble the contents of files so they can't be read without a key		
		defragmentation	decrease file access times by making files contiguous		
15		It sends data to satellites to calculate location.		1	
16		An app has to format its data carefully to fit on the screen.		1	
17		Dynamic Host Configuration Protocol		1	
18		You don't have to worry about backing your files up. You can access your files from any device with internet access. You can stream your music from the Cloud without having to download it all.		1	
19		scans storage media for viruses before they are used		1	
20		The business can easily reach people with the same interests.		1	
21		sorting customer information into alphabetical order		1	
22		true		1	
23		You can shop for clothing at any time of the day or night. You can compare the same item in different stores easily. You can browse through all of the clothing that the shop stocks.		1	
24		installing a new printer		1	
25		provide you with a free eye test when required schedule breaks to get you away from the computer		1	

Question		Answer		Marks	Guidance
		provide training on how to use the equipment safely			
26		tablet computer		1	
27		false		1	
28		a training package that mixes a live video feed with computer graphics		1	
29				1	
30		take a backup of all of the data on the computer		1	
31		Rasbian		1	
32		task manager	terminate an application that is not responding	1	
		device manager	check the status of hardware components in the computer		
		update manager	manage installation of software patches		
33		compiler	convert code into an application	1	
		debugger	assist with the detection and correction of coding errors		
		IDE	correct code using source code editor		
34		Ensure you use anti-virus software and it is kept up to date.		1	

Question		Answer	Marks	Guidance
35		You can send the message to multiple recipients at no additional cost.	1	
36		true	1	
37			1	
38		true	1	
39		high quality graphics and lots of processing power	1	
40		can fit around family commitments	1	