

**ELC**

**ICT**

Entry Level Certificate **R441**

**OCR Report to Centres June 2017**

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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.

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# CONTENTS

## Entry Level Certificate

### ICT (R441)

#### OCR REPORT TO CENTRES

<b>Content</b>	<b>Page</b>
Entry Level ICT	4

# Entry Level ICT

## General Comments:

We would like to remind centres that the final assessment opportunity for this qualification (R441) will be summer 2018. A resit series will be available in summer 2019. For this series (June 2017) the overall standard of the work presented was noticeably better than in previous series. The standard of portfolios, which were generally well presented, showed a good range of graphic and electronic evidence. The standard of marking was seen to be generally good and reliable.

It is very important that students need encouraging to clearly label and organise their solution into separate sections for AO1 (Research), AO1(Planning), AO2 (Practical Use of ICT Software Tools/Carrying Out), AO2 (Outcome) and AO3 (Conclusion and Evaluation). When this is done, moderation is made much easier.

Markers should ensure that they annotate the work in the comment boxes on the Unit Recording Sheet (URS) forms and if possible leave information as to the location of the work. Where centres had included cover sheets with annotations explaining how the marks had been awarded, this was very helpful to the moderators.

It is apparent that many centres are using this qualification for special educational needs students as well as to engage and motivate disaffected students.

Candidates showed skills by:

- engaging in the planning process;
- evaluating their work;
- researching information via the internet and other sources;
- using digital imaging software;
- using modelling and data handling software;
- creating and manipulating animations;
- using control language software;
- creating and editing video;
- providing photo(graphic) images to fully promote health and safety.

A good standard of practical ICT work was observed in the majority of centres.

## Comments on Individual Questions:

### Research (AO1)

In this objective, candidates needed to use a source other than the internet, such as libraries, newspapers and photographic evidence to carry out their research. This objective was generally not well answered in accordance with the criteria in the specification. Candidates who also used other sources, clearly evidenced in addition to their internet research, would do better. This is what is expected from candidates to meet the top mark band requirements. It is evident that good research assisted good planning.

### Planning (AO1)

Candidates needed to produce a detailed plan of action, list relevant resources needed, identify appropriate software for the task and explain why safe working practices are important when using a computer. Where candidates spent a good amount of time researching their task they

generally produced stronger plans. Some writing frames provided by many centres were also successfully accessed and used by the candidates. Good planning was usually well labelled.

### **Practical Use of ICT Software Tools (Long Task) (AO2)**

Candidates needed to evidence their use of email to receive and send communication including attachments. Candidates also had to use logical methods/techniques to carry out planned work using a range of appropriate software features /formatting tools. This was well carried out with lots of excellent work. Candidates also had to show they can insert text and graphics in appropriate places; this was also well evidenced. Saving and retrieving work with appropriate filenames was shown to be within the abilities of most students although much of this has tended to be evidenced by a teacher's signature. Teacher witness statements will require detailed evidence in future series.

### **Carrying Out (Short Task) (AO2)**

There was no research necessary for the short tasks. This strand was assessed largely on the candidate's ability to use the software. Candidates needed to carry out the planned work using an appropriate software application and resources. They also had to show use of logical methods and use of software features in their completion of the task(s). With good plans, the more able candidates showed excellent skills in their use of software features.

### **Outcome (AO2)**

For this task, candidates had to produce a relevant and complete outcome and also show evidence of progress in their task. The first part was generally well achieved to at least a partial outcome level and the more able candidates were more than competent in producing a good final outcome. Two or three screenshots, of a suitable size showing a range of progress with some annotation, written or typed, would cover this part of the objective. Care should be taken in the production of screenshots as sometimes they are too small to be legible.

### **Conclusion and Evaluation (Long Task) (AO3)**

Candidates needed to make detailed and relevant comments and draw simple conclusions about their work. In addition, they were also asked to explain an advantage or disadvantage of using ICT to complete the task, suggest some improvements to the outcome of the task and demonstrate knowledge and understanding of different methods of electronic communication. This was a weak area for some centres with minimal evidence shown. The more able candidates referred back to their original plans and made statements about its success or failure and how different implementation could have improved their outcome. Teachers providing witness statements about their students' evaluation work needed to make more detailed statements than just the statement that their student has completed the evaluation.

### **Conclusion and Evaluation (Short Task) (AO3)**

Candidates needed to make relevant comments on the outcome of the task, identify strengths and weaknesses and suggest relevant improvements. Again, the better students had good plans which they could refer back to in their evidence.

### **Achievement in Practical Communication Task**

This is the task that was awarded 40 marks. Generally it was completed well although adequate labelling was often absent. The tasks of Advertising a School Event, Promoting Recycling in School and Promoting Health and Safety in the ICT room seem to have been well received by centres with achievement mostly in the top two levels.

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