Assessment Commentary

Assessment Objective	Candidate A – PASS	Candidate B – DISTINCTION
AO1 Demonstrate good working practices with files, directories/folders and sub-directories/sub-folders	The candidate on page 1 has clearly shown that they have set up at least two directories. This is a clear screen print which shows a Nat cert folder which contains two sub-folders – Unit 1 and Unit 21. The Unit 1 folder contains 8 sub-folders, one for each task in the OCR model assignment. This screen print also shows that the candidate has saved their evidence for Task 1 in the Task 1 & 9 folder and has used some appropriate filenames. The candidate has shown how they have password protected their word document on pages 2-3 and on page 4 they have shown that they have <u>actually</u> set a password on the file as the screen print shows the software asking for a password to open the file.	It is a pity that this candidate' screenshots are so small, making them difficult to read. In Section 1 the candidate has shown evidence of a folder structure with 6 main folders. Within NC ICT there is a unit 1 sub-folder containing 6 sub-folders for the unit 1 tasks. One of these (AO2) contains 2 subfolders. This section also shows evidence of a backup of the Unit 1 folder on a removable disk. Additional evidence of backup is shown in Section 7, including opening a file from backup, which would allow it to be restored. Sections 2 and 4 show the candidate has saved files with appropriate filenames into appropriate folders, but there is no evidence that this has been consistently done. A teacher witness statement could have been used here. Section 11 shows the candidate using search in Windows Vista to find and open a file,

	Pages 5-7 show how the candidate has located their files. Although there is no explicit evidence of opening any of these files this can be assumed as the candidate has evidence throughout the portfolio of opening files from saved directories Pages 8-10 show the candidate backing up their work. The first screen print shows the USB device with no folders and then they show the folders that have been copied across and how this was carried out. Page 11 shows that the candidate has created a shortcut to a file, a folder and a program. All Pass requirements are met, with very few additional requirements.	Section 7 shows the candidate deleting a folder, moving a folder, deleting a file, copying and moving a file. Section 10 shows renaming of a file and folder. In section 3 the candidate has created a shortcut to one folder and one file, including before and after screen shots to confirm that this action has been carried out. Section 4 shows that the candidate has password protected PowerPoint files, showing both process and evidence that the files have been password protected. Section 5 shows that the candidate has created a shortcut on the desktop to the PowerPoint program. The evidence further shows that the program, folder and file shortcuts have been edited by changing the shortcut keys used. The evidence shows that the keyboard shortcuts, though not the shortcuts themselves, have been deleted. Section 6 shows the candidate searching for and opening files that have been created, although this could have been implied from the rest of the portfolio. The evidence presented by the candidate is well annotated. All Distinction requirements have been attempted, although the candidate has failed to delete the desktop shortcuts. Additionally, consistently saving using appropriate filenames and locations and restoring from a backup are not well evidenced. Overall, a Distinction is just the best fit for this AO.

AO2 Using appropriate software, select and use tools and facilities to download files/information and to send and receive email messages	The candidate has used the OCR Downloadable Tunes model assignment and has searched for relevant information using Google to search for the top 20 singles. Search criteria are simplistic but functional. Screen shots on pages 12-15 are annotated to show the source addresses of the different websites accessed. The evidence searched for was used later in the portfolio.	Pages 32-28 show the use of advanced search criteria to locate information on the WWW. Although the candidate has used Boolean operators this could have been equally well evidenced through correct use of the Advanced search page of a search engine. There is no evidence of searching from local media.
	The candidate has sent an email (pg 19), received and replied to an email (pg 16), forwarded an email (pg 17) and included a message with a document attached (pg 18).	On pages 39-41 the candidate has listed the URLs of pages found, with the date the information was accessed. There is a brief comment on the validity of two of these sources, with a simple reason for one of these. This is the weakest element of the work in this AO.
	The text and header in the emails are not good but at least some text has been added to each email and the sent message contains a header. Page 18 shows that the candidate has opened an attachment sent to them via email and saved this to their AO2 folder in their work area	Page 42 shows where the candidate has bookmarked URLs and organised these into suitable folders.
	Page 20 shows where the candidate has forwarded a message to more than one person. There is no message text added by the candidate, but because this is an extra email, in addition to the minimum requirements, the candidate is not penalised for this. Page 21 contains a very brief comment about the risks of opening email attachments.	There is limited evidence that the candidate understands the implications of copyright. A list of the websites accessed has been provided, although it is unclear which information has been downloaded and stored.
	All pass requirements have been met,	The candidate has sent (pages 54-56), received (45), replied to (page 48) and forwarded (page 47) emails, including a message with multiple documents attached (page 56). Some of the screen prints have been taken too early, however the witness statement confirms that the final emails were all sent with suitable subject lines and message text. Candidates should be advised to produce their screen prints from the sent folder rather than compose mode, in order to ensure all text/subject line is shown. Additionally, this provides clear evidence that the emails have actually been sent.
		An attachment has been received, opened and saved (page 45-46). Page 50 shows that the candidate has sent a high priority message to multiple recipients using cc and bcc, demonstrating some understanding of the appropriate use of these features.

		Pages 49 and 51 show where the candidate has stored, retrieved and used email addresses and details of personal contacts.
		Page 58 shows where the candidate has included and created an email signature, although there is no evidence of this being used. Where subject lines and message text are shown these are appropriate.
		Page 57 includes a summary of the risks of opening and receiving email attachments and the candidate has suggested limited actions
AO3		
AO4 Select and use tools and facilities in word processing or DTP software to produce a variety of business documents	The candidate has created a number of straightforward and simple business documents. Page 22 shows a letter, page 25 shows a memo, page 28 shows a flyer and pages 32-33 show a newsletter. These are based on standard templates and there is little consistency, other than the inclusion of the logo on the letter, flyer and newsletter. Although there is a page headed 'House Style' the candidate shows no understanding of this. Centres should encourage candidates to develop a consistent house style (position of logo, consistent font, font size, colours etc) across all their business documents in this AO. The letter contains all necessary elements but the layout is poor, with the two addresses the wrong way around, the date incorrectly formatted and placed, incorrect line spacing and inconsistent font. Although it is acceptable for text to be copied and pasted it is expected that it would be proof read for content, and the footnote references in the text of the newsletter should have been removed.	The candidate has produced a flyer (p84), newsletter (pgs 71-74), letter (pg 64), agenda (pg 80) and a business card pg 81). A brief report has also been included on page 79; however this is too brief and does not use suitable headings to be classed as a report. The letter has been mail merged on pages 68 and the newsletter contains 4 pages and contains a chart, though not a table, imported from a spreadsheet.. The candidate has included graphics from a wide range of sources (pages 83-86). The candidate has included a list of the images used, where they have been used and their original source which is an excellent piece of evidence. Each of the documents show a company logo and similar fonts, and the original prints showed a consistent use of colour.. The candidate has used an extensive range of software tools and facilities, such as italics, drawing tools (lines and boxes), justification and left alignment, numbering, centring and different emphasis techniques (bold, italics). Different font sizes have also been used and there is some evidence of a table

	The newsletter shows evidence of images from the world wide web and an image from a drawing package – however it would be helpful to the moderator the sources of any images used were clearly identified.	The candidate has inserted fields, including date and document information on page 69.
	Pages 24, 26, 29, 30, 31, 36, 37, 39 and 40 show evidence of using a spelling checker and proofreading the documents.	Pages 59-66 and 71-74 show where the candidate has checked through their documents and used a spelling and grammar checker. Candidate's should be reminded to proof-read after carrying out a spell check to ensure that they have chosen the correct word suggested by the spell checker The final documents are virtually error-free and most of the documents would be usable in a professional context, although the letter layout contains a number of errors and the last page of the newsletter is inconstant in style. Overall a Distinction can just be awarded as a best fit grade.
	The documents presented show some evidence of using different font style, size and paragraph justification. Helpful screen prints are provided which show some of the formatting techniques used.	
	Although the number of documents produced meets Merit requirements the quality is of Pass standard.	
AO5 Create and use a simple business spreadsheet	The candidate has used the Downloadable Tunes model assignment and created a very simple spreadsheet. The spreadsheet on pages 41-49 show a limited number of calculations (sum and average). The formulas/functions appear to work. However, it is unclear how the later totals and averages have been calculated. The candidate has entered headings and has provided some evidence of formatting on pages 41-42 (different borders and colours with appropriate format chosen for some dates and currency columns). However, further improvements could have been made.	The candidate has produced an effective spreadsheet on pages 87-94 and formulas have been printed on pages 89 and 91. There is evidence of the use of +, - and more than one function (sum, average and max).
		Page 92 shows that the candidate has formatted the spreadsheet effectively using different borders, shading, fonts, currency and date format.
		Evidence of inserting and deleting rows is shown on pages 93 and 94.
	Page 44 shows some data being changed to obtain different results. The amendments that the candidate has made to the spreadsheet and how the data has been amended to show different results. Pages 45 and 46 demonstrate inserting and deleting a row.	Page 92 shows where the candidate has edited some of the data to obtain different results.
		Pages 88-91 show that the candidate has printed out the spreadsheet using appropriate page orientation and number of pages.

	The candidate has printed out the spreadsheet on pages 41-42 although these could have been presented in a better way, showing less white space.	Some use of headers and footers are included and other print layout features have been used appropriately, such as printing row and column headings.
	All Pass requirements have been met, with some Merit requirements (use of a function, a range of formatting and insert/delete rows) but there is no formula printout and no evidence of using print preview and adjusting print options to fit the whole sheet onto one side. Pass is therefore the best fit here..	All Distinction criteria are evidenced here.

Unit 1
Level 2
AO1

Candidate B
Pass

Sensible file names

Below shows a print screen showing that I have used sensible file names for all my documents.

Set up ← at least 2 directories

files saved in appropriate location using appropriate filenames
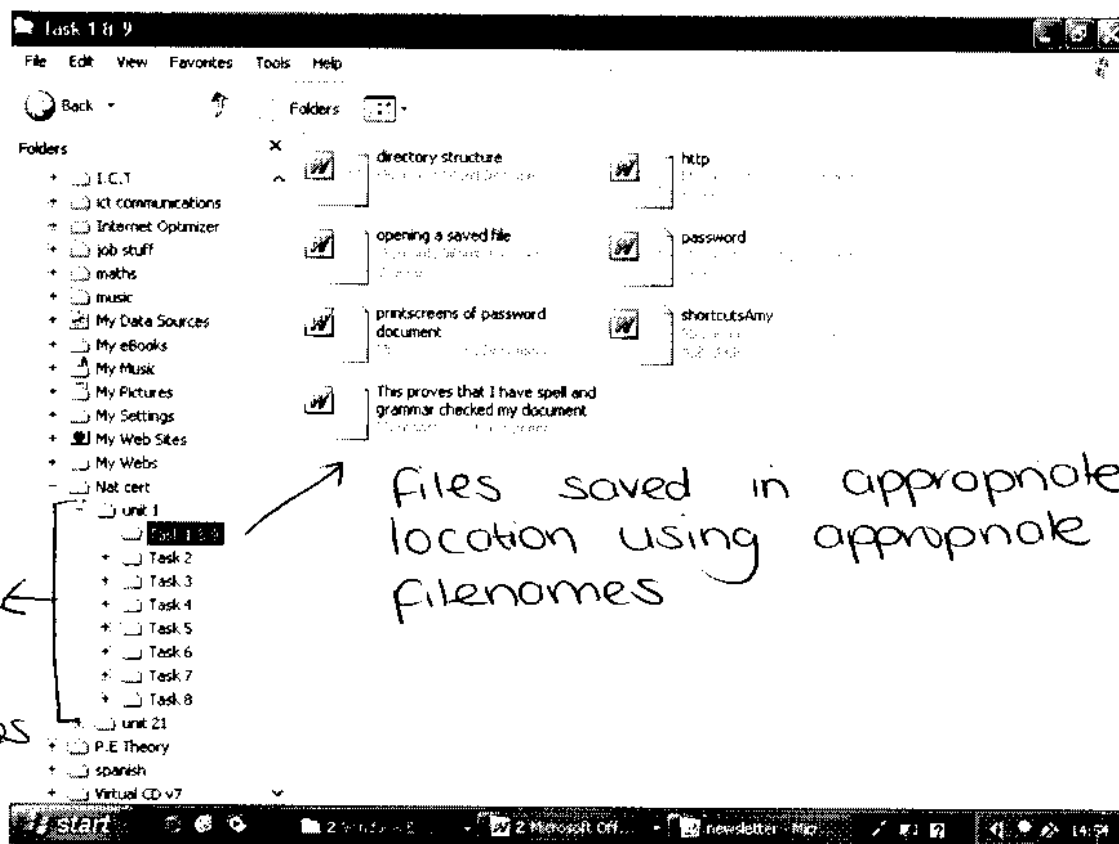
Password Protect a Document
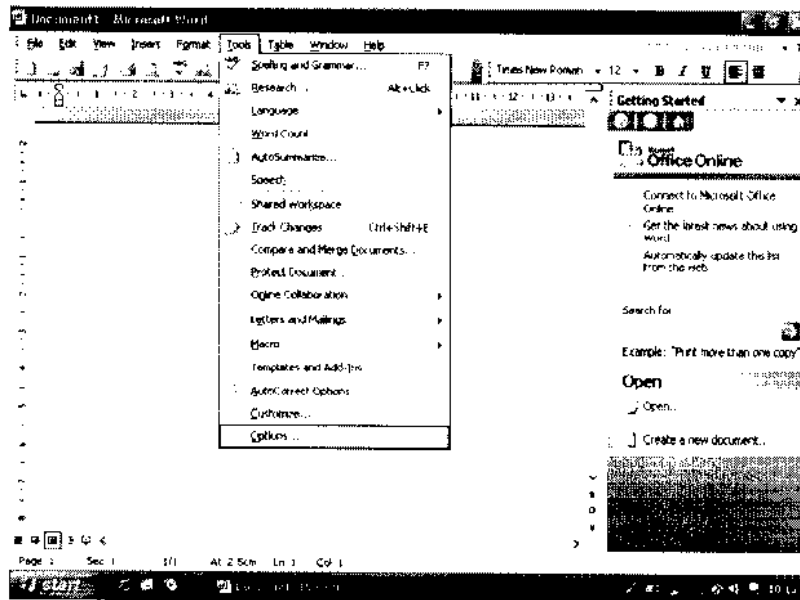
Print screen of what to go on. (Tools then options)
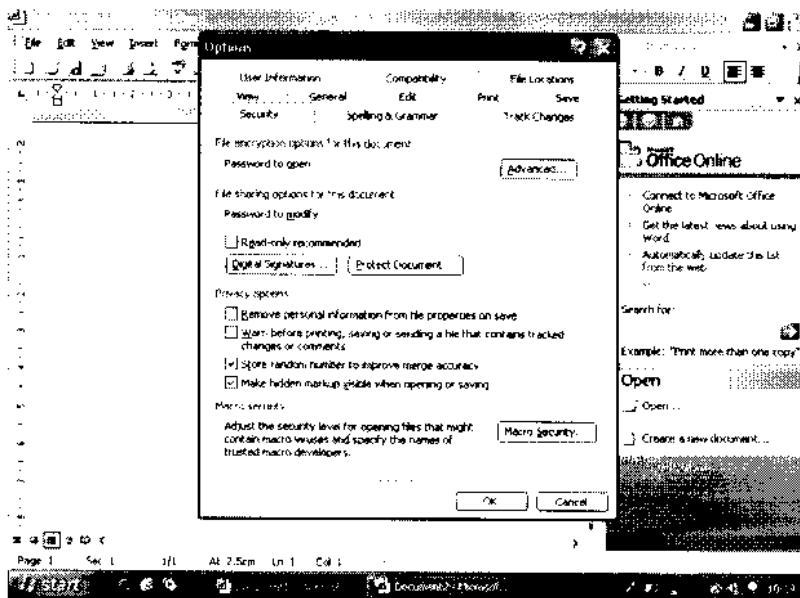
Print screen to tell you to go onto security.

Task 1
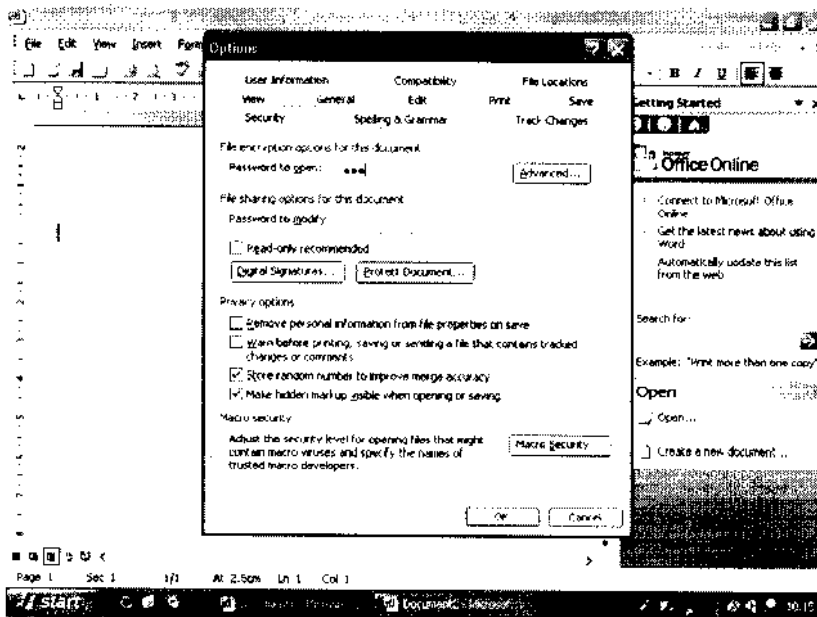
Print screen of where you type your password in.
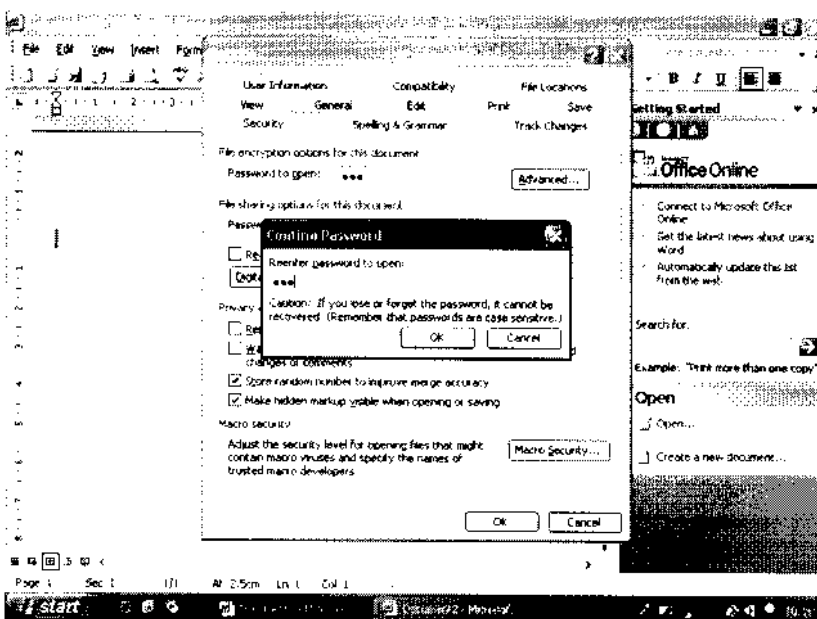
Print screen to show you have to re-enter your password to confirm. You have to save the document.

Task 1
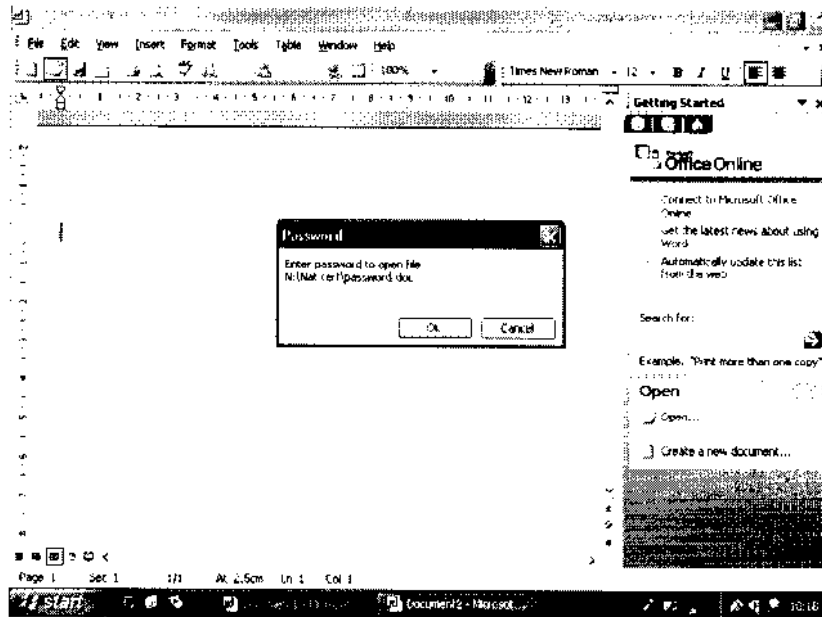
Print screen to show that you have to put your password in before you can get on the page.

Task 1

4

Opening a saved file

To open a saved file to edit it you need to-
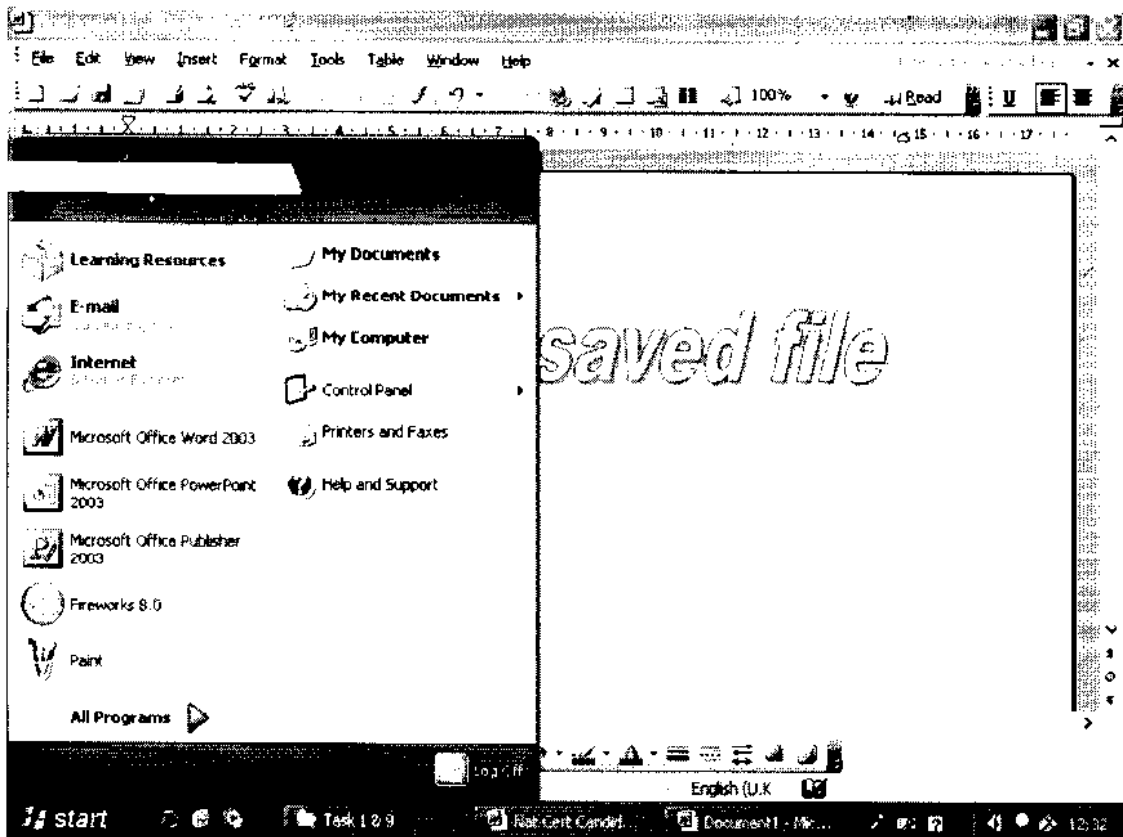
1) Go to start
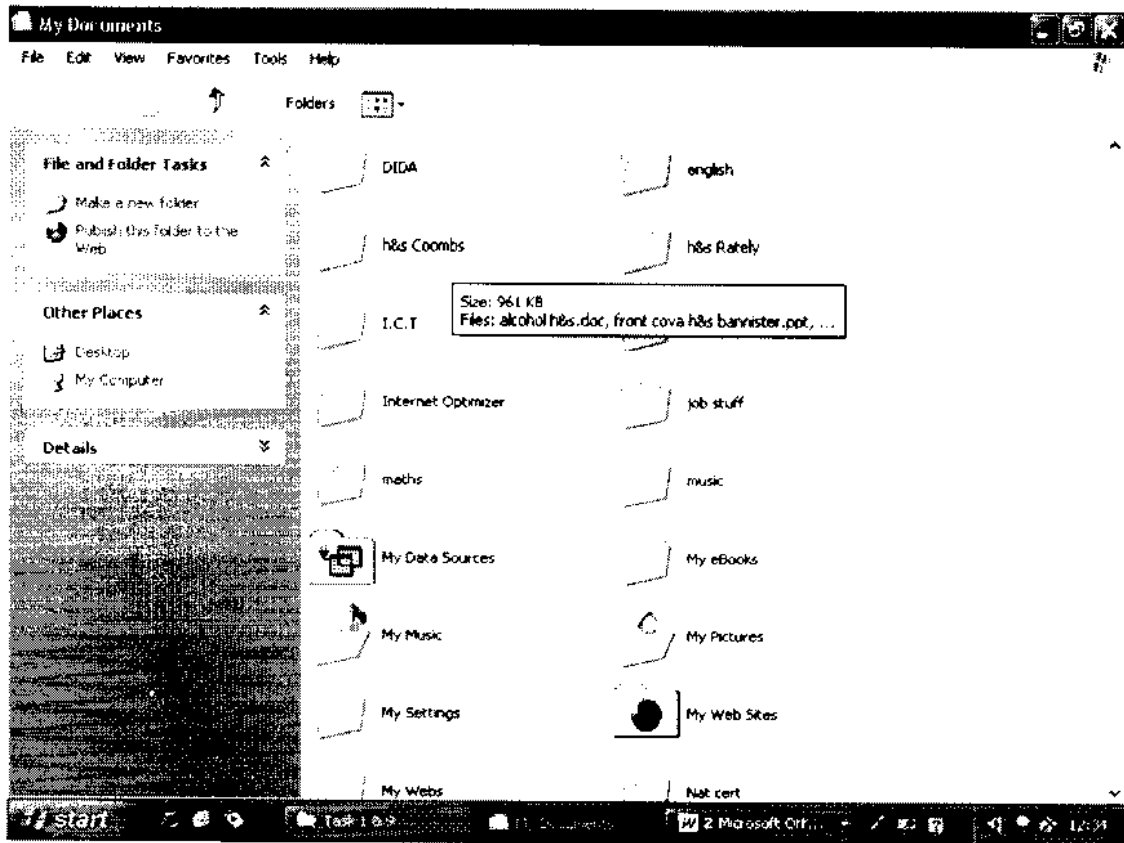
2) Go to my documents and choose the folder that the work is saved in
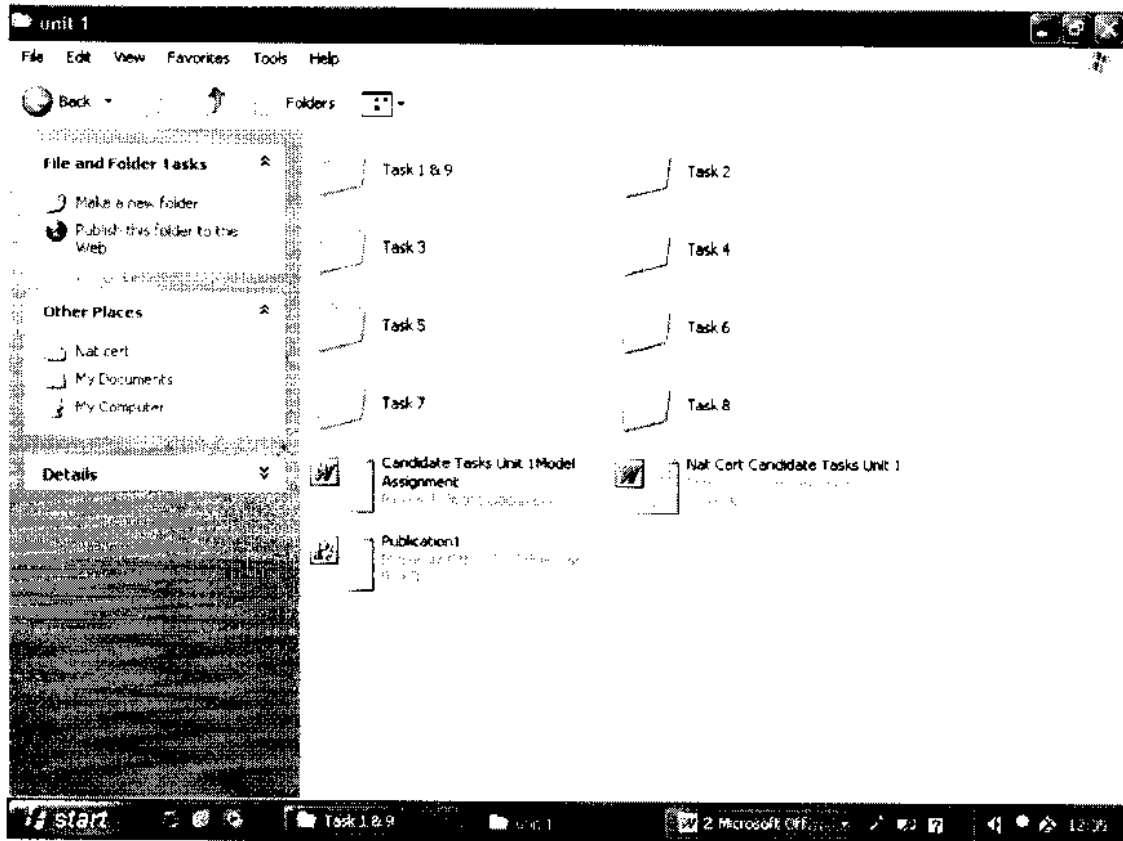
3) Open the piece of work to edit it

Backup
This shows my usb with no folders on
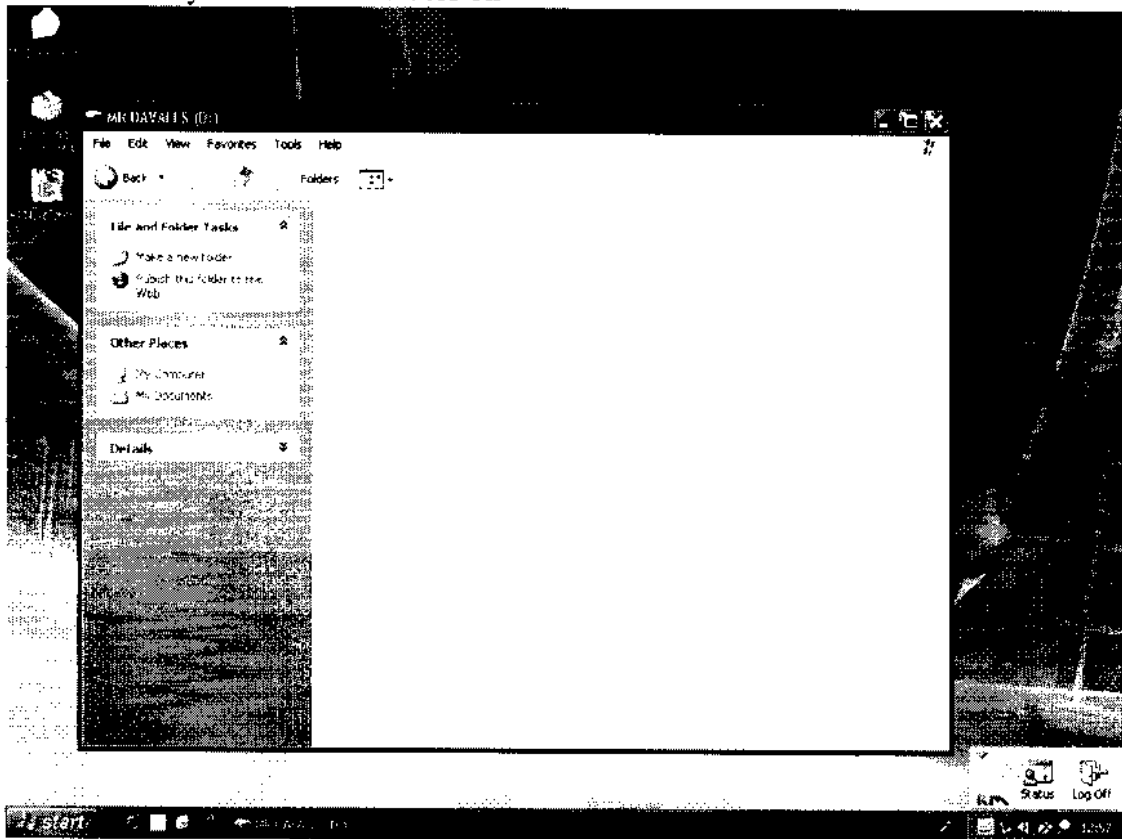
This shows me choosing unit 1 to copy
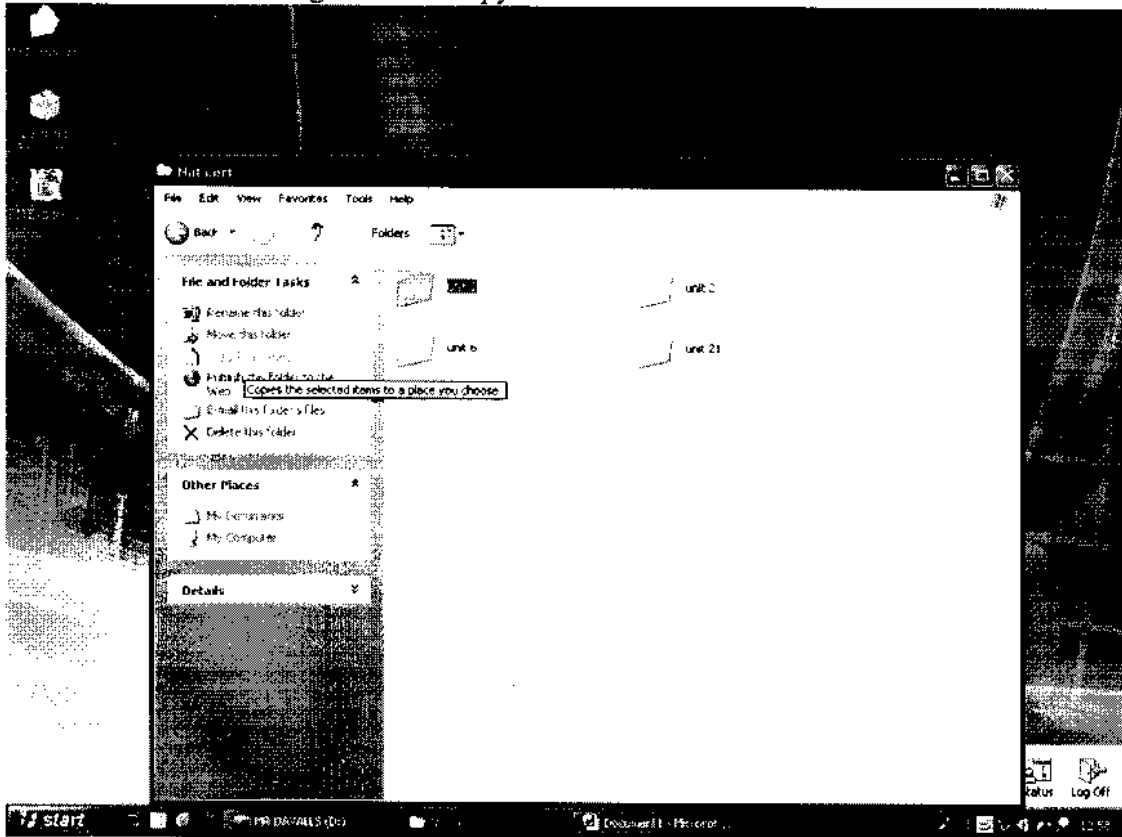
This shows I'm copying it to the usb stick
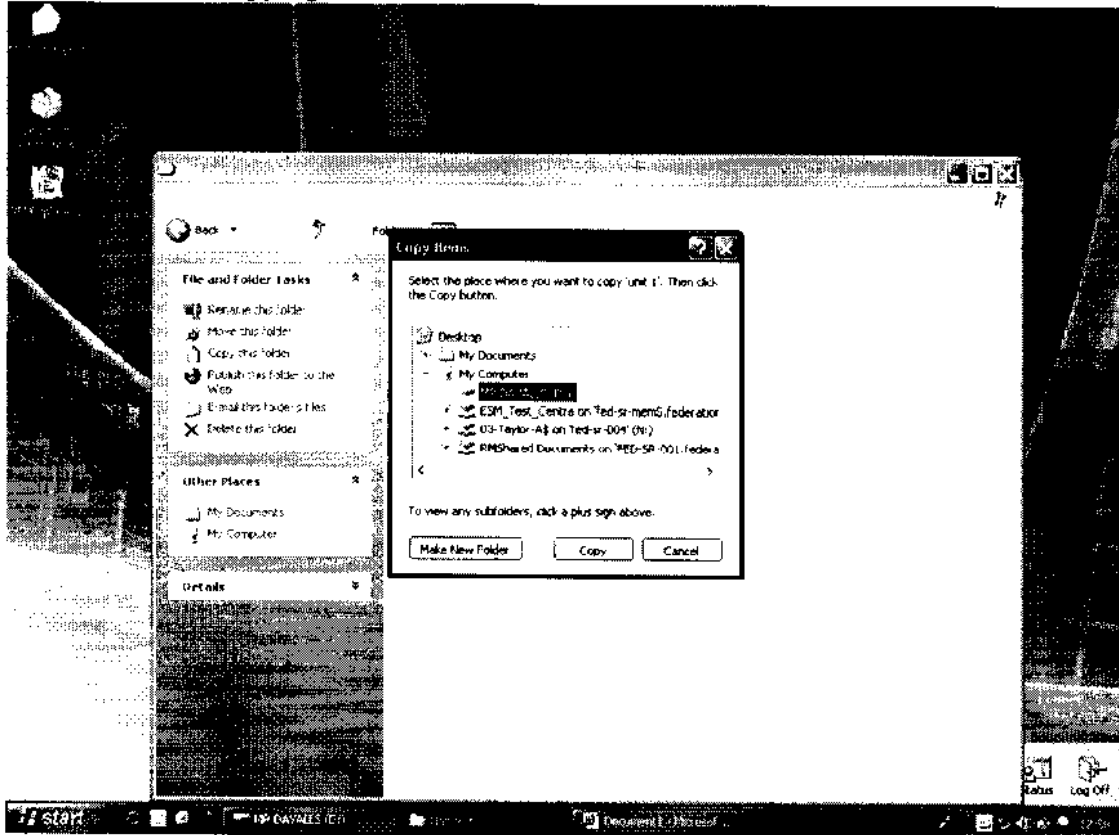
This shows the files being copied
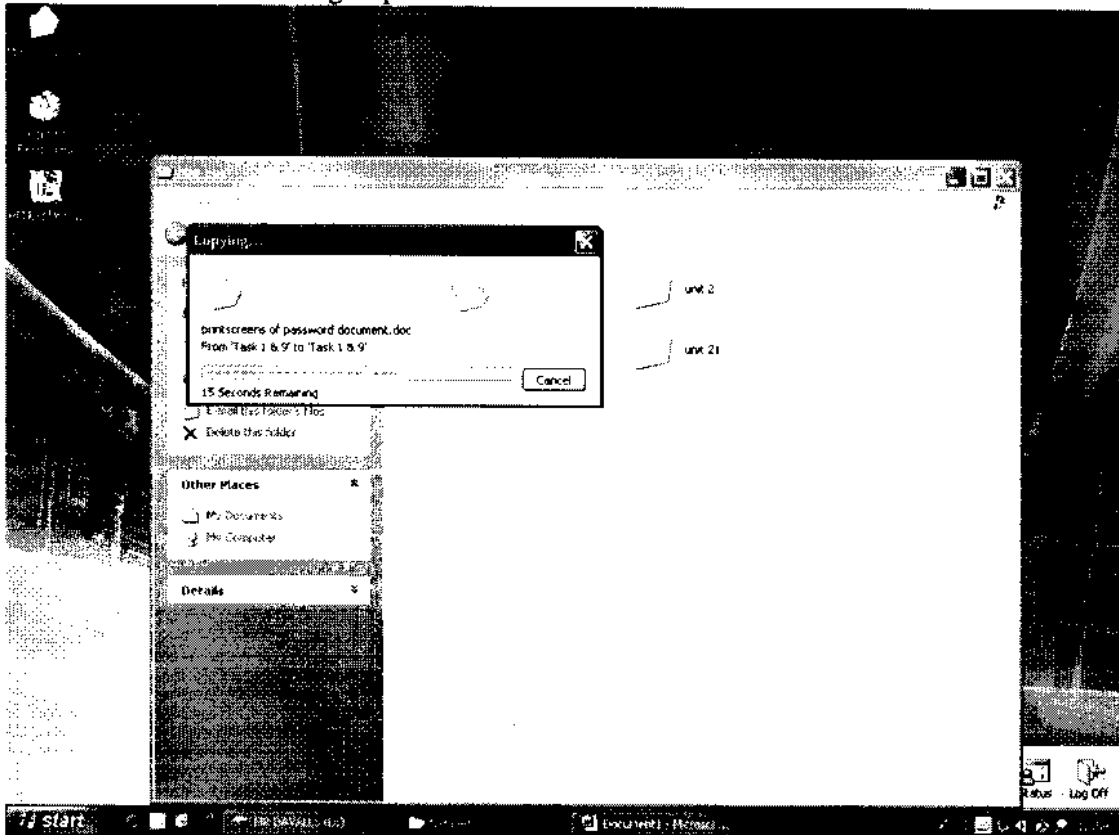
9

Below shows my unit 1 folder backed up onto the usb

This print screen is showing the three shortcuts that ive added, one to a file, one to a folder and one to a program
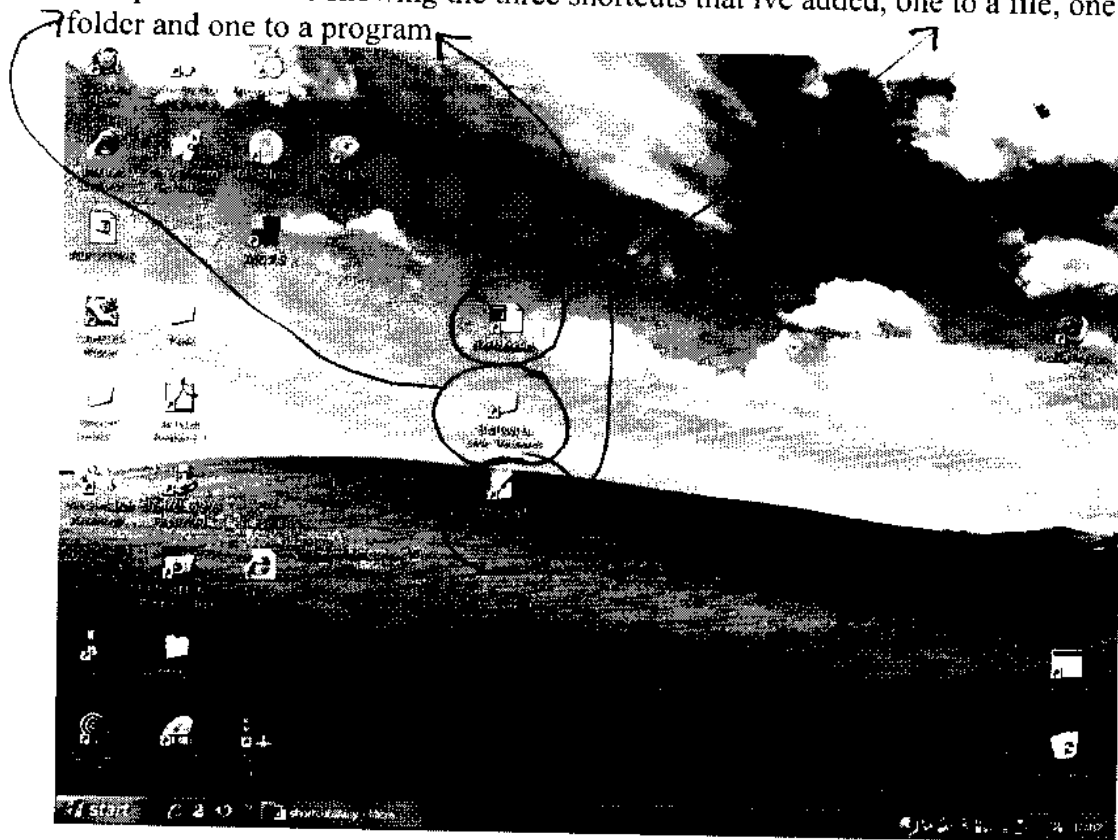
Unit 1
Level 2
AO1

Candidate A
Distinction

Folder Structure

The following screen shots show the layout/structure of my folders.
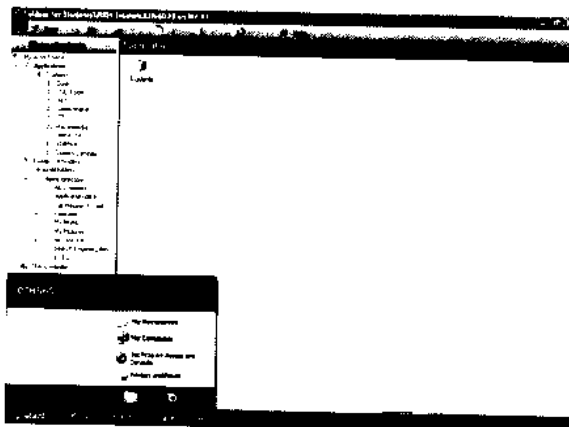
I am showing how I access my area and get into my documents.
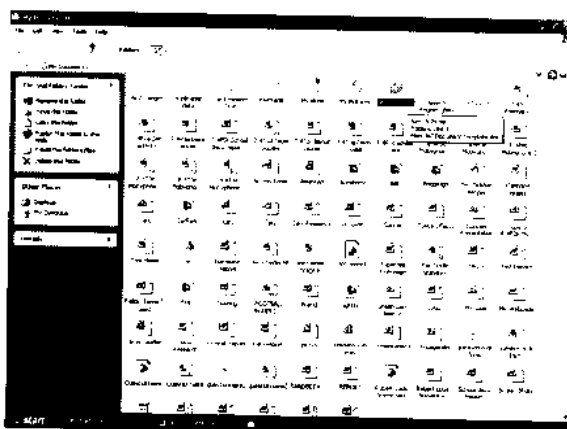
Here I am showing the layout of my folders and I am highlighting NC ICT.
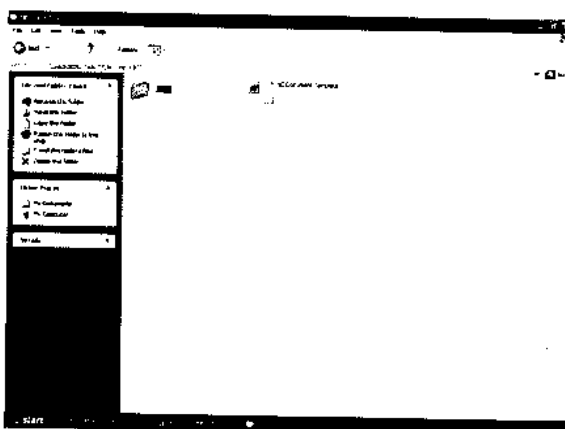
This is Unit 1 and it is within my NC ICT folder.
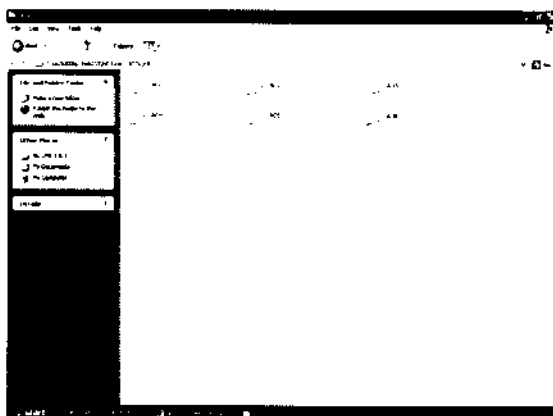
This is my Unit 1 folder and it contains all my Assessment Opportunities. These then contain my work for the GCSE course.
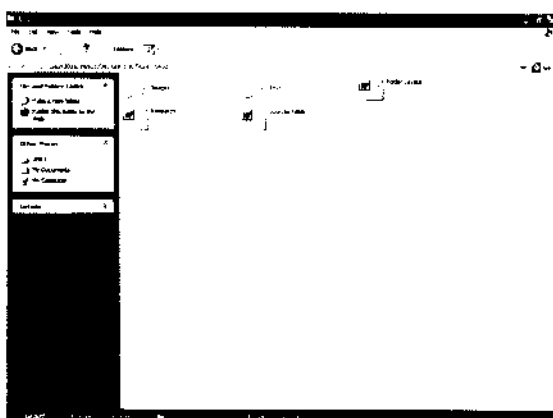
This is the layout of the sub-folder AO2 showing all the work that is contained.

Creating a Back up Folder
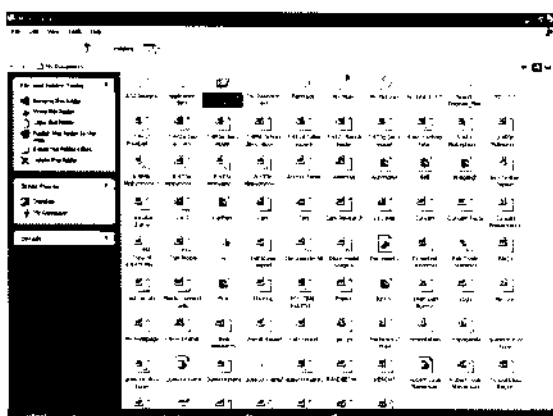
I have created a back up folder for my NC Work.
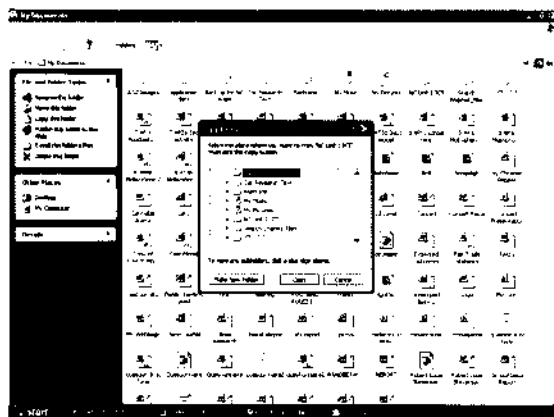
This is showing how I am copying my NC Work folder into the back up file, I then select copy and it is copied into that folder.
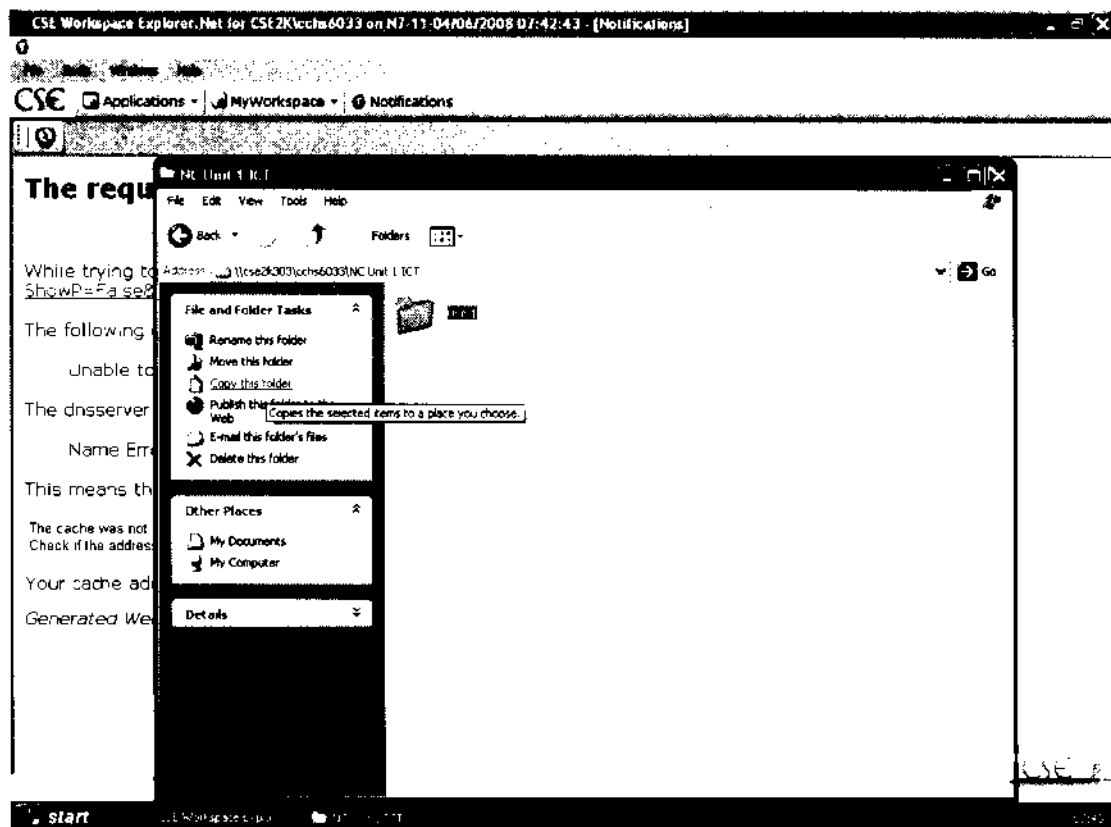
Here I have selected Unit 1 to copy it to back it up on a USB memory pen.
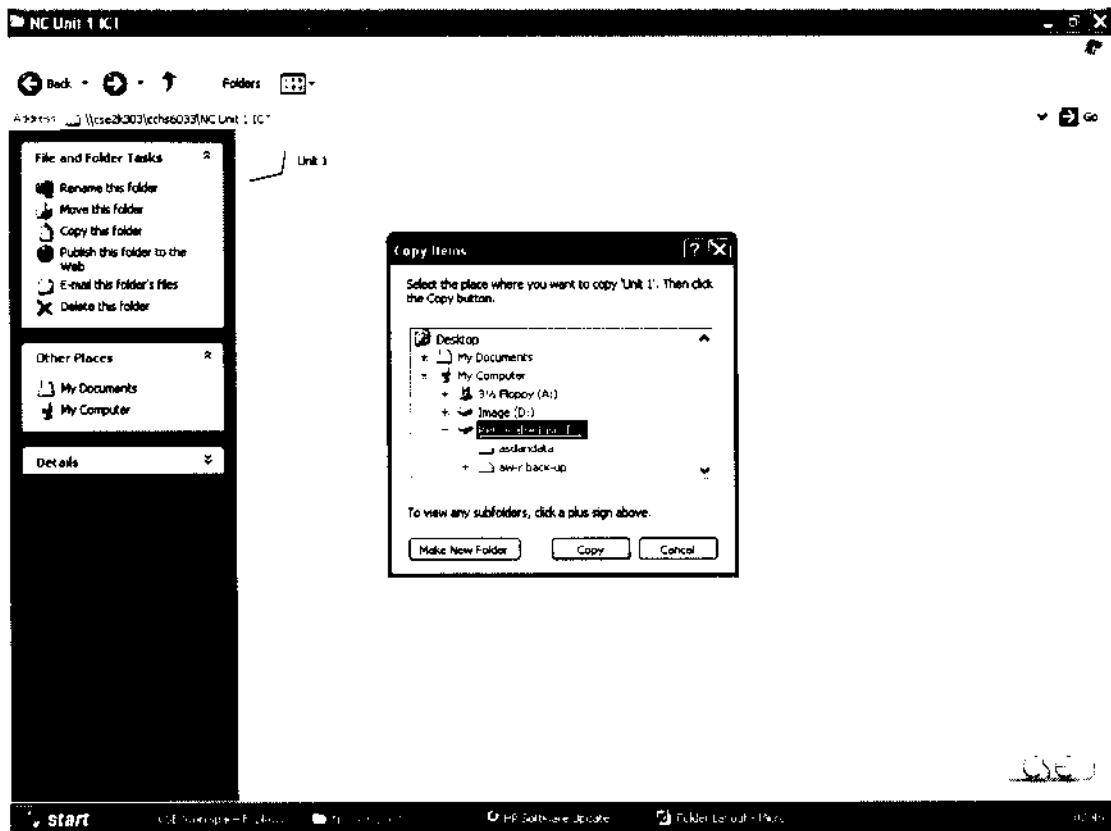
Here I have selected were to back it up to.
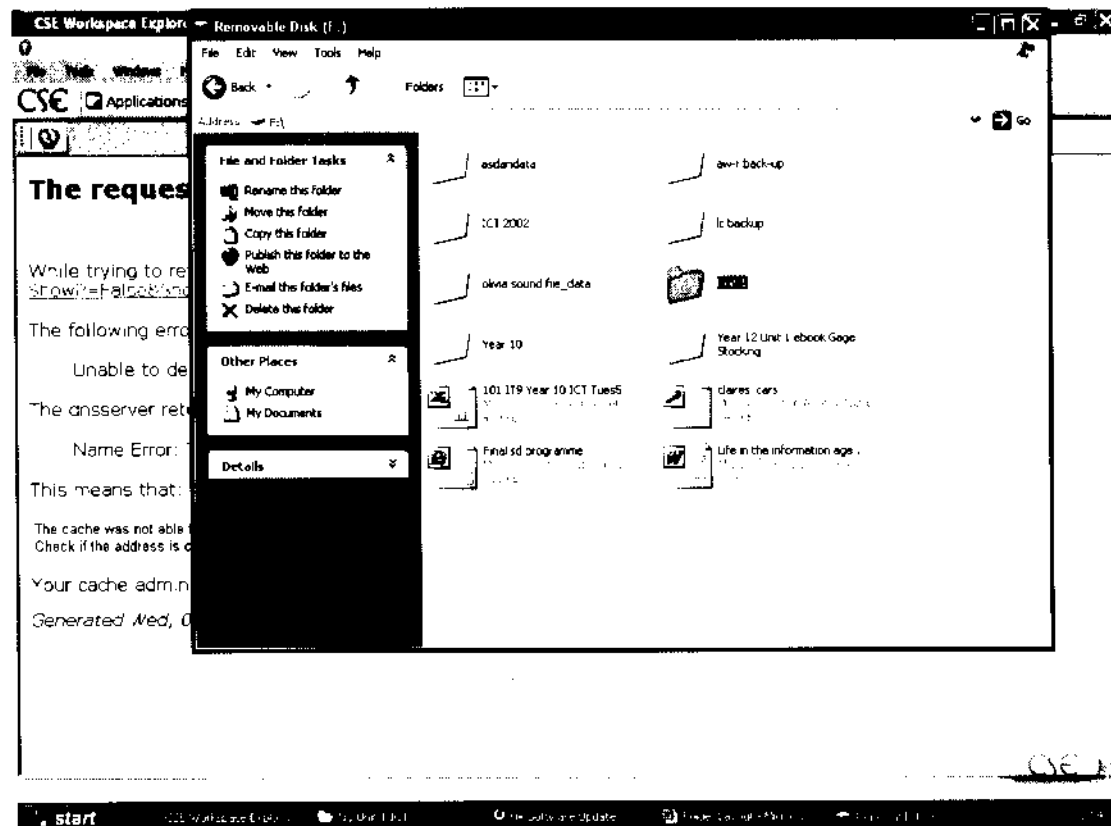
Here is my folder backed up on a USB memory stick. I can now restore it.

Suitable Filenames
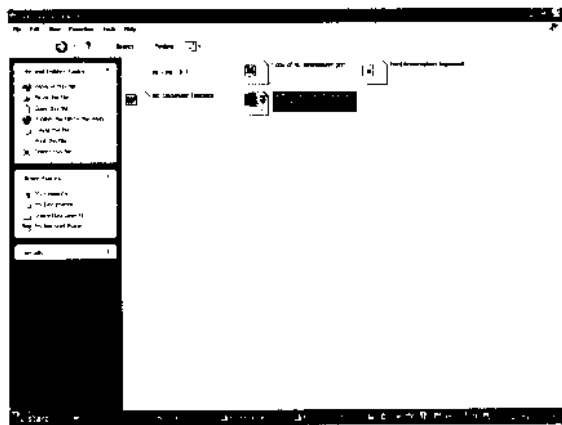
This has the filename "Saving to another storage media" which is exactly what the file is about.
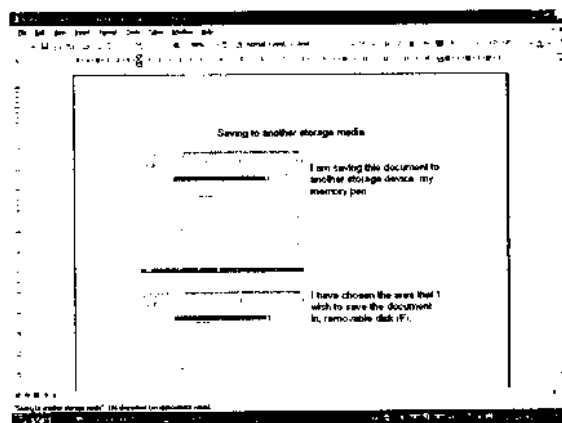
I have opened the document to prove this.
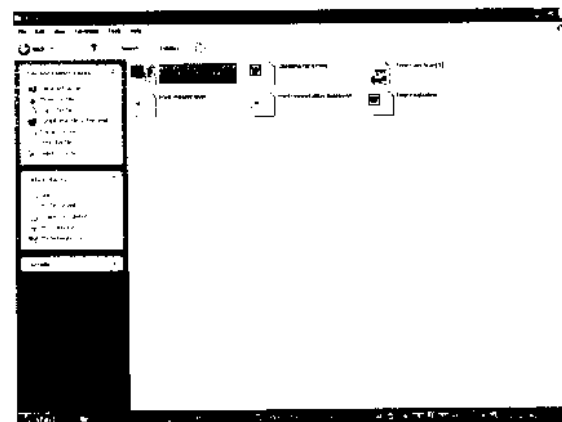
I have chosen another file to show that the file has a suitable filename, "Animation and Slide transition".
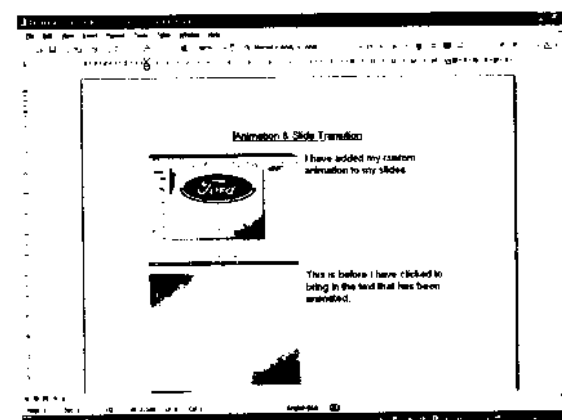
I have opened the file to prove that the name is exactly what the file is about.

I have also suitably named this
file, "Suitable Filenames".

Shortcuts to one folder and one file
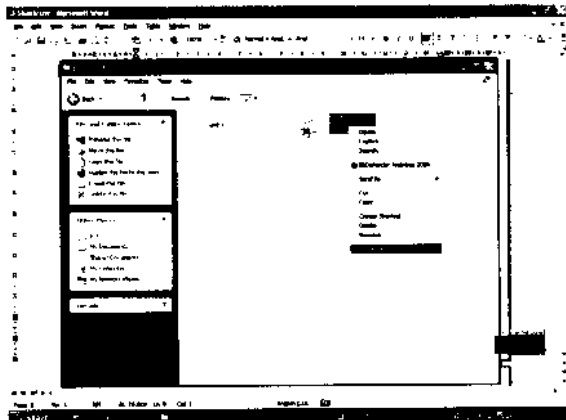
Here I am trying to create a shortcut to a folder.
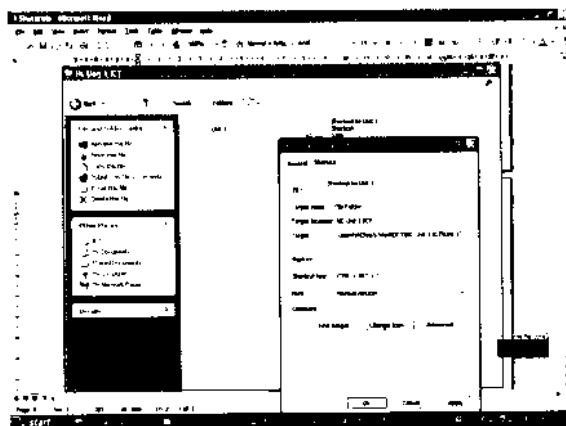
Again I have chosen a letter to allow me to get to my folder as quick as possible. All I need to press is Ctrl+Alt+T and my NC ICT folder comes up.
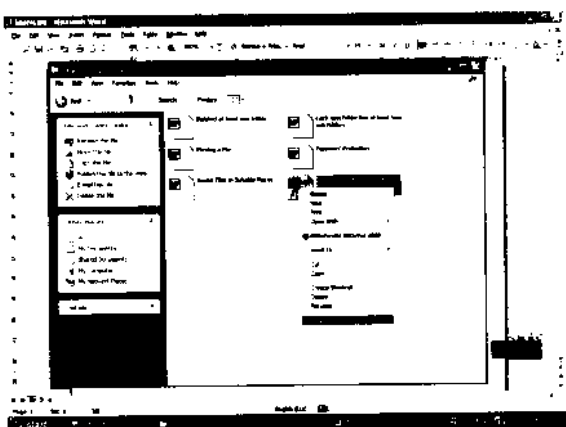
Here I am making a shortcut for a file.
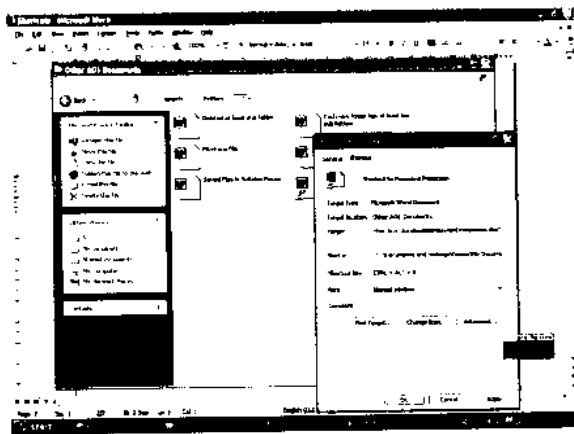
I have decided to use the letter G for this file. So all I need to press is Ctrl+Alt+G and my file comes up.

Password Protection
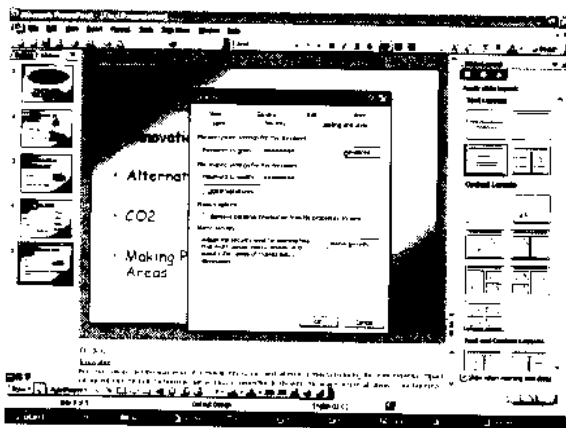
I am password protecting my Ford Presentation Document.

AOl c
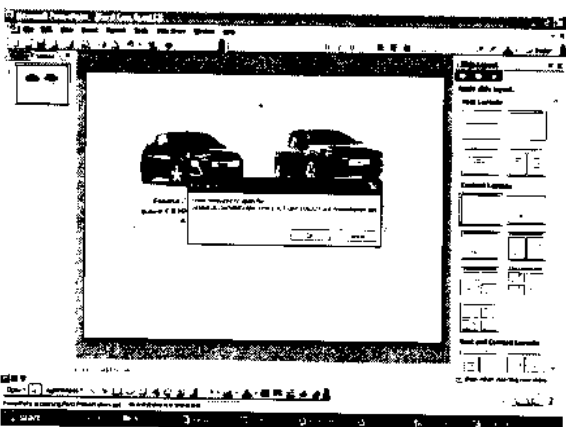
I must now enter my password to enter this document called Ford Presentation.
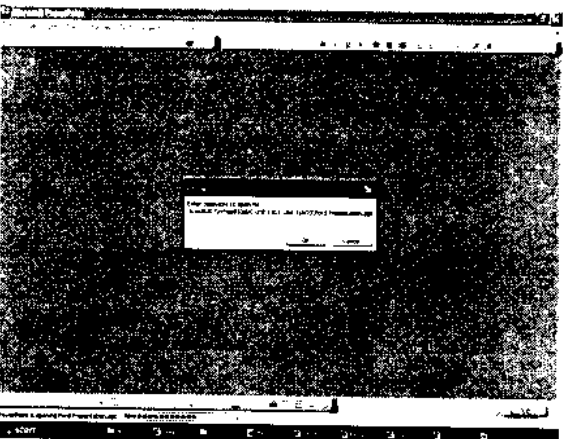
I have re-opened the document to prove that I have password protected it.
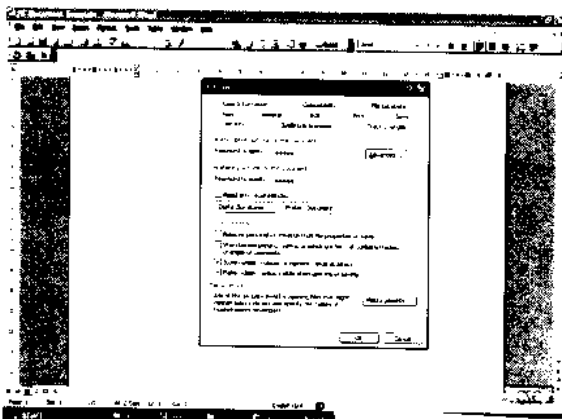
I am also going to password protect my template document.
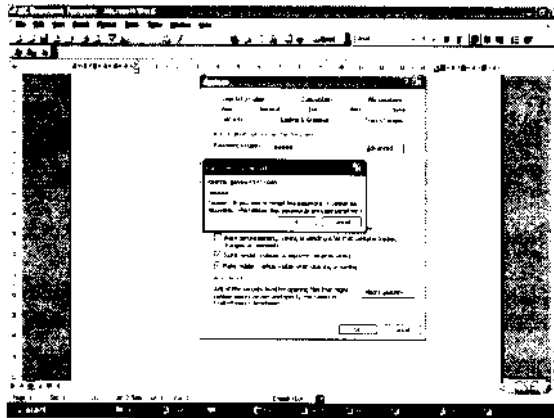
I have to confirm the password and then the folder is protected.

I password protect my files to stop people from entering private and important documents.
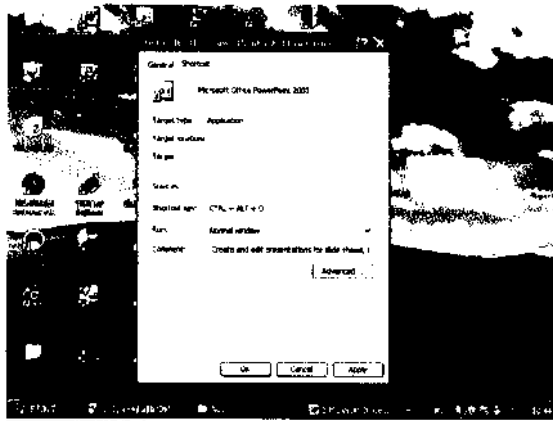
Shortcuts

Here I have chosen the programme I wish to add a shortcut to.
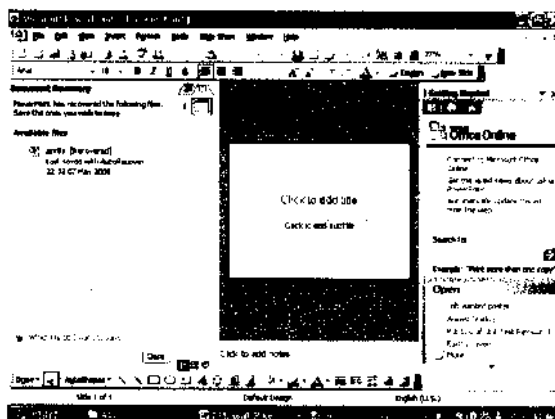
I have pressed the keys and the programme has come up.
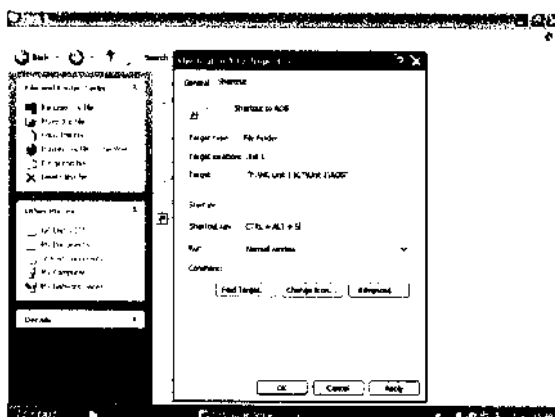
Here I am creating a shortcut to my AO5 folder so that I can access it more easily. All I need to press is Ctrl+Alt+5 so that it will be easy to remember as well.

s/c to folder
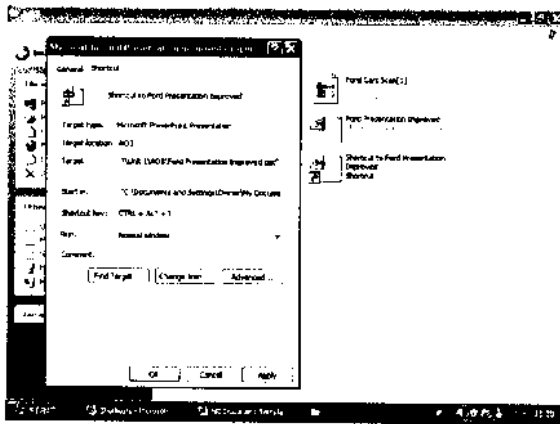
I have chosen the file I wish to add a shortcut to and have chosen the letter that should be added so that it will be easy to remember.

Now I wish to edit the shortcut for the programme PowerPoint because the letter that is used doesn't seem too logical to use and remember.
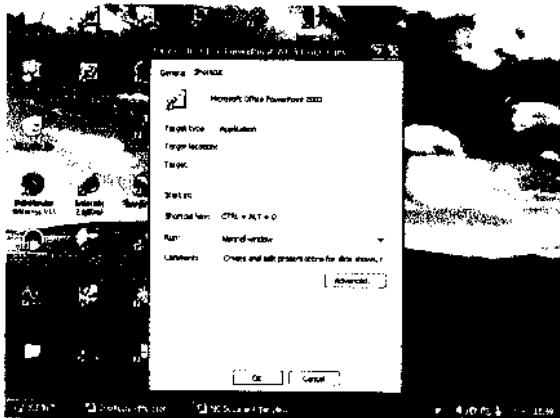
Before I was using the letter "O".
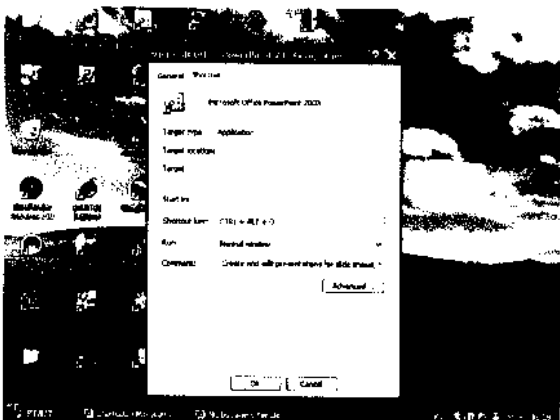
Now I have decided to use "P" because it is more logical to use.

Now I wish to edit a folder shortcut.
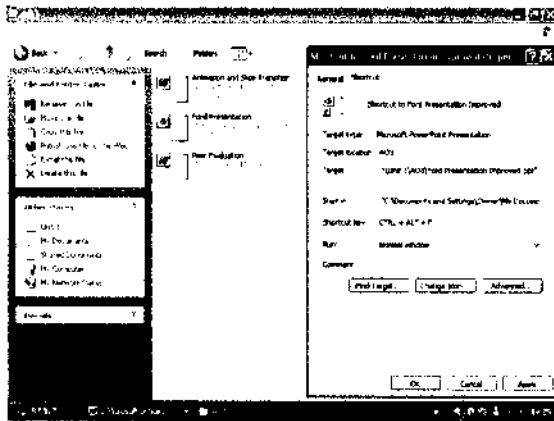
Before it was 5
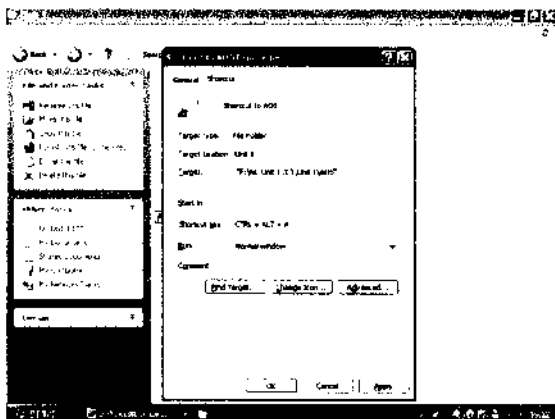
Now I have changed it to "A" as it is easier to remember and more logical.
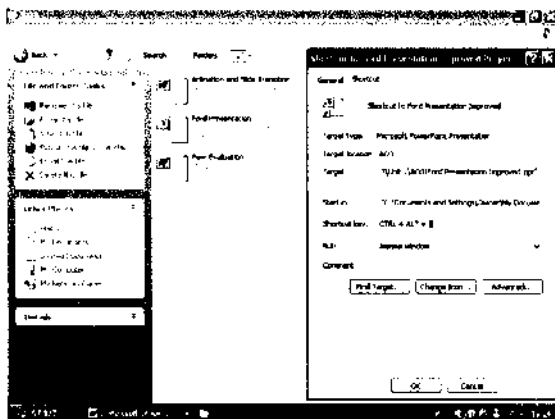
I wish to change the "I" on this shortcut to something which is easier to remember.
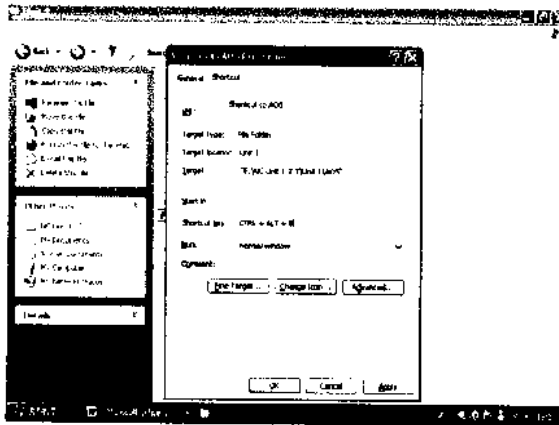
I have now edited it so that it is an "F" that is being used because it is easier to remember for "Ford".

Now I wish to delete some shortcuts because I no longer need it.
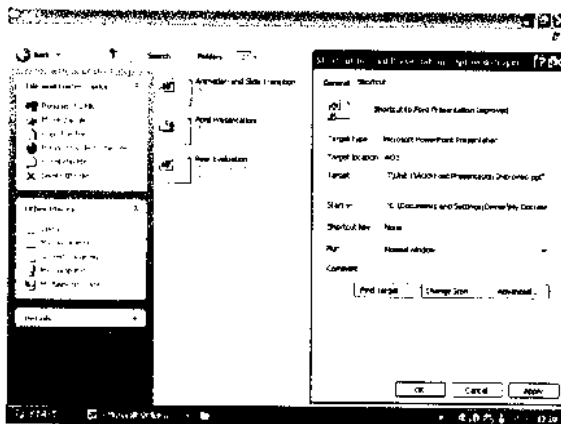
I have now got rid of the shortcut from my presentation file so that it now says "none".
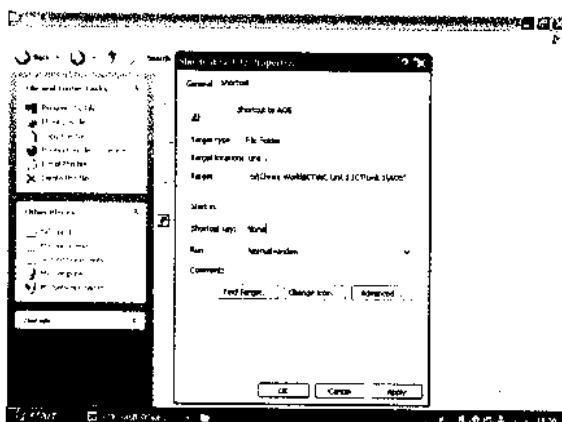
I have now got rid of the shortcut on my AO5 folder as it so longer needed and now shows "none".
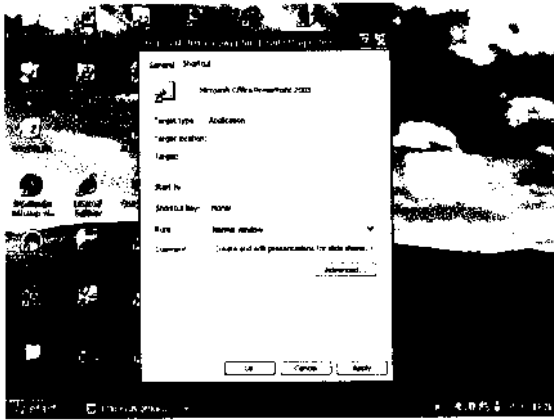
I have now deleted the shortcut from PowerPoint as I no longer need to use that shortcut and it now shows "none".

Finding 2 Saved Files
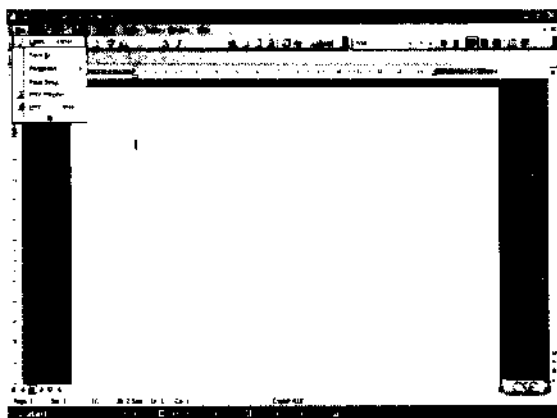
I can access a file from this document.

AO1 d
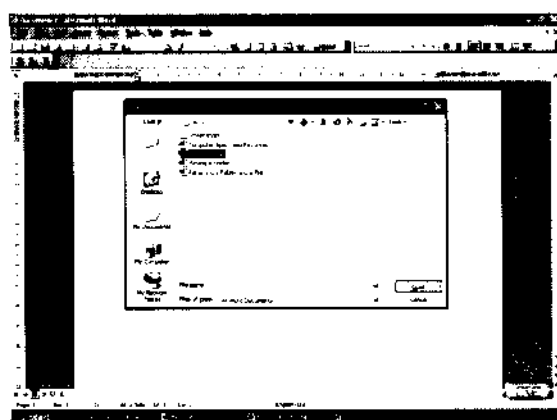
I have found my saved file that I want and I can open it.
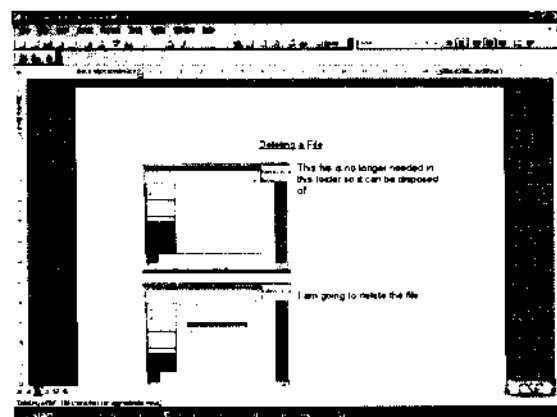
I have opened my saved file that I want to open.
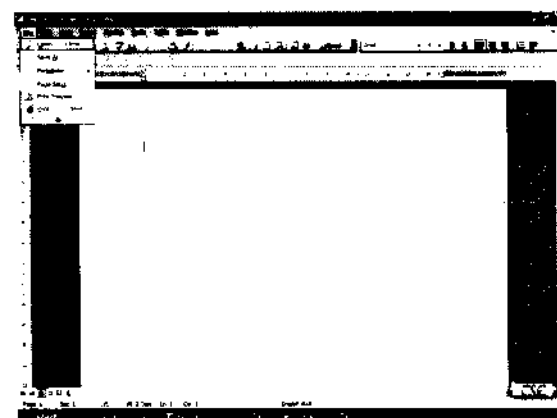
I can again access the file that I want from this document.
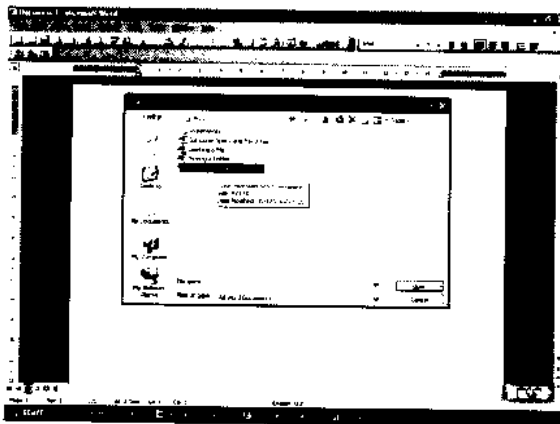
I have found the saved file that I want to access.
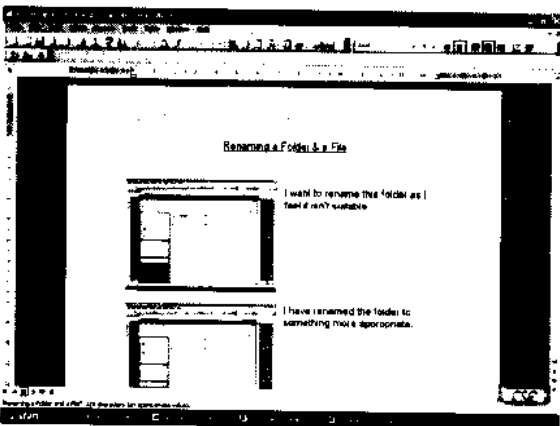
I have opened my saved file that I wanted to open

Saving to another storage media
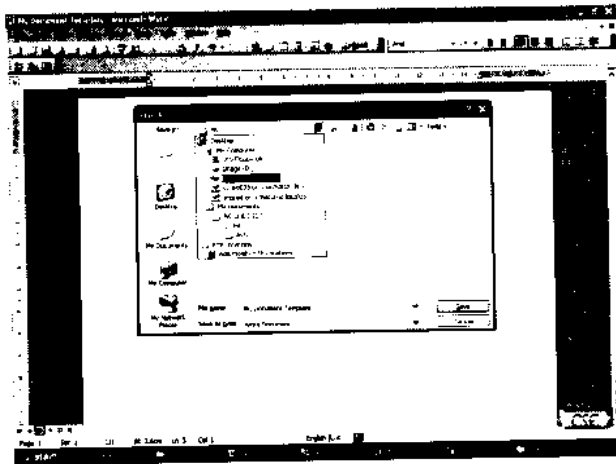
I am saving this document to another storage device, my memory pen.
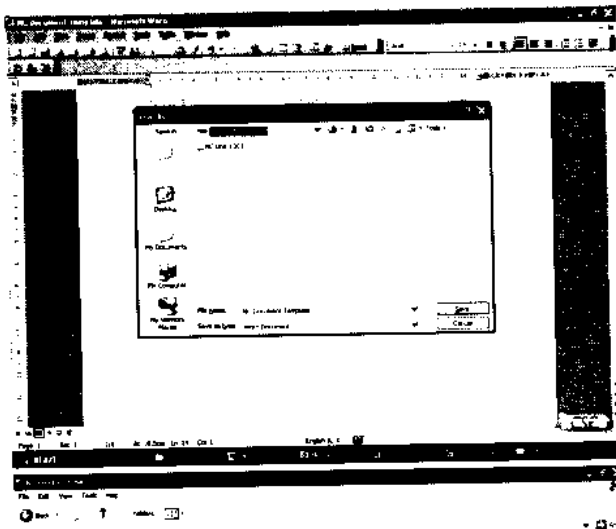
I have chosen the area that I wish to save the document in, removable disk (F).
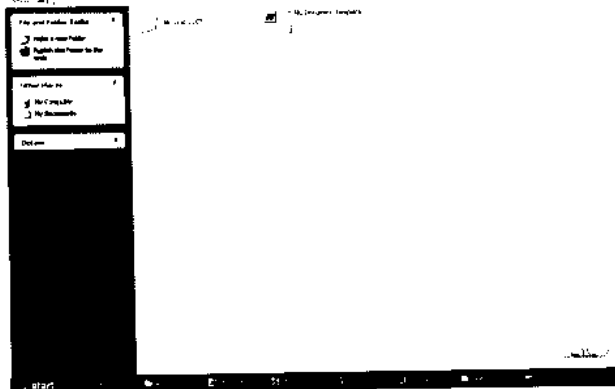
I have saved the document now onto my memory pen.
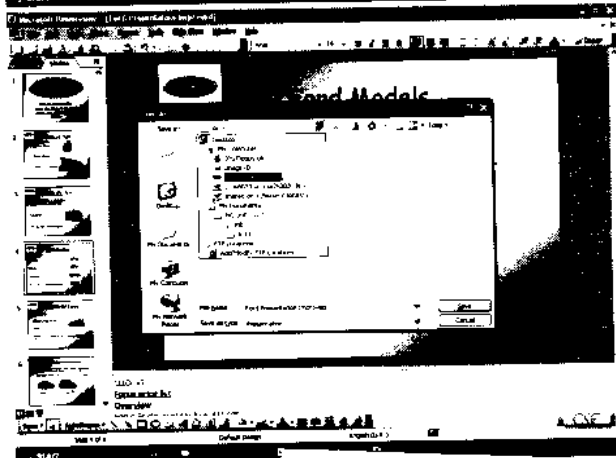
I am saving this document to my memory pen as well.

USB

DJ

Saving to another storage media
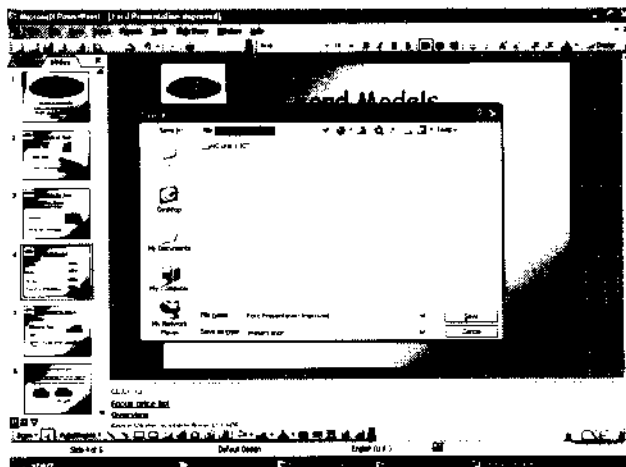
I have chosen the area to save my document.

I have saved my document to my memory pen, another storage media.
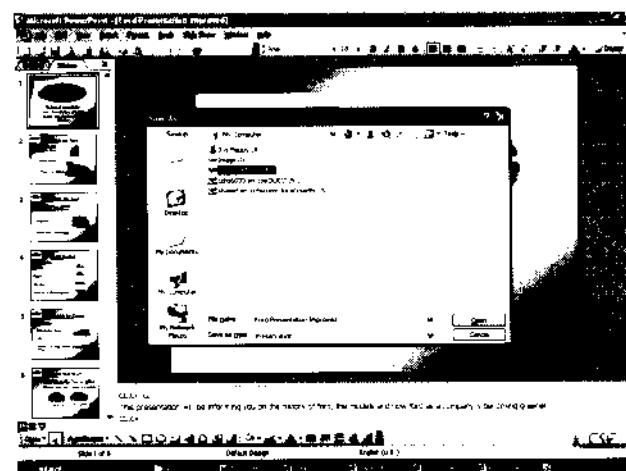
I am also copying to this storage media, an external hard drive because it backs it up encase the computer memory is washed and I do this every lesson.
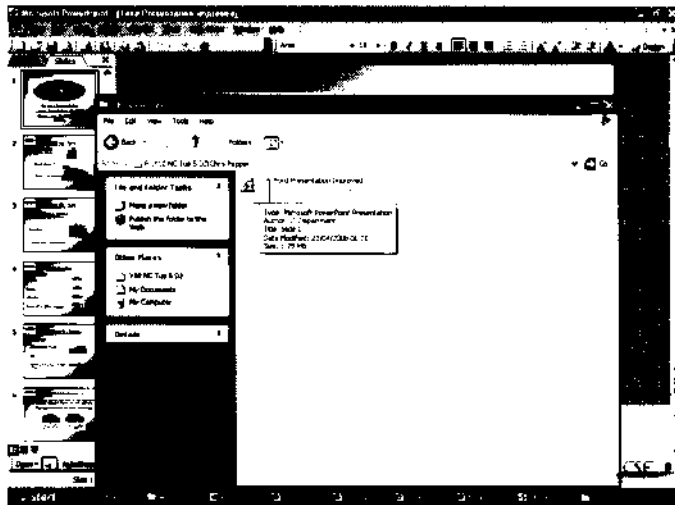
I have saved it to the
other storage media and
can access it and
restore it.

Restoring a file from another storage media
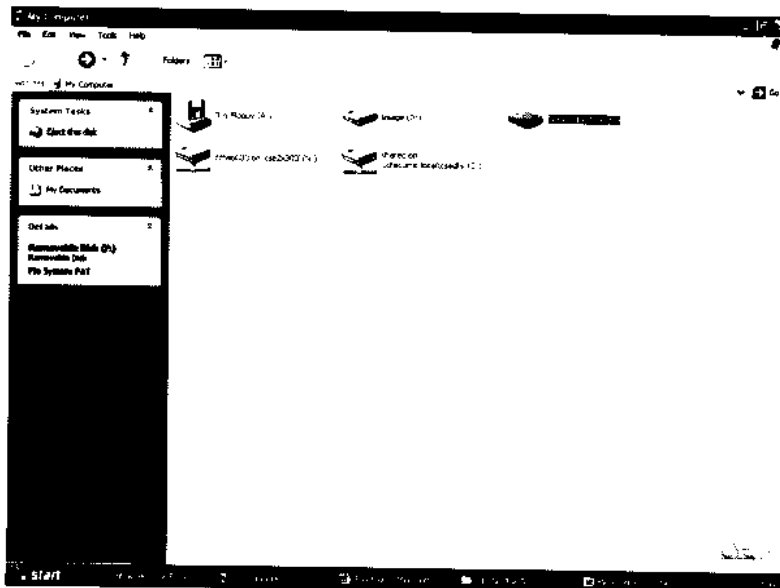
I have put my memory stick into the area required and now I can access the file that I wish to open.
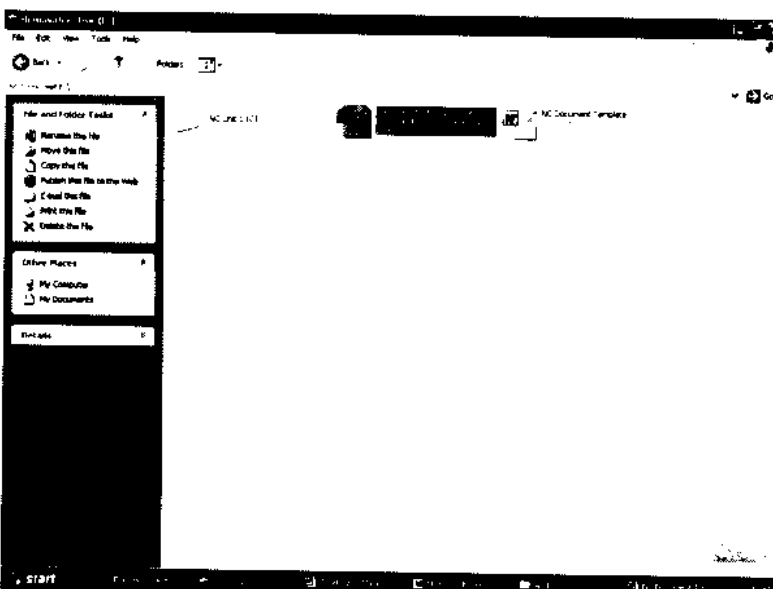
This is the document that I wish to open.
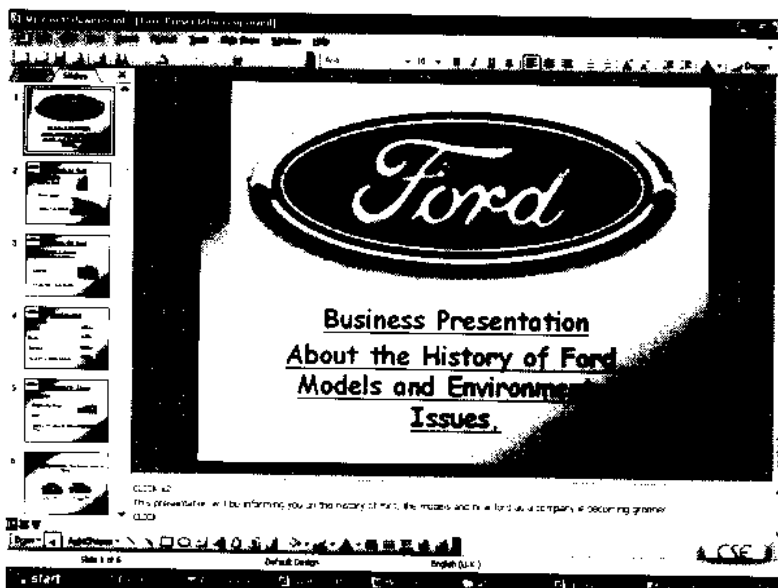
I have restored a file from my USB memory stick.

Deleted at least one folder
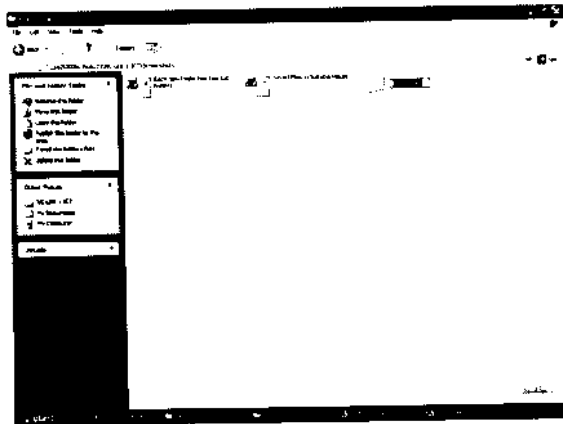
This is a folder which needs deleting as I no longer need it.

AO1j
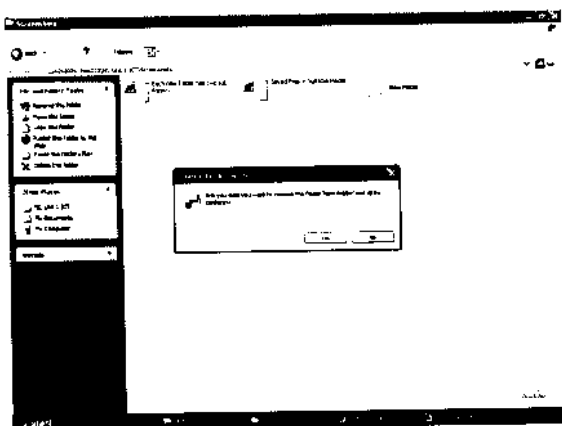
I am going to delete the folder.
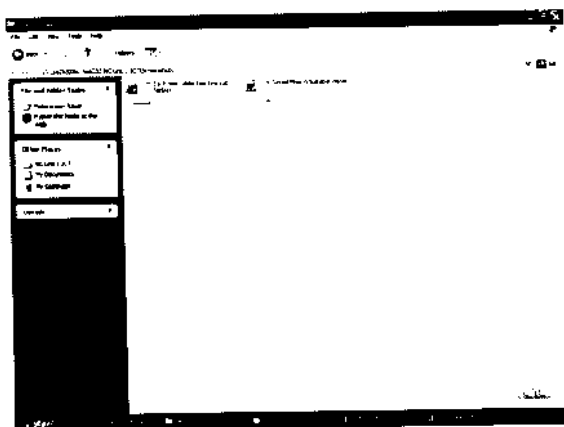
I have deleted the folder.

Moving a Folder
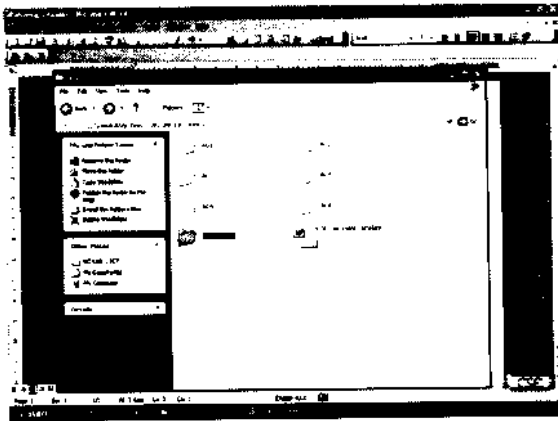
I want to move this folder to a more suitable place.

AO1L
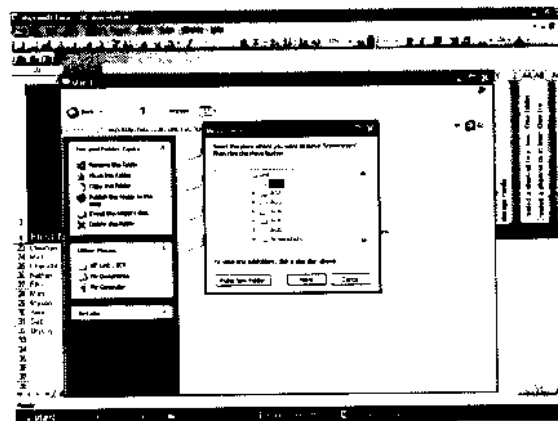
I am going to move it into my AO1 folder.
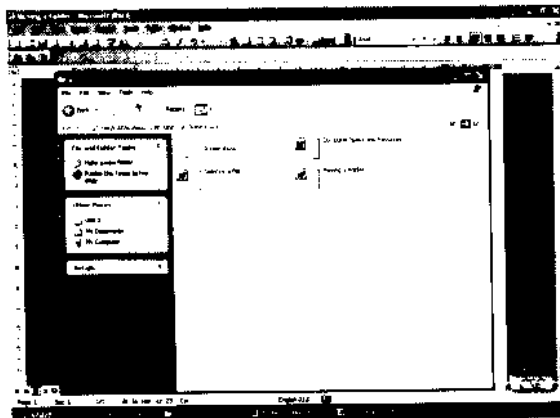
I have moved the folder.

Deleting a File
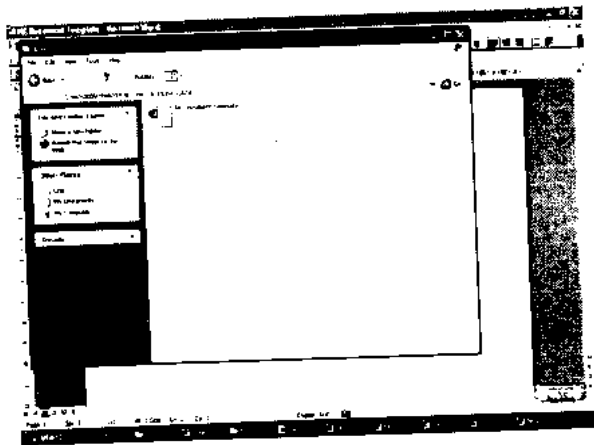
This file is no longer needed in this folder so it can be disposed of.

AO1M
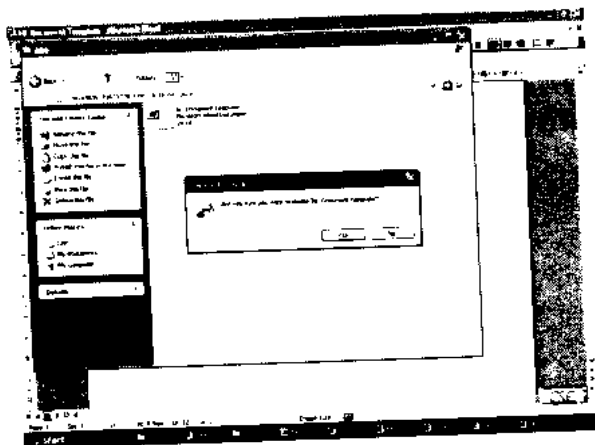
I am going to delete the file.
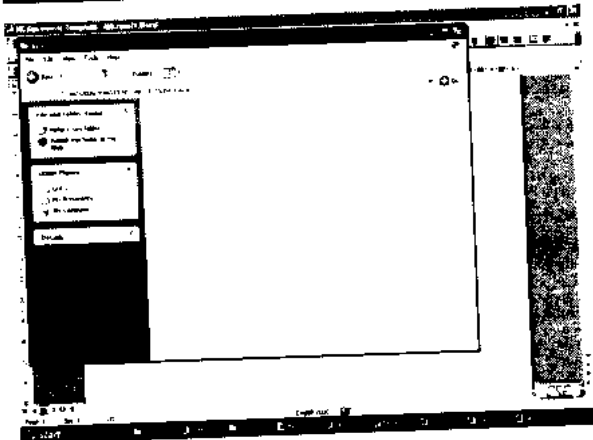
I have deleted the file.

DJ

Deleting a File

Copying a File
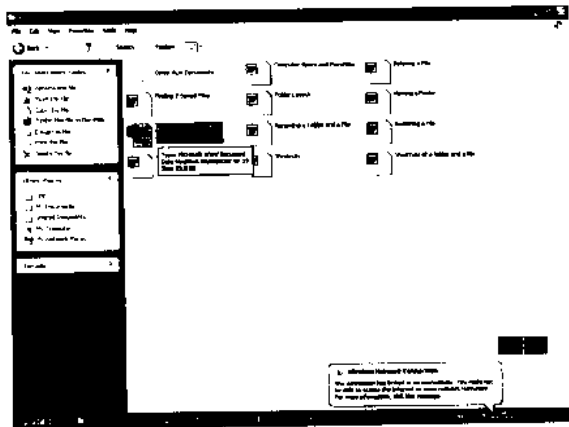
This is the file that I wish to copy onto my memory pen.
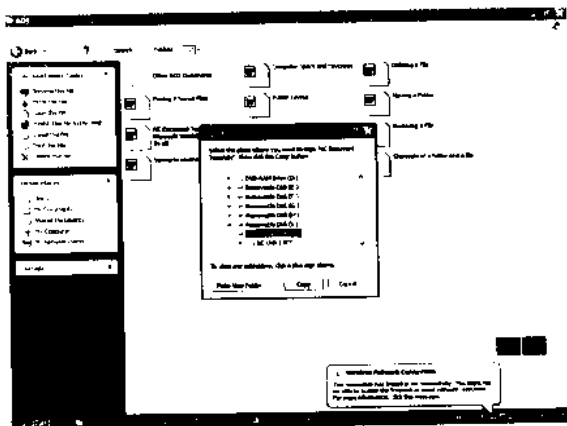
I have chosen where I wish to copy it to.
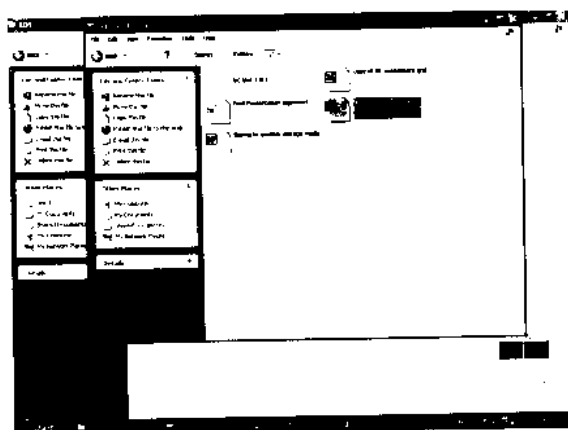
The file has been copied to my memory pen.

Moving a File
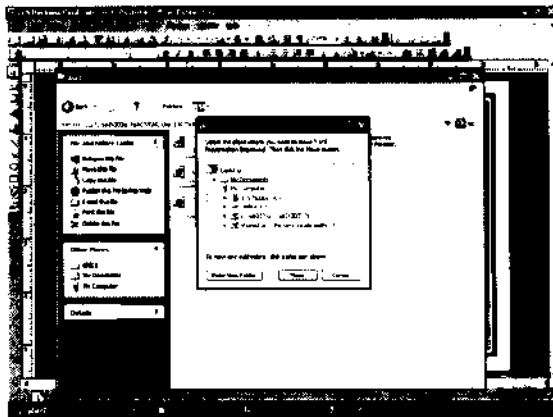
I am moving my CCS Business Card from AO3 to AO4. So I have to choose the folder I am going to move it into.
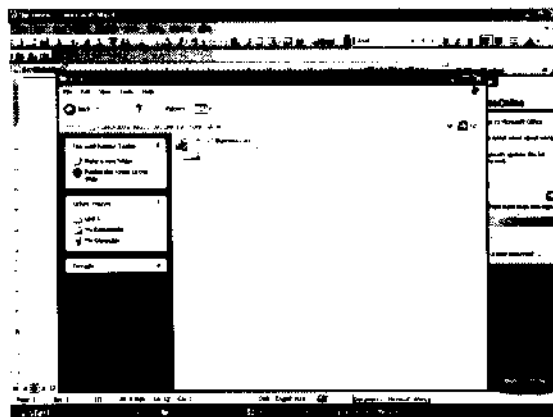
The file has now been moved from AO3 to AO4.

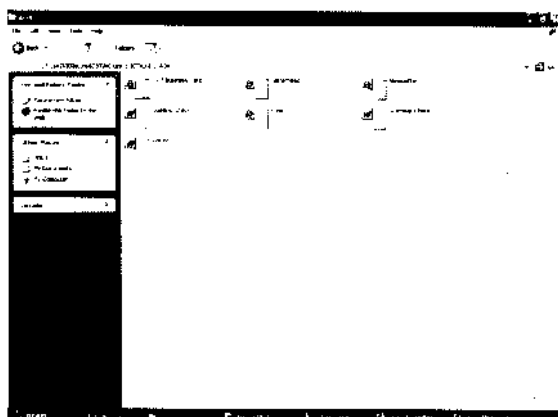## Saved Files in Suitable Places and Suitable Filenames
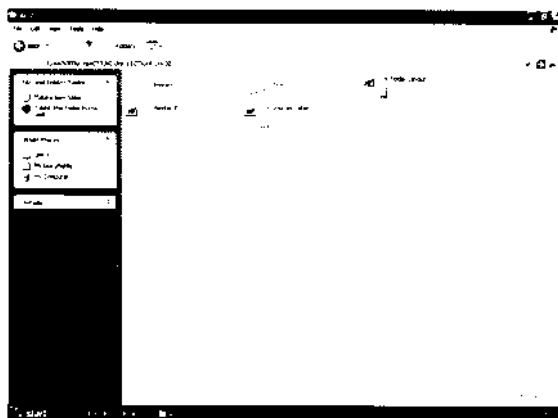
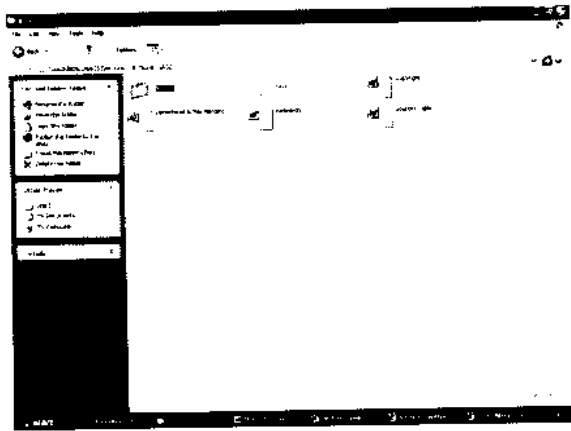I have saved my work within NC ICT Work and my work is easily accessible. Also they are named sensibly.
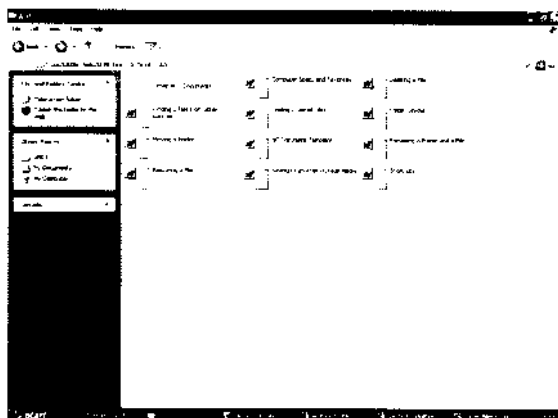
These files are also saved into a suitable place in AO1 where they are supposed to be.
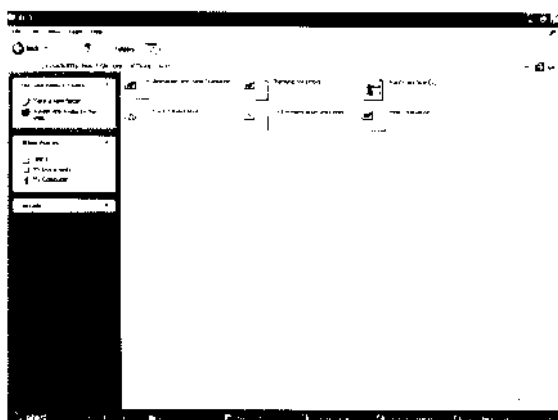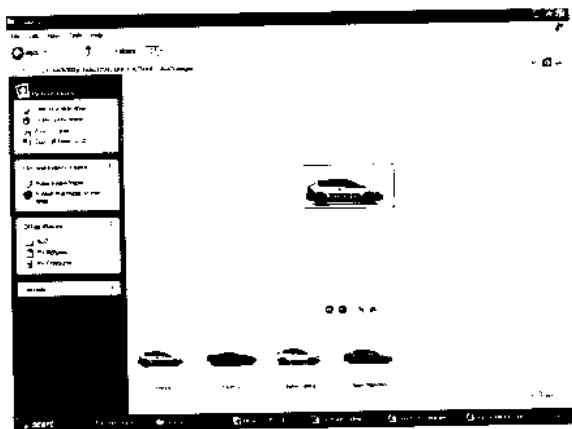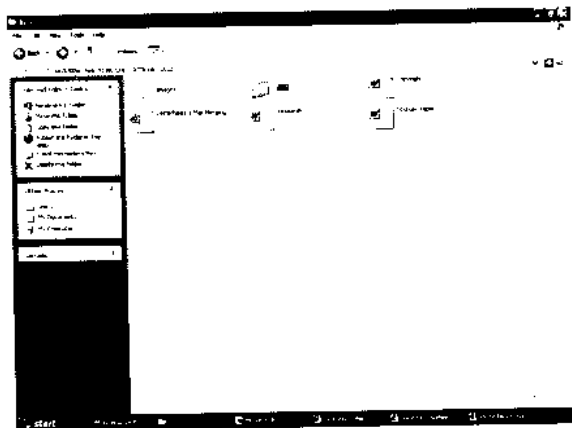
These files in AO3 are also saved in the right place.

These files in AO4 are also saved in the right place.

I am going to open this image folder to show that there are only images in here which are relevant.
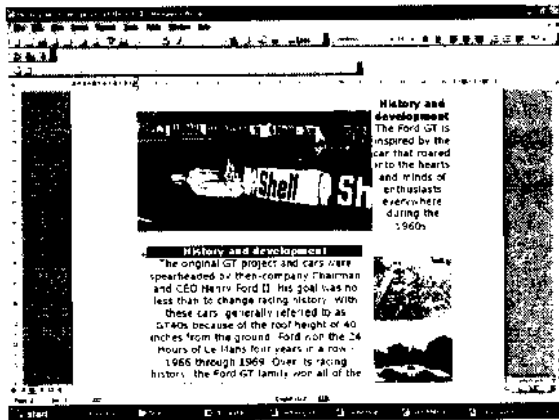
I have opened the folder and images of cars which are to be sold at CCS are shown.

I am going to open this text folder to show that the documents inside this folder are only to do with the relevant information. This was my research for my presentation.
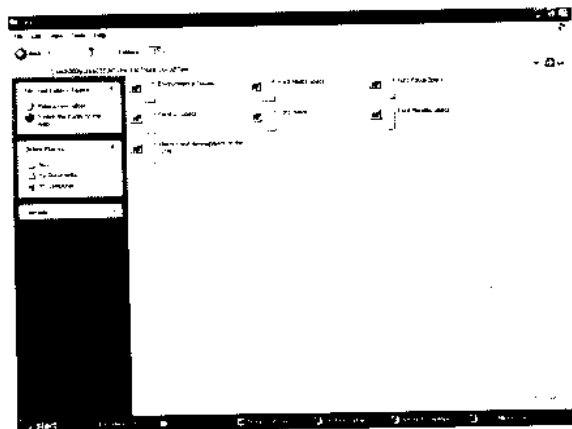
I have opened the folder and there are the documents. They are all suitably named.
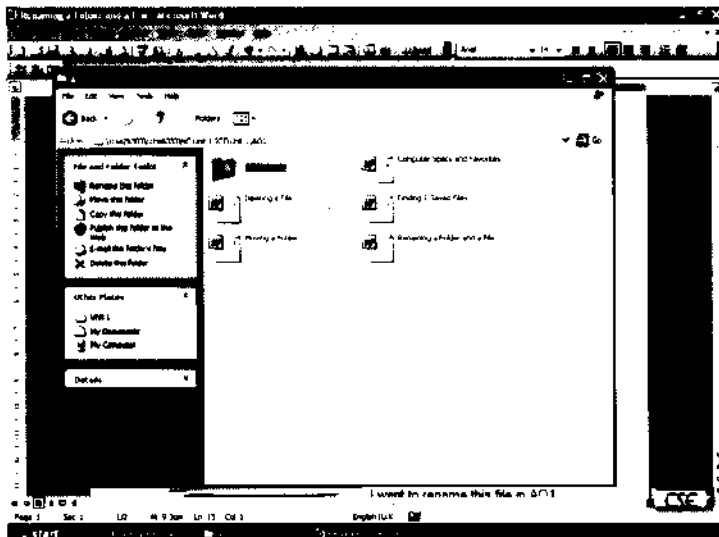
This is one example that the files are suitably named as this one is called History and Development of the GT40.
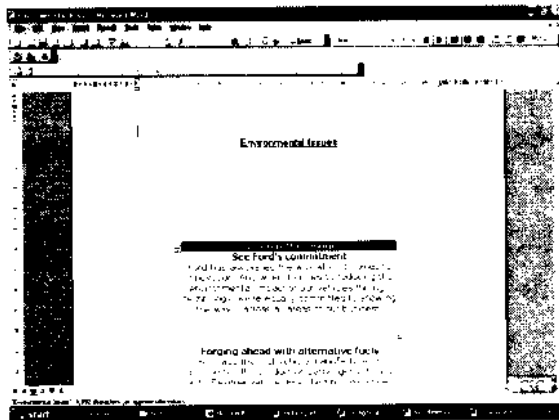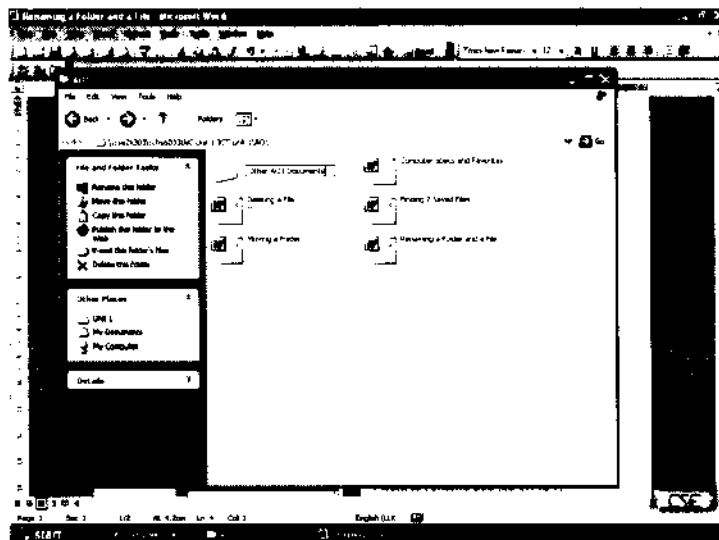

This is another example and it is called Environmental Issues.
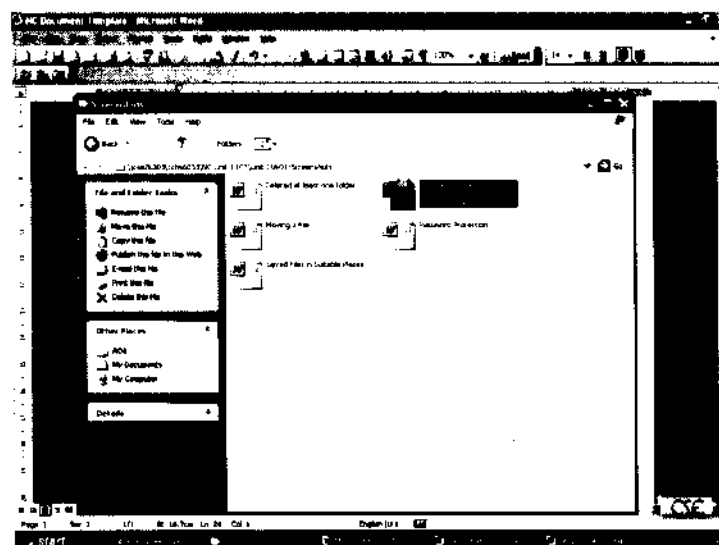
Renaming a Folder & a File

I want to rename this folder as I feel it isn't suitable. It was originally "Screenshots".
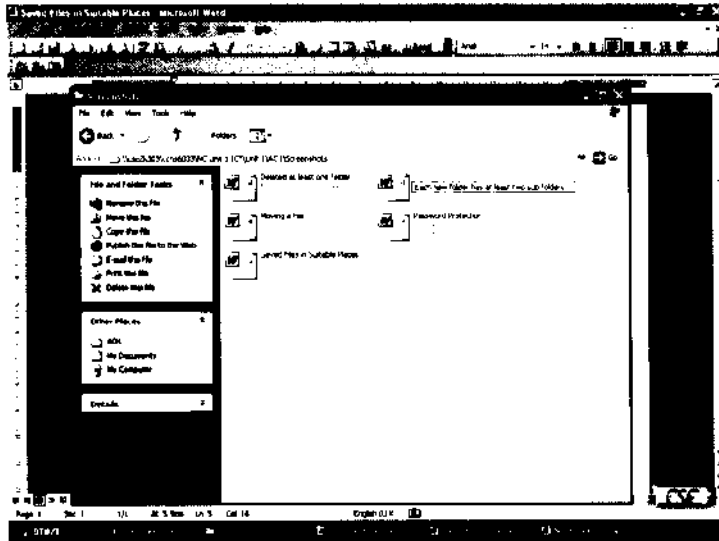
AO1 5

I have renamed the folder to something more appropriate. It is now "Other AO1 Documents".

AO1 6
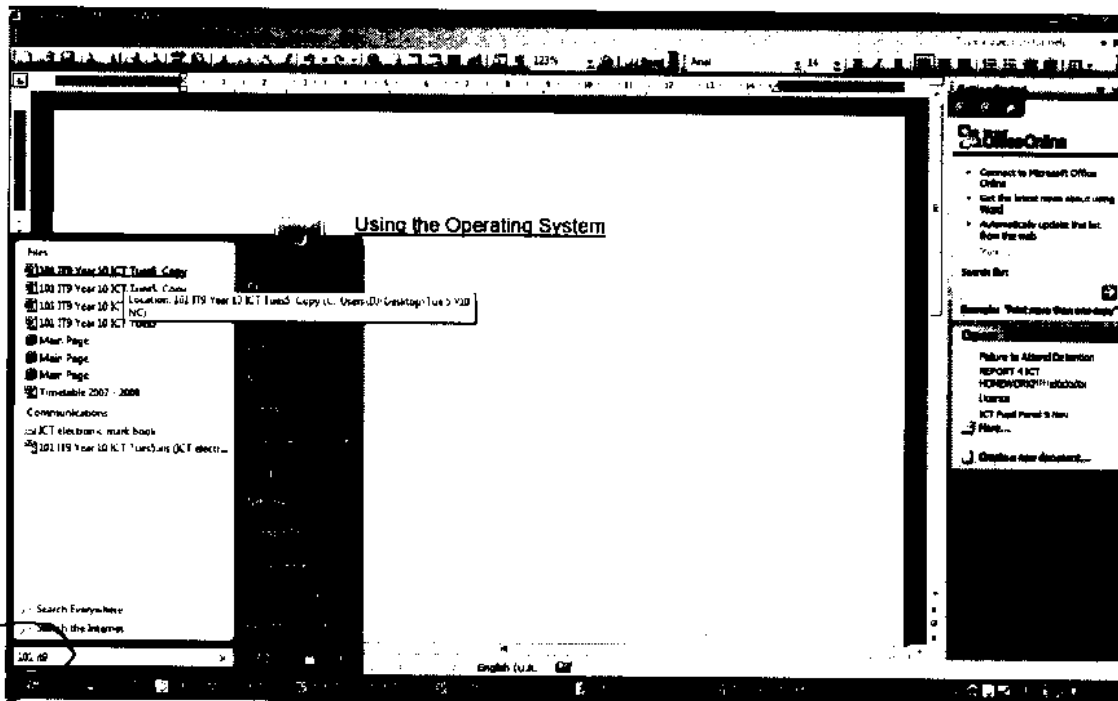
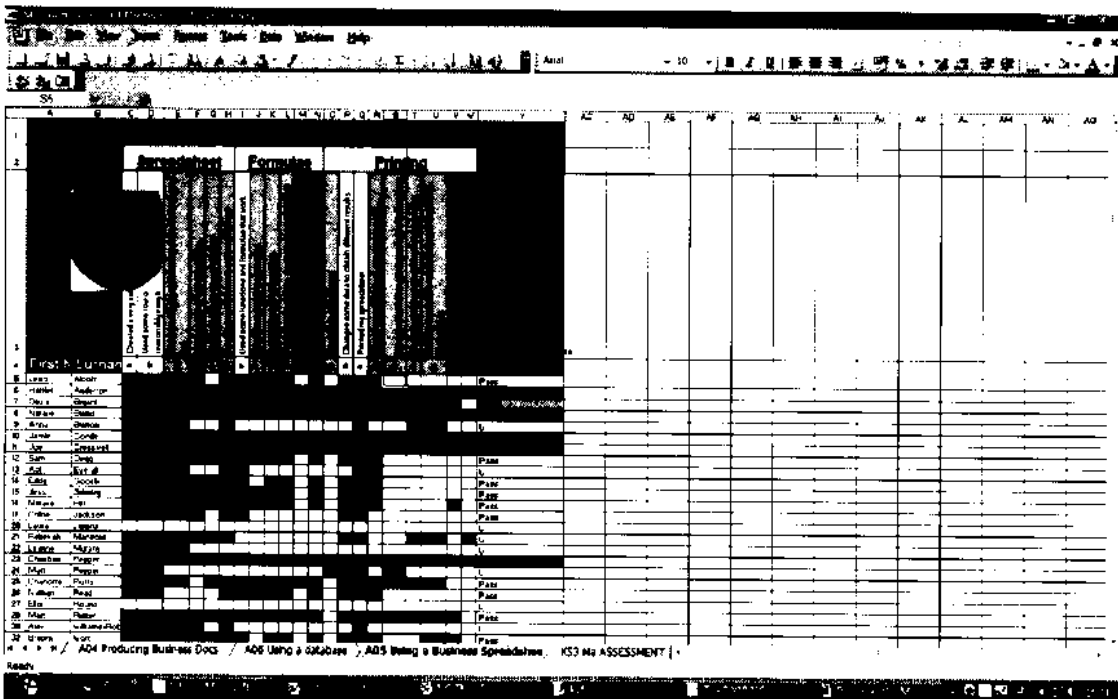I want to rename this file in AO1.

(10)

I have renamed the
file to something
more suitable.

AO1 ✓

Using the Operating System

Here I am using the search facility to find the excel spreadsheet which enclose my marks which I wish to check. I have typed in the document that I want to find into the search bar.

Here is the spreadsheet that I wished to open to check my marks.