

Common Issues with Unit 5

See also the **FAQ** on

http://community.ocr.org.uk/community/ocr_nationals_in_ict/home

Assessment Objective 1:

- Merit/Distinction candidates need to identify their own resources to research. Centres must make sure that the moderator can clearly see which resources have been provided by the teacher and which have been found by the candidates themselves.
- *ALL* candidates must produce at least two competing plans for their final publication. It is only necessary to produce plans for the front page and one inside page, showing the overall 'feel' of the design, rather than detailed plans for each page.
- *ALL* candidates must identify the software to be used.
- The description of eight A4 pages or equivalent is intended to show the amount of work involved. It is therefore not sufficient to plan eight pages with one or two graphics and a short sentence of text on each page - these could easily be reduced to A5 or A6.

Assessment Objective 2

- This is not a design objective. Designs should be completed as part of AO1. Following on from the designs, AO2 assesses the *creation* of the styles required by candidates' designs.
- The styles to be created are *text styles* within the DTP software. Candidates might, for example, create styles for body text, headings, bulleted lists, acknowledgements etc.
- Evidence might be screenshots showing the aspects of each style being set. Alternatively, the electronic file of the final publication can be used to show the styles created.
- Whilst it is unrealistic to expect candidates to change *all* aspects of *each* style, it is expected that the range of aspects will be fully evidenced across all styles, as appropriate. For example, all styles are likely to evidence font face, size and alignment; headings are additionally likely to show paragraph spacing and emphasis; a list style is likely to show indents and bullets; body text or a separate style might show line spacing (leading) and indents.
- It might be necessary for candidates to create more than three styles in order to evidence the range of aspects to be changed.
- It is expected that candidates will use these styles for the text in their publication.

Assessment Objective 3

- In order to differentiate between Pass, Merit and Distinction, candidates should provide clear evidence of the range of facilities they have used, some of which are listed in the Knowledge, understanding and skills section of the Unit specification:
 - setting margins, columns and gutter
 - positioning layout guides
 - creating and positioning text and graphic frames

Other techniques that could be evidenced include:

- use of master pages
 - use of checking tools, eg a design check
 - inclusion of fields, eg page numbers
 - linking text frames
 - setting hyphenation
- It is likely that some screenshot evidence will be needed to show the range of facilities used. Alternatively, candidates might annotate a printout of the publication and provide the electronic file as evidence.

Assessment Objective 4

- The 'range of listed facilities' refers to the list in the Knowledge, understanding and skills section of the Unit specification:
 - using a range of 2D shapes
 - use tools to cut and paste, copy and crop
 - use monochrome and colour fill and shading
 - use lines of different styles and colour
 - layering items to create a clear graphic
 - use a range of text styles and effects, including reverse and artistic text (WordArt)
 - grouping
- It is likely that some screenshot evidence will be needed to show some of facilities used, eg crop, layering and grouping. Alternatively 'before' and 'after' printouts/electronic files of the final publication could be used.

Assessment Objective 5

- The covering letter might be to the client, as indicated in the Guidance section of the Unit specification. Alternatively, it might be to the printing company, specifying the various options, eg paper (colour, size, quality), fold type, binding, printing method, number of copies, required.
- Although candidates are required to write about different printing methods, this should be related to their own work, stating which method would be suitable and explaining the stages that will be needed before the final printed publication is produced.
- Candidates should consider the format in which their final proof will be sent to the printing company.