Model Assignment
Issued January 2008

Please note:-

This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow candidates to meet all the assessment objectives and provide sufficient opportunity for candidates to demonstrate achievement across the full range of grades.

The scheme codes for these qualifications are:

OCR Level 2 National First Award in ICT   06324

OCR Level 2 National Award in ICT   06325

OCR Level 2 National First Certificate in ICT   06299

OCR Level 2 National Certificate in ICT   06276

The QCA Accreditation Number for this unit is:

Unit 1: ICT skills for business   A/500/221

This OCR model assignment remains live for the life of these qualifications.

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Contents

	Page number(s)
TUTOR INFORMATION	3 – 14
Guidance for centres	**4 – 5**
This section provides general guidance to centre staff on the preparation and completion of the assignment.	
Notes for tutors	**6 – 11**
This section provides additional guidance and support to centre staff for each task. It is not intended for use by candidates.	
Witness Statement	**12 – 13**
Tutors may complete this to verify that candidates have given a presentation.	
CANDIDATE INFORMATION	14 – 30
(This section must be photocopied for each candidate)	
General information for candidates	**15**
This section provides candidates with general information on completion of the assignment in a question and answer format.	
Scenario	16
This section contains the scenario which candidates will need to be familiar with in order to complete the tasks.	
Tasks	**17 – 24**
This section contains all the tasks candidates must complete before submission for assessment.	
Candidate checklist	25 – 30
This checklist is provided to assist candidates in ensuring that they have completed and submitted evidence for all tasks.	

Guidance For Centres

1 General

1.1 OCR model assignments are issued free to centres on approval and are available to download from our website: www.ocr.org.uk.

1.2 Centres may choose to:

- use OCR model assignments for formal summative assessment of candidates

- tailor OCR model assignments for formal summative assessment of candidates

- use OCR model assignments as a benchmark for devising their own assignment.

1.3 This assignment has been designed to meet the full assessment requirements of the unit. Candidates will need to take part in a planned learning programme that covers the underpinning knowledge and skills of the unit.

2 Before carrying out the assignment

2.1 Candidates should be provided with a copy of the *Candidate Information* section of this booklet.

2.2 Candidates may carry out preparations prior to undertaking the tasks; there is no time limit for this.

3 When completing the assignment

3.1 Candidates should be allowed sufficient time to complete all of the tasks. The amount of time may vary depending on the nature of the tasks and the ability of individual candidates. It is suggested that evidence is produced in several sessions.

3.2 Each candidate must produce individual and authentic evidence for each task within the assignment.

3.3 Centre staff may give support and guidance to candidates. This support and guidance should focus on checking that candidates understand what is expected of them. It is not acceptable for tutors to provide model answers or to work through answers in detail.

3.4 Candidates may use information from any relevant source to help them with producing evidence for the tasks.

3.5 It is acknowledged that candidates in their responses may refer to situations in the scenario but as the scenario is fictitious this does not break any rules of confidentiality.

However, candidates must be guided on the use of information from other sources to ensure that confidentiality is maintained at all times.

4 After completing the assignment

4.1 Candidates' evidence is assessed by the centre's assessor against the qualification specification contained in the Centre Handbook. When grading candidates' work centres **must** use the grading descriptors in the unit. For further information about assessment please refer to the section on Assessment and Moderation in the Centre Handbook.

4.2 Assessors' decisions should be quality assured across the centre through internal moderation. For further information about internal moderation please refer to the section on Assessment and Moderation in the Centre Handbook.

5   Presentation of work

5.1   Candidates may use the *Candidate Checklist* provided to ensure that they submit evidence for ALL tasks. They can do this by using the *Candidate Checklist* as a contents page inserting references/page numbers in the boxes provided.

5.2   Centres may wish to discourage candidates from excessive use of plastic wallets for presentation of their evidence as this may hinder the assessment process. Instead centres may wish to encourage candidates to present their work so that it is easily accessible, eg spiral bound, stapled booklet, treasury tag.

6   Acceptable evidence

6.1   For guidance on generation and collection of evidence please refer to the section on Assessment and Moderation in the Centre Handbook.

7   Reworking the assignment

7.1   If candidates do not meet the minimum PASS requirements for the assessment objectives, further work will be required.

7.2   Tutors may give feedback to candidates to support and guide them in producing evidence to the required standard.

Notes For Tutors

Introduction to the Tasks

The tasks have been designed to demonstrate good working practices in managing files and folders and producing a variety of business documents. Candidates will search for information using the Internet and other sources and use the information found in subsequent tasks.

Candidates will design and create a short presentation to accompany a talk, a range of documents and a simple spreadsheet. They will use a database provided by the tutor.

The tasks have been designed so that all of the assessment objectives in Unit 1 are addressed. Most tasks are designed to be completed in sequence. File management will be evidenced throughout the assignment.

These guidance notes should be used in conjunction with the unit specification and Centre Handbook.

The Tasks

Task 1:   Create and manage files, folders and sub-folders

Assessment Objective 1 is assessed in this task as well as throughout the assignment.

Candidates should manage files and folders throughout this assignment. At the start they should create folders and sub-folders appropriate for the scenario. During the course of the assignment they should save their files using suitable filenames into appropriate folders.

To achieve Pass level a minimum of two folders is required with some appropriately named files saved into these. Higher level candidates should create at least two sub-folders in **each** of two main folders.

Candidates must demonstrate achievement of the skills listed below, at least once during the course of the assignment:

- save files in appropriate locations using appropriate filenames

- password protect at least one file

- find and open existing files. Distinction candidates must use the operating system search facilities to search for files.

- backup to a removable medium

- create shortcuts to at least one folder and file. These may be stored in the candidates' own work areas or on the desktop.

Merit and Distinction level candidates should also:

- restore files from a removable medium

- create shortcuts to at least one program

- delete, copy and move files and folders

- find files from a range of sources eg shared network drives, removable media, their own work areas

- demonstrate that they have saved **most** of their files in appropriate locations using suitable filenames.

Distinction level candidates should also:

- rename files and folders

- edit and delete shortcuts to at least one program, folder and file

- demonstrate that they have saved **all** files in appropriate locations using suitable filenames.

At the end of the assignment, screenshot evidence should be provided, annotated where necessary.

Task 2a: Search for and download information

The web browser part of Assessment Objective 2 is assessed in this task.

Candidates should use search engine(s) to find information on the Internet about the different options for the trip outlined in the scenario.

For higher level candidates must use effective search criteria (ie. keywords) to find suitable information from the Internet. They must also search for information stored on local media (eg intranet, CD/DVD-ROMs). Distinction level candidates must also make effective use of advanced search criteria to find suitable information from the Internet. This could be by use of 'Advanced Search' pages from a search engine website, or by using " ", and (+), or, not (-) etc.

Evidence could be printouts of criteria entered into the 'Search' box and the search results returned.

Candidates should keep a record of the addresses of websites they have used. They should download graphics and text that they can use for their presentation in Task 3 and their documents in Task 4. Candidates are not required to print all the downloaded files at this stage - screenshots of about two or three webpages showing the source of some downloaded files is sufficient.

Higher level candidates must bookmark the pages and should comment on the implications of copyright and the trustworthiness of the sources used. Distinction level candidates should also organise their bookmarks into folders and evaluate the validity of the information found by checking how up-to-date the information on the site is, as well as the source of the information. They should also acknowledge all sources used.

(Evidence could be a list of URLs, printouts showing some webpages found, and a screenshot of the bookmarks. Higher level candidates could also include a document or a table showing URLs and sources used, with comments about the trustworthiness of each source and copyright issues.)

Task 2b: Send and receive emails

The email part of Assessment Objective 2 is assessed in this task.

Tutors should ensure that the email software used by candidates allows them to fulfil the requirements of this Assessment Objective. Use of suitable web-based email software is acceptable for this unit.

For this task, tutors should compose and send at least one message, with an attachment, to candidates. The message should have a suitable subject and message text relating to the scenario.

Examples of messages that could be sent by tutors are shown below.

Subject	Tenth anniversary newsletter
Attachment	(Any suitable attachment)
Message text	In Task 4, you will need to create a newsletter about StuSoc's tenth anniversary. Please find attached a document containing information that you may find useful for this task. Open this file and read the information, then save it in a suitable folder in your work area so that you can find it easily when you are creating your newsletter. Please forward this email to one or more of your classmates, sending me a copy at the same time.

Subject	Images for the StuSoc trip
Message text	When you have completed Task 2a and have found suitable graphics, please reply to this email attaching two graphics. In this email, write a brief explanation about the risks of opening email attachments. Use an email address from your address book to send a copy of this message to one of your classmates. Mark this message as high priority.

Candidates will need to send and receive email communication relating to the scenario. All emails must include a subject heading and message text. Candidates should open a received attachment and save it to their work area.

Candidates should comment on the risks of opening email attachments. Higher level candidates should also summarise the risks of receiving and opening email attachments. For Distinction level, they should also suggest actions that could be taken to reduce these risks.

Distinction level candidates should store and use contact details using the features of email software, as well as creating and using an email signature in all outgoing messages.

Candidates must create, reply to and forward email messages, at least one to multiple recipients. They should open attachments sent to them via email and save it to their work area. Higher level candidates must also send at least one email with multiple files attached. They must set the message priority and show understanding of the use of cc. Distinction level candidates should also use bcc appropriately, considering privacy issues.

(Evidence could be printouts of emails received and sent. Where use of cc, bcc, priority, use of address book and attachments are not clearly evident, annotated printouts should be supplied. Evidence about the risks of email attachments could be a word-processed document or part of an email message.)

Task 3:   Produce a presentation

Assessment Objective 3 is assessed in this task.

For this task candidates will present their findings from their research in Task 2 by preparing a presentation that can be used to illustrate a talk. They will produce a presentation using appropriate text and graphics. Candidates may use or adapt existing templates or create their own layouts. For Pass level the presentation should have at least three slides, four for Merit level and five for Distinction level.

To achieve Pass level the presentation need not have a consistent layout but should be fit for purpose - candidates should show some evidence of checking for errors which might be limited to using spell check.

Merit level candidates must use a consistent style, using appropriate text and graphics.   Slide transitions must also be used. Their presentation should be checked and be free from obvious errors (eg content, spelling and layout). The presentation must be printed in handout form.

Distinction level candidates should also set appropriate animations. Some speaker notes will be added. The final presentation will be checked to ensure that it is appropriate to the purpose and audience and is of near professional quality (suitable for use in the workplace). The presentation should also be printed showing the notes pages.

(Evidence should be the printouts, supplemented by either screenshots, showing slide animations and transitions or the saved electronic file. A witness statement could be used to verify the appropriateness and effectiveness of the presentation. Centre assessors should assess only the presentation not the effectiveness of the spoken delivery.)

Task 4:   Produce a variety of documents

Assessment Objective 4 is assessed in this task.

Candidates should create a variety of business documents relevant to the scenario. All candidates should create at least one letter. To achieve Distinction level this will be mail merged. At least three documents should be created for Pass level and at least four for higher levels. Document types could include business card, flyer, newsletter, invoice, memo, agenda, report and minutes.

Candidates should enter text and insert graphics from more than one source and spell check their documents. Higher level candidates should also insert tables, graphs and charts created in other software. They should also use grammar checkers and proof read their documents. They could format text style and paragraphs, insert headers and footers and use bulleted and/or numbered lists and page breaks as needed.

Distinction level candidates should design and use a consistent housestyle and insert automatic fields (eg automatic date, automatic filename) in at least one document.

Pass level candidates may use standard templates. At Pass level straightforward documents, at least one with graphics from at least two different sources, using some formatting features and containing some errors are acceptable.

Documents created by higher level candidates should be formatted appropriately, and should include graphics from a wider range of sources. They should have a consistent layout and will contain few or no errors. One document should be more than one page with tables and graphs/charts positioned and formatted appropriately. Tutors may provide a spreadsheet file containing suitable tables and/or graphs.

The requirement for higher level candidates in Task 2 to copy and paste/download graphics in compliance with current copyright legislation could be evidenced in this task. Distinction level candidates should also acknowledge all sources used.

(Evidence could be final versions of documents and screenshots showing use of particular features not clearly seen on printouts. Sources of graphics should be noted (eg scanner, WWW, clipart etc).)

Task 5:   Create and use a simple spreadsheet

Assessment Objective 5 is assessed in this task.

For this task candidates should create and use a simple spreadsheet to calculate costs for at least two different trip options. They will enter a title, column headings, row labels, text and numeric data and use appropriate formulas/simple functions (eg SUM, MIN, MAX, AVERAGE). They should format text and numbers, use borders and shading and print the spreadsheet. Candidates must change data in their spreadsheet to obtain different results.

Higher level candidates should edit the spreadsheet by inserting/deleting rows) and print the spreadsheet in formula view. Printouts will use appropriate orientation and number of pages. Distinction level candidates must also set appropriate headers/footers and print layout features as appropriate (eg margins, gridlines, row and column headings, print selection).

To achieve pass level, candidates' calculations and formatting may be limited and formulas/functions may not be the most efficient but they must work. The spreadsheet should meet the intended purpose. For higher levels, the spreadsheet should be effective with accurate figures, appropriate headings, a range of formatting, and use of several different formulas and at least one function. Distinction level candidates should use more than one function, headers and footers and appropriate print layout features.

(Evidence should be two spreadsheet printouts showing the original and the changed data, as well as the formula print for higher levels. Changes to data should be annotated.)

Task 6:   Create and use a simple database

Assessment Objective 6 is assessed in this task.

For this task, tutors should provide candidates with the database supplied with this assignment. For this unit, candidates are not required to create the database themselves nor use search engines to evidence this assessment objective.

The database, **Trip**, is provided by OCR in .mdb (Microsoft Access), .csv (comma separated values) and .xls (Microsoft Excel) formats. Tutors should provide candidates with one of the file formats as appropriate to the centre's database software.

The database. **Trip,** contains the following details:

SURNAME	FIRST NAME	GENDER	SPECIAL DIET	MOBILE	RESIDENCE	DEPOSIT PAID	FINAL PAYMENT
KAYLEE	JOHN	M	YES	07896 621 8997	VICKI HALLS	YES	NO
ABBOTSON	JODI	F	NO	07832 543 1373	VICKI HALLS	YES	NO
FALAHI	ALIOR	M	NO	07821 631 8343	SMITH HALL	NO	NO
BETTANCE	ANGELA	F	NOT KNOWN	07234 832 4433	SELLY WICK HALLS	NO	NO
SAVAGE	DENISE	F	YES	07977 003 6212	BRAMPTON HOUSE	YES	NO
BROOKSON	SAM	M	NOT KNOWN	07123 811 7922	BRAMPTON HOUSE	NO	NO
SIMMONS	LEANNE	F	YES	07123 223 3920	VICKI HALLS	NO	YES
PATEL	KAYUREE	F	YES	07731 243 3501	SMITH HALL	NO	NO
PREET	KIRAN	F	YES	07977 914 6452	VINCENT HOUSE	YES	NO
SHERIDAN	LEWIS	M	NO	07122 3431432	VINCENT HOUSE	NO	NO
SMITH	PENELOPE	F	NOT KNOWN	09343 343166	VICKI HALLS	YES	NO
HILL	NICOLETTE	F	NO	07823 346744	VICKI HALLS	NO	YES
TAYLOR	GRAHAM	M	NOT KNOWN	07881 754757	BRAMPTON HOUSE	NO	YES
ISMAIL	RABIA	F	NOT KNOWN	07821 9080345	VINCENT HOUSE	YES	NO
OYEBODE	TOKIE	M	YES	07821 8778342	VICKI HALLS	NO	NO
KERRANG	BETSY	F	NO	07982 908252	SELLY WICK HALLS	NO	NO
DARWINWARA	WANDA	M	YES	07822 0431353	BRAMPTON HOUSE	NO	NO
PALTROW	PEACH	F	NOT KNOWN	07823 3435253	SMITH HALL	YES	YES
AFRIQUE	HASANITI	F	YES	07883 3536477	BRAMPTON HOUSE	YES	NO

Candidates should use the database provided to enter, edit and delete data. They will create queries to search the database on one or more criteria and to sort data. Higher level candidates will also produce report(s).

For Pass level, one unsorted query using a single criterion is sufficient. For Merit level, candidates should also sort on at least one field and produce at least one report. For Distinction level, candidates must create at least two queries, at least one using more than one criterion, and at least one sorted on at least one field. They should create two reports in different formats.

(Evidence could be the annotated printout of the updated database table, the query and report print(s) and screenshots of the query criteria. Alternatively the saved electronic file could be supplied.)

Witness Statement – Task 1

AO1	Demonstrate good working practices with files, folders and sub-folders

This witness statement may be used to verify that files have been saved in appropriate locations.

CANDIDATE NAME	
ASSESSOR NAME	
Date of presentation	

ASSESSOR FEEDBACK

Task 1	**Comments**
❏	saved **some** files in appropriate locations using appropriate filenames
❏	saved **most** files in appropriate locations using appropriate filenames
❏	saved **all** files in appropriate locations using appropriate filenames

FEEDBACK TO CANDIDATE

AREAS FOR IMPROVEMENT

Witness Statement – Task 3

AO3	Produce a business presentation using presentation software

This witness statement could be used to verify the appropriateness and effectiveness of the candidate's presentation.

CANDIDATE NAME	
ASSESSOR NAME	
DATE OF PRESENTATION	

ASSESSOR FEEDBACK

Task 3	Comments

FEEDBACK TO CANDIDATE

AREAS FOR IMPROVEMENT

ASSESSOR SIGNATURE:		DATE:	

CANDIDATE SIGNATURE:		DATE:	

Model Assignment: Candidate Information

CANDIDATE NAME:

General Information for Candidates

Q   Do I have to pass this assignment?

A   Yes. You must pass this assignment to achieve the full qualification.

Q   What help will I get?

A   Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

Q   What if I don't understand something?

A   It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in. If you are not sure, check with your tutor.

Q   Can I copy other people's work?

A   No. The work that you produce must be your own work and you may be asked to sign a declaration to say that the work is your own. You should never copy the work of other candidates or allow others to copy your work. Any information that you use from other sources, eg books, newspapers, professional journals, the Internet, must be clearly identified and not presented as your own work.

Q   Can I work in a group?

A   Yes. However, if you work in a group at any stage you must still produce work that shows your individual contribution.

Q   How should I present my work?

A   You can present your work in a variety of ways, eg hand-written, word-processed, on video. However, what you choose should be appropriate to the task(s). For some work, eg presentations, coaching sessions, role-play, work experience, you will need to provide proof that you completed the task(s). A witness statement or observation sheet could be used for this. If you are unsure, check with your tutor.

Q   When I have finished, what do I need to hand in?

A   You need to hand in the work that you have completed for each task. Do not include any draft work or handouts unless these are asked for. When you hand in your work make sure that it is labelled, titled and in the correct order for assessing.

Q   How will my work be assessed?

A   Your work will be marked by an assessor in your centre. The assessor will mark the work using the assessment objectives and the grade descriptors in the qualification specification.

Scenario

StuSoc

StuSoc is a university students' society run by elected representatives. You have recently been elected as the EntsRep (Entertainments Representative). This year is the tenth anniversary of StuSoc and the plan is to arrange the most exciting and innovative trip yet to celebrate. You have been asked to organise this trip.

You have been asked to research:

- suitable trip locations

- activities on offer

- accommodation

- mode of transpor.

- costs.

Using the information you have gathered, you will need to propose some options for the trip. You will then produce a presentation for the StuSoc committee to present your findings.

When the society has approved a trip option, you will need to produce appropriate documents for the trip, for example:

- a business card (eg for the StuSoc reps, identity cards for participants and travel company reps)

- a flyer to advertise the trip

- a letter (eg to booking agents, venue, travel company)

- a memo (eg to school staff/students)

- an agenda, report or minutes (eg for the StuSoc society and school governors)

- an anniversary newsletter, including information about the trip.

You will need to create a simple spreadsheet to record financial details, for example:

- details of bookings

- deposits and interim payments received from students

- deposits and payments made by StuSoc eg for accommodation, travel.

You will need to update a provided database, search, sort and print data.

Tasks

Task 1a: Create and manage files, folders and sub-folders

Assessment Objective 1: Demonstrate good working practices with files, folders and sub-folders

You will need to carry out file management tasks throughout this assignment. In this task, you will create folders and sub-folders appropriate to the planned StuSoc trip. During the course of the assignment, you must save your files using suitable filenames in the appropriate folder. You will be required to provide evidence of your initial folder structure in this task and your completed folder structure towards the end of the assignment in Task 1b on page 19.

Use the activities below to produce evidence for your assignment.

A (i) Create and name at least two folders using suitable names, in which you must store all information relating to the StuSoc's trip. All folders must be appropriate for your work for this unit. You may wish to create one folder for each task.

(ii) Within at least two of your folders, create and name at least two sub-folders using appropriate names. (Merit and Distinction only)

For this assessment objective, you will also need to show evidence that you have achieved the skills listed below **at least once**. These skills are likely to be achieved during the course of the assignment.

*(Evidence will be provided in parts B, C and D of **Task 1b.**)*

- save files in appropriate locations using appropriate filenames

- password protect at least one file

- find and open existing files. for higher levels this should include files from a range of sources. to achieve distinction level you must use the operating system search facility

- backup files to a removable medium. to achieve merit and distinction level you should also restore backed up files

- create shortcuts to at least one folder and file. shortcuts may be added to the desktop or within your own working area

- create a shortcut to a program. (merit and distinction only)

- edit and delete at least one shortcut. (distinction only)

- delete, copy and move files and folders. (merit and distinction only)

- rename files and folders. (distinction only).

To achieve Pass level, you must create at least two folders and save some files in appropriate locations using appropriate filenames, find your saved files, password protect at least one file and backup files onto a removable medium. You must create shortcuts to at least one folder and file.

To achieve Merit or Distinction level, you must create an appropriate folder structure containing at least two main folders, each containing at least two sub-folders using appropriate folder names. You must save most files in appropriate locations using appropriate filenames, and find your saved files from a range of sources (eg your own work area, a shared work area/network area, removable medium, CD, floppy disk). You must delete, copy and move files and folders. You must password protect a file, as well as backup and restore files from a removable medium. You must create shortcuts to at least one program, folder and file.

To achieve Distinction level, you must also make sure that all your files are saved in an appropriate location with appropriate file names. You must rename files and folders, edit and delete at least one shortcut and use the operating system search facility to find files.

(Evidence may be provided at this stage or can be generated throughout the course of the assignment and provided at the end. Screenshots, annotated where necessary, should be supplied.)

Task 1b: Create and manage files, folders and sub-folders

Assessment objective 1

B   Produce screenshots of your final folder structure. Ensure that your screenshot is clearly legible.

C   Produce screenshots showing:

- shortcuts created

- password protecting a file

- backing up files on to a removable medium (eg memory stick)

D   Higher level candidates should also produce screenshots showing:

- edited and deleted a shortcut

- deleted, copied and moved files and folders

- restoring backed up files

- renamed a file or folder (Distinction only)

- use of operating system search facilities to find files (Distinction only)

Task 2a: Search for and download information

The web browser part of Assessment Objective 2 is assessed in this task.

Assessment Objective 2: Using appropriate software, select and use tools and facilities to download files/information and to send and receive email messages

As part of your task for organising a trip for StuSoc you need to find out about different options and locations for the trips.

Use the activities below to produce evidence for your assignment.

To achieve Pass level you need only complete parts A and B of this task.

A   Use search engine(s) and suitable search criteria to find information on the Internet about the different options for the planned trip (eg suitable trip locations in this country, European destinations that can be reached by coach, accommodation, modes of transport, activities/places of interest at the destination location etc.)

For higher levels, you must use effective keywords to find suitable information from the Internet. You should also search for information stored on local media (eg Intranet, CD/DVD-ROMs).

To achieve Distinction level, you must also make effective use of advanced search criteria (eg quotes, Boolean operators) to find suitable information from the Internet.

(Evidence could be printouts showing keywords entered into the 'Search' box, and the search results returned).

B   When you have found websites containing relevant information, you should:

- keep a record of the website addresses

- download and save suitable graphics and text for use in later tasks (Merit and Distinction only)

- use favourites/bookmarks to store useful links (Merit and Distinction only)

- organise your bookmarks into folders. (Distinction only)

For Higher levels, you must show compliance with current copyright legislation when using copied information in your documents/presentation in later tasks.

(Evidence could be printouts of URLs, some pages showing text/graphics you have chosen and bookmarks.)

C   For higher levels you should:

(i)   comment on copyright issues and how these relate to the work you are doing

(ii)   check the copyright information on each site you collected text/graphics from

(iii)   comment on the trustworthiness of each source you used

(iv)   comment on how up-to-date the information on the site is (Distinction only)

(v)   acknowledge all sources (Distinction only)

(Evidence could be a word-processed document and screenshots if necessary.)

Task 2b: Send and receive emails

The email part of Assessment Objective 2 is assessed in this task.

Assessment Objective 2: Using appropriate software, select and use tools and facilities to download files/information and to send and receive email messages

In this task you will send and receive email communication relating to the StuSoc's trip. All your emails should include a subject heading and suitable message text.

A   (i)   Store email addresses and details of contacts. (Distinction only)

(ii)   Create an appropriate email signature for use in all outgoing messages, for example displaying your name, job title, society and school/college name, contact telephone numbers etc. (Distinction only)

For parts (iii) and (iv) below, you must attach at least one file to an email message and send at least one email to multiple recipients. Higher level candidates must attach multiple files, set the message priority and use cc as appropriate. Distinction level candidates should also retrieve stored contact details and use bcc appropriately. You must show that you understand when to use bcc.

(iii)   Create and send email messages to multiple recipients - your messages should be relevant to the StuSoc's trip.

(iv)   Reply to at least one message and forward at least one message.

(v)   Save an attachment that you have received to your work area.

To achieve Pass level, at least one email message should include an attachment and at least one email should be sent to multiple recipients. All messages must include a subject and some text. You must show that you have opened a received attachment and saved it to your work area.

To achieve Merit level, at least one message should include multiple attachments, at least one should be copied to another recipient and at least two should be sent to multiple recipients. All messages should include an appropriate subject and message text and at least one should be set to high or low importance.

To achieve Distinction level, you should also provide evidence of using bcc; of storing, retrieving and using email contact details; and creating and using an email signature. All messages must have an appropriate subject and message text.

(Evidence could be printouts of emails received and sent. Where use of cc, bcc, priority, address book and attachments are not clearly evident you should annotate your printouts to show where you have used these features.)

B   Write about the risks of receiving and opening email attachments.

Suggest actions that could be taken to reduce these risks. (Distinction only)

(Evidence could be a word-processed document)

Task 3: Produce a presentation

Assessment Objective 3: Produce a business presentation using presentation software

In this task you will present the information you found during your searches in Task 2a, and any information received as attachments in Task 2b. You will create a presentation, to accompany a talk to the StuSoc committee members about the different trip options.

Use the activities below to produce evidence for your assignment.

To achieve Pass level you need only complete part **A** of this task.

A   Produce a presentation of at least three slides using appropriate text and graphics.

You may use existing templates, edit existing template layouts by moving or resizing frames or create your own layouts. Check your presentation for errors (eg spell check).

B   For higher levels you should:

    (i)   apply suitable slide transitions

    (ii)   check that your presentation has a consistent style

    (iii)   print the presentation in handout form.

C   For Distinction level you should also:

    (i)   set suitable animations to some of your text and graphics

    (ii)   add speaker notes to remind you of the points you need to talk about

    (iii)   test your presentation to make sure it is appropriate for the stusoc committee members (eg check colours, text sizes, check that slide transitions and animations are consistent)

    (iv)   print the slides with these notes.

To achieve Pass level, your presentation must be fit for purpose and must include at least three slides, with text and graphics. You must show some evidence of checking for errors.

To achieve Merit level, your presentation must include at least four slides, using appropriate text and graphics, and a consistent style. You must set slide transitions, check your presentation for errors and print it as handouts.

To achieve Distinction level, your presentation must include at least five slides, must be of near professional quality, using appropriate text and graphics, and a consistent style. You must set slide transitions and animations, add speaker's notes, ensure your presentation is appropriate for purpose and audience, and print it as handouts and showing notes.

(Evidence could be the saved presentation or printouts in any format. For higher level handout prints are required and for Distinction speaker's notes are also needed. Evidence of checking for errors, slide transitions and animations could be screenshots).

Task 4: Produce a variety of documents

Assessment Objective 4: Select and use tools and facilities in word processing or desktop publishing software to produce a variety of business documents

In this task you will use word processing or desktop publishing software to create a variety of appropriate business documents relevant to the trip. These must include a letter and at least two other documents (eg business card, flyer, newsletter, invoice, memo, agenda, report, minutes). You may use any appropriate information from Tasks 2a, 2b and Task 3 in your documents.

Use the activities below to produce evidence for your assignment.

To achieve Pass level you need only complete parts **A** and **B** of this task.

A Create a letter and at least two other documents appropriate for the planning and organising of the StuSoc's trip. In addition, Merit and Distinction level should also create a multi-page document, ensuring a consistent layout for all documents. For Distinction level you should design and use a consistent housestyle.

In your documents you should:

- enter text, and insert graphics from more than one source (eg clip art, Internet, scanner, digital camera, spreadsheet or database). For higher levels the graphics should be from a wider range of sources and you need to include tables and graphs created in other software.

- insert automatic fields (eg automatic date, automatic filename, page numbers) in at least one document. (Distinction only)

B (i) Format the text (font, style, size), and paragraphs (justification, indents, line spacing, tabs) in your documents. Use other features as appropriate (eg headers and footers, bulleted and/or numbered lists, page breaks etc).

(ii) Use spelling and grammar checkers and proof read documents to find any errors not identified by the spell checker.

C Insert merge fields in a letter and carry out a mail merge. (Distinction only)

To achieve Pass level, you may use standard templates to create straightforward documents, which have some formatting features. At least one document will include graphics from more than one source.

To achieve Merit level, you must create at least four different types of document, formatted appropriately, including graphics from a range of sources. They should have a consistent layout and contain few or no errors. One document should be more than one page and at least one should include a table and a graph/chart created in other software. All items should be positioned and formatted appropriately.

To achieve Distinction level, you must also carry out a mail merge on your letter. Your multi-page document must contain more than two pages. Your documents should be of a near-professional standard (suitable for the workplace). You should acknowledge all sources of information.

(Evidence could be printouts of final versions of documents and screenshots showing use of particular features not clearly seen on printouts).

Task 5: Create and use a simple spreadsheet

Assessment Objective 5: Create and use a simple business spreadsheet

In this task you will create and use a simple spreadsheet appropriate to your work for the StuSoc's trip. Your spreadsheet should present the costs involved for at least two of the different trip options that you have found in Task 2a.

Use the activities below to produce evidence for your assignment.

To achieve Pass level you need only complete parts **A-E** of this task.

A   Create a simple spreadsheet with information about at least two different trips. This should include a title, column headings, row labels, text and numeric data. For each location your spreadsheet could include:

- transport costs
- admission prices
- accommodation
- other expenses (eg food)
- number of people
- total cost
- cost per person.

B   Create appropriate formulas to calculate, for example:

- total cost of each trip
- cost per person
- cheapest/most expensive cost. (Merit and Distinction only)

C   Format text (font, style, size, alignment) and numbers (decimal places, percentage, currency, date/time). You could apply borders and shading.

D   Print the spreadsheet.

E   Change some data to get different results, for example you might change the number of people to investigate what happens to the final costs. Now print out your changed spreadsheet.

F   Edit the spreadsheet by inserting/deleting rows. (Merit and Distinction only)

G   Set the orientation and number of pages. To achieve Distinction level you should also set appropriate headers and footers and other appropriate print options (eg margins, gridlines, row and column headings).

H   Preview and print the spreadsheet in formula view. (Merit and Distinction only)

To achieve pass level, your spreadsheet should contain formulas/functions that work.

To achieve Merit level, your spreadsheet should be effective, with accurate figures, appropriate heading and, a range of formatting. It should use several different formulas and at least one function. Your spreadsheet must be edited by inserting/deleting rows.

To achieve Distinction level, you should also use more than one function, and your headers and footers and print layout features should be appropriate.

(Evidence should be printouts of the original and changed spreadsheet.   Changes to data, editing and setting of print options should be annotated.)

Task 6:   Create and use a simple database

Assessment Objective 6: Select and use tools and facilities in database software to enter, sort and search for information for business purposes using a realistic business database provided by the centre

In this task, you will update and use the provided database called Trip. This database contains details of people that have booked on the trip so far. You will enter, edit and delete data appropriate to the needs of the StuSoc society. You will search for data relevant to the trip, sort data and print reports and labels.

Use the activities below to produce evidence for your assignment.

To achieve Pass level you need only complete parts **A** and **B** of this task.

A   i)   In the database provided, add a new record for John Smith, Male, Contact Number 07821 364672. He lives at BRAMPTON HOUSE, has no special diet and has paid both his deposit and final payment.

         ii)   Edit the record for Denise Savage - she has now paid her final payment and has a new contact number 07987 003 6311.

         iii)   Lewis Sheridan will no longer be going on the trip. Delete his record from the database.

         iv)   Produce a printout of the edited database table. Annotate the printout to show the changes made.

B   Reminders need to be sent about dietary requirements. Use a query to find the students whose special diet requirements are NOT KNOWN. For Merit and Distinction levels this query should also sort the data in ascending order of Surname.

C   Create a report showing the name, contact number and residence. (Merit and Distinction only)

D   i)   Plans are for rooms of female students in some halls to be decorated when students are away on the trip. Use a query to find female students living in Vicki Halls. (Distinction only)

         ii)   Use this query to produce address labels, using appropriate fields. (Distinction only)

To achieve Pass level you must enter, edit and delete data. You must also create one query using a single criterion.

To achieve Merit level you must also sort on at least one field and create one report.

To achieve Distinction level you must create a second query using more than one criterion. You will create a second report in the form of address labels.

(Evidence could be the annotated printout of the updated database table, the query and report print(s) and screenshots of the query criteria. Alternatively the saved electronic file could be supplied.)

Model Assignment: Candidate Checklist

OCR Level 2 Nationals in ICT

Unit 1: ICT skills for business

CANDIDATE NAME:

For task 1 (AO 1) have you:	Completed (✓)
A/B created folders and sub-folders and provided evidence of the final folder structure with files saved in appropriate locations?	
Evidence provided (please ✓):	Ref/Page no(s)
❑ screenshot	
❑ electronic copy of the folder structure	
❑ witness statement	
❑ or other (please give details)_____	

For task 1 (AO 1) have you:	Completed (✓)
C produced evidence showing: shortcuts created? password protecting a file? backing up files?	
Evidence provided (please ✓):	Ref/Page no(s)
❑ screenshots	
❑ or other (please give details)_____	

For task 1 (AO 1) have you:	Completed (✓)
D produced evidence showing:	
an edited and a deleted shortcut? (Distinction only)	
deleted, copied and moved files and folders? (Merit and Distinction only)	
restoring backed up files? (Merit and Distinction only)	
a renamed file or folder? (Distinction only)	
Evidence provided (please ✓):	Ref/Page no(s)
❏ screenshots	
❏ or other (please give details)_____	

For task 2a (AO 2) have you:	Completed (✓)
A used search engine(s) and suitable search criteria to find information?	
Evidence provided (please ✓):	Ref/Page no(s)
❏ printouts of criteria entered into the 'Search' box	
❏ search results returned	
❏ or other (please give details)_____	

For task 2a (AO 2) have you:	Completed (✓)
B kept a record of website addresses?	
downloaded text and graphics?	
bookmarked webpages? (Merit and Distinction only)	
organised your bookmarks into folders? (Distinction only)	
Evidence provided (please ✓):	Ref/Page no(s)
❏ list of website addresses	
❏ screenshot of bookmarks	
❏ or other (please give details)_____	

For task 2a (AO 2) have you:	Completed (✔)
C commented on copyright issues? (Merit and Distinction only(	
checked for copyright information on the site? (Merit and Distinction only)	
commented on the trustworthiness of each source? (Merit and Distinction only)	
❑ commented on how up-to-date the information is? (Distinction only)	
❑ acknowledged all your sources (Distinction only)	
Evidence provided (please ✔):	Ref/Page no(s)
❑ word-processed document	
❑ screenshots showing dates and copyright information	
❑ or other (please give details)_____	

For task 2b (AO 2) have you:	Completed (✔)
A created and sent at least one email message with attachment(s)	
sent at least one message to multiple recipients?	
replied to emails?	
forwarded email messages?	
saved a received attachment?	
stored and used email addresses and contact details? (Distinction only)	
created and used an email signature? (Distinction only)	
Evidence provided (please ✔):	Ref/Page no(s)
❑ printouts of emails	
❑ screenshots of emails	
❑ or other (please give details)_____	

For task 2b (AO 2) have you:	Completed (✔)
B summarised the risks of receiving/opening email attachments? suggested actions to reduce these risks? (Distinction only)	
Evidence provided (please ✔):	Ref/Page no(s)
❑ word-processed document	
❑ or other (please give details)_____	

For task 3 (AO 3) have you:	Completed (✔)
A produced a presentation using text and graphics? **B** applied transitions? (Merit and Distinction only) printed as handouts? (Merit and Distinction only) **C** set animations (Distinction only) printed speaker notes? (Distinction only)	
Evidence provided (please ✔):	Ref/Page no(s)
❑ handout prints	
❑ speaker's notes printouts	
❑ screenshots	
❑ saved electronic file	
❑ witness statement	
❑ or other (please give details)_____	

For task 4 (AO 4) have you:	Completed (✔)
A created a letter and two other documents?	
also created a multi-page document? (Merit and Distinction only)	
mailmerged your letter? (Distinction only)	
B formatted the documents?	
C inserted automatic fields? (Distinction only)	

Evidence provided (please ✓):	Ref/Page no(s)
❑ final versions of documents	
❑ screenshots showing use of features not clearly seen on printouts	
❑ or other (please give details)_____	

For task 5 (AO 5) have you:	Completed (✔)
A created a spreadsheet and entered data?	
B used formulas?	
C formatted your spreadsheet?	
D printed your spreadsheet	
E changed data?	
F inserted/deleted rows in your spreadsheet (Higher levels only)	
G set the print options (Higher levels only)	
H printed your spreadsheet in formula view? (Higher levels only)	

Evidence provided (please ✓):	Ref/Page no(s)
❑ spreadsheet prints	
❑ formula print (higher levels only)	
❑ or other (please give details)_____	

For task 6 (AO 6) have you:	Completed (✔)
A entered, edited and deleted data in the provided database?	
B created a query?	
C created a report (higher levels only)	
D created a second query using multiple criteria? (Distinction only)	
created an address label report? (Distinction only)	

Evidence provided (please ✓):	Ref/Page no(s)
❏ annotated printouts of updated database table	
❏ query printout(s)	
❏ report printout(s) (higher levels only)	
❏ saved electronic file	
❏ or other (please give details)_____	