Unit 13: IT systems and user needs

Student Name:　　　　　　　　　　**Teacher:**　　　　　　　　　　**Date:**

Assessment Objective	Pass	Merit	Distinction
AO1 *Select suitable hardware and software to meet the needs of a home user or small business*	Candidates list the aims and purpose of the required system. They describe the hardware required including input, output, processor and storage. They describe suitable applications software. Not all choices will be appropriate.	Candidates describe the aims and purpose of the required system. They give a detailed description of the hardware required including input, output, processor and storage. A suitable operating system is identified and a detailed description of suitable applications software is given. Most choices will be appropriate.	Candidates explain the aims and purpose of the required system. A detailed description of the hardware required including input, output, processor and storage with justification of their choices is given. A suitable operating system is identified and a detailed description of suitable applications software with justification of their choices is given. All choices will be appropriate.
AO1 NOTES			AO1: P M D
AO2 *Spec a computer system connected to the internet*	Candidates use the internet or a specialist computer magazine to obtain one quote for a suitable computer meeting some of the identified hardware/software requirements.	Candidates use the internet or a specialist computer magazine to obtain two quotes for a suitable computer meeting most of the identified hardware/software requirements. The quotes are presented in a table to allow them to be compared. Candidates make a recommendation for the computer to be selected.	Candidates use the internet or a specialist computer magazine to obtain at least two quotes for a suitable computer meeting all of the identified hardware/software requirements. The quotes are presented clearly in a table to allow them to be compared. Candidates make a recommendation for the computer to be selected, justifying their choice.
AO2 NOTES			AO2: P M D
AO3 *Configure the operating system*	Candidates configure the operating system in at least four different ways. Not all configuration changes are necessary to meet user needs.	Candidates configure the operating system in at least five different ways. Most configuration changes are necessary to meet user needs.	Candidates configure the operating system in at least six different ways. All configuration changes are necessary to meet user needs.
AO3 NOTES			AO3: P M D
AO4 *Configure applications software*	Candidates carry out at least four different configurations on one type of applications software. Not all configuration changes are necessary to meet user needs.	Candidates carry out at least five different configurations on one or more different types of applications software. Most configuration changes are necessary to meet user needs.	Candidates carry out at least five different configurations on two or more different types of applications software. All configuration changes are necessary to meet user needs.
AO4 NOTES			AO4: P M D

Student Name: **Teacher:**   **Date:**

Assessment Objective	Pass	Merit	Distinction
AO5 *Create and edit macros to meet the needs of a user*	Candidates record one macro and use one method to activate the macro. The macro functions as intended. A print out of the macro is produced.	Candidates record at least two macros and use two different methods to activate them. The macros function as intended. A print out of the macros is produced. This shows that code for one of the macros has been edited from the original function.	Candidates record at least three macros and use three different methods to activate them. The macros function as intended. A print out of the macros is produced. This shows that code for one of the macros has been edited to improve functionality.
AO5 NOTES			AO5: P M D
AO6 *Understand and carry out simple backup procedures*	Candidate explains basic backup procedures. Candidate carries out one simple backup procedure.	Candidate explains a range of backup procedures using some correct terminology. Candidate carries out a range of backup procedures successfully.	Candidate explains a wide range of backup procedures using correct terminology. Candidate carries out a wide range of backup procedures successfully and explains their choice of backup.
AO6 NOTES			AO6: P M D

Overall grade awarded for this unit: **PASS**   **MERIT**   **DISTINCTION**   (Circle ONE grade)   **Signature:** _____