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 13: IT systems and user needs   H/500/2231

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

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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 enable candidates to demonstrate their knowledge and understanding of information technology (IT) systems and user needs.

The tasks have been designed so that all of the assessment objectives in Unit 13 are addressed.

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

The Tasks

Candidates will not be penalised for their choice of software but must be able to carry out all the tasks required to meet the expectations of the grading grid.

It is not acceptable to simply explain some of the configuration tasks in this unit. It is important that centres ensure they can provide appropriate computer systems that will allow candidates to carry out all of the configurations required.

Task 1: Select suitable hardware and software to meet the needs of a home user or small business

Assessment Objective 1

In this task, candidates will identify suitable hardware and software for the new Admin Department at Endeavour Internet Design. They will look at the aims and purpose of the required system as well as giving details of input (eg keyboard, mouse, scanner, digital camera, graphics tablet, microphone), output (eg monitor, printer, headphones), processor and storage (eg RAM, hard disk, CD drive, floppy disk, memory stick). They will also need to give details of suitable software (applications software, operating system, anti-virus software). All these must be appropriate for user needs.

Candidates do not need an in-depth knowledge of how all this hardware works. They need a basic understanding of what it is used for so they make appropriate choices for the system required by Endeavour Internet Design. The Internet might be a good starting point for them to begin their investigations.

This will lead them into Task 2 where they will actually produce a specification for the computer system.

Task 2: Spec a computer system connected to the Internet

Assessment Objective 2

Using the information from Task 1, candidates should now use the Internet or a specialist computer magazine to obtain quotes for the required system for Endeavour Internet Design. If they are using the Internet, sites such as http://www.dell.co.uk allow users to select a basic system and then to select various hardware and software options. Some computer magazines will contain pre-defined

systems; others will give details of 'build-your-own' systems where details of various hardware and software options are given. Both are valid – the key is that candidates need to find a suitable computer system for Endeavour Internet Design.

Task 3:   Configure the operating system

Assessment Objective 3

Having identified a suitable system and obtained quotes for it, candidates now need to demonstrate that they can configure the operating system to meet the needs of the user.

This will require candidates to have access to a computer system where operating system settings can be altered. The use of simulations which do not actually allow candidates to make changes to the way different aspects of the operating system work are not suitable. Software that runs a different version of the main operating system or stand-alone machines disconnected from the network can be used as suitable methods of demonstrating this assessment objective.

When making changes to the operating system, candidates need to remember that the changes they are making are to meet the needs of the user.

Most candidates will provide before and after screenshots showing that they have altered various settings in the operating system.

Task 4:   Configure applications software

Assessment Objective 4

Having configured the operating system, candidates now need to demonstrate that they can configure applications software to meet the needs of the user.

As with the operating system configurations, candidates need to remember that the changes they are making are to meet the needs of the user. It is acceptable for Pass and Merit level, to alter settings in only one type of applications software (eg word-processing software) but Distinction level candidates must demonstrate the ability to make changes to two or more different types of applications software (eg word-processing and spreadsheet software).

Most candidates will provide before and after screenshots showing that they have altered various settings in applications software.

Task 5:   Create and edit macros to meet the needs of a user

Assessment Objective 5

Candidates will now create at least one macro to automate some of the tasks the employees will undertake. The macro(s) must work as intended. All candidates must print out macro code for the macros they record.

Candidates must use different methods to activate different macros they record. Pass level candidates will record one macro and use one method to activate it; Merit level candidates will record two macros with each activated by a different method; and Distinction level candidates will record three macros, each activated in a different way.

Higher level candidates also need to edit the code for one of their macros. For Distinction level this must improve the functionality of the macro.

Candidates may choose any appropriate software to do this.

Task 6:   Understand and carry out simple backup procedures

Assessment Objective 6

Candidates have been asked to investigate a range of different backup procedures as part of a disaster recovery plan to be implemented by Endeavour Internet Design. They have also been asked to produce a training document for all staff within the company demonstrating how they should back up their own work.

This will involve some initial investigations (possibly using the Internet) looking at patterns of backup (eg frequency, grandfather-father-son), location of backups (eg medium and physical location) and the use of removable storage devices (eg USB devices, floppy disks, CD, DVD, tapes).

By producing a training document for all staff, candidates will be able to demonstrate their ability to carry out a range of backup procedures. This would be best done by using screenshots to show potential users of the document what they should be doing. If, as part of this document, candidates actually carry out the procedures and evidence them, this will also fulfil the requirement of Part B of this task.

Distinction level candidates also need to explain their choice of backups – possibly giving the pros and cons of each and recommending the one that would best suit the needs of Endeavour Internet Design.

Model Assignment: Candidate Information

OCR Level 2 Nationals in ICT

Unit 13: IT systems and user needs

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

Endeavour Internet Design

Endeavour Internet Design is a newly formed small design company, based in the East Midlands. It will specialise in creating interactive websites for companies from all over the world. Endeavour will take a concept given to them by their client and produce a website incorporating a wide range of multimedia components (text, graphics, sound, animation, video, interactive features, etc).

The company will also host these websites on its servers so that they can be easily monitored and maintained. Clients will pay a once-only fee for the design and creation of their website as well as a yearly maintenance charge to cover small changes and updates to their sites. Hosting these sites will be charged to the client based on the average number of hits received each month.

You have been appointed to work for the company, responsible for the purchase and setting up of computer systems. Other staff include web designers, graphic designers and admin staff.

The company has recently secured contracts from three local companies: JDC Security Systems, Pizza-licious and Digi-Teen Magazine. The staff are waiting to begin work for these companies as soon as the equipment is installed.

Tasks

Task 1: Select suitable hardware and software to meet the needs of Endeavour Internet Design

Assessment Objective 1

In this task, you will identify suitable hardware and software for at least one employee of Endeavour Internet Design. You will look at the aims and purpose of the required system as well as giving details of input, output, processor and storage. You will also need to give details of suitable software. This must be appropriate for user needs.

This will lead into Task 2 where you will actually provide the specification for the system.

To achieve Pass level you need only complete parts A, B and C.

A   Give the aims and purpose of the system required by Endeavour Internet Design.

To achieve Pass level this may be a simple list or statement.

To achieve Merit level you need to describe the aims and purpose for the required system.

To achieve Distinction level you also need to give reasons.

(This could be evidenced by creating a word-processed document.)

B   Identify and describe the hardware required:

- input

- output

- processor

- storage.

To achieve Pass level you must describe the hardware requirements.

To achieve Merit level you need to give detailed descriptions and your choices must appropriate.

To achieve Distinction level you also need to justify your choices.

(This could be evidenced by creating a word-processed document or as part of a slide presentation.)

C   Identify and describe suitable applications software for the required system.

To achieve Pass level you must describe the applications software requirements.

To achieve Merit level you need to give detailed descriptions and your choices must be appropriate.

To achieve Distinction level you also need to justify your choices.

(This could be evidenced by creating a word-processed document or as part of a slide presentation.)

D   Identify a suitable operating system for the user.

To achieve Merit level, your choice must be appropriate.

To achieve Distinction level you will also need to justify your choice.

(This could be evidenced by creating a word-processed document or as part of a slide presentation.)

Task 2: Spec a computer system connected to the Internet

Assessment Objective 2

Using the information from Task 1, you should now use the Internet or a specialist computer magazine to obtain quotes for the required system for Endeavour Internet Design.

For Pass level you only need complete part A.

A Use the Internet or a specialist computer magazine to obtain at least one quote for the system identified in Task 1.

To achieve Pass level you need to obtain one quote that meets some of the identified hardware and software requirements.

To achieve Merit level you must obtain at least two different quotes that meet most of the identified requirements.

To achieve Distinction level the quotes must meet all of the identified requirements.

(This could be evidenced as a printout from an Internet site or by creating a word-processed document).

B Present the two quotes in a table so that they can be easily compared.

(This must be evidenced by using a table, possibly in a word-processed document)

C Based on the quotes obtained, make a recommendation for the computer system to be selected for Endeavour Internet Design.

To achieve Merit level you need to write down your recommendation.

To achieve Distinction level you must justify your choice.

(This could be evidenced by creating a word-processed document or as part of a slide presentation)

Task 3: Configure the operating system

Assessment Objective 3

Having identified a suitable system and obtained at least one quote for it, you now need to demonstrate you can configure the operating system to meet the needs of the user.

Configure the operating system to meet the needs of the user. You might like to consider, for example,

- folder structure

- folder options

- desktop appearance

- time and date

- display options

- mouse and keyboard

- regional settings

- printer settings

- anti-virus settings

- sound options

- accessibility options.

To achieve Pass level you must make **at least four** different configuration changes to the operating system.

To achieve Merit level you must make **at least five** different configuration changes to the operating system. Most of these must be appropriate to meet user needs.

To achieve Distinction level you must make **at least six** different configuration changes to the operating system. All of these must be appropriate to meet user needs.

(This could be evidenced by producing a range of annotated before and after screenshots showing the changes you have made, indicating how this meets user needs.)

Task 4:   Configure applications software

Assessment Objective 4

Now that you have configured the operating system, you need to demonstrate that you can configure applications software to meet the needs of the user.

Carry out different configurations on applications software to meet the needs of the user. You might like to consider, for example,

- default file locations

- spelling and grammar

- back ups/save options

- view options

- toolbars

- keyboard shortcuts

- security settings

- edit options

- print options

- general options.

To achieve Pass level you must make **at least four** different configuration changes to at least one type of applications software.

To achieve Merit level you must make **at least five** different configuration changes to at least one type of applications software. Most of these must be appropriate to meet user needs.

To achieve Distinction level you must make **at least five** different configuration changes, using at least two different types of applications software. All of these must be appropriate to meet user needs.

(This could be evidenced by producing a range of annotated before and after screenshots showing the changes you have made, indicating how this meets user needs).

Task 5:   Create and edit macros to meet the needs of a user

Assessment Objective 5

You will now create at least one macro for the employees to use to automate some of the tasks they undertake.

To achieve Pass level you only need to complete Part A.

To achieve Merit level you only need to complete Parts A, B and D.

A   Record a macro that will insert the company name into a document. Use a keystroke to activate this macro.

You must ensure that the macro works as intended.

(This must be evidenced by printing out the macro code.)

B   Record a macro to spell check and save a document. Use a toolbar button to activate this macro.

You must ensure that the macro works as intended.

(This could be evidenced by using an annotated screenshot to show how the macro is activated. The macro code must also be printed out).

C   One further macro must be created. Create a button on the document to activate this macro.

You must ensure that the macro works as intended.

(This could be evidenced by using an annotated screenshot to show how the macro is activated. The macro code must also be printed out.)

D   The code for one of the macros must be edited so that its function is altered.

To achieve Merit level you must edit one of your macros to change it from its original function.

To achieve Distinction level you must also ensure that the edited macro improves functionality.

(This could be evidenced by an annotated printout of the altered macro code.)

Task 6:   Understand and carry out simple backup procedures

Assessment Objective 6

You have been asked to investigate a range of different backup procedures as part of a disaster recovery plan to be implemented by Endeavour Internet Design. You will also carry out at least one backup procedure.

A   Investigate a range of backup procedures currently in use and produce a training document for all staff explaining them. You need to focus on patterns of backup, the medium used and where these are stored.

To achieve Pass level you need to explain basic backup procedures.

To achieve higher levels you need to explain a range of different procedures, using correct terminology.

(This could be evidenced by using a word-processed document or a slide presentation.)

B   Carry out at least one backup procedure.

To achieve Pass level you need to carry out one simple backup procedure.

To achieve Merit level you need to carry out a range of backup procedures.

To achieve Distinction level you need to carry out a wide range of backup procedures, explaining your choices.

(This could be evidenced by using annotated screenshots in a word-processed document.)

Model Assignment: Candidate Checklist

CANDIDATE NAME:

For task 1 (AO1) have you:	Completed (✔)
A given the aims and purpose of the required system?	
Evidence provided (please ✔):	Ref/Page no(s)
❑ word-processed document	
❑ or other (please give details) _____	

For task 1 (AO1) have you:	Completed (✔)
B identified and described the hardware required?	
Evidence provided (please ✔):	Ref/Page no(s)
❑ word-processed document	
❑ or slide presentation	
❑ or other (please give details) _____	

For task 1 (AO1) have you:	Completed (✔)
C identified and described suitable applications software for the required system?	
Evidence provided (please ✔):	Ref/Page no(s)
❑ word-processed document	
❑ or slide presentation	
❑ or other (please give details) _____	

For task 1 (AO1) have you:	Completed (✔)
D identified a suitable operating system for the required system? (higher levels only)	
Evidence provided (please ✓):	Ref/Page no(s)
❑ word-processed document	
❑ or slide presentation	
❑ other (please give details) _____	

For task 2 (AO2) have you:	Completed (✔)
A used the Internet or a specialist computer magazine to obtain at least one quote for the required system?	
Evidence provided (please ✓):	Ref/Page no(s)
❑ printout from an Internet site	
❑ word-processed document	
❑ other (please give details) _____	

For task 2 (AO2) have you:	Completed (✔)
B used a table to present the quotes? (higher levels only)	
Evidence provided (please ✓):	Ref/Page no(s)
❑ word-processed document using a table	
❑ other (please give details) _____	

For task 2 (AO2) have you:	Completed (✔)
C made a recommendation for the computer to be selected? (higher levels only)	
Evidence provided (please ✓):	Ref/Page no(s)
❑ word-processed document	
❑ slide presentation	
❑ other (please give details) _____	

For task 3 (AO3) have you:	Completed (✔)
Configured the operating system in **at least four** different ways to meet the needs of the user?	
Evidence provided (please ✓):	Ref/Page no(s)
❑ annotated screenshots showing the configurations that have been made	
❑ other (please give details) _____	

For task 4 (AO4) have you:	Completed (✔)
Configured applications software in **at least four** different ways to meet the needs of the user?	
Evidence provided (please ✓):	Ref/Page no(s)
❑ annotated screenshots showing the configurations that have been made	
❑ other (please give details) _____	

For task 5 (AO5) have you:	Completed (✔)
A recorded a macro activated by a keystroke?	
Evidence provided (please ✓):	Ref/Page no(s)
❑ a printout of the macro code	
❑ other (please give details) _____	

For task 5 (AO5) have you:	Completed (✔)
B recorded a macro activated by a toolbar button? (higher levels only)	
Evidence provided (please ✓):	Ref/Page no(s)
❑ screenshot showing how the macro is activated	
❑ a printout of the macro code	
❑ other (please give details) _____	

For task 5 (AO5) have you:	Completed (✔)
C recorded a macro activated by a button? (Distinction level only)	
Evidence provided (please ✔):	Ref/Page no(s)
❑ screenshot showing how the macro is activated	
❑ a printout of the macro code	
❑ other (please give details) _____	

For task 5 (AO5) have you:	Completed (✔)
D edited macro code? (higher levels only)	
Evidence provided (please ✔):	Ref/Page no(s)
❑ annotated printout showing the edited macro code	
❑ other (please give details) _____	

For task 6 (AO6) have you:	Completed (✔)
A written about backup procedures?	
Evidence provided (please ✔):	Ref/Page no(s)
❑ word-processed document	
❑ slide presentation	
❑ other (please give details) _____	

For task 6 (AO6) have you:	Completed (✔)
B carried out **at least one** backup procedure?	
Evidence provided (please ✔):	Ref/Page no(s)
❑ annotated screenshots	
❑ other (please give details) _____	