Entry Level Certificate
Information and Communication Technology

R441

Short Tasks

Internal Assessment Material

Each task is marked out of a total of 20 marks

INSTRUCTIONS TO TEACHERS

- Candidates must complete **two** Short Tasks. Each task must be completed from a different strand of the subject content.
- An OCR Short Task for each strand is supplied in this booklet. **These tasks may be re-worded as appropriate to reflect the candidate's ability.**
- Alternatively, centres may set their own Short Task. If centre-set tasks are used, they should give candidates the opportunity to meet all of the OCR marking criteria.
- OCR prepared data files are available for download from the OCR website for use with the database and spreadsheet tasks. The minimum software requirement to use these data files is Office 2003 which must include Excel.
- Candidates should spend up to 5 hours completing each task.
- The applications may be loaded for the candidate but the candidate must carry out the tasks individually.

This document consists of **4** printed pages.

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Strand 1 – Animation skills:

You work for a sports club. They have developed a website to promote their activities.

You have been asked:

- to create an animation that shows a person in a sports activity.

You will need to:

- produce a plan
- evidence your progress
- evaluate your work/strengths/weaknesses.

Strand 2 - Control skills:

You work for a company that produces simple shapes for children's toys. A robot is programmed to cut out the shapes.

You have been asked:

- to produce a shape that is suitable for children's toys.

You will need to:

- produce a plan
- evidence your progress
- evaluate your work.

Strand 3 - Database skills:

You work for a company that hires out classic cars. The company holds the details of the different cars it has for hire. Hardeep wants to hire a classic car for his brother's wedding in the summer.

You have been asked:

- to select a range of cars that would be suitable and provide reports in different formats dependent on:
  - price
  - car type
  - colour.

You will need to:

- produce a plan
- evidence your progress
- evaluate your work/strengths/weaknesses.

Strand 4 - Digital Imaging skills:

You work for a newspaper.

You have been asked:

- to create an image for an article the newspaper is running on cars.

You will need to:

- produce a plan
- evidence your progress
- evaluate your work/strengths/weaknesses.

Strand 5 - Spreadsheet skills:

You work for a mobile phone shop. The shop holds the details of all mobile phones sold by each sales person in a spreadsheet.

You have been asked:

- to update the spreadsheet:
  - to include new information
  - to change existing information.
- use the spreadsheet to find out:
  - the total sales for each salesperson
  - the grand total of all sales.

You will need to:

- produce a plan
- evidence your progress
- evaluate your work/strengths/weaknesses.

Strand 6 – Video Editing skills:

You work for an advertising company.

You have been asked:

- to create a short video for a drinks promotion using still images and video.

You will need to:

- produce a plan
- evidence your progress
- evaluate your work/strengths/weaknesses.

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OXFORD CAMBRIDGE AND RSA EXAMINATIONS

Entry Level Certificate

INFORMATION AND COMMUNICATION TECHNOLOGY

R441: Short Tasks

Internal Assessment Mark Scheme

The maximum mark for each task is 20.

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R441: Short Tasks

Candidates achieve objectives by:	Constant support and help	Help and direct guidance given	Help and guidance may be needed, but evidence of independent learning by candidate
Planning (AO1) A candidate should be able to:	• State what they are going to do **0-1 mark**	• State what they have to do • Produce a simple plan of action **2-3 marks**	• State with a reason what they have to do • Produce a detailed plan of action • List the resources that are to be used **4 marks**
Carrying out (AO2) A candidate should be able to:	• Carry out some of the planned work using the specified software application • Use a limited range of software features to carry out the work **0-2 marks**	• Carry out the planned work using the specified software application • Use a range of software features to carry out the work **3-5 marks**	• Carry out the planned work using an appropriate software application and resources • Use logical methods/techniques to carry out planned work using a range of appropriate software features **6-8 marks**
Outcome (AO2) A candidate should be able to:	• Produce a partial outcome to the task **0-1 mark**	• Produce a relevant and partially completed outcome to the task • Record some evidence of progression stages **2-3 marks**	• Produce a relevant and completed outcome to the task • Record detailed evidence of progression stages **4 marks**
Evaluation (AO3) A candidate should be able to:	• Make a basic comment on the outcome of the task **0-1 mark**	• Make some comments on the outcome of the task • Suggest improvements **2-3 marks**	• Make relevant comments on the outcome of the task • Identify strengths and weaknesses, and suggest relevant improvements **4 marks**
			TOTAL OUT OF 20