Common Issues with Unit 13

See also the **FAQ** on
http://community.ocr.org.uk/community/ocr_nationals_in_ict/home

General

- The most common cause of problems with this unit is over-direction by the assignment. Candidates need to make their own choices of hardware needed in AO1, according to the needs of the user.   Similarly, in AOs 3 and 4 the differentiation is not only on the number of configuration changes made but also their appropriateness for the user's needs. If the assignment tells candidates exactly what configurations to make they cannot then be assessed on appropriateness. It is recommended that centres refer to the OCR Model Assignment as an example as this shows the amount of information it would be appropriate to give to candidates.

Assessment Objective 1:

- Centres must ensure that the scenario provided for the candidate is not too prescriptive as the candidate needs to make choices about the software and hardware to be purchased to suit the client needs.

- It is important to ensure that all candidates cover *all* listed items before awarding a level in this AO:

    - aims and purpose of the system

    - input devices

    - output devices

    - storage devices

    - processor

    - applications software.

- Candidates often confuse processor, internal storage and external storage.

- Detail can be added to achieve higher levels by considering the *type* of device that would best meet the needs. For example, at Pass level a candidate might identify a monitor as an output device needed. At higher levels there would be consideration of size, type etc.

- Appropriateness can be best assessed if the candidate gives a reason for each choice.

Assessment Objective 2

- It is unlikely that all requirements will be met by a single bundle, although if one is found, this is acceptable.

- The table required for higher levels should allow similar items to be compared easily.

Assessment Objective 3

- At the higher levels the configuration changes must be appropriate for the user's needs. Whilst these might be identified in AO1, assessment of appropriateness is easier and more robust if candidates give a brief explanation of why they have carried out each configuration change.

- Configuration changes are well demonstrated where candidates provide a screenshot of the relevant dialogue box before the change, and one after the change. Brief annotation of the change is also helpful.

- Best practice is evidenced where candidates have learned about a wide variety of configuration changes and then choose ones they feel are appropriate. It is not expected that all candidates in the same cohort will carry out the same changes.

Assessment Objective 4

- As in AO3, to enable accurate assessment the needs of the user must be identified. Frequently, changes to the configuration are made with no real reference to an identified need.

- It is important to ascertain that the changes made are *configuration* changes to the software and not merely changes to settings on individual documents. Candidates would be well advised to check this by closing down the software and reopening. If the change made is not evident then it was not a configuration.

Assessment Objective 5

- The method of activating the macro needs to be evidenced, although it is not necessary to provide screenshot evidence of *how* buttons etc were produced.

- Some annotation is expected at the higher levels to show where the changes have been made and what effect these have.

Assessment Objective 6

- Backup methods should include both frequency/type and medium. At Distinction level candidates should show a good understanding of full, incremental and differential backup procedures.

- If accessible, the automatic backup utility provided with Windows can be a useful tool to allow candidates to demonstrate a variety of backup procedures.