

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

Unit Title	ELC Information Communication Technology – Short Task				Unit Code	R441	Session	June	Year	2	0		
Centre Name								Centre Number					
Candidate Name								Candidate Number					
Evidence.													
	Criteria				Teacher Comment				Mark	Page No.			
Planning (AO1) A candidate should be able to:	<ul style="list-style-type: none"> State what they are going to do <p style="text-align: right;">0-1 mark</p>	<ul style="list-style-type: none"> State what they have to do Produce a simple plan of action <p style="text-align: right;">2-3 marks</p>	<ul style="list-style-type: none"> State with a reason what they have to do Produce a detailed plan of action List the resources that are to be used <p style="text-align: right;">4 marks</p>										
Carrying out (AO2) A candidate should be able to:	<ul style="list-style-type: none"> Carry out some of the planned work using the specified software application Use a limited range of software features to carry out the work <p style="text-align: right;">0-2 marks</p>	<ul style="list-style-type: none"> Carry out the planned work using the specified software application Use a range of software features to carry out the work <p style="text-align: right;">3-5 marks</p>	<ul style="list-style-type: none"> 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 <p style="text-align: right;">6-8 marks</p>										
Outcome (AO2) A candidate should be able to:	<ul style="list-style-type: none"> Produce a partial outcome to the task <p style="text-align: right;">0-1 mark</p>	<ul style="list-style-type: none"> Produce a relevant and partially completed outcome to the task Record some evidence of progression stages <p style="text-align: right;">2-3 marks</p>	<ul style="list-style-type: none"> Produce a relevant and completed outcome to the task Record detailed evidence of progression stages <p style="text-align: right;">4 marks</p>										
Evaluation (AO3) A candidate should be able to:	<ul style="list-style-type: none"> Make a basic comment on the outcome of the task <p style="text-align: right;">0-1 mark</p>	<ul style="list-style-type: none"> Make some comments on the outcome of the task Suggest improvements <p style="text-align: right;">2-3 marks</p>	<ul style="list-style-type: none"> Make relevant comments on the outcome of the task Identify strengths and weaknesses, and suggest relevant improvements <p style="text-align: right;">4 marks</p>										
									Total/20				

If this work is a re-sit, please tick		Session and Year of previous submission	Jan / June	2	0		Please tick to indicate this work has been standardised internally	
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Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.