# EVIDENCE REVIEW FORM

**OCR Level 1 in IT User Skills ITQ**

**To achieve the Mandatory Unit (Unit 1)**,

Improving Productivity Using IT Level 1 (credit value 3),

you **must** **complete this Evidence Review Form.**

You need to choose ONE of the following options to give a brief description of why you are using IT by answering ALL the questions below. You must ensure that the option chosen, allows you to answer ALL sections of the form. **PLEASE COMPLETE THIS FORM ELECTRONICALLY.**

**OPTIONS:**

1. A real work task

**or**

1. A New CLAiT assignment

**or**

1. A centre-set assignment

**or**

1. A practice task(s) or assignment that you have undertaken whilst learning the skills for your IT qualification. It must be straightforward, but detailed enough to allow you to answer the questions below.

**N.B. All tasks/unit evidence or assignments used must be included with the form, as they are the evidence for 2.2 and 2.3. If candidates have previously achieved a unit, upon which they are basing the ERF, a marked copy of the work produced must be submitted with the ERF. ITQ CLAiT CBA results reports are not acceptable.**

**If you are claiming other ITQ units you could cross-reference the task(s) or unit evidence you have used for this unit.**

Candidates are required to complete the following information independently. All sections must be completed. For electronic completion, please use the tab key on the keyboard to navigate to the next area of the form. **Assessors should mark the candidate answers.**

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| **Which option is this unit based on – 1, 2, 3 or 4 above?**  **If it is a New CLAiT assignment, please state which unit and year**  e.g. 02/0506A  **If it is based on 1, 3 or 4, please give a brief description of the task(s).**  e.g. a PowerPoint presentation on Health and Safety |
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| **1.1** Who is the information to be produced for?  What will it be used for? |
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| **1.3** What information do you need to include?  Where is the information located? |
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| **1.6** Are there any constraints or guidelines that may affect the task you have completed?  e.g. deadlines, file size, software and/or hardware compatibility, house styles |
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| **1.2 and 1.5** List any software and hardware and any resources you need to use.  e.g. paper, memory stick  **1.4** Give at least 2 reasons why you used the software package and hardware you chose.  e.g. time, convenience, benefits of IT compared to manual, quality, accuracy |
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| **1.2** What skills did you need to complete the task? |
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| **1.6** How may guidelines such as copyright law, security, software licensing, data protection, organisation/centre policy etc affect the work you produced?  e.g. passwords, assessment instructions, user instructions |
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| **2.1** Identify at least 2 automated routines that you used to improve productivity when completing this task.  e.g. set up shortcuts, templates, customise toolbars |
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| **3.1 and 3.2** How did you review the work produced?  e.g. suitable for the audience and purpose | | | |
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| **3.2** Which tools did you use to format and layout your work? | | | |
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| **3.3** List at least one strength and one weakness of the final product.  e.g. format, layout, accuracy, suitable for the audience | | | |
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| **3.4** Identify any improvements you could make to the task.  e.g. corrections, better layout, learn new skills | | | |
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| I confirm that this is my own work | | | |
| **Candidate Name:** |  | **Date:** |  |
|  | | | |
| I confirm that this is the candidate’s own work | | | |
| **Assessor Name:** |  | **Date:** |  |
|  | | | |
| Assessor Feedback | | | |

N.B. To ensure the quality of the grammar, punctuation and spelling can be assessed effectively, candidates may wish to complete their answers in a separate word processed document to grammar and spell check before copying and pasting into this form.

Please send the final accurate submission of this form, to the Examiner-moderator, with the evidence being reviewed.