

**OCR J800/J810/J820 Unit R002 Level 1/Level 2
Cambridge Nationals Award/Certificate/Diploma in ICT
Unit Recording Sheet**

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	Using ICT to create business solutions				Unit Code	R002	Session	Jan/June/Nov	Year	2	0		
Centre Name								Centre Number					
Candidate Name								Candidate Number					
Criteria								Teacher Comments		Mark	Page No.		
LO1: Be able to use techniques to search for, store and share information													
MB1: 1 - 6 marks		MB2: 7 - 11 marks			MB3: 12 - 15 marks								
<p>Produces a basic system to store electronic files, in which</p> <ul style="list-style-type: none"> ○ some folders have meaningful names ○ some files are saved in an appropriate file type with meaningful names ○ some files are stored logically within the folder structure. <p>Demonstrates a limited understanding of the most common tools and features of email software.</p> <p>Enters basic search criteria into a search engine to find appropriate information which partly meets the specified requirements, and records limited information on the Copyright holder(s) of the information found.</p>		<p>Produces a sound system to store electronic information, in which</p> <ul style="list-style-type: none"> ○ most folders have meaningful names ○ most files are saved in an appropriate file type with meaningful names ○ most files are stored logically within the folder structure. <p>Demonstrates a sound understanding of the most common tools and features of email and some understanding of the more advanced features of email software. Demonstrates some awareness of email etiquette.</p> <p>Enters sound search criteria into a search engine to find appropriate information which largely meets the specified requirements, and records the Copyright holder(s) of the information found with some accuracy but not all the required details.</p>			<p>Produces a well structured, logical system to store electronic information, in which</p> <ul style="list-style-type: none"> ○ all folders have meaningful names ○ all files are saved in an appropriate file type with meaningful names and, where appropriate, versions of file(s) are clearly identified ○ all files are stored logically within the folder structure. <p>Demonstrates a thorough understanding of the common and advanced tools and features of email software. Demonstrates a thorough understanding of email etiquette.</p> <p>Enters effective search criteria into a search engine to find appropriate information, which fully meets the specified requirements, and records the Copyright holder(s) of the information found accurately and thoroughly.</p>								
[1 2 3 4 5 6]		[7 8 9 10 11]			[12 13 14 15]								

Criteria			Teacher Comments	Mark	Page No.
LO2: Be able to select and use software to handle data					
MB1: 1 - 6 marks	MB2: 7 - 11 marks	MB3: 12 - 15 marks			
<p>Creates a spreadsheet or database importing data with some accuracy which meets some of the specified requirements.</p> <p>Edits and manipulates data with some accuracy and provides some relevant information to meet particular purposes.</p> <p>The choice of data-handling software used is of limited appropriateness to the audience and purpose.</p> <p style="text-align: right;">[1 2 3 4 5 6]</p>	<p>Creates a spreadsheet or database importing data mostly accurately which meets most of the specified requirements.</p> <p>Edits and manipulates data mostly accurately and provides mostly relevant information to meet particular purposes.</p> <p>The choice of data-handling software used is of sound appropriateness to the audience and purpose.</p> <p style="text-align: right;">[7 8 9 10 11]</p>	<p>Creates a spreadsheet or database importing data with complete accuracy which fully meets the specified requirements.</p> <p>Edits and manipulates data with complete accuracy and provides wholly relevant information to meet particular purposes.</p> <p>The choice of data-handling software used is of wholly appropriate to the audience and purpose.</p> <p style="text-align: right;">[12 13 14 15]</p>			
LO3: Be able to select and use software to communicate information for a business purpose					
MB1: 1 - 3 marks	MB2: 4 - 6 marks	MB3: 7 - 9 marks			
<p>Creates a limited range of file types, sometimes selecting the appropriate medium for the type of communication.</p> <p>Uses some tools and facilities in each type of software with limited effectiveness to meet some of the specified requirements.</p> <p style="text-align: right;">[1 2 3]</p>	<p>Creates a range of file types, mostly selecting the appropriate medium for the type of communication.</p> <p>Uses the tools and facilities in each type of software with sound effectiveness to meet most of the specified requirements.</p> <p style="text-align: right;">[4 5 6]</p>	<p>Creates a range of file types, in each case selecting the appropriate medium for the type of communication.</p> <p>Uses the tools and facilities in each type of software effectively to meet all of the specified requirements.</p> <p style="text-align: right;">[7 8 9]</p>			

MB1: 1 - 2 marks		MB2: 3 - 4 marks		MB3: 5 - 6 marks		Teacher Comments		Mark	Page No.
Includes content, some of which meets the specified requirements and has limited suitability for the target audience. Errors may be intrusive and likely to impact significantly on the meaning of the content.		Includes content, most of which meets the specified requirements and is mostly suitable for the target audience. Occasional errors will not affect the overall meaning.		Includes content that fully meets the specified requirements and is wholly suitable for the target audience. Few , if any, errors in spelling, punctuation and grammar.					
[1 2]		[3 4]		[5 6]					
LO4: Be able to use software tools to format information									
MB1: 1 - 6 marks		MB2: 7 - 11 marks		MB3: 12 - 15 marks					
Makes basic use of formatting tools, there may be limited consistency in their use.		Makes sound use of formatting tools and in most cases applies them consistently.		Makes effective use of formatting tools and applies them consistently.					
The basic application of formatting tools has limited impact on the overall appearance of the document and ease with which information can be read.		The sound application of formatting tools results in some enhancement of the overall appearance of the document and improves the ease with which information can be read.		The application of formatting tools thoroughly enhances the overall appearance of the document and means the information is consistently clear and easy to read.					
Requires support to enhance the appearance of the output.		Works with only occasional support to enhance the appearance of the output.		Works independently to enhance the appearance of the output.					
[1 2 3 4 5 6]		[7 8 9 10 11]		[12 13 14 15]					
Total 60/									
If this is a re-sit, please tick		Session and Year of previous submission		Jan/June/Nov	2	0	Please tick to indicate this work has been standardised internally		

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 60. Enter this total in the relevant box.