

## Unit 13: IT systems and user needs (2010)

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Assessment Objective	Pass	Merit	Distinction
<b>AO1</b> <i>Select suitable hardware and software to meet the needs of a home user or small business</i>	Candidates identify the user and purpose for the required system. They describe the hardware required including input, output, processor and storage. They describe suitable applications software. Not all choices will be appropriate.	Candidates describe the user and purpose for the required system. They give a detailed description of the hardware required including input, output, processor and storage. A suitable operating system is identified and a detailed description of suitable applications software is given. Most choices will be appropriate.	Candidates explain the user and purpose for the required system. A detailed description of the hardware required including input, output, processor and storage with justification of their choices is given. A suitable operating system is identified and a detailed description of suitable applications software with justification of their choices is given. All choices will be appropriate.
<b>AO1 NOTES</b>	<b>AO1: P M D</b>		
<b>AO2</b> <i>Spec a computer system connected to the internet</i>	Candidates use the internet or a specialist computer magazine to obtain one quote for a suitable computer meeting some of the identified hardware/software requirements.	Candidates use the internet or a specialist computer magazine to obtain two quotes for a suitable computer meeting most of the identified hardware/software requirements. The quotes are presented in a table to allow them to be compared. Candidates make a recommendation for the computer to be selected.	Candidates use the internet or a specialist computer magazine to obtain at least two quotes for a suitable computer meeting all of the identified hardware/software requirements. The quotes are presented clearly in a table to allow them to be compared. Candidates make a recommendation for the computer to be selected, justifying their choice.
<b>AO2 NOTES</b>	<b>AO2: P M D</b>		
<b>AO3</b> <i>Configure the operating system</i>	Candidates configure the operating system in at least four different ways. Most configuration changes are appropriate to user needs.	Candidates configure the operating system in at least five different ways. For most of the configuration changes, candidates will explain why they are appropriate to user needs.	Candidates configure the operating system in at least six different ways. They will explain why the configuration changes are appropriate to user needs.
<b>AO3 NOTES</b>	<b>AO3: P M D</b>		
<b>AO4</b> <i>Configure applications software</i>	Candidates carry out at least four different configurations on one or more types of applications software. Most configuration changes are appropriate to user needs.	Candidates carry out at least five different configurations on one or more types of applications software. For most of the configuration changes, candidates will explain why they are appropriate to user needs.	Candidates carry out at least five different configurations on at least two different types of applications software. They will explain why the configuration changes are appropriate to user needs.
<b>AO4 NOTES</b>	<b>AO4: P M D</b>		
<b>AO5</b> <i>Create and edit macros to meet the needs of a user</i>	Candidates record a macro to automate a sequence of tasks and use one method to activate the macro. The macro functions as intended.	Candidates record a macro to automate a sequence of tasks in each of two different types of applications software. They will use two different methods to activate their macros. The macros function as intended.	Candidates record a macro to automate a sequence of tasks in each of two different types of applications software. They will use three different methods to activate their macros. The macros function as intended. Candidates will edit the code to change the function of the macro.
<b>AO5 NOTES</b>	<b>AO5: P M D</b>		
<b>AO6</b> <i>Understand and carry out simple backup procedures</i>	Candidates explain basic backup procedures. Candidates carry out one backup procedure.	Candidates explain a range of backup procedures using some correct terminology. Candidates carry out a range of backup procedures.	Candidates explain a wide range of backup procedures using correct terminology. Candidates carry out a wide range of backup procedures and explain their choice of backup procedure.
<b>AO6 NOTES</b>	<b>AO6: P M D</b>		

**Overall grade awarded for this unit:**    **PASS**    **MERIT**    **DISTINCTION**    (Circle ONE grade)    **Signature:** \_\_\_\_\_