

Model Assignment

Issued September 2008

OCR Level 1 Nationals in ICT

Unit 2: Web page creation

Please note:

This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow candidates to meet all the assessment objectives and provide sufficient opportunity for candidates to demonstrate achievement across the full range of grades.

The scheme codes for these qualifications are:

OCR Level 1 National First Award in ICT	04626
OCR Level 1 National Award in ICT	04628
OCR Level 1 National Certificate in ICT	04630

The QCA Accreditation Number for this unit is:

Unit 2: Web page creation	M/501/7122
---------------------------	------------

This OCR model assignment remains live for the life of these qualifications.

ALL THESE MATERIALS MAY BE PHOTOCOPIED. Any photocopying will be done under the terms of the Copyright Designs and Patents Act 1988 solely for the purposes of assessment.

Contents

	Page number(s)
TUTOR INFORMATION Guidance for centres This section provides general guidance to centre staff on the preparation and completion of the assignment.	3 - 9 4 - 5
Notes for tutors This section provides additional guidance and support to centre staff for each task. It is not intended for use by candidates.	6 - 9
CANDIDATE INFORMATION (This section must be photocopied for each candidate) General information for candidates This section provides candidates with general information on completion of the assignment in a question and answer format.	10 - 20 11
Scenario This section contains the scenario which candidates will need to be familiar with in order to complete the tasks.	12
Tasks This section contains all the tasks candidates must complete before submission for assessment.	13 - 17
Candidate checklist This checklist is provided to assist candidates in ensuring that they have completed and submitted evidence for all tasks.	18 - 20

Model Assignment: Tutor Information

OCR Level 1 Nationals in ICT

Unit 2 – Web page creation

Guidance For Centres

1 General

- 1.1 OCR model assignments are issued free to centres on approval and are available to download from our website: www.ocr.org.uk.
- 1.2 Centres may choose to:
 - use OCR model assignments for formal summative assessment of candidates
 - tailor OCR model assignments for formal summative assessment of candidates
 - use OCR model assignments as a benchmark for devising their own assignment.
- 1.3 This assignment has been designed to meet the full assessment requirements of the unit. Candidates will need to take part in a planned learning programme that covers the underpinning knowledge and skills of the unit.

2 Before carrying out the assignment

- 2.1 Candidates should be provided with a copy of the *Candidate Information* section of this booklet.
- 2.2 Candidates may carry out preparations prior to undertaking the tasks; there is no time limit for this.

3 When completing the assignment

- 3.1 Candidates should be allowed sufficient time to complete all of the tasks. The amount of time may vary depending on the nature of the tasks and the ability of individual candidates. It is suggested that evidence is produced in several sessions.
- 3.2 Each candidate must produce individual and authentic evidence for each task within the assignment.
- 3.3 Centre staff may give support and guidance to candidates. This support and guidance should focus on checking that candidates understand what is expected of them. It is not acceptable for tutors to provide model answers or to work through answers in detail.
- 3.4 Candidates may use information from any relevant source to help them with producing evidence for the tasks.
- 3.5 It is acknowledged that candidates in their responses may refer to situations in the scenario but as the scenario is fictitious this does not break any rules of confidentiality. However, candidates must be guided on the use of information from other sources to ensure that confidentiality is maintained at all times.

4 After completing the assignment

- 4.1 Candidates' evidence is assessed by the centre's assessor against the qualification specification contained in the Centre Handbook. When grading candidates' work centres **must** use the grading descriptors in the unit. For further information about assessment please refer to the section on Assessment and Moderation in the Centre Handbook.
- 4.2 Assessors' decisions should be quality assured across the centre through internal moderation. For further information about internal moderation please refer to the section on Assessment and Moderation in the Centre Handbook.

5 Presentation of work

- 5.1 Candidates may use the *Candidate Checklist* provided to ensure that they submit evidence for ALL tasks. They can do this by using the *Candidate Checklist* as a contents page inserting references/page numbers in the boxes provided.
- 5.2 Centres may wish to discourage candidates from excessive use of plastic wallets for presentation of their evidence as this may hinder the assessment process. Instead centres may wish to encourage candidates to present their work so that it is easily accessible, eg spiral bound, stapled booklet, treasury tag.

6 Acceptable evidence

- 6.1 For guidance on generation and collection of evidence please refer to the section on Assessment and Moderation in the Centre Handbook.

7 Reworking the assignment

- 7.1 If candidates do not meet the minimum PASS requirements for the assessment objectives, further work will be required.
- 7.2 Tutors may give feedback to candidates to support and guide them in producing evidence to the required standard.

Notes For Tutors

Introduction to the Tasks

The tasks have been designed to enable candidates to demonstrate their ability to plan and create a simple multimedia website using appropriate software.

The tasks have been designed so that all of the assessment objectives in Unit 2 are addressed.

These guidance notes should be used in conjunction with the unit specification and Centre Handbook.

The Tasks

Task 1: Review existing multimedia websites

Assessment Objective 1

In this task, candidates need to review at least two different websites. These may be chosen by the centre or by the candidate, but the changing nature of the web makes it inappropriate to specify sites in this assignment.

Templates are provided for candidates to insert copies/screenshots of the features they identify. It will not always be necessary to copy the whole of a feature, for example a small portion of text would be sufficient.

Although the task asks candidates to complete word-processed templates, evidence for this AO could also be produced as a slide-show presentation or a tutor witness statement of an interview, if these are more appropriate. Any witness statement should include the questions asked and the key features of the candidates' responses.

Task 2: Plan a multimedia website of at least three web pages

Assessment Objective 2

In this task, candidates are asked to plan a multimedia website of at least three pages. It is important that this is a **design** activity – completed web pages cannot contribute towards the assessment of this objective.

Candidates should have learned about the importance and role of a Home Page, but should be given free choice about the remaining two pages they need to plan. If they have already completed the Unit 1 model assignment they might use some ideas from there.

Pass candidates are likely to create plans for each page that show the position of navigation bar, buttons, text, graphics etc, without giving any further detail. They may include only some of the required components for each page.

For higher grades candidates need to include **all** required components, including navigation bars/buttons. They will include brief descriptions or filenames of text, graphics, animation/video and sound (if required). They do not need to plan the exact text; descriptions such as 'writing

about Tenerife' would be adequate. Some details of colours and fonts must also be included. This might be by annotating the plan or by writing about these separately.

Distinction candidates also need to show clearly the destination of all links. Whilst the task asks candidates to annotate their plans, it is also possible for the destination to be obvious from the plans. For example, if one of the pages has a banner 'Tenerife' and the other pages have components that are obviously buttons called 'Tenerife' it can be assumed that these buttons will lead to the 'Tenerife' page.

Task 3: Obtain, store and acknowledge suitable components

Assessment Objective 3

In this task, candidates are asked to obtain and store suitable components for use in their website.

It is recommended that tutors provide candidates with a folder containing a variety of suitable components. This folder should contain a sufficient number and variety of components for candidates to make their own decisions about which ones they will include in their website. The provided logo **find the sun logo.gif** should be made available to all candidates. However, Merit and Distinction level candidates must source or create some components independently and many Pass candidates will wish to do so.

Merit and Distinction candidates need to acknowledge their sources. It will be necessary for centres to verify candidates' claims of sourcing components independently. A witness statement is provided for this purpose. Alternatively, a centre might provide the Visiting Moderator with a list of all sources provided for candidates.

Candidates will need to be provided with the file **unit 2 sources**.

Task 4: Create multimedia web pages

Assessment Objective 4

In this task, candidates need to create the pages they have designed. They may deviate from their designs, as they find ways to improve their pages. This is acceptable, but should be documented.

The most appropriate evidence for this objective will be the final website in electronic form. Merit and Distinction candidates also need to provide screenshot evidence of spell checking their pages and backing up files.

Task 5: Test website

Assessment Objective 5

In this task candidates are asked to test their website in two ways:

1. To make sure that all components are clearly and fully displayed.
2. To make sure all links work.

Although the main evidence for this objective will be the completed test tables in the provided file, some evidence will also be provided by the final website, which should back up the candidate's claims.

Candidates will need to be provided with the file **unit 2 testing**.

Task 6: Review own website

Assessment Objective 6

In this task candidates are asked to gain feedback from other people (most likely peers) about their website. They then need to review their final product.

At Merit level, candidates might identify areas for improvement, eg 'The writing is too small'. At Distinction level, candidates need to describe *specific* improvements, eg 'I could change the font size to 16'.

Candidates will need to be provided with the files **unit 2 reviewer comments** and **unit 2 review of own website**.

Witness Statement – Unit 2 AO3

CANDIDATE NAME	
ASSESSOR NAME	

ASSESSOR CONFIRMATION	
Number of independently resourced/created components:	
I confirm this candidate's claim of resourcing/creating these components independently	
ADDITIONAL COMMENTS/DETAILS OF COMPONENTS (IF REQUIRED)	

ASSESSOR SIGNATURE:		DATE:	
----------------------------	--	--------------	--

CANDIDATE SIGNATURE:		DATE:	
-----------------------------	--	--------------	--

Model Assignment: Candidate Information

OCR Level 1 Nationals in ICT

Unit 2: Web page creation

CANDIDATE NAME: _____

General Information for Candidates

Q *Do I have to pass this assignment?*

A Yes. You must pass this assignment to achieve the full qualification.

Q *What help will I get?*

A Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

Q *What if I don't understand something?*

A It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in. If you are not sure, check with your tutor.

Q *Can I copy other people's work?*

A No. The work that you produce must be your own work and you may be asked to sign a declaration to say that the work is your own. You should never copy the work of other candidates or allow others to copy your work. Any information that you use from other sources, eg books, newspapers, professional journals, the Internet, must be clearly identified and not presented as your own work.

Q *Can I work in a group?*

A Yes. However, if you work in a group at any stage you must still produce work that shows your individual contribution.

Q *How should I present my work?*

A You can present your work in a variety of ways, eg hand-written, word-processed, on video. However, what you choose should be appropriate to the task(s). For some work, eg presentations, coaching sessions, role-play, work experience, you will need to provide proof that you completed the task(s). A witness statement or observation sheet could be used for this. If you are unsure, check with your tutor.

Q *When I have finished, what do I need to hand in?*

A You need to hand in the work that you have completed for each task. Do not include any draft work or handouts unless these are asked for. When you hand in your work make sure that it is labelled, titled and in the correct order for assessing.

Q *How will my work be assessed?*

A Your work will be marked by an assessor in your centre. The assessor will mark the work using the assessment objectives and the grade descriptors in the qualification specification.

Scenario

Find the Sun Travel

You have recently started work as a web designer. Your first assignment is to produce a website for *Find the Sun Travel*. The company arranges holidays for customers.

In this assignment you will review some existing websites on the internet to see how commercial sites are structured.

You will then design, create and evaluate a multimedia website for *Find the Sun Travel*.

Find the Sun Travel's main office is at:

Sun House
Station Street
Anytown
AT5 5YJ

The main telephone number for enquiries is **0845 123455**. Their email address is **enquiries@findthesun.co.uk**

Your teacher will provide you with the *Find the Sun Travel* logo, which you may use on your web pages if you wish.

Tasks

Task 1: Review existing multimedia websites

Assessment Objective 1

To achieve Pass level you need to complete part **A** of this task. To achieve the higher levels you need to complete parts **A** and **B**.

- A** Choose **two** multimedia websites for this task. Your teacher might tell you which sites to review or you might choose your own.

Browse through the pages of each website. Find out the different features that appear on all or some of the pages. You should look for, for example:

- text
- logos
- photographs
- other images
- navigation bars
- buttons
- hyperlinked text
- hotspots
- icons
- page banners
- advertising banners
- sound
- animation
- video

Use the word-processed file **unit 2 review1** to write about the features you find on each website. Use one row in each table to insert a copy or a screenshot of a feature and identify the type of feature it is. For text you do not need to insert all the text from a page – just a part will do. Add more rows to the tables if you need them.

Save and print the document.

To achieve Pass level you need to correctly identify at least **four** different features on each website. To achieve Merit level you need to correctly identify at least **five** features on each website. To achieve Distinction level you need to correctly identify at least **six** features on each website.

*(Evidence for this part of the task will be the printout of the **unit 2 review1** document.)*

- B** Use the word-processed file **unit 2 review2** to identify good features of each website and/or those that could be improved.

You might consider some of the following, for example:

- How easy it is to navigate around the website – is there a consistent navigation bar on each page? Are the buttons easy to recognise?
- How easy it is to find certain information
- How easy it is to read text on the pages – size, colour contrast, font used, writing style

- The colours used on the pages – do they go well together? Do they contrast well? Will they attract the sort of people who might visit the website (target audience)?
- The suitability, clarity, size and position of any graphics
- The use of any sound, animation and/or video

Save and print the document.

To achieve Merit level you need to give at least **two** valid comments on each website. These may be either good features or features that could be improved. To achieve Distinction level you need to give at least two good features **and** at least one feature of each website that could be improved.

*(Evidence for this part of the task will be the printout of the **unit 2 review2** document.)*

Task 2: Plan a multimedia website of at least three web pages

Assessment Objective 2

You have been asked to produce a website for *Find the Sun Travel*. This needs to contain at least three pages.

Thinking about what you have learned from looking at commercial websites, decide on three pages you would like to create for *Find the Sun Travel's* website.

Draw a plan for the three pages you want. This can be hand-drawn or created in software such as a graphics package, but it must NOT be created using web-authoring software – it must be a PLAN.

To achieve Pass level your plan must include a simple design for each web page, showing the position of the components, including text and graphics, you want to include on each page.

To achieve the higher levels you must make sure that your plan shows **all** the components to be included on each page, including all links. You must also show more details of each component. For example you should consider what each block of text is going to be about, what each picture is going to show and exactly what animation is going to be included. You should consider details such as colours and fonts to be used. You should include at least one animation, sound or video in your plans.

To achieve Distinction level you must also clearly show where each link will lead to. You might do this by annotating your design page with labels for each link. You need to make sure that you include details about **all** the components you plan for your pages. You should include at least two of animation, sound and video in your plans.

(Evidence for this task will be your completed plans, either hand-drawn or created in software such as a graphics package.)

Task 3: Obtain, store and acknowledge suitable components

Assessment Objective 3

You need to obtain the components you need to use in your web pages.

To achieve Pass level you need to complete part **A** of this task. To achieve the higher levels you need to complete parts **A** and **B**.

- A** Look at your plans and find at least two suitable components for your web pages. These must include at least one graphic. You may also include text, animations, video and/or sound. Your tutor might provide you with a selection of images to choose from and/or you might find or create your own.

Save the components you have found into a suitable folder.

Print out a screenshot of the folder containing the items you have saved and annotate it, if necessary, to show any components you have created yourself.

To achieve Pass level all of the components you choose can be graphics. You can choose all of the components from a selection provided by your tutor.

To achieve Merit level you must source graphic(s) and at least one other type of component. You must source or create independently at least **one** component.

To achieve Distinction level you must source graphic(s) and at least **two** other types of component. You must source or create independently at least **two** different components.

(Evidence for this part of the task will be the annotated screenshot of your folder showing the images you have chosen/created. If you have created components yourself there is no need to provide screenshot evidence of how you have done this.)

- B** Complete the word-processed file **unit 2 sources** to acknowledge the source of all the components you have sourced or created independently. You can add more rows to this table if you need them.

Save and print the document.

To gain Distinction level you must make sure that **all** these sources are accurately acknowledged.

*(Evidence for this part of the task will be the printout of your completed **unit 2 sources** document.)*

Task 4: Create multimedia web pages

Assessment Objective 4

To achieve Pass level you need to complete part **A** of this task. To achieve the higher levels you need to complete parts **A**, **B** and **C**.

- A** Use web authoring software to create the web pages you have planned.

You must create at least three web pages following your plans. If you decide to make improvements to your original plans you should add to your plans some brief explanation of the changes you have made.

You must make sure there is a method of navigating between all of your pages.

To achieve Pass level you must include text and at least two graphics on your pages. There must be a method of navigation between the three pages, which might use either text **or** images for your links.

Additionally, to achieve the higher levels you must include at least one other type of component (animation, video, sound) on at least one of your pages. You must also include a link to an email address (you might use your own email address or your tutor might provide one for you to use) **or** to an external web page. Your pages should be clear and well laid out.

To achieve Distinction level you also need to include at least **two** other types of component on at least one of your web pages. You must use both text **and** images as links in your navigation system. You must also include a link to an email address **and** a link to an external web page. All your pages must be clear and well laid out.

(Evidence for this part of the task will be the final web pages you save. There is no need to create any additional evidence.)

- B** Spell check your pages carefully. Print out a screenshot showing that you have done this.

(Evidence for this part of the task will be your screenshot.)

- C** Create a backup of your work. This might be to a removable device such as a memory stick, or to another drive on your network.

Print out a screenshot showing that you have done this.

To achieve Merit level you need to back up some of your files. To achieve Distinction level you need to back up all the files needed for your website.

(Evidence for this part of the task will be your screenshot.)

Task 5: Test website

Assessment Objective 5

In this task you need to test your website to make sure that it works as it should.

- A** Load your website and look carefully at each page you have created. Look back at your plan from Task 2.

Are all the components you planned fully displayed? Can you read all the text and see clearly all the graphics/animations you have put on the pages? Do sound and videos play correctly?

Complete Section A of the provided word-processed file **unit 2 testing** to comment on each of your web pages. There is no need to print this out yet.

- B** Load your Home Page and test all of the links.

Can you move to every page in your website?

Do all of your links lead to where they should?

Complete Section B of the **unit 2 testing** document by making a comment about each of your links. Use one row for each link, looking at each web page one at a time.

Save and print your **unit 2 testing** document.

*(Evidence for this task will be the printout of your completed **unit 2 testing** document, also your finished website.)*

Task 6: Review own website

Assessment Objective 6

In this task you need to consider how successful you have been in creating your web pages.

To achieve Pass or Merit level you need to complete parts **A** and **B** of this task. To achieve Distinction level you need to complete parts **A**, **B** and **C**.

- A** Ask at least two other people to give you their comments on your final website. They can use the provided word-processed file **unit 2 reviewer comments** to give you their feedback.

*(Evidence for this part of the task will be the printout of your completed **unit 2 reviewer comments** documents.)*

B Consider the comments from your reviewers and the results of your own testing in Task 5.

Use part A of the **unit 2 review of own website** document to identify the good features of your web pages and any features that could be improved.

Save your **unit 2 review of own website** document. There is no need to print it out until you have completed all parts of this task.

To achieve Pass level you must correctly identify at least one good feature **or** one feature that could be improved.

To achieve the higher levels you must correctly identify at least one good feature **and** one feature that could be improved.

*(Evidence for this part of the task will be the printout of your completed **unit 2 review of own website** document.)*

C Complete part B of the **unit 2 review of own website** document to describe at least one way you could improve your website.

Save and print your **unit 2 review of own website** document.

*(Evidence for this part of the task will be the printout of your completed **unit 2 review of own website** document.)*

Model Assignment: Candidate Checklist

OCR Level 1 Nationals in ICT

Unit 2: Web page creation

CANDIDATE NAME: _____

For task 1 (AO1) have you:	Completed (✓)
A Identified features on at least two different websites?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printout of unit 2 review1 document	
<input type="checkbox"/> or other (please give details) _____	

For task 1 (AO1) have you:	Completed (✓)
B Commented on good features and those that could be improved for at least two different websites? (Higher levels only)	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printout of unit 2 review2 document	
<input type="checkbox"/> or other (please give details) _____	

For task 2 (AO2) have you:	Completed (✓)
Created a plan for each web page?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> hand-drawn plans	
<input type="checkbox"/> printouts of plans drawn in a graphics package	
<input type="checkbox"/> or other (please give details) _____	

For task 3 (AO3) have you:	Completed (✓)
A Chosen and stored some components for your web pages?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> annotated screenshot of folder	
<input type="checkbox"/> or other (please give details) _____	

For task 3 (AO3) have you:	Completed (✓)
B Acknowledged the sources of your components? (Higher levels only)	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printout of unit 2 sources document	
<input type="checkbox"/> or other (please give details) _____	

For task 4 (AO4) have you:	Completed (✓)
A Created a multimedia website with at least three pages?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> electronic files for the completed website	
<input type="checkbox"/> or other (please give details) _____	

For task 4 (AO4) have you:	Completed (✓)
B Spellchecked your pages?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> screenshot	
<input type="checkbox"/> or other (please give details) _____	

For task 4 (AO4) have you:	Completed (✓)
C Created a backup of your website files?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> screenshot	
<input type="checkbox"/> or other (please give details) _____	

(continued overleaf)

For task 5 (AO5) have you:	Completed (✓)
Tested your website?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printout of unit 2 testing document	
<input type="checkbox"/> completed website	
<input type="checkbox"/> or other (please give details) _____	

For task 6 (AO6) have you:	Completed (✓)
A Obtained feedback from at least two other people?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printout of unit 2 reviewer comments documents	
<input type="checkbox"/> or other (please give details) _____	

For task 6 (AO6) have you:	Completed (✓)
B Identified good features of the website you have created and any that could be improved?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printout of unit 2 review of own website document	
<input type="checkbox"/> or other (please give details) _____	

For task 6 (AO6) have you:	Completed (✓)
C Described at least one improvement that could be made? (Distinction only)	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printout of unit 2 review of own website document	
<input type="checkbox"/> or other (please give details) _____	