

Model Assignment

Issued January 2008

OCR Level 2 Nationals in ICT

Unit 5: Desktop Publishing

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 2 National First Award in ICT	06324
OCR Level 2 National Award in ICT	06325
OCR Level 2 National First Certificate in ICT	06299
OCR Level 2 National Certificate in ICT	06276

The QCA Accreditation Number for this unit is:

Unit 5: Desktop publishing R500/2225

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

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Model Assignment: Tutor Information

OCR Level 2 Nationals in ICT

Unit 5: Desktop Publishing

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 knowledge and understanding of the process of planning, drafting, developing and creating a DTP publication to meet the needs of HealthTimes, a locally-based charity dedicated to promoting healthy and eco-friendly lifestyles. This publication will make use of imported text and graphics as well as text entered by the candidate and graphics created within the software.

The tasks have been designed so that all of the assessment objectives in Unit 5 are addressed.

This model assignment must be used in conjunction with the unit specification and grading grids.

The Tasks

Task 1: Plan a document to meet a given design brief for a document of at least eight A4 pages or equivalent

Assessment Objective 1 is assessed in this task.

Candidates need to research the layout and design of existing publications and consider the good and not so good aspects of their design. The publications considered must be from a range of organisations and should have been produced for a range of different audiences (end users). Tutors may provide some publications for the candidates to consider. Merit and Distinction candidates will need to identify additional sources independently.

Candidates will then produce plans for at least two alternative layouts for the document outlined in the scenario for HealthTimes. Candidates should **not** produce draft designs for each page. A sketch of one or two pages for each design, together with notes on the housestyle, software to be used and the timescales for completing the publication should be sufficient. Consideration should be given to the number of columns, text flow, headers and footers, master page items, consistency of layout.

At Pass level, only limited research may have been carried out (perhaps restricted to only those publications that have been provided by the tutor). At this level tutors may complete a witness statement (see page 9) to evidence that the candidate has carried out research and has used this, in a limited way, to influence their designs. There will be some indication that timescales have been considered, (eg I will complete my work by ...).

For higher levels candidates must carry out independent research from a range of sources (not just those provided by the tutor). The plans produced will meet the requirements outlined in the scenario for HealthTimes.

Task 2: Create Styles

Assessment Objective 2 is assessed in this task.

Candidates must create at least three styles for the publication. It is acceptable for candidates to create additional styles to be used in the booklet.

Where it is not appropriate for a style to include a particular aspect (eg indents, tabs, bullets in a heading style) it is acceptable for the styles to include some default settings but the evidence must clearly show that this is intentional. For example a heading style would not include bullets and the candidate may annotate the printout or screenshot stating this. Candidates must evidence that each aspect has been set at something other than the default at least once across the created styles.

As well as the range of aspects set, tutors must consider the fitness for purpose when assessing this Assessment Objective.

Task 3: Select and use tools in desktop publishing

Assessment Objective 3 is assessed in this task.

In this task candidates will use their chosen plan to set up the page layout for the booklet. Candidates should make use of the facilities of their chosen software to prepare the pages (for example, margin and column guides, rulers and, if appropriate, text and image frames). There should be some consistency of layout but it is not necessary for the layout of all of the pages to be identical.

Candidates should then import text and graphics into the booklet. Some text must be entered directly into the booklet. Entering the text for the back page advertisement and booking form (see scenario) would be sufficient.

It is not necessary for the candidates to find all the text or graphics themselves. Text may be collected from sources such as the internet or scanned from documents. Candidates should be encouraged to comply with copyright legislation. Tutors may provide some suitable text and graphics for candidate use.

Once the text has been imported the styles created in Task 2 should be applied to the appropriate parts of the text. It is possible that some adjustment will need to be made to the layout guides and position of images to facilitate the text flow, this is acceptable.

Task 4: Use DTP drawing tools to create basic shapes

Assessment Objective 4 is assessed in this task.

Candidates will use a range of the drawing tools to enhance their booklet.

The design of the advertisement and booking form outlined in the scenario should provide candidates with the opportunity to evidence a number of these skills. For example candidates could place the entire advertisement in a shaded or coloured box and the booking form in a white box, a dotted line could be used to separate the advertisement from the booking form, a graphic and some special effects could be added to the advertisement and all the items in the advertisement and the booking form could be grouped. Candidates could also use the drawing facilities to create graphics to illustrate the text included in the booklet. For example, they could create a 'no smoking' sign or a 'healthy heart' logo.

At Pass level the shapes created may be basic, eg a square, rectangle or circle.

Task 5: Prepare publication for print

Assessment Objective 5 is assessed in this task.

In this task candidates must proof read and check the accuracy of their booklet.

Candidates should be encouraged to use the facilities available in their chosen software, for example, spell check and design checker. Candidates might also print out a draft copy of the booklet in order to proof read it. Any errors found could then be noted on the draft copy. Candidates should also check that all text and graphics are fully displayed and appropriately positioned, eg subheadings are not displayed at the bottom of a page or column, there are no widows or orphans, lines or boxes are not obscuring text etc.

Candidates should then make the corrections they have identified and print out a proof copy of the booklet. The proof copy should be a full composite copy of the booklet, printed with sufficient quality to give a fair representation of what it will look like. A covering letter must then be produced and printed. The content or quality of the letter is not assessed.

Candidates will not be penalised if they are unable to print out their proof copy in colour. The electronic file will provide sufficient evidence of colours used.

Candidates will need to describe the remaining stages of the production of multiple copies of their booklet by a commercial printing company. This may be a written document, but could also be in the form of a presentation. Candidates could consider, for example:

- the format in which the file should be sent to the printing company
- colour separations
- the printing process eg digital printing, offset lithography
- return and checking of final copy
- paper quality, weight and finishing
- cutting, folding and stapling/binding.

Witness Statement – Task 1

AO1 Plan a document to meet a given design brief for a document of at least eight A4 pages or equivalent

CANDIDATE NAME	
ASSESSOR NAME	
Date of discussion	

ASSESSOR FEEDBACK

Research has been carried out	
Please tick	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sources used	
Research has been linked to the plans produced	
Please tick	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessor comments	

RECORD OF QUESTIONS/ANSWERS

ASSESSOR QUESTION 1
CANDIDATE RESPONSE 1
ASSESSOR QUESTION 2
CANDIDATE RESPONSE 2
ASSESSOR QUESTION 3
CANDIDATE RESPONSE 3

ASSESSOR SIGNATURE:		DATE:	
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CANDIDATE SIGNATURE:		DATE:	
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Model Assignment: Candidate Information

OCR Level 2 Nationals in ICT

Unit 5: Desktop publishing

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

Designing and Creating a Booklet for HealthTimes

You have been asked to design and create an information booklet for HealthTimes, a locally-based charity dedicated to promoting healthy and eco-friendly lifestyles. The booklet will be delivered to all households in your local area.

An advertisement for a fun run with a form to request further information must be included on the back page of the booklet. The editor has given you the following information to help you design the advertisement:

- starting point: Town Hall
- date: last Sunday in July
- start time: 10 am
- distance: 2 miles
- open to all
- funds raised will be donated to The British Heart Foundation
- free goodie bag for all participants who complete the fun run.

The form must request the following details:

- name, address and contact telephone number of the person completing the form
- number of people interested in participating.

An instruction to return the form to the Town Hall must be included on the form.

The editor has given you the freedom to include any articles or information that promote a healthy, eco-friendly lifestyle, in the booklet. She has provided you with the following ideas for items that you might consider including:

- healthy eating information – fact sheet(s), tips, recipes, healthy eating cafés and restaurants
- eco-friendly shopping, fair trade, organic and locally-sourced products
- sport and exercise – details of local events, clubs, classes, venues
- tips for creating an environmentally friendly home, how to reduce CO₂ emissions
- a guide to recycling – what and how to recycle, details of local recycling facilities
- using public transport - local bus and train timetables
- information on preventing heart disease, lung cancer and obesity
- guidance on giving up smoking, eating disorders, stress management
- eco-friendly travel and holidays

- advertisements for businesses/organisations that promote good health, eco-friendly products or healthy lifestyle choices (eg sports clubs, gyms, organic markets, healthy eating restaurants, well-being clinics, health clubs, medical services).

Your booklet may concentrate on one health or lifestyle issue or may consist of a number of different features. The content of the booklet must include sufficient material to fill the equivalent of at least eight A4 pages.

You may choose the layout and page size of the booklet, for example you may choose to have a sixteen-page A5 booklet, or an eight-page A4 layout.

The finished publication should be eye-catching with good use of graphics and text styles. It should appeal to a wide audience and must promote healthy and eco-friendly lifestyles.

You will be required to design the publication before creating it. You will need to collect text and graphics for the booklet. The text and images do not need to be your own, but if you use published text or images (printed or from the Internet) you should ensure that you comply with the copyright legislation for any text or images that you use.

Tasks

Task 1: Plan a document to meet a given design brief for a document of at least eight A4 pages or equivalent

Assessment Objective 1

You need to research existing publications and evaluate the design elements used in these publications. You will then design your own document based on your research.

Use the activities below to produce evidence for your assignment.

- A** Research a range of documents from different organisations (eg newspapers, magazines, government information booklets, school/college prospectuses, advertisements) that appeal to a range of different people (eg home-makers, under 18s, families, athletes, business people etc).

State the sources you have used in your research.

For higher levels you must carry out your research independently and must research a range of sources.

(To achieve Pass level this could be evidenced through a discussion with your teacher/tutor. For higher levels evidence could be presented in a word-processed document.)

- B** Produce plans for your publication using ideas from your research. You do not need to produce plans for each page, a sample page for each design is sufficient. These plans must include:

- two alternative sketch designs showing possible:
 - page layouts (page size, margins, number of columns, space between columns)
 - styles to be used in the booklet (number of font styles, font face, size, emphasis, alignment, leading, paragraph spacing, indents and tabs, bullets).
- the final choice of design
- housestyle
- time-scales for completion of each stage of your publication
- the name of the software package you will use.

You must link your research to your designs. For Distinction level this evidence must be clear and the plans produced must be comprehensive with a realistic timescale.

(Evidence could be a word-processed document with the sketches produced graphically using appropriate software or by hand.)

Task 2: Create styles

Assessment Objective 2

In this task you will create styles for use in your booklet.

Use the activities below to produce evidence for your assignment.

Using your chosen plan that you created in Task 1, create at least **three** styles for use in your booklet. Consider the following for each style:

- font (face, size, emphasis, alignment, leading)
- paragraph spacing
- indents or tabs
- bullets (Distinction level only).

In the styles that you create you must demonstrate that you have changed at least one aspect from each of first three bulleted items listed above at least once. You may need to create more than three styles to demonstrate this.

To achieve Merit level, you must set the full range from each of first three bulleted items listed above. Your styles will be mostly fit for purpose.

To achieve Distinction level you must set the full range all of the bulleted items listed above. Your styles will be fit for purpose.

(This may be evidenced using screenshot(s) that show all the aspects set for each style.)

Task 3: Select and use tools in desktop publishing

Assessment Objective 3

In this task you will prepare the layout of your booklet using the tools available in your Desktop Publishing program. You will then enter text directly into the booklet and will import text and graphics.

Use the activities below to produce evidence for your assignment.

A Using your chosen plan you created in Task 1 and the information provided in the scenario, create the layout for the pages of your booklet by:

- setting the margins
- positioning the layout guides
- creating text and graphic frames (as appropriate to your software).

B You must then assemble the document by:

- importing text and graphics
- entering text directly into the document.

Apply the styles that you created in Task 2 to the appropriate parts of the text.

For higher levels the booklet will meet the requirements outlined in the scenario. The page layouts will make good use of the layout facilities to display text and graphics and the text and graphics will be positioned appropriately.

(Evidence would best be presented by providing the booklet in electronic format, but could also be evidenced through the use of annotated screenshots showing the tools that you have used.)

Task 4: Use DTP drawing tools to create basic shapes

Assessment Objectives 4

In this task you will use drawing tools included with DTP software.

Use the activities below to produce evidence for your assignment.

Use the drawing tools of your software to add interest to your publication:

- a range of 2D shapes
- tools to cut, copy and paste, copy and crop
- monochrome and colour fill and shading
- lines and borders of different styles and colour
- layer items, eg text layered over a drawn shape or graphic
- a range of text styles and effects including reverse and artistic effects
- grouping.

To achieve Pass level you must create some shapes and use layering.

To achieve Merit level you must use most of the facilities listed above, including grouping, to produce a more complex shape. The drawings produced will be accurate.

To achieve Distinction level you must use all the facilities listed above. The drawings produced will be accurate and fit for purpose.

(Evidence would best be presented by providing the booklet in electronic format, but could also be evidenced through the use of annotated screenshots showing the tools that you have used.)

Task 5: Prepare publication for print

Assessment Objective 5

In this task you will check your booklet and prepare it for commercial printing.

Use the activities below to produce evidence for your assignment.

- A** Proof read and check the accuracy of your booklet, making any improvements required.

Print a final proof copy of your booklet. This must show all items in the booklet and the print quality must be sufficient to provide an accurate representation of what the final booklet will look like.

(Evidence will be the printed proof copy.)

- B** Produce a covering letter that will be sent to the printing company with the proof copy.

(Evidence will be the printed letter.)

- C** Describe the remaining stages of producing multiple copies of the document using commercial printing processes.

(Evidence could be presented as a word-processed document or as a presentation.)

Model Assignment: Candidate Checklist

OCR Level 2 Nationals in ICT

Unit 5: Desktop Publishing

CANDIDATE NAME: _____

For task 1 (AO1) have you:	Completed (✓)
A researched a range of documents from different organisations? stated the sources of your research?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> word-processed notes	
<input type="checkbox"/> or other (please give details) _____	

For task 1 (AO1) have you:	Completed (✓)
B produced plans for your booklet?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> word-processed document	
<input type="checkbox"/> annotated sketches	
<input type="checkbox"/> or other (please give details) _____	

For task 2 (AO2) have you:	Completed (✓)
created at least 3 styles?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> screenshots	
<input type="checkbox"/> or other (please give details) _____	

For task 3 (AO3) have you:	Completed (✓)
A created the layout for the pages in your booklet?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> electronic file	
<input type="checkbox"/> annotated screenshots	
<input type="checkbox"/> or other (please give details) _____	

For task 3 (AO3) have you:	Completed (✓)
B imported text? imported graphics? entered text directly in the booklet?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> electronic file	
<input type="checkbox"/> annotated screenshots/printouts	
<input type="checkbox"/> or other (please give details) _____	

For task 4 (AO4) have you:	Completed (✓)
used the drawing tools provided in the software?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> electronic file	
<input type="checkbox"/> annotated screenshots/printouts	
<input type="checkbox"/> or other (please give details) _____	

For task 5 (AO5) have you:	Completed (✓)
A checked the accuracy of your booklet and printed a proof copy?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printed proof copy	
<input type="checkbox"/> or other (please give details) _____	

For task 5 (AO5) have you:	Completed (✓)
B produced a covering letter?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> printed letter	
<input type="checkbox"/> or other (please give details) _____	

For task 5 (AO5) have you:	Completed (✓)
C described the remaining stages of the commercial printing process?	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> word-processed document	
<input type="checkbox"/> presentation	
<input type="checkbox"/> or other (please give details) _____	