

Functional Skills

ICT

Level 1 ICT - **09876**

OCR Report to Centres 2014-2015

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This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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1. Overview:

Centres should ensure that their candidates are prepared with the skills required. The OCR's Handbook for this scheme can be accessed on the OCR website.

A few centres are not uploading the marksheet delaying the marking process for the batch of scripts. Centres are reminded that candidates must not access the internet for Part B of the assessment.

Resources are available on the OCR website and on the CPD Hub.

2. General Comments

There are instances where candidates do not appear to be fully prepared for the demands of the assessment as little evidence is presented or evidence presented demonstrates limited understanding of the demands of the specification.

The assessments present candidates with "open response" tasks. This means that there will be a variety of acceptable responses to any task.

Task	Guidance on acceptable evidence	Common problems with evidence
Search the internet for specified information	Screen dump of the search criteria that were entered into an internet search engine	A small number of candidates fail to provide evidence of the search criteria they entered into a search engine to find the website on which they found the information.
Perform calculations	Printout of the data including the calculated values AND a formula printout showing all formulas used	<p>A number of candidates do not provide a formula printout.</p> <p>Some candidates provide a screen dump showing the formula they have used in a particular cell. They will lose some marks because the evidence does not clearly show that they have used formulas in all appropriate cells and/or that the formula has been replicated.</p> <p>A small number of candidates type out the formula they have used. Candidates will receive no marks for this approach as there is no evidence that they used ICT to tackle the task.</p>

Task	Guidance on acceptable evidence	Common problems with evidence
Organise files as required	Screen dump(s) showing folder(s) created and the files it contains sized appropriately so that folder and filenames can be read.	Most candidates provide a screen dump of their file management. However on a number of occasions it has not been sized appropriately and folder and filenames cannot be read clearly.
Prepare an email for sending	Screen dump showing email prepared sized appropriately so that email addresses and the subject line can be read	Most candidates provide a screen dump of their email. However on a number of occasions it has not been sized appropriately and email addresses cannot be read clearly.

3. Comments on Individual Units

Throughout the tests this year there have been a number of areas with which some candidates have struggled and have, therefore, lost a number of marks.

Criterion	Evidence presented that has lost marks
1.1 Identify the ICT requirements of a straightforward task	Most candidates perform well in this skill area. A small number of candidates fail to achieve all the marks for this criterion eg by failing to perform a calculation in a spreadsheet or combine relevant information in a presentation..
1.2 Interact with and use ICT systems to meet requirements of a straightforward task in a familiar context	Most candidates are able to use appropriate software and use features within the software to carry out the task. Candidates sometimes lose marks when transferring data from a data file to a software application for a task, for example transferring data into a spreadsheet or a presentation.
1.3 Manage information storage	Most candidates provide a screen dump of their information storage. If a folder has been created this may not have been given a meaningful name. Often candidates lose marks because they have not saved files using meaningful filenames or have failed to save files in an appropriate file format.
1.4 Follow and demonstrate understanding of the need for safety and security practices	Many candidates do not outline how to minimise the risk of computer viruses.
1.5 Use search techniques to locate and select relevant information	When using a search engine to find information on the internet candidates do not always use efficient search criteria.

Criterion	Evidence presented that has lost marks
1.6 Select information from a variety of sources for a straightforward task	Most candidates provide a screen dump of the website that contains the information they have found. However a number of candidates lose marks because the screen dump provided does not contain all the required information.
1.7 Enter, develop and refine information using appropriate software to meet the requirements of straightforward tasks	Most tests require candidates to use text/data provided. It is important that the data is not changed unless instructed within the test. A small number of candidates lose marks for failing to include all the text/data provided or for making unnecessary changes to the text/data.
1.8 Use appropriate software to meet requirements of straightforward data-handling task - <i>process numerical data</i>	Most candidates make a reasonable attempt at processing numerical data provided. However, some candidates fail to present new data appropriately. For example they fail to present monetary values as currency to 2 decimal places. Many candidates fail to enter appropriate labels to explain the values they have calculated.
1.8 Use appropriate software to meet requirements of straightforward data-handling task - <i>display numerical data in a graphical format</i>	Most candidates provide a printout of the type of chart specified. However, the majority of candidates lose some marks because they fail to use titles, labels and legends appropriately.
1.8 Use appropriate software to meet requirements of straightforward data-handling task – <i>enter, search, sort and edit records</i>	Most candidates make a reasonable attempt at handling records. However, some candidates fail to search data effectively..
1.9 Use communications software to meet the requirements of a straightforward task	A small number of candidates do not attempt email tasks. Of those who do attempt these tasks many lose marks for entering email addresses incorrectly or for failing to use an appropriate subject for the email or any subject at all.
1.10 Combine information within a publication for a familiar audience and purpose	Most candidates demonstrate that they can combine information within a publication. However most candidates lose marks for failing to combine that information effectively. A large number of candidates fail to check any data they enter for accuracy and meaning.
1.11 Evaluate own use of ICT tools	Most candidates fail to fully review their work to check that it fit for purpose and lose marks accordingly.

4. Sector Update

The introduction of onscreen assessment for Functional Skills ICT should be welcomed by centres.

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