Level 2 Cambridge Technical in IT

Unit 1: Essentials of IT

Sample assessment material

Time: 45 minutes

This test is a computer based test and will be completed using Surpass on OCR Secure Assess portal.

This sample assessment material illustrates the styles and types of questions that make up this test, along with its associated mark scheme.

A practice test will be available on the OCR Secure Assess portal.

There will not be a paper test available for this qualification.

INFORMATION FOR CANDIDATES

• The total mark for this paper is 40.
• The marks for each question are shown in brackets [ ].

*December 2017 – Q11 updated

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1. What type of computer is shown in the diagram below?

Select the correct answer.

- laptop
- smart phone
- games console
- graphics tablet

2. Which one of these tasks would be carried out using word processing software?

Select the correct answer.

- writing a memo to staff
- calculating the profit for a company
- producing a chart of company sales
- sending an email about a company event

3. You are required to give a PowerPoint presentation to your team about work you have completed.

Which one of these is a disadvantage of using IT to present this information?

Select the correct answer.

- Information can be presented in an interactive format.
- A computer or laptop is needed to present the information.
- IT tools can be used to make the presentation more engaging.
- Hand-outs and speaker notes can be created to assist with the presentation.
4. Which one of the following is most likely to be shared on a business networking site, such as LinkedIn?

Select the correct answer.

- information about your CV
- recipe for your favourite snack
- pictures from a friend’s birthday party
- comments about a sports team you support

5. Click each tool and then link it by clicking the box that describes the task it would be used for.

To remove a link, select the linking line.

<table>
<thead>
<tr>
<th>tool</th>
<th>task</th>
</tr>
</thead>
<tbody>
<tr>
<td>disk drive clean-up</td>
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<tr>
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<td>increase free space on a hard disk by reducing the size of files</td>
</tr>
</tbody>
</table>

6. You have been asked to upgrade a piece of computer hardware.

Drag and drop the steps below and put them in the correct order. The first one has been completed for you.

<table>
<thead>
<tr>
<th>Correct Order</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – identify need for upgrade</td>
<td>record and document the activities</td>
</tr>
<tr>
<td>2 -</td>
<td>plan upgrade</td>
</tr>
<tr>
<td>3 -</td>
<td></td>
</tr>
<tr>
<td>4 -</td>
<td>decide on the most appropriate solution</td>
</tr>
<tr>
<td>5 -</td>
<td>investigate possible solutions</td>
</tr>
</tbody>
</table>
7. You have been asked to help a colleague in another location with the upgrade of a personal computer.

Which one of these is the most suitable collaboration technology to be able to see what your colleague is doing?

Select the correct answer.

- video call
- audio call
- online chat
- text message

[1]

8. Which three different types of port are shown in the diagram below?

- VGA
- HDMI
- USB
- FireWire
- network

[1]

9. Which one of these tasks would POST complete first?

Select the correct answer.

- load drivers for connected hardware
- load the operating system into RAM
- send commands to print a document
- check computer hardware before boot

[1]

10. Which one of these is a benefit of using project management software?

Select the correct answer.

- your project will always complete on time
- you can allocate resources to specific tasks
- you can make sure your project will not run out of cash
- you can stop people from completing a task incorrectly

[1]
11. You are about to perform an upgrade of a computer’s main memory. You have no knowledge of the wiring of the building and how up-to-date it is. You have anti-static mats and wristbands available to you.

Which one of these safety precautions should you take?

Select the correct answer.

- Test the system with the case removed.
- Ensure the power cable is removed before removing the case.
- Ensure the power cable is plugged in before removing the case.
- Run your finger over the memory connectors to check for defects.

12. Which one of these is not an employer’s health and safety responsibility?

Select the correct answer.

- assessing risks
- organising personal workspace
- providing training on equipment use
- providing suitable personal safety equipment

13. Which of these are items of data that could be collected by a wearable fitness tracking device?

Select three answers.

- height
- weight
- altitude
- heart rate
- step count
14. Click each tool and then link it by clicking the box that describes the task it would be used for.

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15. Which one of these statements about a GPS receiver is not correct?

Select the correct answer.

- It can display its location on a map.
- It sends data to satellites to calculate location.
- It processes signals from satellites to calculate location.
- It receives data from at least three different satellites to calculate location.

16. Which one of these statements best describes the difference between an app and an application?

Select the correct answer.

- An app costs more than an application.
- An app has more features than an application.
- An app has to format its data carefully to fit on the screen.
- An app written for one platform will work seamlessly on all others.
17. What does DHCP stand for?
Select the correct answer.

- Dynamic Host Configuration Protocol
- Default Host Communication Protocol
- Default Hypertext Communication Port
- Dynamic Host Communication Protocol

[1]

18. Which of these are reasons why you would store your music files using the Cloud? Select three answers.

- You don’t have to worry about backing your files up.
- Files stored on the Cloud are not at risk of hacking.
- You can access your files from any device with internet access.
- You can make multiple copies and keep them on different physical devices.
- You can stream your music from the Cloud without having to download it all.

[1]

19. Which of these is not a function of an operating system?
Select the correct answer.

- divides memory between running applications
- splits up processor time between different tasks
- prevents one user from accessing other users’ files
- scans storage media for viruses before they are used

[1]

20. A business uses social media, such as Facebook, for marketing.
Which one of these is a reason why a business would use social media for marketing?
Select the correct answer.

- The business can like posts of its customers.
- The business can reach many people for free.
- The business can become friends with its customers.
- The business can easily reach people with the same interests.

[1]
21. Which one of these is an example of data processing?

Select the correct answer.

- posting adverts to customers using social media
- showing a presentation during a video conference
- sorting customer information into alphabetical order
- writing a letter to a customer about a current promotion

22. Read the statement below and select if it is true or false.

It is your responsibility to make sure you are using suitable personal safety equipment (PSE) before starting a task

- true
- false

23. Which of these are benefits of using the internet to purchase clothes? Select three answers.

- You can wear the item of clothing straight away.
- You can try on the clothes to make sure they fit you.
- You can shop for clothing at any time of the day or night.
- You can compare the same item in different stores easily.
- You can browse through all of the clothing that the shop stocks.

24. Which one of the following may require the use of a software patch?

Select the correct answer.

- installing a new printer
- installing additional RAM
- adding a PC to a wireless network
- adding a CD-ROM drive
25. Which of these measures must an employer put in place if you work with a computer and a monitor? Select three answers.

- provide you with a free eye test when required
- provide a reclining chair so you can sit comfortably
- schedule breaks to get you away from the computer
- provide training on how to use the equipment safely
- install large screens so you can see the work clearly

26. Which one of these does not feature an embedded system?

Select the correct answer.

- smart car
- tablet computer
- washing machine
- online heating controller

27. You have been asked to create an application for your company.

Read the statement below and select if it is true or false.

The application should be designed so it will work on devices with different screen sizes.

- true
- false

28. Which one of these is an example of augmented reality?

Select the correct answer.

- a theme park ride that features heat, wind and water effects
- a training package that mixes a live video feed with computer graphics
- a video game using sensors to move a character based on your movement
- a medical diagnosis website that asks for your symptoms and produces a diagnosis
29. Which one of these is an input device?

Click on the correct image below.

[Image 1]

30. Which one of these actions should you take before installing a new internal hard drive?

Select the correct answer.

- make sure the computer is powered on
- shake the hard drive to check for loose parts
- put the computer on the floor for easy access
- take a backup of all of the data on the computer

[1]

31. Which one of these is not an operating system that would be found in a smart phone?

Select the correct answer.

- iOS
- Linux
- Android
- Rasbian

[1]
32. Click each **tool** and then link it by clicking the box that describes the **task** it would be used for.

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<td>assist with the detection and correction of coding errors</td>
</tr>
</tbody>
</table>
34. Which **one** of these actions would you take to reduce the risk of getting a virus on your computer system when using the internet?

Select the correct answer.

- Only click on links that have been shared by your friends.
- Ensure you use anti-virus software and it is kept up to date.
- Only click on links that you have found with a search engine.
- Download a computer scanner that is displayed in a pop up message.

35. Which **one** of these is a benefit of sending an email?

Select the correct answer.

- You can express emotions to ensure the message is understood.
- You can send the message to multiple recipients at no additional cost.
- You can be certain that only the person the email was addressed to can read it.
- You can be certain the person has received the message as soon as you press ‘send’.

36. Read the statement below and select if it is **true** or **false**.

There is often more than one way to complete a software upgrade task.

- True
- False

37. Which **one** of these is an example of removable storage?

Click on the correct image below.

38. Read the statement below and select if it is **true** or **false**.

A spreadsheet is a suitable tool on which to analyse numeric data.

- True
- False
39. Which one of these is a feature of a game designed for a specific mobile device?

Select the correct answer.

- can be used on any platform
- game play via touch and motion
- high quality graphics and lots of processing power
- large number of elements on the screen at any one time

40. Which one of these is a benefit to an employee working remotely?

Select the correct answer.

- issues are easy to solve
- internet access is readily available
- faulty IT equipment is easily repaired
- can fit work around family commitments

[1]

[Paper Total: 40]
Sample Assessment Material

LEVEL 2 CAMBRIDGE TECHNICAL IN IT
Unit 1 Essentials of IT

MARK SCHEME

Duration: 45 minutes

MAXIMUM MARK 40

SPECIMEN

Version: 1.0 Date: August 2016

This document consists of 5 pages

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Version 2: December 2017
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Marks</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>laptop</td>
<td>1</td>
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<tr>
<td>2</td>
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<td>1</td>
<td></td>
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<td>3</td>
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<td></td>
<td>prepare a new hard disk for first use</td>
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<td>6</td>
<td>identify need for upgrade</td>
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<td>investigate possible solutions</td>
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<td>video call</td>
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<td>FireWire</td>
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<td></td>
<td>network</td>
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<tr>
<td>9</td>
<td>check computer hardware before boot</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>you can allocate resources to specific tasks</td>
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<td></td>
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<td>11</td>
<td>Ensure the power cable is removed before removing the case.</td>
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<td>12</td>
<td>organising personal workspace</td>
<td>1</td>
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<td>13</td>
<td>altitude</td>
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<td>heart rate</td>
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<td>20</td>
<td>The business can easily reach people with the same interests.</td>
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</tr>
<tr>
<td>21</td>
<td>sorting customer information into alphabetical order</td>
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</tr>
<tr>
<td>22</td>
<td>true</td>
<td>1</td>
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<tr>
<td>24</td>
<td>installing a new printer</td>
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<tr>
<td>25</td>
<td>provide you with a free eye test when required schedule breaks to get you away from the computer</td>
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<td>26</td>
<td>tablet computer</td>
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<tr>
<td>27</td>
<td>false</td>
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<td></td>
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<td>28</td>
<td>a training package that mixes a live video feed with computer graphics</td>
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<td></td>
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<tr>
<td>29</td>
<td><img src="image1.png" alt="Image" /></td>
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</tr>
<tr>
<td>30</td>
<td>take a backup of all of the data on the computer</td>
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<td></td>
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<tr>
<td>31</td>
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<td>You can send the message to multiple recipients at no additional cost.</td>
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