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| **OCR Level 1/Level 2 Cambridge National in IT** |
| Qualification J836  Unit R060 |
| Unit Recording Sheet |



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| Please read the instructions printed at the end of this form. A Unit Recording Sheet must be completed for each candidate and unit. | | | | | | | | | |
| Unit Title | Data manipulation using spreadsheets | | | | Unit Code | R060 | Session | | Choose an item. | Year | 2 | | 0 |  | |  |
| Scenario Title | |  | | | | | | | | | | | | | | |
| Centre Name | |  | | | | | | | Centre Number | |  | | | | | |
| Candidate Name | |  | | | | | | | Candidate Number | |  | | | | | |
| Marking Criteria | | | | | | | | Teacher Comments | | | | Mark | | | Page No. | |
| **Task 1 – Topic Area 1:** **Planning and designing the spreadsheet solution** | | | | | | | |  | | | |  | | |  | |
| **MB1: 1 - 3 marks** | | | **MB2: 4 - 6 marks** | **MB3: 7 - 10 marks** | | | |
| **Limited** use of design tools and features used to plan the solution, which are under-utilised for the intended purpose  **[1 2 3]** | | | **Adequate** use of design tools and features used to plan the solution, which are mostly utilised for the intended purpose  **[4 5 6]** | **Effective** use of design tools and features used to plan the solution, which are fully utilised for the intended purpose  **[7 8 9 10]** | | | |
| **/10** | | |
| **MB1: 1 - 4 marks** | | | **MB2: 5 - 8 marks** | **MB3: 9 - 13 marks** | | | |  | | | |  | | |  | |
| **Limited** functional design of spreadsheet solution  **Limited** design of system output(s) produced  **Limited** design of the Human Computer Interface  **[1 2 3 4]** | | | **Adequate** functional design of spreadsheet solution  **Adequate** design of system output(s) produced  **Adequate** design of the Human Computer Interface  **[5 6 7 8]** | **Effective** functional design of spreadsheet solution  **Effective** design of system outputs produced  **Effective** design of the Human Computer Interface  **[9 10 11 12 13]** | | | |
| **/13** | | |

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| **Task 2 – Topic Area 2: Creating the spreadsheet solution** | | |  |  |  |
| **MB1: 1 - 3 marks** | **MB2: 4 - 6 marks** | **MB3: 7 - 10 marks** |
| **Limited** use of tools and techniques used to create the solution which are under-utilised for the intended purpose  **[1 2 3]** | **Adequate** use of tools and techniques used to create the solution which are mostly utilised for the intended purpose  **[4 5 6]** | **Effective** use of tools and techniques used to create the solution which are fully utilised for the intended purpose  **[7 8 9 10]** |
| **/10** |
| **MB1: 1 - 4 marks** | **MB2: 5 - 8 marks** | **MB3: 9 - 13 marks** |  |  |  |
| The solution allows **limited** interaction between user and spreadsheet to meet the needs of the scenario  The solution contains **inefficient** processes that affects the accuracy and quality of the data produced  The information presented is **limited** in relevance and accuracy  **[1 2 3 4]** | The solution allows **adequate** interaction between the user and spreadsheet to meet the needs of the scenario  The solution contains some **inefficiencies**, but these do not affect the accuracy and quality of the data produced  The information presented is **partly** relevant and clear, but is open to misinterpretation  Data integrity is preserved using a **limited range** (one or two) tools and techniques  Future predictions are **partially** generated using the solution developed  **[5 6 7 8]** | The solution allows **effective** interaction between the user and spreadsheet to fully meet the needs of the scenario  The solution contains **efficient** processes that generates accurate and high-quality data  The information presented is **fully** relevant to the scenario needs and clear in its message  Data integrity is preserved using a **range** of tools and techniques  Future predictions are **fully** generated using the solution developed  **[9 10 11 12 13]** |
| **/13** |

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| Marking Criteria | | | Teacher Comments | Mark | Page  No. |
| **Task 3 – Topic Area 3: Testing the spreadsheet solution** | | |  |  |  |
| **MB1: 1 - 2 marks** | **MB2: 3 - 4 marks** | **MB3: 5 - 7 marks** |
| **Limited** technical and/or usability testing undertaken  **[1 2]** | **Adequate** technical and usability testing undertaken with results partly documented  **[3 4]** | **Effective** technical and usability testing undertaken with results thoroughly documented  **[5 6 7]** |
| **/7** |
| **Task 3 – Topic Area 4: Evaluating the spreadsheet solution** | | |  |  |  |
| **MB1: 1 - 2 marks** | **MB2: 3 - 4 marks** | **MB3: 5 - 7 marks** |
| **Basic** evaluation which states which parts of the solution meet the client requirements  **Basic** evaluation which states which parts of the Human Computer Interface worked well/did not work well  **[1 2]** | **Adequate** evaluation which describes the effectiveness of the solution to meet the client requirements  **Adequate** evaluation which describes the effectiveness of the Human Computer Interface to meet the client requirements  **[3 4]** | **Comprehensive** evaluation which explains the effectiveness of the solution to meet the client requirements  **Comprehensive** evaluation which explains the effectiveness of the Human Computer Interface to meet the client requirements  **[5 6 7]** |
| **/7** |
| **Total** | | | | /**60** |  |

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| Please tick to confirm this work has been standardised internally |  |

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).   
A Centre Authentication form (CCS160) **must** be completed for each submission to the moderator. This **must** be held in your centre to be available on request at centre inspection.

Guidance on Completion of this Form

1 One form should be used for every candidate.

2 Please make sure that all parts of the form are completed.

3 Please enter specific page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.

4 Circle/highlight the mark awarded for each strand of the marking criteria in the appropriate box.

5 Enter the circled/highlighted mark in the 'Mark' column.

6 Add the marks for the strands together to give a total out of 60. Enter this total in the relevant box.

7 For Paper-based submissions, one of these sheets, suitably completed, should be attached to the assessed work of each candidate.

8 For Electronic Internal submissions, prior to submitting ‘candidate evidence’ to OCR (via the Repository/SfA or via a USB), the Centre should add a separate folder containing the Unit Recording Sheets.