

**Entry Level Certificate
Information and Communication Technology**

R441

Using ICT: Practical Communication Task

Internal Assessment Material

Each Task is marked out of a total of 40 marks.

INSTRUCTIONS TO TEACHERS

- Candidates must complete **one** of the OCR set assignments for the Using ICT: Practical Communication Task.
- Candidates should spend up to 10 hours on completing the assignments.
- The assignments require the use of a software application such as a word processor, desktop publisher, image processor or graphics package etc. Access to a printer may be required.
- Tutors must mark the assignments using the marking criteria provided.

Centres **MUST** select **one** task for their candidates from the list below. These tasks may be re-worded as appropriate to reflect the candidate's ability.

Task 1: Produce a document advertising a school event.

- Carry out research
- Working safely, plan, resource and design an informative document including graphic(s) and appropriate details
- Investigate suitable layouts
- Evidence your progress
- Send your final document by email to your teacher
- Evaluate your work.

Task 2: Produce a document to promote recycling in your school.

- Carry out research
- Working safely, plan, resource and design an informative leaflet including graphic(s) and appropriate content
- Investigate suitable layouts
- Evidence your progress
- Send your final document by email to your teacher
- Evaluate your work.

Task 3: Produce a document to promote 'Health & Safety' in the ICT room.

- Carry out research
- Working safely, plan, resource and design an informative presentation including graphic(s) and appropriate content
- Investigate suitable layouts
- Evidence your progress
- Send your final document by email to your teacher
- Evaluate your work.

Task 4: Produce a document on a theme of your choice.

- Carry out research
- Working safely, plan, resource and design an informative document including graphic(s) and appropriate details
- Investigate suitable layouts
- Evidence your progress
- Send your final document by email to your teacher
- Evaluate your work.

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OXFORD CAMBRIDGE AND RSA EXAMINATIONS

Entry Level Certificate

**INFORMATION AND COMMUNICATION
TECHNOLOGY**

R441: Using ICT: Practical Communication Task

Internal Assessment Mark Scheme

The maximum mark for this unit is **40**

R441 - Using ICT: Practical Communication Task

Candidates achieve objectives by:	Constant support and help	Help and direct guidance given	Help and guidance may be needed, but evidence of independent learning by candidate
Research (AO1) A candidate should be able to:	<ul style="list-style-type: none"> Find out limited information to support the task. 	<ul style="list-style-type: none"> Find out relevant information through internet research. 	<ul style="list-style-type: none"> Use source other than the internet to carry out research into the chosen task Find relevant information related to the chosen task through internet research.
	0-2 marks	3 marks	4 marks
Planning (AO1) A candidate should be able to:	<ul style="list-style-type: none"> Produce a brief plan/design State a safe working practice when using a computer. 	<ul style="list-style-type: none"> Produce a simple plan/design List some resources needed Identify with limited reasons safe working practices when using a computer. 	<ul style="list-style-type: none"> Produce a detailed plan of action List relevant resources needed Identify appropriate software for task Explain why safe working practices are important when using a computer.
	0-2 marks	3-4 marks	5 marks
Practical use of ICT software tools to present information (AO2) A candidate should be able to:	<ul style="list-style-type: none"> Use email to receive communication Use software features/formatting tools Insert text: errors may be intrusive Insert a graphic Save work. 	<ul style="list-style-type: none"> Use email to receive and send communication Use a range of appropriate software features/formatting tools Insert text; there will be few errors Insert a relevant graphic Save and retrieve work Follow some of their plan. 	<ul style="list-style-type: none"> Use email to receive and send communication including attachments Use logical methods/techniques to carry out planned work using a range of appropriate software features /formatting tools Insert text; there will be few if any errors Insert relevant graphic(s) appropriately positioned Save and retrieve work with appropriate filenames Follow their plan effectively.
	0-5 marks	6-10 marks	11-14 marks

Outcome (AO2)	<ul style="list-style-type: none"> Produce a partial outcome to the task. 	<ul style="list-style-type: none"> Produce a relevant and partially completed final document for the task Record some evidence of progression stages. 	<ul style="list-style-type: none"> Produce a well presented and relevant complete final document which meets the needs of the task Record detailed evidence of progression stages.
A candidate should be able to:	0-4 marks	5-7 marks	8-9 marks
Conclusion and evaluation (AO3)	<ul style="list-style-type: none"> Making basic comments about their work Giving an advantage or disadvantage of using ICT. 	<ul style="list-style-type: none"> Making some comments about their work Identifying an advantage or disadvantage of using ICT to complete the task Identifying different methods of electronic communication. 	<ul style="list-style-type: none"> Making detailed and relevant comments about their work Drawing simple conclusions about their work Explaining an advantage or disadvantage of using ICT to complete the task Suggesting improvements to the outcome of the task Demonstrating detailed knowledge and understanding of different methods of electronic communication.
A candidate should be able to evaluate their work by:	0-3 marks	4-6 marks	7-8 marks
			TOTAL OUT OF 40