OCR
Oxford Cambridge and RSA

ELC ICT –Short Task
OCR Entry Level Certificate
Unit Recording Sheet

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

Unit Title	ELC Information Communication Technology – Short Task		Unit Code	R441	Session	June	Year	2	0		
Centre Name						**Centre Number**					
Candidate Name						**Candidate Number**					

Evidence.

	Criteria			Teacher Comment	Mark	Page No.
Planning (AO1) A candidate should be able to:	• State what they are going to do **0-1 mark**	• State what they have to do • Produce a simple plan of action **2-3 marks**	• State with a reason what they have to do • Produce a detailed plan of action • List the resources that are to be used **4 marks**			
Carrying out (AO2) A candidate should be able to:	• Carry out some of the planned work using the specified software application • Use a limited range of software features to carry out the work **0-2 marks**	• Carry out the planned work using the specified software application • Use a range of software features to carry out the work **3-5 marks**	• Carry out the planned work using an appropriate software application and resources • Use logical methods/techniques to carry out planned work using a range of appropriate software features **6-8 marks**			
Outcome (AO2) A candidate should be able to:	• Produce a partial outcome to the task **0-1 mark**	• Produce a relevant and partially completed outcome to the task • Record some evidence of progression stages **2-3 marks**	• Produce a relevant and completed outcome to the task • Record detailed evidence of progression stages **4 marks**			
Evaluation (AO3) A candidate should be able to:	• Make a basic comment on the outcome of the task **0-1 mark**	• Make some comments on the outcome of the task • Suggest improvements **2-3 marks**	• Make relevant comments on the outcome of the task • Identify strengths and weaknesses, and suggest relevant improvements **4 marks**			
			Total/20			

R441/URS

Oxford Cambridge and RSA Examinations

| If this work is a re-sit, please tick | | Session and Year of previous submission | Jan / June | **2** | **0** | | | Please tick to indicate 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).

Guidance on Completion of this Form

1   **One** sheet should be used for each candidate.
2   Please ensure that the appropriate boxes at the top 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 the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
5   Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.