

ELC ICT – Practical Communication 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 ICT – Practical Communication Task high mark				Unit Code	R441	Session	June	Year	2	0		
Centre Name								Centre Number					
Candidate Name								Candidate Number					
Evidence.													
	Criteria						Teacher Comment		Mark	Page No.			
Research (AO1) A candidate should be able to:	<ul style="list-style-type: none"> Find out limited information to support the task. <p style="text-align: right;">0-2 marks</p>	<ul style="list-style-type: none"> Find out relevant information through internet research. <p style="text-align: right;">3 marks</p>	<ul style="list-style-type: none"> Use source other than the internet to carry out research into the chosen task Find out relevant information related to the chosen task through internet research. <p style="text-align: right;">4 marks</p>										
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. <p style="text-align: right;">0-2 marks</p>	<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. <p style="text-align: right;">3-4 marks</p>	<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. <p style="text-align: right;">5 marks</p>										
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. <p style="text-align: right;">0-5 marks</p>	<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. <p style="text-align: right;">6-10 marks</p>	<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. <p style="text-align: right;">11-14 marks</p>										

Outcome (AO2) A candidate should be able to:	<ul style="list-style-type: none"> Produce a partial outcome to the task. <p style="text-align: center;">0-4 marks</p>	<ul style="list-style-type: none"> Produce a relevant and partially completed final document for the task Record some evidence of progression stages. <p style="text-align: center;">5-7 marks</p>	<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. <p style="text-align: center;">8-9 marks</p>			
Conclusion and evaluation (AO3) A candidate should be able to evaluate their work by::	<ul style="list-style-type: none"> Making basic comments about their work Giving an advantage or disadvantage of using ICT. <p style="text-align: center;">0-3 marks</p>	<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. <p style="text-align: center;">4-6 marks</p>	<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. <p style="text-align: center;">7-8 marks</p>			
Total/40						
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.