

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

<b>Outcome (AO2)</b> A candidate should be able to:	<ul style="list-style-type: none"> <li>Produce a partial outcome to the task.</li> </ul> <p style="text-align: center;"><b>0-4 marks</b></p>	<ul style="list-style-type: none"> <li>Produce a relevant and partially completed final document for the task</li> <li>Record some evidence of progression stages.</li> </ul> <p style="text-align: center;"><b>5-7 marks</b></p>	<ul style="list-style-type: none"> <li>Produce a well presented and relevant complete final document which meets the needs of the task</li> <li>Record detailed evidence of progression stages.</li> </ul> <p style="text-align: center;"><b>8-9 marks</b></p>			
<b>Conclusion and evaluation (AO3)</b> A candidate should be able to evaluate their work by::	<ul style="list-style-type: none"> <li>Making basic comments about their work</li> <li>Giving an advantage or disadvantage of using ICT.</li> </ul> <p style="text-align: center;"><b>0-3 marks</b></p>	<ul style="list-style-type: none"> <li>Making some comments about their work</li> <li>Identifying an advantage or disadvantage of using ICT to complete the task</li> <li>Identifying different methods of electronic communication.</li> </ul> <p style="text-align: center;"><b>4-6 marks</b></p>	<ul style="list-style-type: none"> <li>Making detailed and relevant comments about their work</li> <li>Drawing simple conclusions about their work</li> <li>Explaining an advantage or disadvantage of using ICT to complete the task</li> <li>Suggesting improvements to the outcome of the task</li> <li>Demonstrating detailed knowledge and understanding of different methods of electronic communication.</li> </ul> <p style="text-align: center;"><b>7-8 marks</b></p>			
<b>Total/40</b>						
If this work is a re-sit, please tick		Session and Year of previous submission	Jan / June	<b>2</b> <b>0</b>	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](http://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.