ICT

OCR J800/J810/J820 Unit R002 Level 1/Level 2
Cambridge Nationals Award/Certificate/Diploma in ICT
Unit Recording Sheet

OCR Oxford Cambridge and RSA

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	Using ICT to create solutions in a business environment		**Unit Code**	**R002**	**Session**		**Year**
Centre Name						**Centre Number**	
Candidate Name						**Candidate Number**	

Criteria			Teacher Comments	Mark	Page No.
LO1: Be able to use techniques to search for, store and share information					
MB1: 1 - 6 marks	**MB2: 7 - 11 marks**	**MB3: 12 - 15 marks**			
Produces **a basic** system to store electronic files, in which ○ **some** folders have meaningful names ○ **some** files are saved in an appropriate file type with meaningful names ○ **some** files are stored logically within the folder structure. Demonstrates a **limited** understanding of the most common tools and features of email software. Enters **basic** search criteria into a search engine to find appropriate information which partly meets the specified requirements, and records **limited** information on the Copyright holder(s) of the information found.	Produces a **sound** system to store electronic information, in which ○ **most** folders have meaningful names ○ **most** files are saved in an appropriate file type with meaningful names ○ **most** files are stored logically within the folder structure. Demonstrates a **sound** understanding of the most common tools and features of email and some understanding of the more advanced features of email software. Enters **sound** search criteria into a search engine to find appropriate information which largely meets the specified requirements, and records the Copyright holder(s) of the information found with **some** accuracy but not **all** the required details.	Produces a well structured, logical system to store electronic information, in which ○ **all** folders have meaningful names ○ **all** files are saved in an appropriate file type with meaningful names and, where appropriate, versions of file(s) are clearly identified ○ **all** files are stored logically within the folder structure. Demonstrates a **thorough** understanding of the common and advanced tools and features of email software. Enters **effective** search criteria into a search engine to find appropriate information, which fully meets the specified requirements, and records the Copyright holder(s) of the information found accurately and **thoroughly**.			
[1 2 3 4 5 6]	**[7 8 9 10 11]**	**[12 13 14 15]**			

Criteria			Teacher Comments	Mark	Page No.
LO2: Be able to select and use software to handle data					
MB1: 1 - 6 marks	**MB2: 7 - 11 marks**	**MB3: 12 - 15 marks**			
Creates a spreadsheet or database importing data with some accuracy which meets **some** of the specified requirements. Edits and manipulates data with **some** accuracy and provides **some relevant** information to meet particular purposes. The choice of data-handling software used is of **limited** appropriateness to the audience and purpose. **[1 2 3 4 5 6]**	Creates a spreadsheet or database importing data **mostly** accurately which meets **most** of the specified requirements. Edits and manipulates data **mostly** accurately and provides **mostly** relevant information to meet particular purposes. The choice of data-handling software used is of **sound** appropriateness to the audience and purpose. **[7 8 9 10 11]**	Creates a spreadsheet or database importing data with **complete** accuracy which **fully** meets the specified requirements. Edits and manipulates data with **complete** accuracy and provides **wholly** relevant information to meet particular purposes. The choice of data-handling software used is of **wholly** appropriate to the audience and purpose. **[12 13 14 15]**			
LO3: Be able to select and use software to communicate information for a business purpose					
MB1: 1 - 3 marks	**MB2: 4 - 6 marks**	**MB3: 7 - 9 marks**			
Creates a **limited range** of file types, sometimes selecting the appropriate medium for the type of communication. Uses some tools and facilities in each type of software with **limited** effectiveness to meet **some** of the specified requirements. **[1 2 3]**	Creates a **range** of file types, **mostly** selecting the appropriate medium for the type of communication. Uses the tools and facilities in each type of software with **sound** effectiveness to meet **most** of the specified requirements. **[4 5 6]**	Creates a **range** of file types, in each case selecting the appropriate medium for the type of communication. Uses the tools and facilities in each type of software **effectively** to meet **all** of the specified requirements. **[7 8 9]**			

MB1: 1 - 2 marks	MB2: 3 - 4 marks	MB3: 5 - 6 marks	Teacher Comments	Mark	Page No.
Includes content, **some** of which meets the specified requirements and has **limited** suitability for the target audience. Errors may be intrusive and likely to impact significantly on the meaning of the content. [1 2]	Includes content, **most** of which meets the specified requirements and is **mostly** suitable for the target audience. Occasional errors will not affect the overall meaning. [3 4]	Includes content that **fully** meets the specified requirements and is **wholly** suitable for the target audience. **Few**, if any, errors in spelling, punctuation and grammar. [5 6]			
LO4: Be able to use software tools to format information					
MB1: 1 - 6 marks	**MB2: 7 - 11 marks**	**MB3: 12 - 15 marks**			
Makes **basic** use of formatting tools, there may be **limited** consistency in their use. The **basic** application of formatting tools has **limited** impact on the overall appearance of the document and ease with which information can be read. Requires support to enhance the appearance of the output. [1 2 3 4 5 6]	Makes **sound** use of formatting tools and in **most** cases applies them consistently. The **sound** application of formatting tools results in **some** enhancement of the overall appearance of the document and improves the ease with which information can be read. Works with only **occasional** support to enhance the appearance of the output. [7 8 9 10 11]	Makes **effective** use of formatting tools and applies them consistently. The application of formatting tools **thoroughly** enhances the overall appearance of the document and means the information is consistently clear and easy to read. Works **independently** to enhance the appearance of the output. [12 13 14 15]			
			Total 60/		
If this is a re-sit, please tick		Session and Year of previous submission		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 60. Enter this total in the relevant box.