OCR
Oxford Cambridge and RSA

ICT

OCR J810/J820 Unit R003 Level 1/Level 2
Cambridge Nationals Certificate/Diploma in ICT
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	**Handling data using spreadsheets**	**Unit Code**	**R003**	**Session**		**Year**	
Centre Name					**Centre Number**		
Candidate Name					**Candidate Number**		

Criteria			**Teacher Comments**	**Mark**	**Page No.**
LO1: Be able to create and populate spreadsheets to meet user requirements [1]					
MB1: 1 - 4 marks	**MB2: 5 - 8 marks**	**MB3: 9 - 11 marks**			
Creates a **basic** structure which meets **few** of the user requirements from a brief and provides **some** indication to the user of the purpose of the spreadsheet model. **[1 2 3 4]**	Creates a structure which meets **many** of the user requirements of a brief, makes the purpose of the spreadsheet model **clear** to the user and incorporates **some** features to make it user-friendly. **[5 6 7 8]**	Creates an organised structure which meets **most** of the user requirements of a brief and uses **appropriate** presentation to make the purpose of the spreadsheet model **clear** and very user-friendly, enabling the user to readily identify where the inputs and outputs are located. **[9 10 11]**			

MB1: 1 - 3 marks	MB2: 4 - 6 marks	MB3: 7 - 9 marks	Teacher Comments	Mark	Page No.
Uses some data types, **some** of which are relevant, and **limited** data validation. Selects some data that is relevant to user requirements and enters **some** of it accurately. Errors may be intrusive and likely to impact significantly on the functionality of the spreadsheet. Draws upon **limited** skills/knowledge/understanding from other units in the specification. **[1 2 3]**	Uses relevant data types and **some** relevant data validation types to minimise data entry errors including input messages to redirect the user. Selects data that is **mostly** relevant to user requirements and enters most of it accurately. **Occasional** errors will not impact on the functionality of the spreadsheet. Draws upon **some relevant** skills/knowledge/understanding from other units in the specification. **[4 5 6]**	Uses **relevant** data validation and data types **effectively** to minimise data entry errors including **appropriate** input messages to redirect the user. Selects the data which is **relevant** to user requirements and enters it **accurately**. **Few** if any errors intrude, so the functionality of the spreadsheet is not affected. **Clearly** draws upon **relevant** skills/knowledge/understanding from other units in the specification. **[7 8 9]**			

LO2: Be able to select and use spreadsheet functions to meet user requirements [2]					
MB1: 1 - 4 marks	**MB2: 5 - 7 marks**	**MB3: 8 - 10 marks**			
Selects formulae and functions to produce a solution which has **limited** capacity to meet user requirements. **[1 2 3 4]**	Selects formulae and functions to produce a solution that includes elements of efficiency and satisfies **some** of the user requirements. **[5 6 7]**	Selects formulae and functions to produce a solution that is **effective** and efficient and in the main accurately meets user requirements. **[8 9 10]**			

MB1: 1 - 5 marks	MB2: 6 - 8 marks	MB3: 9 - 10 marks	Teacher Comments	Mark	Page No.
Gives a **limited** explanation of why the formulae and functions were selected. Demonstrates a **limited** understanding of which formulae and functions will meet user requirements. **[1 2 3 4 5]**	Gives a **sound** explanation of why the formulae and functions were selected giving mostly valid reasons. Demonstrating a **sound** understanding of which formulae and functions will meet user requirements. **[6 7 8]**	Gives a **thorough** justification of why the formulae and functions were selected giving full and valid reasons. Demonstrating a **detailed** understanding of which formulae and functions will best meet user requirements. **[9 10]**			
LO3: Be able to use spreadsheet models to present information to support decision making [3]					
MB1: 1 - 5 marks	**MB2: 6 - 8 marks**	**MB3: 9 - 10 marks**			
Arranges and/or reduces data through selection of criteria to meet **some** of the user requirements. Creates a graph with data, **some** of which relevant. There may be **some** labelling. It gives **limited** information to support to decision-making. **[1 2 3 4 5]**	Clearly arranges and/or reduces data through the selection of criteria giving **some** support to decision-making. Most of the user requirements are met. Creates a graph taking into account **most** of the relevant data. Graph is labelled but needs **some** other supporting information for the data to be interpreted. It gives **some** support to decision-making. **[6 7 8]**	Efficiently arranges and/or reduces data through the selection of criteria using multiple data choices, to enable the user to assess information **effectively** to inform decisions. User requirements are met. Creates a graph taking into account the **relevant** data and the graph is suitable for the data type. The graph is labelled **appropriately** meaning that it fully supports decision-making. **[9 10]**			

MB1: 1 - 4 marks	MB2: 5 - 7 marks	MB3: 8 - 10 marks	Teacher Comments	Mark	Page No.
Uses a spreadsheet to change a simple variable to show an alternative outcome. The results give **limited** information to support to decision-making. **[1 2 3 4]**	Uses spreadsheet modelling to provide a variety of alternative outcomes for a scenario. Describes the results and gives **some** justification for the choice of tools used providing **some** support to decision-making. **[5 6 7]**	Uses complex spreadsheet modelling to provide alternative outcomes for a **range** of different scenarios utilising complex data tools. **Detailed** explanation of the results and **thorough** justification of the choice of tools used and fully supporting decision-making. **[8 9 10]**			
			Total 60/	**0**	

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.