OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS (entry codes 03991-03999, 13995, 13996, 13999)

SAMPLE ASSIGNMENTS (SET B)

Please note:

These SAMPLE assignments are for practice purposes only and must not be used for final assessment.

The following assignments are included in this booklet:

Level 1 CLAiT unit number and title		CLAiT unit reference	ITQ Level 1 unit number
Unit 1:	File Management and e-Document Production	1/SAMPLE/B	Unit 77
Unit 2:	Creating Spreadsheets and Graphs	2/SAMPLE/B	Unit 69
Unit 3:	Database Manipulation	3/SAMPLE/B	Unit 18
Unit 4:	e-Publication Creation	4/SAMPLE/B	Unit 30
Unit 5:	Create an e-Presentation	5/SAMPLE/B	Unit 58
Unit 6:	e-Image Creation	6/SAMPLE/B	Unit 36
Unit 7:	Web Page Creation	7/SAMPLE/B	Unit 80
Unit 8:	Online Communication	8/SAMPLE/B	Unit 33 Unit 39

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The Assignments

Candidates may use their own notes, manufacturers' or centre-prepared manuals. No other help may be given to candidates while they are working the assignments.

SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 1: File Management and e-Document Production

1/SAMPLE/B

Important Notes for Tutors (Page 1 of 2)

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The folder called **U1samB**, supplied by OCR in a datafile on the OCR ITQ webpage, must be provided to the candidates on a **secure** area of the file system (eg network, local or floppy).

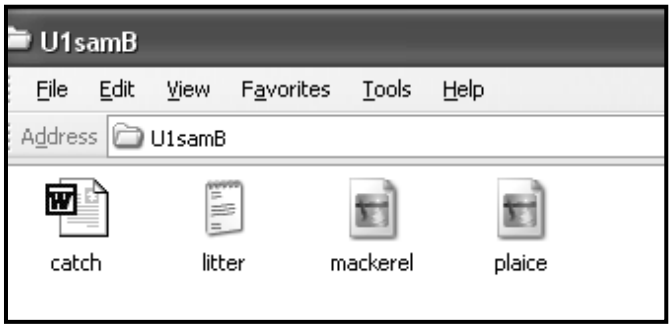
The folder called **U1samB** contains:

- a file called **catch** in .doc format. (This file is saved in Microsoft Word 2000 format)
- 2 image files called **mackerel** and **plaice** supplied in .jpg format
- a text file called **litter** supplied in .txt format

Tutors may resave the Word file **catch** in their centre's version of word processing software in advance of the assessment. No other files or file types must be amended.

If centres do not use Word, they may use the text file called **catch** provided in .txt format. This file can be found in the folder called **samspare.** Tutors may resave the text file in the version of word processing software to be used by the candidates in advance of the assessment. The file must be saved into the folder called **U1samB** and the provided Word file **catch** must be deleted.

Folder structure:



Note: The word processed file, created by candidates, may be saved anywhere within their working area.

Important Notes for Tutors (Page 2 of 2)

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Passwords: Candidates must demonstrate that they can use a password. This may be when they log on to a computer system. However, if the system does not require a password to log on, tutors should password-protect a file or a drive in order to assess each candidate's ability to use a password. If a file or drive is password-protected, candidates must be given the password and told the task number and step number at which the password will be required, at the start of the assessment.

Tutors must ensure that their systems will allow English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day followed by month followed by year).

Tutors must ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

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SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 1: File Management and e-Document Production

1/SAMPLE/B

Scenario

You are working as the Assistant Manager of Poolside Guest House. You have been asked to produce an information sheet to send out with brochures.

Assessment Objectives	**TASK 1**		
1a	1		During this assessment you will need a login and/or password to gain access to data. Your tutor will tell you the password and/or login and when it will be needed.
2a 2b	2		You need to organise your files and folders.
		a)	Rename the folder **U1samB** to be **fish(your initials)** For example: **fishsc**
		b)	In this folder create a new sub-folder called **info**
2d	3		Move the file called **plaice** into the sub-folder **info**.
2e	4		Copy the file called **mackerel** to the sub-folder **info**.
2c	5		Delete the file **litter**.
1b 1d 1e 3d	6	a)	Take a screen print of the folder called **fish(your initials)** and its contents.
		b)	Take a screen print of the sub-folder called **info** and its contents.
		c)	On the page(s) displaying the screen print(s), enter **your name**.
		d)	Save the screen print(s). You may save the screen print(s) anywhere within your working area.
		e)	Print the file(s) containing the screen print(s). Make sure all the contents of the folder and the sub-folder are clearly visible on the printout(s).
	7		Close any open files.

Assessment Objectives

TASK 2

1b — 1 Create a new word processing document.

3a — 2 Set the page orientation to **landscape**.

3b — 3 Set the **top, left** and **right** page margins to **3 cm**

4b — 4 Set the font size to **14**

3c, 3d, 4h — 5 a) Enter the following text in **double linespacing**.

b) Set the text alignment to be **fully justified**.

Activity Weeks at Poolside House

Angling is an absorbing pastime which combines many skills. There are two main branches of the sport, sea and freshwater. Some equipment and skills are common to both.

Reels, lines and hooks need to match the rod and the bait. We can give you the chance to try out a variety of equipment. You can be sure of getting "expert" advice.

You should always assume when fishing in freshwater that someone owns it or controls it, and that you will have to pay. You will get membership of the local Duddon Angling Club and receive a rod licence during your visit. Sea fishing is free.

1d — 6 Save the document using the filename **activity**

3i — 7 Indent the first line of each paragraph by **1 cm**. Do not indent the title.

3j — 8 a) Check the document for any errors and carry out a spell check.

b) Using the software facilities, carry out a word count of the document.

c) Enter the number of words below the text. You may use any alignment and style for this.

3g — 9 In the footer enter:

your name
your centre number
an **automatic filename**.

TASK 2 CONTINUED …

Assessment Objectives	
	…TASK 2 CONTINUED
1d	10 Save the document keeping the filename **activity**.
1e	11 Print one copy of the file **activity**.
	12 Close the file.

Assessment Objectives

TASK 3

You will need to make some amendments in a file that has been provided for you.

1c
1d

1 a) Open the file called **catch** that is in your folder called **fish(your initials)**

b) Save the file using the new filename **release**

c) Do not delete the file **catch**.

4i

2 Replace the word **fishing** with the word **angling** wherever it occurs (three times in all).

4e

3 Go to the paragraph that starts **Many fish are…**

The last sentence of this paragraph is incomplete.

Insert the following text to finish the sentence after **…in the water**

but you must make sure that it is safe to do this.

3d
3e
3f
4c

4 a) Below the final paragraph, leave at least one clear linespace.

b) Create a table with **3 columns** and **4 rows**

c) Enter the data below in the table.

Species	**Caught from boat**	**Caught from shore**
Bass	**41 cm**	**41 cm**
Haddock	**35 cm**	**30 cm**
Halibut	**10 kg**	**3 kg**

d) You may use any alignment for the text in the table.

e) Format the column headings to be **bold**.

f) Make sure all the text in the table is fully displayed.

g) Make sure all borders and gridlines for the table will be displayed on the printout.

4g

5 Go to the paragraph that starts **Measure the fish …**

Delete the text:

the tip of

1d

6 Save your file keeping the filename **release**.

Assessment Objectives		
	TASK 4	
1c	1	Continue working in your file called **release**.
4d	2	In the paragraph that starts **You may catch …** Insert a paragraph break and a clear linespace after **…the address shown.**
4f	3	In the paragraph that starts **There are times …** Move only the text **Have the camera or scales ready before starting to fish because a fish can injure itself trying to escape.** to be the third sentence of this paragraph.
4a	4	Format the heading to be an **Arial** font.
	5	Check the text for accuracy and make sure you have carried out all the amendments.
3h	6	Apply numbering **(starting at 1)** to the following two lines of text: **fish below a certain length** **fish below a certain weight.**
3g	7	In the header enter: **your name** **your centre number** an **automatic date** an **automatic filename**.
1d	8	Save the file keeping the filename **release**.
1e	9	Print one copy of the file **release**. Make sure you check your printouts for accuracy.
	10	Close all files and folders. You should have three printouts in the following order: **your screen print(s)** **activity** **release**.

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SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 2: Creating Spreadsheets and Graphs

2/SAMPLE/B

Important Notes for Tutors

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Candidates must be provided with the datafile **results**, supplied by OCR in a datafile on the OCR ITQ webpage, in .xls and .csv format.

The files should be placed in a **secure** area of the file system (eg network, local or floppy).

Tutors or candidates must not key in the data, as each error introduced in the datafile will be penalised.

Tutors must check that all the data in the datafile is correct as shown below:

RESULTS						
BOAT	SAILNUM	RATING	RACE1	RACE2	TOTAL	CORRECTED
ALACRITY	5791	970	1096	5339	6435	6634
SOLVEIG	1357	1000	1574	4566	6140	6140
XANADU	4581	1123	1424	4051	5476	4876
DAPHNE	6538	1053	1148	3908	5057	4802
EXCESS	7154	937	1616	4346	5963	6364
ISABELLA	1548	1102	1434	5214	6648	6033
HOTSPUR	1706	1070	1144	4148	5292	4946

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Scenario

You are working as Administrator to a group of yachtsmen who have taken part in a sailing weekend. You are to prepare a graph to show the race results and a spreadsheet for their expenses.

Assessment Objectives	
	TASK 1 The organisers have sent you a file which contains the actual times for the two races, a total time and a corrected total. Times are in seconds. The winner will be the boat with the lowest corrected time. Using software suitable for creating graphs, open the datafile **results**.
3a 3b 4d 4e 4f 4g 4h	1 a) Create a comparative bar/column graph using the **TOTAL** and **CORRECTED** data for all the **BOATS**. b) Display the boat names along the x-axis. c) Title the graph **RACE RESULTS** d) Title the x-axis **BOAT** e) Title the y-axis **TIME (SECONDS)** f) Use a legend to identify each bar. Make sure the bars are distinctive and can be clearly identified when printed. g) Display the values (numbers) for each bar. h) Make sure that the graph is created on a sheet separate from the source data. i) Set the y-axis range from **4000** to **7000**

TASK 1 CONTINUED …

Assessment Objectives		
	… TASK 1 CONTINUED	
5c	2	In the footer enter: **your name** an **automatic date** an **automatic filename**.
5a	3	Save the file using the filename **rgraph**
5f	4	Print one copy of the graph.
5a	5	Close the file.

Assessment Objectives

TASK 2

All expenses information has been provided. Prepare to calculate the costs.

5b 1 a) Create a new spreadsheet.

b) Set the page orientation to **landscape**.

1a 2 Enter the following data, leaving the **TOTAL** column and the **AVERAGE** row blank as shown:

CREW COSTS						
BOAT	**CREW**	**NIGHTS**	**FUEL (LITRES)**	**MOORING**	**SUPPLIES**	**TOTAL**
ALACRITY	**8**	**2**	**54.1**	**24**	**215.17**	
SOLVEIG	**5**	**2**	**51.3**	**20**	**162.35**	
XANADU	**4**	**2**	**45.7**	**15**	**120.23**	
DAPHNE	**4**	**2**	**53**	**20**	**140.17**	
EXCESS	**8**	**2**	**60.5**	**34.8**	**263.08**	
ISABELLA	**4**	**2**	**48.2**	**15**	**139**	
HOTSPUR	**5**	**2**	**45.2**	**15**	**177.89**	
AVERAGE						

5c 3 In the footer enter:

your name
your centre number
an **automatic filename**.

Fuel costs 96 pence per litre and the mooring fees shown are for two nights.

2a 2b 4 a) In the **TOTAL** column, insert a formula to calculate the costs for **ALACRITY**. Multiply **FUEL (LITRES)** by **0.96** then add the result to **MOORING** and to **SUPPLIES**

b) Replicate (copy) this formula to show the **TOTAL** for all the other boats.

TASK 2 CONTINUED …

Assessment Objectives

…TASK 2 CONTINUED

All crew will pay an equal share of their own boat's expenses.

1a
1b
2a
2b

5 a) Insert a new column with the label **SHARE** between **SUPPLIES** and **TOTAL**

b) In the **SHARE** column, in the **ALACRITY** row enter a formula as follows: **TOTAL** divided by **CREW**

c) Replicate (copy) this formula to calculate the crew **SHARE** for all the other boats.

5a

6 Save the spreadsheet using the filename **costs**

The organisers now need a more general figure to help in the planning of future events.

2a

7 In the **SHARE** column, on the **AVERAGE** row, use the **AVERAGE** function to calculate the average cost per person.

5a
5d

8 a) Make sure all data is displayed in full.

b) Save the spreadsheet keeping the filename **costs**.

c) Print one copy of the spreadsheet on **one page** in **landscape** orientation, showing the **figures** not the formulae.

Assessment Objectives	
	TASK 3
	Continue working on your spreadsheet **costs** that you saved in Task 2.
4a	1 Apply the following alignments: a) Centre the column label **BOAT** b) **All** other column labels after **BOAT** should be displayed as right-aligned. c) **All** other text in the first column should be displayed as left-aligned. d) Display **all** numeric data as right-aligned.
4b	2 Format the numeric data as follows: a) Display the figures in the **CREW, NIGHTS** and **FUEL** columns in **integer** format (to zero decimal places). b) Display all the figures in the **SHARE** column with a **currency symbol** and in **integer** format (to zero decimal places). c) Display the figures in the **MOORING, SUPPLIES** and **TOTAL** columns with a **currency symbol** and to **2 decimal places**.
4c	3 a) Add a single outside border around the cell containing the **AVERAGE** share figure. b) Shade this cell. Make sure that the data will be clearly visible when printed. c) Make sure all data is displayed in full.
5a	4 Save the spreadsheet using the new filename **expenses**

Assessment Objectives

TASK 4

An experienced skipper has asked you to make some changes to the spreadsheet file called **expenses**.

1d

1 Change the spreadsheet heading **CREW COSTS** to **CREW EXPENSES**

Some receipts were smudged with oil causing you to enter wrong values.

1d
2c

2 a) Change **FUEL (LITRES)** for **ISABELLA** to **43**

b) Change **SUPPLIES** for **SOLVEIG** to **156.35** (the currency symbol must remain displayed).

c) Make sure that the **TOTAL** and **SHARE** figures have been updated as a result of these changes.

The **NIGHTS** column is not needed because this data is contained within the **MOORING** figures.

1c

3 a) Delete the **NIGHTS** column.

b) Make sure blank cells do not remain where the data has been deleted.

5a
5d

4 a) Make sure **gridlines** will be displayed on the printout and that all data is fully displayed.

b) Save the spreadsheet keeping the filename **expenses**.

c) Print one copy of the spreadsheet on **one page** in **landscape** orientation showing the **figures**, not the formulae.

TASK 4 CONTINUED …

Assessment Objectives	**… TASK 4 CONTINUED**
5a 5b 5e	5 a) Display the formulae. Make sure the formulae are displayed in full. b) Make sure the page orientation is **landscape** and the spreadsheet fits on one page. c) Make sure that gridlines and **row** and **column headings** (1, 2, 3 … and A, B, C…) will be displayed when printed. d) Save the spreadsheet formulae, using the filename **expform** e) Print the spreadsheet **expform**. Make sure all formulae are displayed in full and are readable on your printout.
5a	6 Close the file and exit the software.
	7 Check your printouts for accuracy. You should have four printouts in the following order: **graph** **costs** **expenses** **expform**.

SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 3: Database Manipulation

3/SAMPLE/B

Important Note for Tutors (Page 1 of 2)

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Candidates will need the datafile **MEALS**, supplied by OCR in a datafile on the OCR ITQ webpage, in .mdb format.

The files should be placed in a **secure** area of the file system (eg network, local or floppy).

If centres do not use Access or are using Access 97, the datafile **MEALS** is also provided in .xls and .csv format. These files can be found in the folder **samspare**. Either one of these files may be imported and resaved by the tutor in the file format of the software the candidates are to use, in advance of the assessment. The table name **MEALS** must be retained. Candidates must be provided with only one database file.

Tutors or candidates must not key in the data, as each error introduced in the datafile will be penalised. Candidates will be penalised if search/sort results are incorrect as a result of errors introduced into the datafile.

Tutors must check that all the data in the datafile has been imported and formatted correctly as shown below:

NO	TITLE	SURNAME	DISTRICT	DAY	DATE	DIET GUIDE	COST
48	Mr	Jones	Sheldon	Wed	16/06/2005	Normal	89.33
85	Mrs	Cox	Olton	Tue	03/08/2005	Low Fat	115.56
42	Ms	Morgan	Solihull	Mon	11/01/2005	Normal	39.81
44	Mrs	Philpot	Hall Green	Mon	24/02/2005	Vegetarian	73.59
57	Mr	Lawrence	Sheldon	Wed	12/05/2005	Diabetic	25.67
55	Mrs	Hockley	South Yardley	Wed	21/07/2005	Normal	58.34
53	Mr	Eagles	Solihull	Tue	28/04/2005	Normal	44.27
79	Mr	Ikamba	Kings Heath	Mon	06/07/2005	Vegetarian	103.75
43	Ms	Godlewski	Acocks Green	Tue	28/01/2005	Low Fat	17.69
16	Mrs	Churchwood	Shirley	Mon	15/09/2004	Normal	48.35
67	Mr	Brockwell	Olton	Tue	22/06/2005	Normal	123.42
22	Mr	Dewaal	Hall Green	Mon	13/10/2004	Vegetarian	72.89
49	Ms	Ashcroft	Solihull	Tue	24/03/2005	Low Fat	31.32
46	Mrs	Voysey	South Yardley	Wed	03/02/2005	Normal	52.11
62	Mrs	Vincent	Sheldon	Wed	13/06/2005	Diabetic	27.86

Tutors must ensure that all columns are wide enough to display all data in full as candidates will be penalised for each truncated data item.

If the .mdb file is provided to candidates, tutors must ensure that the 'read only' properties are removed.

Important Note for Tutors (Page 2 of 2)

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SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 3: Database Manipulation

3/SAMPLE/B

Scenario

You are working as an Administrative Assistant for Progress Meals, who deliver frozen meals, mostly to the elderly and housebound. Your job includes maintaining a database of customers.

Assessment Objectives

TASK 1

1a — 1 Open the database provided.

1a, 1f — 2 a) Rename the database table **MEALS** to add your name to the table name.

For example: **MEALS KARL UDAL**

b) Open the database table **MEALS (YOUR NAME)**

The database table consists of the following fields:

FIELD HEADING	DESCRIPTION OF DATA
NO	Customer number
TITLE	Customer title
SURNAME	Customer surname
DISTRICT	Delivery district
DAY	Delivery day
DATE	Date first registered with the company
DIET GUIDE	Type of meals ordered
COST	Average cost of orders

1g, 3c — 3 Print all the records in table format, making sure all data and field headings are fully visible.

TASK 1 CONTINUED …

Assessment Objectives

…TASK 1 CONTINUED

Four additional customers have recently registered.

1b
3c

4 a) Create records for the following four customers:

NO	TITLE	SURNAME	DISTRICT	DAY	DATE	DIET GUIDE	COST
103	Mr	Timpson	Hall Green	Mon	07/09/2005	Normal	105.48
104	Mrs	Stanley	Olton	Tue	12/09/2005	Vegetarian	23.76
105	Mrs	Lee	Shirley	Mon	17/09/2005	Diabetic	46.32
106	Ms	Karim	Sheldon	Wed	24/09/2005	Normal	39.75

b) Check the new records to make sure you have entered all the data accurately.

c) Make sure all data is fully displayed.

1d

5 Make the following amendments to the database table:

a) Change the delivery DAY for Ms Morgan to **Tue** and the COST to **39.18**

b) Change the COST for Mrs Churchwood to **84.35**

1e

6 Using codes for the **DIET GUIDE** field would be more efficient.

Replace the existing entries with the one letter codes below:

Diabetic	**D**
Low Fat	**L**
Normal	**N**
Vegetarian	**V**

1c

7 **Mr Eagles** no longer requires meals delivered. Delete this record from your database table.

1f

8 Save the updated database table keeping the name **MEALS (YOUR NAME)**.

1g
3b
3c

9 a) Set the page orientation to **landscape**.

b) Print all data in table format, making sure that all data and field headings are displayed in full.

c) Make sure fields are wide enough to display all data in full on the printout.

Sample assignment for practice only – not to be used for final assessment

Assessment Objectives

TASK 2

The Delivery Supervisor has asked for some information.

1f
1g
2b
2c
2d
3c

1 Set up the following database query:

a) Select all customers with a **Tue** delivery DAY and COST of **31.32 or more**

b) Sort the data in ascending order of **COST**

c) Display only the **TITLE, SURNAME, DISTRICT, DIET GUIDE** and **COST** fields.

d) Save the query as **TUE (YOUR NAME)**
For example: **TUE KARL UDAL**

e) Print the results of the query in table format.

f) Make sure all data is displayed in full.

TASK 3

1f
1g
3a
3b
3c
3d

1 Using the query saved in Task 2:

a) Create a tabular report in **landscape** orientation.

b) Title the report **TUE REPORT (YOUR NAME)**
For example: **TUE REPORT KARL UDAL**

c) Display only the **TITLE, SURNAME, DISTRICT, DIET GUIDE** and **COST** fields.

d) Make sure the **date** and **page number** will be displayed on the printout.

e) Save the report as **TUE REPORT (YOUR NAME)**
For example: **TUE REPORT KARL UDAL**

f) Print the report in **landscape** orientation, making sure all data is displayed in full.

2 Make sure you check your printout for accuracy.

Assessment Objectives

TASK 4

A special offer leaflet is to be sent to customers registered before a specific date.

1f
1g
2a
2c
2d
3c

1 Set up the following database query:

a) Select all the customers with a registered DATE **before 06/07/2005**

b) Sort the data in descending order of **DATE**

c) Display only the **TITLE, SURNAME** and **DATE** fields.

d) Save the query as **JUL05 (YOUR NAME)**
For example: **JUL05 KARL UDAL**

e) Print the results of the query in table format.

f) Make sure all data is displayed in full.

Your Manager has asked for details of some of the customers' requirements.

1f
1g
2a
2c
2d
3c

2 Set up the following database query:

a) Select all customers with DIET GUIDE of **N**

b) Sort the data in ascending order of **SURNAME**

c) Display only the **NO, TITLE, SURNAME** and **DAY** fields.

d) Save the query as **NORMAL (YOUR NAME)**
For example: **NORMAL KARL UDAL**

e) Print the results of the query in table format.

f) Make sure all data is displayed in full.

3 Exit the software with all updated data saved.

You should have six printouts in the following order:

MEALS (YOUR NAME)	the original database table
MEALS (YOUR NAME)	the updated database table
TUE (YOUR NAME)	
TUE REPORT (YOUR NAME)	
JUL05 (YOUR NAME)	
NORMAL (YOUR NAME).	

SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 4: e-Publication Creation

4/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by candidates

Candidates will need the following files supplied by OCR in a datafile on the OCR ITQ webpage:

- a text file **cruise** in .txt format
- an image file **ship** in .jpg format.

The files should be placed in a **secure** area of the file system (eg network, local or floppy).

No other text files/images may be substituted. Tutors must not change the file types.

Candidates are **not** required to produce printouts in colour.

Tutors must ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of 2½ hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the “Assessment Procedures” section of the Tutor’s Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor’s Handbook in order to assess the candidate(s) work.

Scenario

You are working as an Editorial Assistant for a travel magazine. You have been asked to produce an article about cruising holidays.

Assessment Objectives	
	Before you begin this task make sure you have the text file **cruise** and the image file **ship**.
	TASK 1
	1 Create a new single-page publication.
1a 1b 1c 3b	2 a) Set up the master page or template for the page as follows: page size **A4** page orientation **landscape/wide** left margin **3 cm** right margin **3 cm** top margin **2 cm** bottom margin **2 cm** b) In the bottom margin area, key in **your name**
1c 1d	3 Set up the page layout in a newsletter format, to include a page wide heading above **three** columns of text. column widths **equal** space between columns **1 cm**
1e 2d 3b 3c	4 a) Enter the heading **Cruising Holidays** at the top of the page. b) Format the heading in a **sans serif** font (eg Arial). c) Make sure the heading text extends across all three columns and fills the space across the top of the page. You may increase the character spacing (kerning) and/or font size to achieve this. d) Make sure there is no more than 1 cm of white space to the left or right between the heading and the margins.
4a	5 Save the publication using the filename **travel**

Assessment Objectives			
	TASK 2		
	Continue working on the publication **travel**.		
2a 2d	1	a)	Import the text file **cruise**.
		b)	The text should begin at the top of the left-hand column below the heading. It should fill the first column, then flow under the heading into the second column and any remaining text should flow into the third column.
		c)	Make sure all the text has been imported and is visible on the page.
3d	2	a)	Spell check the text and correct the three spelling errors.
		b)	Do not make any other amendments to the text.
1e 3a	3	Format the imported text to be:	
		a)	**left-aligned**
		b)	in a **serif** font (eg Times New Roman).
2b 2c	4	a)	Import the image **ship**.
		b)	Place it below the text in the first column.
		c)	Make sure the image does not overlap any text or extend into the margins or space between columns.
		d)	Make sure the image is in proportion.
2d	5	a)	Make sure your publication fits onto one page.
		b)	Check your publication to make sure you have carried out all instructions correctly.
4a	6	Save your publication keeping the filename **travel**.	
4b	7	Print a copy of the publication on one page.	
	8	Check your printout for accuracy.	

Assessment Objectives

TASK 3

You have been asked to make some changes to your article called **travel**.

3e

1 a) Move the image **ship** into the second column above the text in this column and below the heading.

b) Flip the image horizontally.

c) Make sure you keep the original proportions of the image.

d) Make sure that the image does not overlap any text or extend into the space between columns

2e

2 a) Display a **dashed line** border around the image **ship.**

b) Make sure the border does not touch or overlap any text.

c) Below the subheading **Destinations**, create a shape similar to that shown below:

d) Fill this shape with a dark colour.

e) Make sure the shape does not touch or overlap any text.

3b

3 Amend the subheading **Changes to travel** to be:

New ways to travel

4a

4 Save your publication using the new filename **vacation**

Assessment Objectives	
	TASK 4
	Continue working on the publication **vacation**.
3a	1 Change the body text to be **fully justified**.
1e 1f 3a	2 Format the subheadings: **New ways to travel, Destinations** and **What is included?** to be: a) larger than the body text, but smaller than the heading and the same size as each other. b) in a **sans serif** font that is different from the heading (eg Comic Sans). c) **centre-aligned**.
3a	3 Format the body text to have a paragraph space after each paragraph.
3c 3e	4 a) You need to balance the columns. You may amend the text size, leading, kerning and/or image sizes to achieve this. b) Make sure there is no more than **20 mm** of white space at the bottom of any column or above/below the image and shape. c) Make sure that the heading, subheadings and body text are still three different sizes (large, medium, small). d) Make sure your publication fits on one page.
	5 Check your publication to make sure you have carried out all instructions correctly.
4a	6 Save your publication keeping the filename **vacation**.
4b	7 Print a copy of the publication on one page.
	8 Check your printout for accuracy.
	9 Close the publication and exit the software securely.
	You should have two printouts in the following order: **travel** **vacation**.

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SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 5: Create an e-Presentation

5/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by candidates

Candidates will need the image files **sunflower** and **cologo**, supplied by OCR in a datafile on the OCR ITQ webpage, in .gif format.

These files should be placed in a **secure** area of the file system (eg network, local or floppy).

No other images may be substituted.

Candidates are **not** required to produce printouts in colour.

Tutors must ensure that their systems will allow English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day followed by month followed by year).

Tutors must ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of 2½ hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the “Assessment Procedures” section of the Tutor’s Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor’s Handbook in order to assess the candidate(s) work.

Scenario

You are employed as an Assistant to the Promotions Manager for a company arranging creative holidays in Europe. As part of your job you have to produce presentations for prospective customers.

Assessment Objectives

TASK 1

You are going to create a short presentation.

1a
1b
1c
2c
2e
2f
2g
2h
4d
4e

1 Set up a master slide as follows. For consistency, this master slide layout must be used for all slides in the presentation.

a) Set the slide orientation to **portrait**.

b) Use a placeholder (text frame) for the title towards the top of the slide.

c) Use a placeholder (frame) for the main slide content.

d) Set up text styles as follows:

style	**emphasis**	**size**	**feature**	**alignment**
title	italic and underline	large	none	left
bullet 1st level	bold	medium	any bullet character	left
bullet 2nd level	none	small	any bullet character	left and indented from 1st level bullet

e) At the bottom of the slide display:

your name and centre number
an **automatic date**
a **slide number**.

f) Format the background of the master slide to be **white**.

TASK 1 CONTINUED …

Assessment Objectives			
	…TASK 1 CONTINUED		
	The Promotions Manager wants the company logo displayed on all slides.		
3a	2	a)	Place the image **cologo** at the top right corner of the master slide.
		b)	This image may be resized. Make sure that it will not touch or overlap any text.
		c)	Make sure the image is kept in its original proportions.
4a	3	a)	Save the presentation using the filename **art1**
		b)	The same slide layout must be used for all slides.

Assessment Objectives

TASK 2

Continue working on your saved presentation called **art1**.

2a
2c
2f

1 a) Create slide 1 and enter the title which may be displayed on two lines.

Painting in France

b) Enter the following text in the main placeholder (frame) with the styles shown:

Welcomes	1st level bullet
All ages and abilities	2nd level bullet

3a
3b

2 a) Insert the image **sunflower** below the text on this slide.

b) Display any style of **dashed** line border around this image.

c) You may resize this image but make sure it does not touch or overlap any text.

2a
2c
2f

3 a) Create slide 2 and enter the title:

Locations

b) Enter the following text in the main placeholder (frame) with the styles shown:

Bergerac	1st level bullet
Village house	2nd level bullet
Dijon	1st level bullet
Country farmhouse	2nd level bullet
Toulouse	1st level bullet
Restored chateau	2nd level bullet

TASK 2 CONTINUED …

Assessment Objectives

...TASK 2 CONTINUED

2a
2c
2f

4 a) Create slide 3 and enter the title:

Courses

b) Enter the following text in the main placeholder (frame) with the styles shown:

Painting	1st level bullet
Watercolour	2nd level bullet
Acrylic	2nd level bullet
Drawing	2nd level bullet
Sculpture	1st level bullet
Collage	1st level bullet
Printmaking	1st level bullet

2d

5 Use the spell check facility to check the accuracy of text on all slides.

4a

6 Save the presentation keeping the filename **art1**.

4g

7 Print the presentation as a **handout** with 3 slides to a page.

Assessment Objectives

TASK 3

Continue working on your presentation **art1**.

The Promotions Manager has asked you to make some amendments to the presentation.

2a
2c

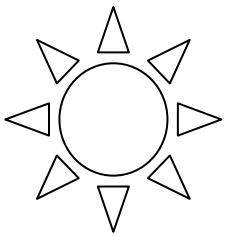
1 Create slide 4 and enter the title which may be displayed on two lines.

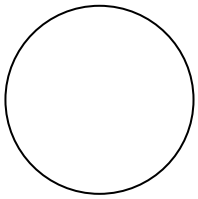
Painting and Sunshine!

3b
3c

2 a) Create a **sun** shape on this slide. Position this between the title and the footer area.

Examples are given below:





b) Fill this **sun** shape with a **pale** colour.

c) Make sure the shape does not touch or overlap any text.

2j

3 a) Replace the word **Painting** with the word **Art** wherever it appears in the presentation (three times).

b) Make sure you match the use of case.

2k

4 On slide 3 promote the line **Drawing** to become a 1st level bullet.

4b

5 Save the presentation using the new filename **art2**

4f

6 Print slides **3** and **4** as individual slides, one per page.

Assessment Objectives		
	TASK 4	
	Continue working on your presentation **art2**.	
2i	1	On slide 3 titled **Courses** delete the line **Collage** Make sure that the bullet character is also deleted.
2b	2	Change the order of the slides so that slide **2** titled **Locations** becomes slide **3**.
2c 2f	3	Add the following line to slide 2 titled **Courses** after **Acrylic** **Oil** 2nd level bullet
4b	4	Save the amended presentation using the new filename **art3**
	An outline view printout is required.	
4e	5	Enter your **name** as a header or footer for this printout.
4h	6	Print the presentation in **outline view** to display the text on **all four** slides.
	7	Make sure you check all printouts for accuracy.
4c	8	Close the presentation and exit the software securely. You should have the following printouts in the order below: **a handout showing slides 1, 2 and 3** **2 individual slides, 3 and 4** **an outline view showing slides 1, 2, 3 and 4**.

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SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 6: e-Image Creation

6/SAMPLE/B

Important Notes for Tutors (Page 1 of 2)

Confidential. Not for viewing by candidates

Candidates will need the following image files supplied by OCR in a datafile on the OCR ITQ webpage:

- **drill** supplied in .gif format
- **brace** supplied in .gif format
- **tom** supplied in .gif format
- **saws** supplied in .jpg format.

The files should be placed in a **secure** area of the file system (eg network, local or floppy).

Tutors must not substitute or amend the above images. Tutors must not change the file types.

Candidates **must** print in colour where specified. If a **colour** printer is not available in a particular session, candidates must save their work in a **secure** area and print in colour after the assessment. It is not acceptable for tutors or others to print for the candidate(s).

Candidates will also need access to a black and white picture of a tool(s) **taken using a digital camera.** This picture should be about anything to do with tools eg woodworking, plumbing, building, gardening. Make sure your picture is not offensive, rude, inappropriate or unsuitable in any way.

The image taken using a digital camera must not be an image already supplied by OCR.

Candidates are not required to have taken the picture themselves. Tutors may provide candidates with suitable digital pictures in any electronic format. Digital pictures must **not** be downloaded from the Internet as this does not fulfil the objective. Tutors may convert pictures to greyscale in advance of the assessment if necessary.

Tutors must ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of 2½ hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Important Notes for Tutors (Page 2 of 2)

Confidential. Not for viewing by candidates

Tutors must refer to the “Assessment Procedures” section of the Tutor’s Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor’s Handbook in order to assess the candidate(s) work.

Scenario

You are working for a local community newspaper. You have to prepare an advertisement from a draft prepared by a local shopkeeper.

Rough sketches of the original design and the amended design are given on page 5. You must refer to the sketches as you produce your artwork.

Candidate Instructions for the Completion of all Tasks:

All images:

- **must not be distorted**
- **may be resized to suit the artwork**
- **must not touch or overlap any other items or the edge of the artwork (other than the background)**
- **must have a transparent background (must allow the background colour of the artwork to be seen)**.

All text:

- **must have a transparent background (must allow the background colour of the artwork to be seen).**
- **must not touch or overlap any other items or the edge of the artwork (other than the background)**.

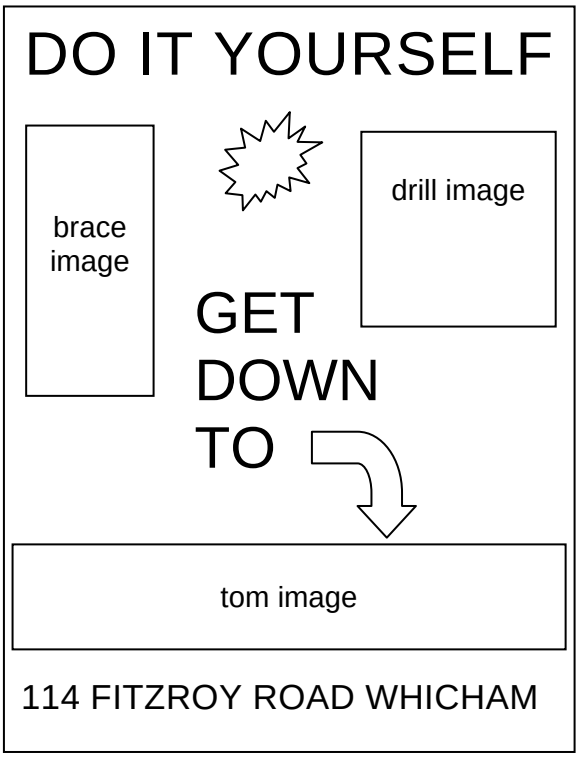
Assessment Objectives	
	TASK 1 Before you begin this task make sure you have the following images: • **a black and white picture of tools taken using a digital camera** • **saws.jpg** 1 Open a suitable software package to enable you to open a picture taken using a digital camera.
1a	2 a) Open the picture of tools. b) Make sure your picture is not offensive, rude, inappropriate or unsuitable in any way.

TASK 1 CONTINUED

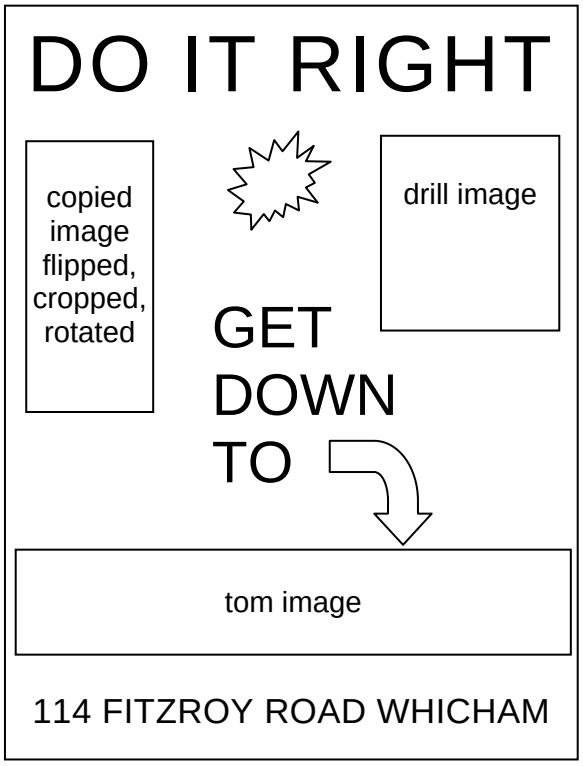
Assessment Objectives	
	…TASK 1 CONTINUED
2a	3 a) Enter **your name** on the picture. b) You may position this text anywhere on the picture. Make sure this text will be clearly readable on the printout.
4c	4 Save the picture using a suitable filename.
4d	5 Print the picture in black and white.
4c	6 Close the picture.
	7 Open the image **saws.jpg** You will need to change the resolution of this image and take a screen print as evidence. You must keep the image approximately the same size (15 cm wide by 11.25 cm high).
4b	8 a) Change the resolution of this image to be **28 pixels/inch** or **11 pixels/cm**. b) Take a screen print of the dialogue box (window) showing the changed resolution. c) Print the screen print.
4c	9 Save the changed image using the filename **cutting**
4d	10 a) Print the image **cutting**. b) On both printouts write **your name**, **your centre number** and **the date**.
4c	11 Close all open files.

Assessment Objectives			
	TASK 2		
	Before you begin this task make sure you have the file **tom.gif**.		
	Refer to **Layout Sketch 1** on page 5 and the **Candidate Instructions for the Completion of all Tasks**.		
1b 3a 4a	1	a)	Create a new piece of artwork which is **7 cm** wide by **9 cm** tall.
		b)	Fill the background with **blue**.
2a 3a	2	a)	Across the top of the artwork, enter the text: **DO IT YOURSELF**
		b)	Size the text to the full width of the artwork.
		c)	Colour the text **yellow**.
1g 3a	3	a)	Create a small starburst shape in the middle of the artwork just below the text.
		b)	Fill this shape with **red**.
2a 3a	4	a)	Across the bottom of the artwork, enter the text: **114 FITZROY ROAD WHICHAM**
		b)	Size the text to the full width of the artwork.
		c)	Colour the text **yellow**.
1c 1d 1f	5	a)	Import the image **tom.gif**.
		b)	Resize the image to fit within the artwork.
		c)	Position it just above the address you have entered.
4c	6		Save your artwork using the filename **advert**

Layout Sketch 1 **Filename: advert**



Layout Sketch 2 **Filename: toolshop**



Assessment Objectives	
	TASK 3
	Before you begin this task make sure you have the files: **brace.gif** **drill.gif**
	Refer to **Layout Sketch 1** and the **Candidate Instructions for the Completion of all Tasks.**
	Continue working on your artwork called **advert** that you saved in Task 2.
1c 1d	1 Import the image **brace** and position it on the left of the artwork.
1c 1d	2 Import the image **drill** and position it on the right of the artwork.
2a 3a	3 a) Enter the text: **GET** **DOWN** **TO** below the starburst shape. b) Colour the text **yellow**.
1g 3a	4 a) Draw a curved arrow (approximately 1.5 cm tall by 1.5 cm wide) pointing from the word **TO** towards the **tom** image b) Fill the arrow with **red**.
4c	5 Save your artwork keeping the filename **advert**.
4d	6 Print your artwork in colour.
	7 a) Make sure that you have placed all items according to **Layout Sketch 1** and that you have carried out the **Candidate Instructions for the Completion of all Tasks**. b) On the printout, write **your name**, **your centre number** and **the date**.

Assessment Objectives	
	TASK 4
	Refer to **Layout Sketch 2** and the **Candidate Instructions for the Completion of all Tasks**.
	Continue working on your artwork called **advert** that you saved in Task 3.
3g	1 Delete the image **brace**.
1e 3b 3c 3d	2 a) Copy the image **drill**. b) Flip the copied image horizontally and position the copy on the left of the artwork to replace the deleted image. c) Crop the copied image **drill** on the left of the artwork to remove the cable and plug from below the drill. d) Rotate the cropped image 90° clockwise.
2b 3f	3 a) Amend the text **DO IT YOURSELF** to become: **DO IT RIGHT** b) Resize this text so that it takes up approximately the same space across the artwork as it did before the amendment.
3a	4 Change the fill of the red starburst to **yellow**.
4c	5 Save your artwork using the new filename **toolshop**
4d	6 Print one copy of your artwork in colour.
	7 a) Make sure that you have placed all items according to **Layout Sketch 2** and that you have carried out the **Candidate Instructions for the Completion of all Tasks**. b) On the printout, write **your name**, **your centre number** and **the date**.
4c	8 Close all open files.
	9 You should have five printouts in the following order: **the digital picture about tools** **the screen print** **cutting image** **advert artwork** **toolshop artwork**. Make sure you have checked all your printouts for accuracy. Make sure your name is clearly displayed on all printouts.

SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 7: Web Page Creation

7/SAMPLE/B

Important Notes for Tutors (Page 1 of 2)

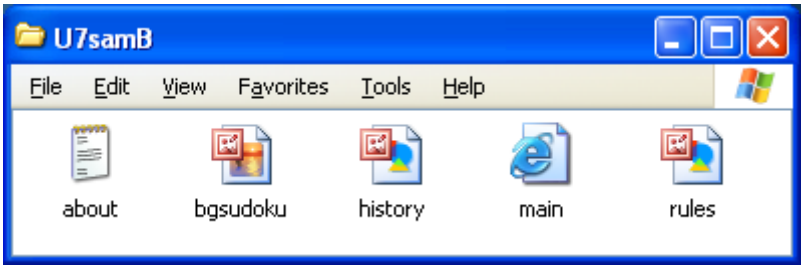
Confidential. Not for viewing by candidates

Candidates will need the following files supplied by OCR in a datafile on the OCR ITQ webpage:

- the unlinked HTML formatted page **main.htm**
  - This page requires the image files **bgsudoku.jpg** and **rules.gif**
- the image **history** supplied in **.gif** format
- the text file **about** supplied in **.txt** format

The files should be placed in a **secure** area of the file system (eg network, local or floppy).

No other files may be substituted. Tutors must not change any file types.
All five files above must be provided within one folder as shown below. In the course of the assignment the candidate will need to save their web pages and images in one folder.



During the assignment, candidates are required to print their web pages from the web browser. Tutors are advised to set the browser settings to display the URL path on the printout eg

file://A:\unit7\sambyvo\main.htm

Tutors must ensure that their systems will allow English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day followed by month followed by year).

Tutors must ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Important Notes for Tutors (Page 2 of 2)

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Tutors must refer to the “Assessment Procedures” section of the Tutor’s Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor’s Handbook in order to assess the candidate(s) work.

Scenario

You are working as an Administrative Assistant for Progress Publishers. You have been asked to update one partly completed web page and to create a new page using images and text.

Assessment Objectives

TASK 1

Before you begin this task make sure you have all the files below in one folder.

- the unlinked HTML formatted page **main.htm**
  - this page requires the image files **bgsudoku.jpg** and **rules.gif**
- the image **history.gif**
- the text file **about.txt**

Make sure you save your updated web page, your new web page and all images in the same folder.

1b — 1 Rename the folder containing all the files as **samb(your initials)**

For example: **sambyvo**

You have been asked to create and format a new web page.

1a, 1b, 1c, 2a, 2b, 2c, 2f, 2i — 2

a) In your web page editing software, create a new document.

b) Insert the text file **about**.

c) Check that each paragraph is separated by one clear linespace.

d) Replace the word **game** with the word **puzzle** (2 occasions).

e) After the text **…digits from 1 to 9.**
insert a clear linespace and enter the following text on one line:

Updated by (your **name**), your **centre number**, the **date**

f) Save your document using the filename **play.htm**

Assessment Objectives

TASK 2

Continue working on your file **play.htm.**

1 Format the heading **Rules and terminology** to be **centre-aligned**.

2g
2i

a) Format this heading:

as **Arial** font
HTML size 7 (36 point)

b) Format the text beginning:

The Sudoku … and ending **…from 1 to 9.**

as **Arial** font
HTML size 3 (12 point)

c) Format the text you entered in Task 1 beginning:

Updated by … and ending with the **date**

as **Arial** font
HTML size 2 (10 point)

2g

2 a) Format only the word **regions** to be in *italics*.

b) Format only the word **givens** to be in **bold**.

A picture will need to be inserted in this web page.

2d
2e

3 a) Insert the image **history.gif** under the text **…from 1 to 9.**

and above the text **Updated by …**

b) Make sure this image is **Left-aligned**.

2h

4 a) Format the background colour of the **play.htm** page to be a light/pale pink shade.

b) Make sure the background colour is different from the text colour and that the text and image are clearly visible against the background colour.

TASK 2 CONTINUED …

Assessment Objectives

…TASK 2 CONTINUED

Your web page layout should be similar to the diagram below:

Rules and terminology

The Sudoku puzzle……..…

Some of the cells…….
……..

The goal …….

history.gif

Updated by ……..

All the pages in the website need be linked.

3a 5 Create a link in the **play.htm** page as follows:

Link the image: **history.gif**
Link to: **main.htm**

2c 6 Check your web page for accuracy.

1c 7 Save the web page keeping the name **play.htm**

1c 8 Close the **play.htm** page.

Assessment Objectives			
	TASK 3		
	The homepage **main.htm** needs to be updated.		
1c 2a 2f 2g 2i 3b	1	a)	Open the **main.htm** homepage in your web page editing software. Do not change the font on this page.
		b)	In the **main.htm** page, on a separate line below the text **…puzzle in the world.** and above the text **Contact us** Insert the text: **Publishers**
		c)	**Left-align** this text.
		d)	Format this text to be **Arial** font, **HTML size 3 (12 point)**
		e)	Link this text to **www.progress-media.co.uk**
		f)	Save the amended **main.htm** page.
2a 2g	2	a)	Replace the text **Webmaster** with **your name**
		b)	Make sure the size of your name is **HTML size 2 (10 point)**
	Some of the links on the homepage have not been completed.		
3c	3	Create an email link in the **main.htm** page as follows: Link the text: **Contact us** Link to: **sudoku@progress-media.co.uk**	
3a	4	Link the image **Rules** to the **play.htm** page.	
1c	5	Save the web page keeping the filename **main.htm**	
1c	6	Close all web pages and exit the web page editing software.	

Assessment Objectives		
	TASK 4	
3a	1	Load the **play.htm** page into the browser and test the one link.
4a	2	From the browser print the **play.htm** page.
4b	3	a) Display the **HTML source code** for the **play.htm** page. b) Print the HTML source code for this page. c) Close the **play.htm** page.
3a 3b 3c	4	Load the **main.htm** page into the browser and test the three links.
4a	5	From the browser print the **main.htm** page.
4b	6	a) Display the **HTML source code** for the **main.htm** page. b) Print the HTML source code for this page.
1c	7	Exit the browser.
2c	8	Make sure you check your printouts for accuracy. You should have four printouts in the following order: **play.htm** web page printed from the browser HTML source code for the **play.htm** page **main.htm** web page printed from the browser HTML source code for the **main.htm** page.

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SAMPLE MATERIAL - LEVEL 1 CLAiT for use with ITQ (QCF) LEVELS 1-3 IN IT USER SKILLS

Unit 8: Online Communication

8/SAMPLE/B

Important Notes for Tutors (Page 1 of 2)

Confidential. Not for viewing by candidates

Before the candidates begin the assessment, tutors must compose and send the candidate(s) the email message below, with capitalisation as shown, with the attachment **walnut.jpg**, provided by OCR in a datafile on the OCR ITQ webpage.

Subject:	**Endangered breeds**
Attachment:	**walnut.jpg**
Message:	**The attached photo is of an Exmoor pony which may be used in the articles you are featuring on endangered breeds.** **Photographer**

Candidates must reply to the same email address that the tutor used to send the original message.

Candidates will also need the image file **ponies.jpg** supplied by OCR in a datafile on the OCR ITQ webpage. This file should be placed in a **secure** area of the file system (eg network, local or floppy). No other image may be substituted.

OCR provides dummy e-mail addresses for use in the assessment. Messages sent to these addresses are not read or assessed.

During the assessment candidates need to access the Progress Media website at the given URL (website address). If candidates have problems accessing this address, tutors may give them the following alternative URLs:

www.progress-mirror1.co.uk
www.progress-mirror2.co.uk

During the assignment, candidates are required to print their web pages from the web browser. Tutors are advised to set the browser settings to display the URL path on the printout eg

http://www.progress-media.co.uk/graph.htm

Before and after the assessment, tutors must ensure that:

- the bookmark facility (favourites) and the history are cleared
- the browser page set up is cleared of any personal details
- all folders within the mailbox are cleared
- the address book is cleared.

Important Notes for Tutors (Page 2 of 2)

Confidential. Not for viewing by candidates

Tutors should ensure that their systems will allow English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day followed by month followed by year).

Tutors must ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of 2½ hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the “Assessment Procedures” section of the Tutor’s Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor’s Handbook in order to assess the candidate(s) work.

Scenario

You are working as an Administrative Assistant for Progress Equine Club. You have been asked to help the Manager in putting together the monthly newsletter.

Assessment Objectives			
	TASK 1		
	You have been asked to find some information from the Internet.		
2a 2b 2d 2e 2g 2h	1	a)	Use a web-based search engine to find a web page showing the **Breed Standard sizes (height)** for an **Exmoor pony**.
		b)	Follow the links to find a specific web page with the **Breed Standard sizes (height)** of **Exmoor ponies**.
		c)	Bookmark this page.
		d)	Print only the one page from the website you have found that shows the **sizes (height)**.
		e)	On the printout of the web page, circle the sizes (height).
		f)	Write **your name** and **your centre number** on this printout.
2a 2c 2e 2f 2g 2h	2	a)	Access the website at: **www.progress-media.co.uk**
		b)	Use the local search facility to find a page about: **Rare breeds classified as endangered**
		c)	Bookmark this page.
		d)	Print this web page.
		e)	Write **your name** and **your centre number** on this printout.
		f)	From this web page, save **only** the image of the graph into your working area using the filename **rare.gif**.
		g)	Make sure you save **only** the image in **.gif** format, **not** the whole web page.
	3		Exit the web browser securely.

Assessment Objectives	TASK 2		
1a 1c 3a 3b 3f	1	a)	Log on to your email system and open your Inbox.
		b)	Read the message from your tutor titled **Endangered breeds**
		c)	Make sure the email attachment **walnut.jpg** has been scanned for viruses.
		d)	Make a note of the name of the virus scanning software used. You will need this in Task 3.
		e)	Save the email attachment **walnut.jpg** outside the mailbox in your working area.
1b 3f 3g	2	a)	Use the **reply facility** to reply to the sender of the message **Endangered breeds**
		b)	Enter the following message text: **Thank you for the photo which will be used next month.**
		c)	Add your **name** and your **centre number** under this sentence.
		d)	Displaying the original message from your tutor in this reply is optional.
		e)	Check your message for errors.
		f)	Check that your email system will save your **sent** messages.
		g)	Send the reply.
		h)	Close all open messages.
3d	3	a)	Store the following details in your email address book: Name/Title: **Editor** Email address: **cooke.ray@progress-media.co.uk**
		b)	Produce a printout of this entry from your address book. Make sure that the above data is fully displayed.
		c)	Make sure **your name** is clearly displayed on this printout.

Assessment Objectives			
	TASK 3		
1b 3c 3f 3h	1	a)	Use the **forward facility** to forward the original message **Endangered breeds** and its attachment to: **researcher@progress-media.co.uk**
		b)	Do not change **anything** in the original message **Endangered breeds**
		c)	Add the following message text: **The photographer has sent this photo for the article on Exmoor ponies.**
		d)	Add **your name** and **your centre number** under this sentence.
		e)	Check that the file **walnut.jpg** is correctly attached to the message. You may need to re-attach the file.
		f)	Check your message and correct any errors.
		g)	Check that your email system will save your **sent** messages.
		h)	Send the message with its attachment.
3k	2	a)	Delete the message titled **Endangered breeds** from your Inbox.
		b)	Produce a printout of your Inbox (this may be a screen print). Your Inbox should now be empty.
		c)	Make sure **your name** is clearly displayed on this printout.
3f	3	a)	Access your working area.
		b)	Take a screen print of your working area, making sure that the image files **walnut** and **rare** are clearly visible.
		c)	On your screen print enter: **your name** **your centre number** the **name of the virus scanning software** used in Task 2.
		d)	Print the screen print.

Assessment Objectives

TASK 4

Before you begin this task make sure that you have the file **ponies.jpg**

1b
3c
3e
3i
3j

1 a) Create a new email message to the Editor using the stored address from your address book.

b) Use the **copy (Cc):** facility to make sure a copy of this message will be sent to:

writer@progress-media.co.uk

c) Enter the message subject **Advice needed**

d) Enter the following message text:

Is the attached photo suitable for the article on Exmoor ponies?

e) Add **your name** and **your centre number** under this sentence.

f) Attach the file **ponies.jpg**

g) Check your message and correct any errors.

h) Check that your email system will save your **sent** messages.

i) Send the message with its attachment.

3l

2 a) Locate the messages you have sent and print a copy of each. There should be:

your reply to the original message
your forwarded message
the new message titled Advice needed.

b) On each of the 3 email printouts, make sure that header details (To, From, Date and Subject) and all the message text are clearly printed in full.

c) On the printouts of the forwarded message and the new message, make sure there is clear evidence of the correct attachment.

3 Log out of your mailbox and exit the software securely.

TASK 4 CONTINUED…

Assessment Objectives

…TASK 4 CONTINUED

4 Check all your printouts for accuracy.

You should have the following printouts in the following order:

a single page from a website with the Breed Standard sizes (height) of Exmoor ponies
a single page from the Progress Media website
the new entry in your address book
your Inbox
the screen print of your working area
the reply message
the forwarded message
the new message.

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