

Functional Skills

ICT

Level 2 ICT - **09877**

OCR Report to Centres 2014 – 2015

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This report on the examination provides information on the performance of candidates, which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

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Overview:

The Functional Skills ICT Level 2 examination is accessed by a variety of learners. A Computer Based Testing model was recently introduced for a number of centres and this has proved to be an effective way forward for particular centres.

General Comments

Centres should return all used question papers to OCR. All unused question papers must be returned to OCR with the completed scripts. Unused papers **must not** be used as past papers for teaching or examination practice.

Centres should submit the attendance list on the same day they return the scripts to the OCR examiner. Late submission of the attendance list may delay the issue of candidates' results.

When preparing candidates to submit scripts, centres should encourage them to make sure that screen dumps are legible (that is, large enough to be read); that printouts are of an adequate quality to be read and that they provide only the evidence requested. Candidates are not required to produce a narrative of how the tasks were completed.

Centres should ensure that all staff delivering the qualification are familiar with the content of the OCR Deliverers' Handbook. This can be found on the OCR website.

Centres should make good use of sample assessment material and learning activities located on the OCR website. Candidates should be familiar with such materials.

Comments on Individual Units

Skill standard 2.1 (Plan solutions to complex tasks by analysing the necessary stages)

Candidates lose marks for the following reasons.

- Candidates do not analyse the task specified and plan how best to use ICT to tackle that task.

Skill standard 2.2 (Select, interact with and use ICT systems safely and securely for a complex task in non-routine and unfamiliar contexts)

Candidates lose marks for the following reasons.

- Candidates fail to select appropriate software to carry out a task.
- Candidates fail to use the range of interface features they should know at this level to carry out tasks efficiently. For example, candidates do not group objects in a graphic to be able to move or copy it into a document.

Skill standard 2.3 (Manage information storage to enable efficient retrieval)

Candidates lose marks for the following reasons.

- Candidates fail to organise the files they have created appropriately, for example by creating a new folder.
- Candidates fail to name any new folder(s) or files they have created with meaningful names.

Skill standard 2.4 (Use appropriate search techniques to locate and select relevant information)

Candidates lose marks for failing to:

- use a search string that includes all the appropriate key words to make their search efficient
- provide evidence of the search they carried out to find the information required (for example, a screen dump showing search criteria used in a search engine).

Skill standard 2.5 (select information from a variety of sources to meet requirements of a complex task)

Candidates lose marks for failing to:

- select only the required information from that found.

Skill standard 2.6 (Enter, develop and refine information using appropriate software to meet requirements of a complex task – charting)

The main reasons candidates lose marks are shown below.

- Candidates fail to select the appropriate information to chart.
- Candidates fail to enter a title for the chart and those who do enter a title fail to enter one that is meaningful.
- Candidates fail to add the necessary axes titles and labels.
- Candidates fail to make sure that the legend is accurate for the chart produced, or that it is removed if not required.

Skill standard 2.6 (Enter, develop and refine information using appropriate software to meet requirements of a complex task – records)

The main reasons candidates lose marks are shown below.

- Candidates fail to add new field(s) into the data file provided into which new information provided could be recorded.
- Candidates make errors when entering new data.
- Candidates search the data file using the incorrect search criteria.
- Candidates give no consideration to what the appropriate details would be in any list produced. For example, they do not remove fields/columns that contain discrete data used for filtering.

Skill standard 2.6 (Enter, develop and refine information using appropriate software to meet requirements of a complex task – graphics)

The main reasons candidates lose marks are shown below.

- Candidates fail to ensure that any graphic produced is balanced.
- Candidates fail to ensure that object shapes are used consistently.
- Candidates fail to ensure that objects are not overlapping and are clearly displayed.
- Candidates have spelling errors or inconsistent capitalisation.

Skill standard 2.7 (Use appropriate software to meet the requirements of a complex data-handling task)

The main reasons candidates lose marks are shown below.

- Candidates fail to construct effective formulas to calculate the values required.
- Candidates fail to provide evidence in the form of a formula printout. Some candidates do not print the spreadsheet showing all the formulas used and lose the mark for replication.
- Candidates fail to use label(s) for new value(s) they have calculated. Some labels added do not accurately describe the value(s) calculated.
- Candidates fail to select the correct records.
- Candidates fail to give any consideration to what the appropriate details would be in any list produced. For example, they do not remove fields/columns that contain discrete data used for filtering.

Skill standard 2.8 (Use communications software to meet the requirements of a complex task)

The main reasons candidates lose marks are shown below.

- Candidates make errors in the email address(es) entered.
- Candidates fail to enter a subject for the email; or they enter a subject for the email that does not reflect the contents of the email.
- Candidates fail to attach the relevant files to the email.
- Candidates fail to compress a folder to attach to an email.

Skill standard 2.9 (Combine and present information to meet the requirements of a complex task)

Candidates lose marks for the following reasons.

- Candidates alter or add to the text provided.
- Candidates insert items additional to those requested.
- Candidates fail to insert the various pieces of information in appropriate locations within the text provided. Many inappropriately insert all the required information at the end of the text.
- Candidates fail to evaluate the overall presentation of the publication.
- Candidates fail to provide a suitable title for the publication where required.

Skill standard 2.10 (Evaluate the selection, use and effectiveness of ICT tools and facilities used to present information)

The main reasons candidates lose marks are shown below.

- Candidates fail to plan the way they should enter the information provided to display that information clearly and accurately.
- Candidates fail to use software facilities efficiently such as merging cells to display information clearly in a table.
- Candidates fail to adjust column widths/row heights to ensure that the widths/heights suit the data.

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