|  |  |
| --- | --- |
|  | **Cambridge National in Information Technologies** |
| OCR J808 Unit R013 |
| Level 1/2 Cambridge National Certificate in Information Technologies |
| Unit Recording Sheet |

You **must** download the OCR-set assignment from the OCR website for the selected summative assessment series.

|  |
| --- |
| Please read the instructions printed at the end of this form. **One** of these Unit Recording Sheets should be completed for every candidate during internal assessment. |
| Unit Title: Developing technological solutions | Unit Code R013 | Series |  | Year | 2 | 0 |  |  |
| Centre Name |  | Centre Number |  |  |  |  |  |
| Candidate Name |  | Candidate Number |  |  |  |  |

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)).

A completed Centre Authentication form CCS160 **must** accompany the MS1 when it is sent to the moderator.

Guidance on Completion of this Form

1 **One** sheet should be used for every 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/highlight 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 80. Enter this total in the relevant box.

| Projectlife cycle | Criteria | Teacher Comments | Mark | Page No  |
| --- | --- | --- | --- | --- |
| *Use of IT Tools and Techniques* **1a**To initiate/plan | **MB1: 1 to 3 marks** | **MB2: 4 to 6 marks** | **MB3: 7 to 10 marks** |  |  |  |
| **Limited** use of tools and features results in potential of technology being under-utilised for the intended purpose. May use only one application but where more than one is being used they are used in isolation. **[1 2 3]** | **Adequate** use of tools and features results in potential of technology being utilised for the intended purpose. There are aspects of integration acrosstwo or more applications that are used. **[4 5 6]** | **Effective** use of tools and features results in potential of technology being fully utilised and clearly aligned to the intended purpose. Applications used are fully integrated. **[7 8 9 10]** |
| *Project Life Cycle Processes and Methods***2a**Analysis of brief and planning approach(Initiation/planning) | **MB1: 1 to 4 marks** | **MB2: 5 to 8 marks** | **MB3: 9 to 13 marks** |  |  |  |
| Objectives and requirements are stated and there is a list of tasks. Consideration of dependencies can be assumed but there is no evidence of it. Success criteria are **described**. Constraints, risks, resources and milestones have been **identified** although some obvious ones have been missed and no links are made between them.Although there areobvious gaps in planning activities, the plan is feasible. **[1 2 3 4]** | Objectives and requirements are stated. There are logical dependencies shown for **some** tasks and sub-tasks although it is not presented as a critical path. There is an **explanation** behind the choice of success criteria. Links between constraints, risks and resources have been identified although **some** links are missed or not made clear. Ways to mitigate are **stated** but the consequences of actions are not evidenced. **[5 6 7 8]** | Objectives and requirements are stated. A critical path is defined, with logical dependencies shown between key milestones and sub-tasks. There is a **justification** of the success criteria chosen.Links between constraints, risks and resources are clearly defined and contingencies identified. Mitigation for the plan is **explained**. **[9 10 11 12 13]** |
| *Use of IT Tools and Techniques***1b**To import and manipulate data(Execution 1) | **MB1: 1 to 3 marks** | **MB2: 4 to 6 marks** | **MB3: 7 to 10 marks** |  |  |  |
| **Limited** use of tools and features results in potential of technology being under-utilised for the intended purpose. May use only one application but where more than one is being used they are used in isolation.**[1 2 3]** | **Adequate** use of tools and features results in potential of technology being utilised for the intended purpose. There are aspects of integration across two or more applications that are used.**[4 5 6]** | **Effective** use of tools and features results in potential of technology being fully utilised and clearly aligned to the intended purpose. Applications used are fully integrated.**[7 8 9 10]** |
| *Project Life Cycle Processes and Methods***2b**Importing and manipulating data(Execution 1) | **MB1: 1 to 4 marks** | **MB2: 5 to 8 marks** | **MB3: 9 to 13 marks** |  |  |  |
| The solution allows for data to be imported and manipulated. There will be inefficiencies and inaccuracies that will impact on the quality of the data and the objectives of the solution. The solution is open to security and legal risks. **[1 2 3 4]** | The solution allows for data to be imported and manipulated so that most of the requirements of the project can be met. There are some inefficiencies but they will not impact on meeting the requirements.The security and legal risks identified in the planning phase have been carried forward into the solution and evidenced although only one or two tools and techniques are used to preserve data integrity by protecting the data from malicious intent and/or unauthorised access. Some opportunities for safe, secure and responsible practices have been missed.**[5 6 7 8]** | The solution allows for data to be imported and manipulated efficiently and effectively so that all requirements of the project can be met. The security and legal risks identified in the planning phase have been carried forward into the solution and evidenced by a range of tools and techniques used to preserve data integrity by protecting the data from malicious intent and/or unauthorised access. This takes into account both how the data will be processed and how the information will be presented.**[9 10 11 12 13]** |
| *Use of IT Tools and Technique*s**1c**To select and present integrated information(Execution 2) | **MB1: 1 to 3 marks** | **MB2: 4 to 6 marks** | **MB3: 7 to 10 marks** |  |  |  |
| **Limited** use of tools and features results in potential of technology being under-utilised for the intended purpose. May use only one application but where more than one is being used they are used in isolation.**[1 2 3]** | **Adequate** use of tools and features results in potential of technology being utilised for the intended purpose. There are aspects of integration across two or more applications that are used.**[4 5 6]** | **Effective** use of tools and features results in potential of technology being fully utilised and clearly aligned to the intended purpose. Applications used are fully integrated.**[7 8 9 10]** |
| *Project Life Cycle Processes and Methods***2c**Selecting and presenting information(Execution 2) | **MB1: 1 to 4 marks** | **MB2: 5 to 8 marks** | **MB3: 9 to 13 marks** |  |  |  |
| The data created has only been used in a minimal way to support the information being presented. Nonetheless information has been communicated to address some of the requirements of the project. How the data has been structured will affect the clarity of the information communicated. The same method and the same distribution channel have been used to communicate information to all audiences. There will be no integration of the data with the selected communication method.**[1 2 3 4]** | The data is suitably used to support the information being presented which addresses some of the project requirements. Different methods have been selected for different audiences but what is used is passable for the type of information and its audience. There is some integration between processed data and the communication methods. The quality and quantity of information provided meets the requirements of each audience, but there will be some instances of misinformation. Only one distribution channel has been selected to communicate the information to all audiences.Security and legal actions taken are aligned with at least one distribution channel to minimise risks from cyber-security attacks. Some of those actions are not effective.  **[5 6 7 8]** | The data is suitably used to support the information being presented which addresses all of the project requirements. They have utilised suitable opportunities to integrate processed data with communication methods and each distribution channel to communicate the information to each intended audience. The quality, quantity and accessibility of the information provided clearly meets the requirements of each audience. Security and legal actions taken are directly aligned with the selected distribution channels to minimise risks from cyber-security attacks.**[9 10 11 12 13]** |
| *Evaluation***3a**Iterative review and final evaluation(Evaluation) | **MB1: 1 to 3 marks** | **MB2: 4 to 7 marks** | **MB3: 8 to 11 marks** |  |  |  |
| There is an attempt to carry out an iterative review at the end of one or more phases of the project life cycle that states what went well and/or what did not go well, but without reasons for why that was.Carries out a final evaluation at the end of the project that states what went well and/or what did not go well, there will be limited recognition of what changes were made, if any, during the project.**[1 2 3]** | Iterative reviews have been carried out for one or more phases of the project life cycle, showing consideration of both positive and negative aspects to inform the immediate next stage.The review will lack detail about what went well and what did not with reasons for why that was. Resolutions and adaptations are **described** and some are **explained** although they are not justified.Carries out a final evaluation against their success criteria, identifying if the objectives were met.Evidence of a reflection on the planning phase outputs, project objectives and success criteria. Identifies any gaps or issues that emerged in a later phase and/or those that they would like to consider if they were repeating the project (lessons learnt).**[4 5 6 7]** | Iterative reviews have been carried out for all phases of the project life cycle, showing consideration of both positive and negative aspects of the current phase and any phases that preceded it to inform direction and decisions for all phases to follow.Resolutions and adaptations are **explained** and some are **justified**.Carries out a final evaluation that measures the success of the project against their success criteria. Evaluation includes an analysis of the original planning documentation compared to the final product and the effects of constraints on the project such as processes and resources are evaluated and lessons learnt recorded.**[8 9 10 11]** |
| Total 80/ |  |  |
| If this is a re-sit, please tick |  | Series and Year of previous submission |  | **2** | **0** |  |  | Please tick to indicate this work has been standardised internally |  |