

**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	Jan/June/Nov	Year	2	0		
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.		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.		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.									
[1 2 3 4]		[5 6 7 8]		[9 10 11]									

MB1: 1 - 3 marks	MB2: 4 - 6 marks	MB3: 7 - 9 marks	Teacher Comments	Mark	Page No.
<p>Uses some data types, some of which are relevant, and limited data validation.</p> <p>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.</p> <p>Draws upon limited skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[1 2 3]</p>	<p>Uses relevant data types and some relevant data validation types to minimise data entry errors including input messages to redirect the user.</p> <p>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.</p> <p>Draws upon some relevant skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[4 5 6]</p>	<p>Uses relevant data validation and data types effectively to minimise data entry errors including appropriate input messages to redirect the user.</p> <p>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.</p> <p>Clearly draws upon relevant skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[7 8 9]</p>			
LO2: Be able to select and use spreadsheet functions to meet user requirements²					
MB1: 1 - 4 marks	MB2: 5 - 7 marks	MB3: 8 - 10 marks			
<p>Selects formulae and functions to produce a solution which has limited capacity to meet user requirements.</p> <p style="text-align: right;">[1 2 3 4]</p>	<p>Selects formulae and functions to produce a solution that includes elements of efficiency and satisfies some of the user requirements.</p> <p style="text-align: right;">[5 6 7]</p>	<p>Selects formulae and functions to produce a solution that is effective and efficient and in the main accurately meets user requirements.</p> <p style="text-align: right;">[8 9 10]</p>			

MB1: 1 - 5 marks	MB2: 6 - 8 marks	MB3: 9 - 10 marks	Teacher Comments	Mark	Page No.
<p>Gives a limited explanation of why the formulae and functions were selected.</p> <p>Demonstrates a limited understanding of which formulae and functions will meet user requirements.</p> <p style="text-align: right;">[1 2 3 4 5]</p>	<p>Gives a sound explanation of why the formulae and functions were selected giving mostly valid reasons.</p> <p>Demonstrating a sound understanding of which formulae and functions will meet user requirements.</p> <p style="text-align: right;">[6 7 8]</p>	<p>Gives a thorough justification of why the formulae and functions were selected giving full and valid reasons.</p> <p>Demonstrating a detailed understanding of which formulae and functions will best meet user requirements.</p> <p style="text-align: right;">[9 10]</p>			
LO3: Be able to use spreadsheet models to present information to support decision making³					
MB1: 1 - 5 marks	MB2: 6 - 8 marks	MB3: 9 - 10 marks			
<p>Arranges and/or reduces data through selection of criteria to meet some of the user requirements.</p> <p>Creates a graph with data, some of which relevant. There may be some labelling. It gives limited information to support to decision-making.</p> <p style="text-align: right;">[1 2 3 4 5]</p>	<p>Clearly arranges and/or reduces data through the selection of criteria giving some support to decision-making. Most of the user requirements are met.</p> <p>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.</p> <p style="text-align: right;">[6 7 8]</p>	<p>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.</p> <p>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.</p> <p style="text-align: right;">[9 10]</p>			

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. <div style="text-align: right;">[1 2 3 4]</div>		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. <div style="text-align: right;">[5 6 7]</div>		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. <div style="text-align: right;">[8 9 10]</div>				
Total 60/								
If this is a re-sit, please tick		Session and Year of previous submission		Jan/June/Nov	2	0	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.