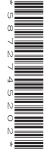# OCR
Oxford Cambridge and RSA

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A2 GCE
APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

G054/01/IT Software development

INSTRUCTIONS FOR TEACHERS   **JUNE 2016**

INFORMATION FOR TEACHERS
•   This document consists of **4** pages.

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Instructions for Teachers

1   Case study/pre-release tasks

The case study and set of pre-release tasks, together with the examination, provide the external assessment for the following external unit:

G054: Software development

The pre-release tasks do not replace the teaching of the unit. To achieve the assessment requirements, candidates need to take part in a planned learning programme that covers the knowledge and skills specified in the Unit Content.

The case study comprises:

•   a case study of a fictional company
•   a set of pre-release tasks relating to the case study.

One of the pre-release tasks will give guidance on the notes that candidates need to make to help them prepare for the exam. The remaining task(s) will be awarded marks by OCR. The maximum number of marks available for the task(s) will be stated.

2   Time allocation

The nominal time allowance for a GCE in Applied ICT unit is 60 hours. The external assessment (pre-release tasks and examination) should represent approximately one-third of the unit time. Some tasks may take longer to complete than others and candidates can be guided on the amount of time to take for each task.

3   Delivery patterns

Candidates can be given the pre-release tasks at any time before the examination, but it is essential that candidates are adequately prepared before starting the pre-release tasks.

4   Supervision of pre-release tasks

Teachers **must** provide sufficient supervision of candidates to ensure that **all tasks completed are the individual candidate's own work.**

•   Candidates **must** be made aware of the Notice to Candidates on page 2 of the G054/01/IC Instructions for Candidates.
•   Supervision of the use of ICT, **control of access to files and printing tasks must** be sufficient to ensure that the material submitted to OCR for marking is the authentic original work of the individual candidate.
•   The tasks **must** be carried out under conditions that allow the teacher to be confident that the work is the candidate's own. Teachers **must** be able to verify that a candidate's work submitted is their own work.

Candidates can be given support and advice in the interpretation of the materials and tasks. They **must not**, however, either individually or as a group, be given any assistance, verbal or written, in the carrying out of the tasks or evidence to produce.

Examples of unacceptable assistance include:
- indication of errors or omissions
- advice on improvements needed to meet the criteria
- the provision of outlines, paragraph or section headings, templates or writing frames specific to these tasks
- personal intervention to improve the presentation or content of the tasks.

Teachers **must** take the steps necessary to satisfy themselves that the work submitted is solely that of the candidate concerned. Information taken from other sources, such as the internet, **must** be reworked such that it is the candidate's own wording. It is not acceptable or advisable for candidates to copy large parts of material from other sources as the tasks require candidates to apply their knowledge to the case study.

5   Submission of pre-release tasks

- As far as possible, candidates' work should be produced using ICT. Diagrams may be hand drawn.
- The work produced in response to the pre-release tasks **must** be submitted to the teacher when it is completed. Candidates **must** present their work as a hard copy. They should use a treasury tag to secure the work together.
- **The work must be collated so that it is presented in task order.**
- Candidates **must not** submit any material other than their response to the pre-release tasks.
- Each page of the work **must** be marked clearly with the candidate's name, centre number and task number.
- Teachers **must not** assess the work produced in response to the pre-release tasks.
- The candidate's work **must** then be kept secure until it is returned to the candidate at the start of the examination.
- The candidates' pre-release tasks **must** be submitted, in their entirety, with the Question Paper at the end of the examination. If candidates are absent from the examination, candidates' pre-release tasks **must not** be submitted.

6   Authentication

Candidates **must** sign a Candidate Authentication Statement to indicate that the work they submit in response to the pre-release tasks is their own work. These **must** be retained securely at the centre. The Centre Authentication Form should be completed and sent with the examination scripts to the examiner.

7   The examination

The work submitted in response to the pre-release tasks **must** be given back to candidates at the start of the examination.

Marks are awarded as follows:

- 80 marks out of the total available 100 marks for the assessment can be awarded from the pre-release tasks and notes.
  - 30 of these marks are available for completing tasks 2, 3 and 4. If candidates have not completed the pre-release tasks that are awarded marks prior to the exam, they may complete them in the exam on additional examination stationery. However, the time allowance for the exam is based on the time needed to answer each examination question. Candidates will disadvantage themselves if they take valuable examination time responding to tasks 2, 3 and 4.
  - The remaining 50 marks can be awarded by responses to questions that relate to the notes made in response to task 1.
- 20 of the marks are awarded from knowledge based on the Unit Content.

Candidates **must** answer questions on the Question Paper by writing in the space provided or by using additional examination stationery. Candidates **must not** highlight sections of their notes and refer the examiner to them. Examiners will not refer to notes made in response to task 1. Candidates **must** only use their notes that have been prepared from the pre-release tasks to help answer the questions.

At the end of the examination, the work produced in response to the pre-release tasks **must** be submitted to OCR. Tasks **must** be attached to the candidate's completed Question Paper using a treasury tag.