Cambridge **NATIONALS LEVEL 1/2**
INFORMATION TECHNOLOGIES - Skills Grid

This skills grid is intended to support the delivery of the Cambridge National Certificate in Information Technologies. It aims to help teachers identify the breadth and depth of skills needed for the two execution phases of unit R013 i.e. to import and manipulate data and to select and present integrated information.

This skills grid CAN be used:
· to support an initial assessment of a student's existing skills against the requirements of the two execution stages
· to support the planning of skills development for each student

· to support formative assessment, which shows how well a student is progressing through their programme of study. This should not be taken as an indication of what grade a student will achieve after completing both the assignment and the exam.

The skills grid **CANNOT** be used for the marking of internal assessment unit R013.
OCR will **NOT** use this grid for moderation purposes.
OCR reserves the right to amend the information contained in this skills grid.

R013: Learning Outcome 5: To be able to import and manipulate data to develop a solution to meet an identified need					
LEVEL 1			**LEVEL 2**		
PASS	**MERIT**	**DISTINCTION**	**PASS**	**MERIT**	**DISTINCTION**
Mark Band 1		**Mark Band 2**		**Mark Band 3**	
Basic Formula (+,-,/,*) and Relative cell references, BODMAS (KS3)		Built in functions (KS3) i.e. SUM, AVERAGE, MIN, MAX	Absolute cell references	Advanced functions i.e. SUMIF, VLOOKUP, INDEX, MATCH	Cross spreadsheet referencing, What IF modelling, macros
Basic formatting and set up of spreadsheet/database (KS3)		Setting basic data types (KS3)	Conditional formatting		
	Appropriate naming conventions				
		Data validation (range and complexity increasing)			Input masks
	Sorting on one piece of data		Sorting across number of pieces of data		
	Boolean operators (KS3)		Relative operators		
Single table database (KS3)		Multiple table database			
Primary key setting (auto gen) (KS3)		Primary Key USER set but may not be wholly appropriate		Primary key USER set and will be wholly appropriate	
		Single criteria query (KS3)	Multiple criteria query	Multiple criteria ACROSS tables	Paramater query
Simple charts (KS3) (bar chart, pie chart)		Complex charts (relevant labelling, formats, live data updates)		Combination charts	Pivot table
Simple forms (KS3)		Across table forms		Across table forms with multiple data entry methods	
Simple reports (KS3)		Customised reports		House styled and customised reports	
		Access Levels: password access, read only, read and write, shared, locked cells/areas			
Input messages and error messages used/edited (KS3)			Menus and labels	Switchboards created and formatted	
Basic testing (data entered) (KS3)		Test plans - Expected results/actual results		Using range of test data (normal, extreme, erroneous, user) Actions taken. Retests	
Basic use of software for task (KS3)		Appropriate selection of software for task		Totally appropriate choice of software AND features for task	

R013: Learning Outcome 7: To be able to select and present information in the development of the solution to meet an identified need					
LEVEL 1			LEVEL 2		
PASS	MERIT	DISTINCTION	PASS	MERIT	DISTINCTION
Mark Band 1			Mark Band 2		Mark Band 3
Structure and use of HTML (KS3)		Hyperlinks, hotspots, buttons, images, sound, video		Structure and use of CSS for formatting and layout	
Appropriate use of basic formatting skills: colour, borders, fonts, emphasis, backgrounds, alignment, positioning, bullets, fills, shadows, text wrapping (KS3)			Advanced formatting: heading styles, auto applied fields, layers, rotation, tables, page breaks, paragraphs, header/footer, watermarks, footnotes, captions		
Set up: margins, orientation, page numbers (KS3)			Appropriate house style		
Spell check, proof read (KS3)		Grammar check		Readability check	
Basic use of email: send, reply, forward, subject, correctly written (KS3)		Use of email: CC, BCC, attachments	Auto response, signatures		Rules
			Mail merge	Multiple document linkage/integration	
Use of software generated templates (KS3)		Master pages / slides CREATED but not necessarily appropriate (KS3)	Master pages/slides CREATED that are appropriate to context	Master pages/slides CREATED and consistantly applied to product	
Slide transition and animation effects			Appropriate and consistent use of transition and animation effects		
Media contains issues (pixelated, missing aspects)		Appropriate use of different media: insert, edit placement		High quality media use	
			Embedded media		
		Access levels: password access, read only, read and write, shared, locked aspects			
Linear presentation		Appropriate non linear presentation			Branching presentations
		Speakers notes			
Basic use of software for task to communicate information		Appropriate selection of software for task to communicate information		Totally appropriate choice of software AND features for task to communicate information effectively	

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