OCR
Oxford Cambridge and RSA

OCR Set Assignment

Cambridge National Certificate in Information Technologies

TEACHER GUIDANCE

OCR Level 1 / 2 Cambridge National Certificate in Information Technologies

Assessment Unit R013: Developing technological solutions

FOR USE IN THE JANUARY 2020 EXAMINATION SERIES ONLY

Centres <u>must not</u> change any aspect of this assignment.

INSTRUCTIONS TO TEACHERS

- Teachers should read this teacher guidance document before delivering the set assignment
- Please refer to the specification for specific requirements when delivering this set assignment
- This work **must** be completed by 10 January 2020

The OCR administrative codes associated with this unit are:

- Unit entry code R013
- Certification code Certificate J808

The regulated qualification number associated with this unit is:

- 603/1311/0

Duration: Approximately 20 hours

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General Teacher Guidance

Administration

- Teachers **must** be familiar with the section on *Requirements and guidance for delivering and marking the assignment (R013)* which is in the Specification. It is important to be familiar with requirements for:
    - Feedback
    - Resubmitting work before submitting a final mark
    - Authentication.
- Assessment of any set-assignment for R013: Developing technological solutions **must** adhere to JCQ *Instructions for Conducting Coursework*, with the exception of the re-sit rule 18.2.
- If, after moderation, a learner wants to re-sit this assignment to improve their grade, they **must** take a new OCR set-assignment. A new assignment will be set for each series and then withdrawn. For more information see the section on *Resits* in the specification.
- **Live** assignments **must not** be used as practice materials.

Before starting the Assignment

1. There is not a requirement to carry out any specific preparation in advance of starting the assignment.
2. Any specific resources for the assignment (e.g. data files) are provided with the assignment.
3. Learners should be given access to an appropriate range of software which allows them to fully meet the requirements of this unit as specified in the Teaching Content.
4. Learners should be confident in using the range of skills/knowledge as listed in the specification before commencing the assignment.
5. Learners should read through the candidate Instructions and Information prior to starting the assessment. This is the first section in the Learner assessment material with the live task.
6. Learners should be familiar with the assignment so that they are able to make independent decisions as to the choice of software and the techniques to be used and how to solve/complete the assignment.
7. Secured accounts **must** be used when delivering R013 set assignments which limit access to the live work when not under direct supervision.

During the Assignment delivery

1. The assignment should take approximately 20 hours to complete.
2. You may give broad advice on timings that learners could use – but learners should be free to plan individually.
3. You **must** take steps to ensure that each learner's work is:
    a. Individual
    b. Authentic.
4. Whole class solutions/approaches are **not permitted** and may give rise to malpractice investigations.
5. You should not provide solutions/examples, provide writing frames or templates, work through answers in detail or detail specifically what amendments should be made.
6. Learners should be reminded regularly about plagiarism and referencing sources.
7. Encourage learners to present their work so it is secure, using suitable filenames and document types.
8. Use of externally hosted platforms is permitted for creating evidence. However, these **must** be restricted so that they cannot be accessed by external parties. Once the assignment has been submitted, access to these platforms should be locked to prevent any further alterations being made by the learner.

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Marking and submission of work

1. Teachers **must** use the Section *Marking the practical assignment* in the specification when marking the completed assignments.
2. Teachers should only mark work when it forms a final submission of evidence from the learner.
3. Teachers should submit work digitally. Refer to Appendix A in the specification for further guidance.
4. Teachers **must** provide commentary as part of the Unit Recording Sheet (URS) to guide moderators to the location of evidence and give insight into justification of marks awarded. This may be through the use of the 'page number' column and/or by referencing file names and locations.
5. Teachers **must** ensure that the following forms are completed:
    a. Candidate Authentication Form for each learner
    b. Centre Authentication Form
    c. Unit Recording Sheet for each piece of work.
6. The Candidate Authentication Form and Centre Authenticate form are held within the centre and are not required to be sent with the sample.

Internal Standardisation

1. Teachers **must** ensure that suitable internal standardisation has taken place before submission of marks is made to OCR.
2. Internal Standardisation applies, even if you are a single teacher.
3. For more information see the section on *Internal Standardisation* in the Specification.

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