Entry Level Certificate

Information and Communication Technology

Using ICT: Practical Communication Task

Internal Assessment Material

R441

Each Task is marked out of a total of 40 marks.

INSTRUCTIONS TO TEACHERS

- Candidates must complete **one** of the OCR set assignments for the Using ICT: Practical Communication Task.

- Candidates should spend up to 10 hours on completing the assignments.

- The assignments require the use of a software application such as a word processor, desktop publisher, image processor or graphics package etc. Access to a printer may be required.

- Tutors must mark the assignments using the marking criteria provided.

Centres **MUST** select **one** task for their candidates from the list below. These tasks may be re-worded as appropriate to reflect the candidate's ability.

Task 1: Produce a document advertising a school event.

- Carry out research
- Working safely, plan, resource and design an informative document including graphic(s) and appropriate details
- Investigate suitable layouts
- Evidence your progress
- Send your final document by email to your teacher
- Evaluate your work.

Task 2: Produce a document to promote recycling in your school.

- Carry out research
- Working safely, plan, resource and design an informative leaflet including graphic(s) and appropriate content
- Investigate suitable layouts
- Evidence your progress
- Send your final document by email to your teacher
- Evaluate your work.

Task 3: Produce a document to promote 'Health & Safety' in the ICT room.

- Carry out research
- Working safely, plan, resource and design an informative presentation including graphic(s) and appropriate content
- Investigate suitable layouts
- Evidence your progress
- Send your final document by email to your teacher
- Evaluate your work.

Task 4: Produce a document on a theme of your choice.

- Carry out research

- Working safely, plan, resource and design an informative document including graphic(s) and appropriate details

- Investigate suitable layouts

- Evidence your progress

- Send your final document by email to your teacher

- Evaluate your work.

- Carry out research

- Working safely, plan, resource and design an informative document including graphic(s) and appropriate details

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

Entry Level Certificate

INFORMATION AND COMMUNICATION TECHNOLOGY

R441: Using ICT: Practical Communication Task

Internal Assessment Mark Scheme

The maximum mark for this unit is **40**

R441 - Using ICT: Practical Communication Task

Candidates achieve objectives by:	Constant support and help	Help and direct guidance given	Help and guidance may be needed, but evidence of independent learning by candidate
Research (AO1) A candidate should be able to:	• Find out limited information to support the task.	• Find out relevant information through internet research.	• Use source other than the internet to carry out research into the chosen task • Find relevant information related to the chosen task through internet research.
	0-2 marks	**3 marks**	**4 marks**
Planning (AO1) A candidate should be able to:	• Produce a brief plan/design • State a safe working practice when using a computer.	• Produce a simple plan/design • List some resources needed • Identify with limited reasons safe working practices when using a computer.	• Produce a detailed plan of action • List relevant resources needed • Identify appropriate software for task • Explain why safe working practices are important when using a computer.
	0-2 marks	**3-4 marks**	**5 marks**
Practical use of ICT software tools to present information (AO2) A candidate should be able to:	• Use email to receive communication • Use software features/formatting tools • Insert text: errors may be intrusive • Insert a graphic • Save work.	• Use email to receive and send communication • Use a range of appropriate software features/formatting tools • Insert text; there will be few errors • Insert a relevant graphic • Save and retrieve work • Follow some of their plan.	• Use email to receive and send communication including attachments • Use logical methods/techniques to carry out planned work using a range of appropriate software features /formatting tools • Insert text; there will be few if any errors • Insert relevant graphic(s) appropriately positioned • Save and retrieve work with appropriate filenames • Follow their plan effectively.
	0-5 marks	**6-10 marks**	**11-14 marks**

Outcome (AO2) A candidate should be able to:	• Produce a partial outcome to the task.	• Produce a relevant and partially completed final document for the task • Record some evidence of progression stages.	• Produce a well presented and relevant complete final document which meets the needs of the task • Record detailed evidence of progression stages.
	0-4 marks	**5-7 marks**	**8-9 marks**
Conclusion and evaluation (AO3) A candidate should be able to evaluate their work by:	• Making basic comments about their work • Giving an advantage or disadvantage of using ICT.	• Making some comments about their work • Identifying an advantage or disadvantage of using ICT to complete the task • Identifying different methods of electronic communication.	• Making detailed and relevant comments about their work • Drawing simple conclusions about their work • Explaining an advantage or disadvantage of using ICT to complete the task • Suggesting improvements to the outcome of the task • Demonstrating detailed knowledge and understanding of different methods of electronic communication.
	0-3 marks	**4-6 marks**	**7-8 marks**
			TOTAL OUT OF 40