ELC ICT –Practical Communication Task

OCR Entry Level Certificate

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	ELC ICT – Practical Communication Task high mark		Unit Code	R441	Session	June	Year	2	0		
Centre Name						**Centre Number**					
Candidate Name						**Candidate Number**					

Evidence.

	Criteria			Teacher Comment	Mark	Page No.
Research (AO1) A candidate should be able to:	• Find out limited information to support the task. **0-2 marks**	• Find out relevant information through internet research. **3 marks**	• Use source other than the internet to carry out research into the chosen task • Find out relevant information related to the chosen task through internet research. **4 marks**			
Planning (AO1) A candidate should be able to:	• Produce a brief plan/design • State a safe working practice when using a computer. **0-2 marks**	• Produce a simple plan/design • List some resources needed • Identify with limited reasons safe working practices when using a computer. **3-4 marks**	• 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. **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. **0-5 marks**	• 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. **6-10 marks**	• 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. **11-14 marks**			

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Outcome (AO2) A candidate should be able to:	• Produce a partial outcome to the task. **0-4 marks**	• Produce a relevant and partially completed final document for the task • Record some evidence of progression stages. **5-7 marks**	• Produce a well presented and relevant complete final document which meets the needs of the task • Record detailed evidence of progression stages. **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. **0-3 marks**	• Making some comments about their work • Identifying an advantage or disadvantage of using ICT to complete the task • Identifying different methods of electronic communication. **4-6 marks**	• 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. **7-8 marks**		

		Total/40	

| If this work is a re-sit, please tick | | Session and Year of previous submission | Jan / June | **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 50. Enter this total in the relevant box.

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