

## 4.2 Unit IT2 PRESENTING INFORMATION

This unit requires candidates to use ICT hardware and software applications to solve a problem involving three separate tasks: the production of (i) a document such as a leaflet or magazine (ii) a document containing automated routines, such as a mail merged letter. (iii) a presentation to an audience, such as a web page or PowerPoint type show.

An outline of the requirements of the three tasks is presented in the table below, which lists the features (basic and advanced) that should be included in each submission.

IT2 Presenting Information (Internally Assessed Task)			
Background			
Analysis of existing data processing activities			
Tasks	Examples	Basic features	Advanced Features
	<i>Candidates must attempt all tasks</i>	<i>Candidates should use <b>all</b> of these features</i>	<b>At least five</b> of the following are required to access the higher mark ranges.
<b>Task 1 DTP</b> Design & produce a document of at least two A4 sides and containing at least 150 words	<ul style="list-style-type: none"> <li>▪ Leaflet or magazine</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of different font styles</li> <li>▪ Use of different font sizes</li> <li>▪ Use of bold, centre &amp; underline</li> <li>▪ Right or fully justify</li> <li>▪ <b>Autoshapes</b></li> <li>▪ Bullet points</li> <li>▪ WordArt</li> <li>▪ Shading effects</li> <li>▪ Headers and footers</li> <li>▪ Use of at least <b>two</b> forms of electronic combination of graphical images e.g. scanned images, graphics from the Internet, clipart from disc, digital camera images, graphs from a spreadsheet, graphics from a paint or CAD package</li> <li>▪ Tables</li> </ul>	<ul style="list-style-type: none"> <li>▪ Customised tables</li> <li>▪ Different paragraph formats</li> <li>▪ Different line spacing</li> <li>▪ Superscript and subscript</li> <li>▪ Page or frame borders</li> <li>▪ Set and use own tabs</li> <li>▪ Set and use own indents</li> <li>▪ Watermarks</li> <li>▪ Pagination</li> <li>▪ Use of layering (<i>forward and behind</i>)</li> <li>▪ Create own style sheets</li> </ul>
<b>Task 2 Automated documents</b> Design & produce documents containing automated routines	<ul style="list-style-type: none"> <li>▪ Mailmerge letters including macros</li> </ul>	<ul style="list-style-type: none"> <li>▪ Import data from an external source</li> <li>▪ Design and use of professional format and layout for data</li> <li>▪ Ensure automated routines work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Individual macros or modules created using internal programming capabilities of the software package</li> <li>▪ Individually designed templates (<i>other than the normal template or standard templates provided by wizards in the software package</i>)</li> </ul>
<b>Task 3 Presentation</b> Design & produce a presentation of at least <b>six</b> slides / pages for an audience	<b>Either a</b> <ul style="list-style-type: none"> <li>▪ Slide based presentation</li> </ul> <b>Or</b> <ul style="list-style-type: none"> <li>▪ Web pages</li> </ul>	<ul style="list-style-type: none"> <li>▪ Background styles</li> <li>▪ Animation effects</li> <li>▪ Transition effects</li> <li>▪ Hypertext</li> <li>▪ Hotspots</li> <li>▪ Bookmarks</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Use of sound</b></li> <li>▪ <b>Use of original video</b></li> <li>▪ <b>Use of original animation / Flash graphics</b></li> </ul> <p><b>Given more marks</b></p>

**Outline Scheme of Assessment**

<i>Component</i>	<i>Design of documents</i>	<i>Use of basic features</i>	<i>Use of advanced features</i>	<i>Total</i>
<b>Background</b>				<b>4</b>
<b>Analysis of data processing activities</b>				<b>6</b>
<b>Task 1</b>	<b>6</b>	<b>11</b>	<b>5</b>	<b>22</b>
<b>Task 2</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>18</b>
<b>Task 3</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>20</b>
<b>Evaluation</b>				<b>6</b>
<b>Compression and storage techniques</b>				<b>4</b>
<b>Total</b>				<b>80</b>

A detailed scheme of assessment is shown in Section 8.3

<i>Components</i>	<i>Criteria</i>	<i>Mark</i>
<b>Background</b>	Description of the organization	2
	Ethos and house style	2
<b>Data processing activities within the organisation</b>	Desktop publishing	2
	Automated documents	2
	Presentation or web page	2
<b>Task 1 – DESKTOP PUBLISHING</b>		
<i>Components</i>	<i>Criteria</i>	<i>Mark</i>
<b>Design of document</b>	Purpose of document / intended user	2
	Detailed design of documents	4
<b>Use of basic features</b>	Use of different font styles and sizes	1
	Use of bold, centre and underline	1
	Autoshapes	1
	Right or full Justification	1
	Bullet points	1
	WordArt	1
	Shading effects	1
	Headers and footers	1
	Use of at least two forms of electronic combination of graphical images e.g. scanned images, graphics from the Internet, clipart from disc, digital camera images, graphs from a spreadsheet, graphics from a paint or CAD package	2
	Tables	1
<b>Use of advanced features</b>	Each of the following may be awarded one mark – up to a maximum of 5 marks for this section.	
	Different paragraph formats	1
	Different line spacing	1
	Superscript and subscript	1
	Customised tables	1
	Page or frame borders	1
	Set and use own tabs	1
	Set and use own indents	1
	Watermarks	1
	Pagination	1
	Use of layering ( <i>forward and behind</i> )	1
	Own style sheets	1
		<b>5</b>

<b>Task 2 – AUTOMATED DOCUMENTS</b>		
<i>Components</i>	<i>Criteria</i>	<i>Mark</i>
<b>Design of document</b>	Purpose of document / intended user	<b>2</b>
	Detailed design of document	<b>4</b>
<b>Use of basic features</b>	Import data from an external source	<b>2</b>
	Use of suitable format and layout for data	<b>2</b>
	Ensure automated routines work	<b>2</b>
<b>Use of advanced features</b>	Individual macros or modules created using internal programming capabilities of the software package	<b>3</b>
	Individually designed templates ( <i>other than the normal template</i> )	<b>3</b>

<b>Task 3 – PRESENTATION</b>		
<i>Components</i>	<i>Criteria</i>	<i>Mark</i>
<b>Design of documents</b>	Purpose of document / intended user	<b>1</b>
	Detailed design of documents	<b>4</b>
	<b>Structure diagram showing pathways</b>	<b>1</b>
<b>Use of basic features</b>	Background styles	<b>1</b>
	Animation effects	<b>1</b>
	Transition effects	<b>1</b>
	Hypertext	<b>1</b>
	Hotspots	<b>1</b>
	Bookmarks	<b>1</b>
<b>Use of advanced features</b>	Use of sound	<b>2</b>
	Use of original video	<b>4</b>
	Use of original animation / Flash graphics	<b>2</b>

<b>EVALUATION</b>	
<i>Criteria</i>	<i>Mark</i>
<p>This section assesses the candidate's quality of written communication. Marks are awarded for the following criteria, but only if the candidate's response demonstrates:</p> <ul style="list-style-type: none"> <li>• legibility of text; accuracy of spelling, punctuation and grammar; clarity of meaning;</li> <li>• selection of a form and style of writing appropriate to purpose and to complexity of subject matter;</li> <li>• organisation of information clearly and coherently; use of specialist vocabulary where appropriate.</li> </ul>	<b>6</b>
<p>A detailed and critical evaluation of all three tasks which examines the data, system and suggests future modifications <i>marks</i> 5-6</p>	
<p>A detailed evaluation of all tasks, which addresses the system and future modification <i>marks</i> 4- 3</p>	
<p>Not all tasks have been evaluated or only a brief evaluation of all three tasks and limited suggestions for future modifications <i>marks</i> 2-1</p>	

<b>COMPRESSION AND STORAGE TECHNIQUES</b>	
<i>Criteria</i>	<i>Mark</i>
Identification of methods used	<b>2</b>
Justification of chosen method	<b>2</b>

*Spelling punctuation and grammar will be assessed*

**4.4 Unit IT4 RELATIONAL DATABASES****Outline Scheme of Assessment**

<i>Components</i>	<i>Present spec</i>	<i>Max Mark</i>
<b>User requirements</b>	<b>9</b>	<b>12</b>
<b>Design</b>	<b>19</b>	<b>24</b>
<b>Implementation</b>	<b>16</b>	<b>25</b>
<b>Testing</b>	<b>16</b>	<b>16</b>
<b>User Documentation</b>	<b>15</b>	<b>15</b>
<b>Evaluation</b>	<b>3</b>	<b>8</b>
<b>Project planning and standard ways of working</b>	<b>2</b>	
<b>Total</b>	<b>80</b>	<b>100</b>

A detailed scheme of assessment is shown in Section 8.4

**Detailed Scheme of Assessment**

<i>Components</i>	<i>Criteria</i>	<i>Mark</i>
<b>User Requirements</b>		
Background	<i>Show a clear understanding of the background to the problem</i>	2
Expected outcomes / aims and objectives	<i>A clear statement of the aims and objectives of the system, along with the expected outcomes and house style and ethos of the organisation</i>	6
User Interface requirements	<i>Details of specific user interface requirements of the system</i>	1
Hardware	<i>Details of the minimum hardware requirements for the system to function.</i>	1
	<i>Entity Relationship Diagram</i>	2
<b>Design</b>		
Design of inputs	<i>Data dictionary</i>	4
	<i>Normalisation</i>	2
	<i>Design of validation techniques</i>	2
	<i>Design of password protection technique</i>	1
	<i>Design of on screen data entry forms</i>	3
Design of user interface	<i>Design of user-friendly, menu driven, front end interface</i>	1
	<i>Design of queries (including purpose and structure)</i>	6
	<i>Single table queries x 2</i>	
	<i>Multiple table queries</i>	
	<i>Multiple table queries using relational links (must have search criteria)</i>	
	<i>Parameter queries</i>	
	<i>Append, delete or update queries</i>	
Design of outputs	<i>Design of report</i>	2
Design of processes	<i>Automated routines using programming code</i>	2
	<i>Design calculations in reports or forms</i>	1

		Mark
<b>Implementation</b>	<i>Create tables and links</i>	4
	<i>Data validation techniques</i>	2
	<i>Calculated field</i>	1
	<i>Create forms</i>	2
	<i>Create forms with subforms</i>	1
	<i>Create user friendly interface</i>	1
	<i>Macros</i>	2
	<i>Single table queries</i>	2
	<i>Multiple table queries</i>	1
	<i>Multiple table queries using relational links</i>	1
	<i>Parameter queries</i>	1
	<i>Append, delete or update queries</i>	1
	<i>Reports</i>	4
	<i>Individual enhancement of solutions using the programming capabilities of the software package</i>	2

Components	Criteria	Mark
<b>Testing to a Test Plan</b>	<i>Test user interface and test all routes through the system</i>	1
	<i>Test with valid data and extremes of data</i>	2
	<i>Test all validation procedures with invalid data</i>	2
	<i>Test report</i>	1
	<i>Test all queries</i>	6
	<i>Test security systems</i>	1
	<i>Test all individual and automated routines</i>	2
	<i>Test all calculations are correct</i>	1
<b>User Documentation</b>	<i>Details of where to find the database (directories) and how to start up the database</i>	1
	<i>Details of how to enter passwords or other security procedures</i>	1
	<i>Details of how to navigate the user interface</i>	1
	<i>Details of how to add, delete, edit, print and save data in records via examples given in screenshots of data entry forms</i>	5
	<i>Examples of validation text to support validation procedures</i>	2
	<i>Instructions about using different types of queries and producing a report</i>	4
	<i>Instructions about disaster recovery techniques</i>	1
<b>Evaluation</b>	<i>Against user requirements</i>	4
	<i>Problems encountered and strategies used to resolve them</i>	4



**Assessment Grid**

	<i>Very detailed and accurate with all criteria covered</i>	<i>Detailed and accurate with most criteria covered</i>	<i>Some detail and accuracy with some criteria covered</i>	<i>Brief description, or a list with few criteria covered</i>	<i>Very few criteria attempted or completed</i>	<i>None</i>
<b>User Requirements</b>	<b>12-10</b>	<b>9-7</b>	<b>6-4</b>	<b>3-2</b>	<b>1</b>	<b>0</b>
<b>Design</b>	<b>24-20</b>	<b>19-15</b>	<b>14-10</b>	<b>9-5</b>	<b>4-1</b>	<b>0</b>
<b>Implementation</b>	<b>25-21</b>	<b>20-15</b>	<b>14-10</b>	<b>9-5</b>	<b>4-1</b>	<b>0</b>
<b>Testing</b>	<b>16-13</b>	<b>12-9</b>	<b>8-5</b>	<b>4-3</b>	<b>2-1</b>	<b>0</b>
<b>User Documentation</b>	<b>15-12</b>	<b>11-9</b>	<b>8-5</b>	<b>4-3</b>	<b>2-1</b>	<b>0</b>
	<i>Very detailed, critical and accurate</i>			<i>Brief description, or a list</i>		<i>None</i>
<b>Evaluation</b>	<b>8-5</b>			<b>4-1</b>		<b>0</b>

*Spelling punctuation and grammar will be assessed.*