

GCSE coursework 1a tick sheet

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Introduction

All extracts from the course specification and marking scheme are in italics. Pay attention to them and make sure they fully describe the work you have done. The notes are roughly ordered into the different sections of the mark scheme. I suggest that you use some of the headings and sub headings in your own report. Follow the same general order unless you particularly believe that due to the nature of your project you can better describe your work and understanding differently. Invariably many projects will cover areas that aren't on this sheet, don't forget to include them somewhere appropriate in your report. You can use this sheet throughout the project to make sure you have done every section. Keep in mind that there is a difference between you ticking something off and your teacher ticking something off. Although the two sections are separate in here they are to be done consecutively as you will find it easier to write the report as you make the publication. Remember to include a **table of contents** and **page numbers** in your report.

Candidate Name:	
Candidate number:	

Mark scheme tick sheet

P/R refers to whether the task applies to your publication or your report.

Mark Range	P/R	Task	Done	Teacher tick
0 – 2	P	<i>Find different types of information from an IT source.</i> See list of IT sources for reference (end of handout)		
	P	<i>Find different types of information from a non IT source.</i> See list of non IT sources for reference (end of handout)		
	R	Document all pieces of information saying what the source is and if it is an IT or non IT source.		
	P	<i>Use a computer to create a piece of work.</i>		
	R	Document how the computer was used to produce the work. Use screen shots to show the methods used to pull information into your work including • Cut/copy • Paste • Crop • Resize		
3 - 4	P	<i>Include text in the work.</i>		
	R	Document what text you have used & where it is from		
	P	<i>Include images in the work.</i>		
	R	Document what images you have used & where they are from		
	P	<i>Include numbers in the work.</i>		
	R	Document what numbers you have used & where they are from. Note: Page numbers are one way of fulfilling this criteria (document with screen shots)		
	R	<i>Show evidence of your sources</i> From the FAQ on sources: <i>Q: What evidence is required for the IT and non-IT sources?</i> <i>A: Evidence of every source used in the final document must be submitted to the moderator.</i>		
		<i>...Such evidence would include screen shots/prints of the web pages used...</i>		
		<i>...the actual pages from magazines or newspapers</i>		
		<i>but from books it is acceptable for an accredited photocopy of the page to be submitted rather than the whole book or pages torn from a book. It is not acceptable for candidates to merely quote titles, authors ISBN numbers of books.</i>		

5 - 7	R	<i>State the purpose of the work.</i> Say what you aim to do: “I’m going to make a... aimed at... that will contain...”		
	R	<i>Experiment with layouts</i> • Where text is going to be • Where images are going to be • Where numbers are going to be		
	R	<i>choose an appropriate layout for the selected information.</i> Say why you chose such a layout with reference to your target audience.		
	P	Apply your chosen layout to the publication		
8 - 10	R	<i>Write down how the development matches the purpose of the work.</i> This covers all the next few sections		
	R	Try out a number of different fonts		
	R	Compare the fonts		
	R	Say which font is best for the project (matches the target audience)		
	R	Try out a number of different font sizes		
	R	Compare the font sizes		
	R	Say which size is best for the project (matches the target audience)		
	R	Try out a number of different font colours		
	R	Compare the font colours		
	R	Say which colour is best for the project (matches the target audience)		
	R	Provide a list or table of your images that you have collected (I recommend numbering your images) State where the image is from and say why you chose it (matches the target audience)		
	P	<i>Show consistency throughout the work.</i> This covers the next few sections		
	P	Apply the chosen fonts and images to your publication.		
	P	Make sure that the fonts are consistent		
	P	Make sure that the layout is consistent		

11 - 13	P	Use a spell checker or proof reader to check the accuracy of the work.		
	R	State the purpose of a spell checker		
	R	State the purpose of a proof reader		
	R	Describe the process of using a spell checker		
	R	Describe the process of using a spell checker		
	R	Provide evidence of using a spell checker on the work: • Screen dumps of the spell checker running on your publication • A before printout with the spellings that were changed by the spell checker circled OR Provide evidence of using a proof reader on the work: • A copy of your publication with the spelling mistakes marked and corrected In cases where printouts are used they must be referenced in the report. From the FAQ on spell checking: <i>Q: How can evidence of spell checking be presented?</i> <i>A: The use of a spell checker can be shown by suitably annotated before and after printouts along with an annotated screen shot of the spell checker in use.</i>		
	R	Say what file name you gave your report		
	R	Say what file name you gave your publication		
	R	Say what folder you saved both of them in		
	R	Provide a screen dump of you saving your file showing file and folder names.		

14 - 16	P	The publication must contain materials from two or more IT sources Note: Using the internet only counts as one IT source. See list of sources at the back.		
	P	The publication must contain materials from two or more non IT sources		
	R	The images, text and numbers in the publication are documented along with their source.		
	P	The publication is of 8 pages or more		
	R	Demonstrate that you can search for information using multiple criteria including all of the following: • More than one search word used • Multiple search words used in searches		
	R	Complex/advanced searches have been used and documented (like the advanced Google search)		
17 - 19	R	<i>Use hyperlinks or refined searches to identify information which is suitable for the purpose of the work</i> Document how you used hyperlinks from web pages.		
	R	Document why you used those hyperlinks (what made them look appropriate for your project).		
	R	Give reasoning as to why you investigated some certain sites and not others.		
	R	From the FAQ on hyperlinks: <i>Q: How can "use hyper links" be demonstrated in the coursework?</i> <i>A: A printout (or screen dump) of the results of the search should be suitably annotated to indicate which links were followed. When the links have been followed, the resulting web pages should be printed (or screen dumped) and labelled. Any materials taken from the web pages for use in the product should be annotated. Their use should be acknowledged as part of the copyright commentary in the Add-on mark evidence.</i>		
	R	From the FAQ on advanced searches: <i>Q: What evidence is needed for "search using multiple criteria"?</i> <i>A: Candidates should show the AND, OR search criteria and annotate them accordingly.</i>		
	P	After finding the extra information add it to your work and show where it was added and formatted.		

20 - 21	R	Research the prices of similar publications		
	R	Chose a price for your publication		
	R	Research the exchange rates to convert your price into US dollars and euros		
	R	Make a spreadsheet to convert your price into US dollars and euros.		
	P	Copy these prices into your publication (on the back cover)		
		Bonus marks		
0 - 2	R	Compare the process and methods used to construct your publication with methods like cutting text and images from books, magazines etc... and sticking them in a book		
	R	Say how your work could have been done without a computer		
3 - 4		Say how you worked safely and took precautions against things like: • RSI • Eyestrain • Etc...		
		Show that you have used some method of backup system (use screen dumps for evidence) including: • Making copies of your work at various stages so you have an old version • Make a copy on a floppy disk or USB device		
		Write about how you got help with a problem (giving an example) including: • Online help • Asking a teacher • Asking a technician		
		List and comment on two advantages of using ICT to make a publication <i>based on your experiences in this coursework</i> .		
		List and comment on two disadvantages of using ICT to make a publication <i>based on your experiences in this coursework</i> .		
		Discuss copyright • What it is • Why it exists • What it covers		
		Say how copyright affects your work (and the text/images you have used)		
		Acknowledge sources that you have used in your work		

5 - 7		Demonstrate with screen dumps how to use the help function within an application (in relation to your project) to fix a problem		
		Demonstrate an understanding of what can cause errors		
		Demonstrate how to minimise risks from viruses		
		Demonstrate how to use a virus scanner (using screen dumps)		

The publication (your book)

Task	Done	Teacher tick
The book is minimum 8 pages (including the front and back cover)		
Each page (Not necessarily front and back cover) must have page numbers.		
You must have text from a non IT sources. Note: See list at end of handout		
You must have text from an IT sources. Note: See list at end of handout		
You must have images from a non IT sources. Note: See list at end of handout		
You must have images from an IT sources. Note: See list at end of handout		
You have used over all two non IT sources Note: See list at end of handout		
You have used over all two IT sources Note: See list at end of handout		
There are a variety of images in the book		
Publication must contain editing (alteration of content) including all the following: • Cropping images • Resizing images • Changes to text (made by a student) • Copy & Paste		
Publication must contain formatting (alteration of presentation) including all the following: • Changing text font • Changing text size • Changing text colour • Positioning of images (other than just putting them into the document strait)		
The fonts, images and numbers are consistent in appearance, style and positioning.		
Put a “blurb” on the back cover (This counts as text created by yourself)		
Put the price on the back cover using appropriate currencies (at least two different currencies)		

The Report

Task	Done	Teacher tick
Layout of report		
The report has a table of contents		
The report has page numbers		
The report uses consistent headings		
Introduction		
Say what you aim to do: “I’m going to make a... aimed at... that will contain...”		
explain your audience including: • age range • gender • etc...		
Design of publication		
Different layout ideas have to be included (at least 4) showing: • Alternative placement of text • Alternative placement of images • Alternative placement of numbers		
A decision of which layout to use and why it has been chosen.		
Font ideas		
Try out a number of different fonts		
Compare the fonts		
Say which font is best for the project (matches the target audience)		
Try out a number of different font sizes		
Compare the font sizes		
Say which size is best for the project (matches the target audience)		
Try out a number of different font colours		
Compare the font colours		
Say which colour is best for the project (matches the target audience)		
Image ideas		
Provide a list or table of your images that you have collected (I recommend numbering your images) State where the image is from e.g.: • Internet • Scanner/digitiser • Digital camera • Magazines & books • Images cut out of books or magazines and stuck down (with comments).		

Say how you got images from a scanner (Document the process including screen dumps.)		
Say how you got images from the internet (Document the process including screen dumps.)		
Say the search words you used for the internet Note: • you must use more than one search word • You must use a combination of two or more search words in at least one search		
Say what advanced searches you used to find images on the internet.		
Say how you got images from the clipart (Document the process including screen dumps.)		
Say the search words you used for the clipart (Note: you must use more than one search word)		
Say what hyperlinks you followed to find more information & content.		
Say why hyperlinks used are good, and why you think they are going to be good.		
Say why chosen information is relevant to the purpose.		
Edit information brought in as a result of hyperlinks and/or advanced searches.		
From the FAQ on hyperlinks: <i>Q: How can "use hyper links" be demonstrated in the coursework?</i> <i>A: A printout of the results of the search should be suitably annotated to indicate which links were followed. When the links have been followed, the resulting web pages should be printed and labelled. Any materials taken from the web pages for use in the product should be annotated. Their use should be acknowledged as part of the copyright commentary in the Add-on mark evidence.</i>		
Checking the publication		
Mention the purpose of proof reading		
Mention the purpose of spell checking		
Describe the process of spell checking		
Provide evidence of spell checking which must include: • Screen dumps of the spell checker correcting your document. • A before & after printout with the spellings that changed marked on the before printout.		
Saving work		
Say what file name you gave your report		
Say what file name you gave your publication		
Say what folder you saved both of them in		
Provide a screen dump of you saving your file showing file and folder names.		
Show a "backup" folder with old versions of your report and publication at different stages.		

Editing & Formatting		
Document how you put the text into the document		
Document how you made changes to the text (Note: this alteration of the content)		
Document how you changed the formatting of the text (Note: this is alteration of the presentation) including: • Changing the font • Changing the colour • Changing the size • Any other changes you made		
Document how you put the images into the document		
Document how you made changes to the images (Note: this alteration of the content) which will include: • Cropping • Resizing • Any editing in an art program		
Document how you changed the formatting of the images (Note: this is alteration of the presentation) including: • Positioning • Text wrapping • Transparency		
Say how you put page numbers into the publication include screen shots.		
Research book prices		
Research on the internet currency conversion rates		
Build a currency conversion table in excel & document it		
Comparison of methods		
Compare the process and methods used to construct your publication with methods like cutting text and images from books, magazines etc... and sticking them in a book		
Say how your work could have been done without a computer		
Safety and prevention of problems		
Say how you worked safely and took precautions against things like: • RSI • Eyestrain • Etc...		
Show that you have used some method of backup system (use screen dumps for evidence) including: • Making copies of your work at various stages so you have an old version • Make a copy on a floppy disk or USB device		

Write about how you got help with a problem (giving an example) including: • Online help • Asking a teacher • Asking a technician		
List and comment on two advantages of using ICT to make a publication <i>based on your experiences in this coursework</i> .		
List and comment on two disadvantages of using ICT to make a publication <i>based on your experiences in this coursework</i> .		
Discuss copyright • What it is • Why it exists • What it covers		
Say how copyright affects your work (and the text/images you have used)		
Acknowledge sources that you have used in your work		
Finding solutions to problems		
Demonstrate with screen dumps how to use the help function within an application (in relation to your project) to fix a problem		
Demonstrate an understanding of what can cause errors		
Safety from viruses		
Demonstrate how to minimise risks from viruses		
Demonstrate how to use a virus scanner (using screen dumps)		

Sources used

For the purpose of the mark scheme it is important that you ensure that you use at least the minimum number of sources and that you document them accurately. Use this list as a check that you have sufficient sources.

Task	Done	Teacher tick
IT sources (you need to use a minimum of 2)		
Internet		
CD-ROM		
Clipart		
Non IT sources (you need to use a minimum of 2)		
Images cut out of books or magazines and stuck onto a page with comments.		
Photographs stuck onto a page with comments.		
Images scanned in from a book or magazine		
Digital Camera		
Own creation		

Q: How do I decide whether a source is IT or non-IT?

A: Most of the time, this is self-evident and should not be a problem. However, with the ever-changing nature of ICT and the increasing accessibility to ICT devices, this issue sometimes causes concern. The simplest way to avoid this problem is to ensure that your candidates choose the obvious IT and non-IT sources e.g. ClipArt from a CD, pictures from magazines etc. However, if there is a simple test that can be applied to the source material: if it is found in a digital/electronic form then it is probably an IT source, if it can be physically held/touched then it is probably non-IT.

Q: What constitutes a non-IT source?

A: Non-IT sources include magazines, newspapers, books, printed photographs/images/pictures that require importing by scanning, copy-typing, and/or digitally photographing to place them in the digital domain.

Q: What constitutes an IT source?

A: IT sources are sources of information that originate, as perceived by the candidate, in a digital domain. Examples are ClipArt from a database or ClipArt library, images, text or numbers found on the Internet, original digital photographs, original digital pictures produced in a graphic package. IT sources can be imported by copy and paste techniques.