

FAQs taken from OCR website

There is more information available on line. This is purely to backup the existing information & handouts that you have been provided with.

Q: Can a literate adult doing the proof reading be the class teacher or a parent?

A: Yes, to both.

Q: Do all the assessment criteria up to the level of the mark being awarded have to be met for Project 1a

A: The assessment criteria for this project is seen as hierarchical in that all the criteria at lower levels should be addressed when awarding a mark at a particular level, e.g. mark level 8 - 10 includes all the criteria at mark levels 0 - 7. However, there are some statement wordings that are different at the higher levels:

Up to and including mark level 11 - 13 , the criteria are:

"Use a computer to develop a significant piece of work using different types of information from a range of IT sources and non-IT sources."

but at mark level 14 - 16 and above, these are combined into one statement:

"Use a computer to develop a significant piece of work using different types of information from a range of IT sources and non-IT sources."

Up to mark level 17 - 19 the criterion statement is:

"Use a spell checker or proof reader to check the accuracy of the work."

but at the highest level, it is:

"Use a spell checker and a proof reader to check the accuracy of the work."

so at the highest mark levels candidates are expected to provide evidence that both have been done. In the Add-on marks, all the criteria at the lower levels must be met before a mark at a level can be awarded.

Q: How can "Save the work using appropriate folders and file names." be shown?

A: This is best accomplished by providing a screen shot of the files in situ within their folder and annotating them accordingly. If a back folder with files is also shown, it can be used as part of the Add-On mark evidence for "avoid losing information".

Q: How can "use hyper links" be demonstrated in the coursework?

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.

Q: How can evidence of spell checking be presented?

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.

Q: How can proof reading be shown in coursework?

A: A literate adult should be asked to read the final booklet/presentation/product and indicate where errors are to be found. The adult should then sign a declaration to the effect that he/she has proof read the work.

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: How many IT and non-IT sources do my candidates have to have?

A: The higher mark ranges ask for "sources" - plural - so candidates should have evidence of finding and of using a minimum of TWO IT sources and TWO non-IT sources in their final product. As finding and using these sources is not an arduous task, it would seem sensible to ensure that candidates at all mark levels do this.

Q: How should the Add-on marks be shown in the coursework?

A: The Add-on marks should be addressed as part of the commentary produced as the candidates construct their booklet/presentation/product and should not be left until the end of the work. They could be set as home works or additional tasks as the main work proceeds. All the evidence for the Add-on marks should relate to the candidates work and booklet/presentation/product and not be theoretical discussions of the topics.

Q: What constitutes a "significant piece" of work?

A: Candidates are expected to produce a single, coherent piece of work that demonstrates their skills and meets the criteria for Project 1a. For the purposes of this specification, a product of 8 or more pages or slides is expected as this provides candidates with the opportunity to submit the evidence to meet the criteria. It is very difficult to see how all the criteria at the higher levels can be achieved with a single page e.g. a poster....where can "show consistency" be in evidence, for instance, when only one or two pages are submitted?

The 8 pages refers to the final product e.g. the booklet or the presentation and does not include the supporting documentation e.g. the "write how the development.." or the evidence for the Add-on marks.

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.

Q: What evidence is needed for "search using multiple criteria"?

A: Candidates should show the AND, OR search criteria and annotate them accordingly.

Q: What evidence is required for the IT and non-IT sources?

A: Evidence of every source used in the final document must be submitted to the moderator. Such evidence would include screen shots/prints of the web pages used, the actual pages from magazines or newspapers 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.

Q: What is meant by "visually check" the data?

A: This is deemed to be the verification of the data being entered into the database and means that the entries into the database should be checked against the collected data for errors. candidates should check the data in the database against the collected data and highlight errors, the errors should be corrected and highlighted to show this.

Q: What is meant by the "purpose" of the work?

A: The purpose of the work is the use to which the booklet/presentation/product will be put, e.g to show how to make a chocolate cake. The purpose should also indicate the audience for which the booklet/presentation/product is intended, e.g. it is intended for children of ages 8 to 10 years.

Q: What is the difference between "editing" and "formatting"?

A: Editing is altering the content while formatting alters the appearance of text, images and/or numbers.

Q: What is the minimum evidence that will be accepted for Project 1a?

A: The minimum evidence that will be accepted is that which adequately meets the criteria in the scheme of assessment. It is the opinion of the Chief Examiner for this specification that Centres that design their coursework teaching to produce just the minimum evidence do not demonstrate good practice (by, for example, not allowing their candidates to explore their ICT skills) and thus do their candidates a disservice. Often such an approach also leads to difficulties for the Centre when the work is moderated by OCR. However, when marking the work, some questions may become relevant, so it is hoped that these FAQs will assist.