

Model Assignment: Candidate Checklist

OCR Level 2 Nationals in ICT

Unit 1: ICT skills in business

CANDIDATE NAME: _____

| | |
|--------------------------------------|---------------|
| For task 1: | Completed (✓) |
| No evidence is required until task 9 | |

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|--|----------------|
| For task 2 (part of AO2) have you: | Completed (✓) |
| A Used internet search engines to search for and collect information about the different singles and albums which will be sold on the internet and will be advertised in your newsletter (task 7) | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 2 (part of AO2) have you: | Completed (✓) |
| B Provided a list of the website addresses you have used | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> List containing website addresses | |
| <input type="checkbox"/> or other (please give details) _____ | |

To achieve the higher grades:

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|--|----------------|
| For task 2 (part of AO2) have you: | Completed (✓) |
| C Located suitable text and images on local media eg CD ROM | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 2 (part of AO2) have you: | Completed (✓) |
| D Used effective/advanced search criteria eg keywords, quotes, Boolean operators | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 2 (part of AO2) have you: | Completed (✓) |
| E Commented on the trustworthiness/validity/date of your sources | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 2 (part of AO2) have you: | Completed (✓) |
| F Used bookmarks/favourites to store/organise your useful links into folders | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|--|----------------|
| For task 2 (part of AO2) have you: | Completed (✓) |
| G Obtained a number of copyright free text and graphic(s) which can be used in the newsletter. The text/graphics obtained must be 'legal, decent and honest'. Provided screenshots and an explanation to show how the text/graphics comply with legislation | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

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| For task 3 (part of AO2) have you: | Completed (✓) |
| A Saved the attachment to a suitable folder in your work area | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts/screenshots of emails and electronic folders | |
| <input type="checkbox"/> Annotated screen shots showing the features you have used | |

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|---|----------------|
| For task 3 (part of AO2) have you: | Completed (✓) |
| B Replied to the owner's email attaching at least one of the graphics that you collected in task 2 and commented on the risks of receiving/opening email attachments | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts/screenshots of emails | |
| <input type="checkbox"/> Annotated screen shots showing the features you have used | |

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|---|----------------|
| For task 3 (part of AO2) have you: | Completed (✓) |
| C Forwarded the email from the owner to at least two work colleagues (fellow students or email addresses provided by your tutor) | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts/screenshots of emails | |
| <input type="checkbox"/> Annotated screen shots showing the features you have used | |

To achieve the higher grades:

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|---|----------------|
| For task 3 (part of AO2) have you: | Completed (✓) |
| D Used an address book to store at least two email addresses that you have already used in this task | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts/screenshots of emails | |
| <input type="checkbox"/> Annotated screen shots showing the features you have used | |

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|--|----------------|
| For task 3 (part of AO2) have you: | Completed (✓) |
| E Created an email signature for all outgoing messages | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts/screenshots of emails | |
| <input type="checkbox"/> Annotated screen shots showing the features you have used | |

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|--|----------------|
| For task 3 (part of AO2) have you: | Completed (✓) |
| F Composed a new email to the owner of Downloadable Tunes: <ul style="list-style-type: none"> • Used your address book to cc the message to one of the contacts you added • Used your address book to bcc the message to the other contact you added • Set the priority of the message (ie high or low) • Suggested actions that could be taken to reduce the risks involved in receiving and opening email attachments | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts/screenshots of emails | |
| <input type="checkbox"/> Annotated screen shots showing the features you have used | |

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| For task 4 (AO5) have you: | Completed (✓) |
| A Created a spreadsheet including appropriate row and column headings | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| Evidence provided in D | |
| | |

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|--|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| B Formatted cells in your spreadsheet | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| Evidence provided in D | |

| | |
|--|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| C Used appropriate formulae/functions | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| Evidence provided in E | |

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|--|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| D Printed out your spreadsheet in full | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Full annotated printouts of the spreadsheet | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| E Shown the functions/formulae in full | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printout of the spreadsheet showing the formulae | |
| <input type="checkbox"/> Annotated spreadsheet | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|--------------------------------------|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| F Amended order 1001 | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| Evidence provided in G | |

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|--|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| G Reprinted the spreadsheet highlighting the changes made | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Reprinted spreadsheet highlighting the changes made | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| H Added a password to the spreadsheet file | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Screenshot to show password protection | |
| <input type="checkbox"/> or other (please give details) _____ | |

To achieve the higher grades:

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|--|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| I Amended order 1014 | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Reprinted spreadsheet highlighting the changes made | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|--|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| J Deleted a row (order 1006) | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Reprinted spreadsheet highlighting the changes made | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|--|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| K Calculated the income/expenditure for each of the four months | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the spreadsheet showing income and expenditure | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| L Used an average function | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printouts of the spreadsheet | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| M Used headers and footers | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printouts of the spreadsheet | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| N Printed out the spreadsheet in full | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printouts of the spreadsheet | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|---|----------------|
| For task 4 (AO5) have you: | Completed (✓) |
| O Printed out the spreadsheet showing the formulae in full | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printout of the spreadsheet showing the formulae | |
| <input type="checkbox"/> or other (please give details) _____ | |

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|--|----------------|
| For task 5 (AO6) have you: | Completed (✓) |
| A Opened the database and carried out some amendments (add, delete and amend records) Created a query for customers in Leeds | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printouts from the database | |
| <input type="checkbox"/> Annotated screenshots from the database | |

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To achieve the higher grades:

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|---|----------------|
| For task 5 (AO6) have you: | Completed (✓) |
| B Created a query for customers in Durham and who are within the age range of 16 to 25 | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> Annotated screenshots from the database | |

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|--|----------------|
| For task 5 (AO6) have you: | Completed (✓) |
| C Created a report using the query from step B | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printouts from the database | |
| <input type="checkbox"/> Annotated screenshots from the database | |

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|---|----------------|
| For task 5 (AO6) have you: | Completed (✓) |
| D Created a report using the query from step A and printed as labels | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printouts from the database | |
| <input type="checkbox"/> Annotated screenshots from the database | |

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|---|----------------|
| For task 6 (AO4) have you: | Completed (✓) |
| A Created a business letter and a memo | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the final versions of documents | |
| <input type="checkbox"/> Master document for Mailmerge | |

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|---|----------------|
| For task 6 (AO4) have you: | Completed (✓) |
| B Applied suitable formatting to your documents | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the final versions of documents | |
| <input type="checkbox"/> Master document for Mailmerge | |

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|---|----------------|
| For task 6 (AO4) have you: | Completed (✓) |
| C Checked the spelling/grammar of the documents | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

To achieve the higher grades:

| | |
|---|----------------|
| For task 6 (AO4) have you: | Completed (✓) |
| D Applied a consistent housestyle to all your documents | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the final versions of documents | |
| <input type="checkbox"/> or other (please give details) _____ | |

| | |
|---|----------------|
| For task 6 (AO4) have you: | Completed (✓) |
| E Created a flyer | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the final version of your flyer | |
| <input type="checkbox"/> or other (please give details) _____ | |

(continued overleaf)

| | |
|--|----------------|
| For task 6 (AO4) have you: | Completed (✓) |
| F Proofread your flyer | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the final version of your flyer and draft versions | |
| <input type="checkbox"/> or other (please give details) _____ | |

| | |
|--|----------------|
| For task 6 (AO4) have you: | Completed (✓) |
| G Used the business letter and database as a Mailmerge (Distinction only) | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Master document for Mailmerge | |
| <input type="checkbox"/> or other (please give details) _____ | |

| | |
|--|----------------|
| For task 7 (part of AO4) have you: | Completed (✓) |
| A Created a newsletter | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the newsletter | |

| | |
|--|----------------|
| For task 7 (part of AO4) have you: | Completed (✓) |
| B Applied suitable formatting | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the newsletter | |

(continued overleaf)

| | |
|--|----------------|
| For task 7 (part of AO4) have you: | Completed (✓) |
| C Checked the document using a spelling/grammar checker | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> or other (please give details) _____ | |

To achieve the higher grades:

| | |
|--|----------------|
| For task 7 (part of AO4) have you: | Completed (✓) |
| D Applied a consistent housestyle | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the newsletter | |

| | |
|---|----------------|
| For task 7 (part of AO4) have you: | Completed (✓) |
| E Inserted fields, including date and document information | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the newsletter | |

| | |
|---|----------------|
| For task 7 (part of AO4) have you: | Completed (✓) |
| F Proofread your newsletter | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printouts of the final newsletter and earlier drafts | |

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|--|----------------|
| For task 8 (AO3) have you: | Completed (✓) |
| A Created an electronic presentation of at least three slides | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Printout of the presentation | |
| <input type="checkbox"/> or other (please give details) _____ | |

(continued overleaf)

To achieve the higher grades:

| For task 8 (AO3) have you: | Completed (✓) |
|---|----------------|
| B Created a presentation of four slides, added transitions and print handouts <i>(Merit only)</i> | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printout of the presentation | |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> Printed out handouts | |
| <input type="checkbox"/> or other (please give details) _____ | |

| For task 8 (AO3) have you: | Completed (✓) |
|---|----------------|
| C Created a presentation of five slides, added transitions and animations, added speaker notes to at least one slide and printed out handouts AND notes pages <i>(Distinction only)</i> | |
| Evidence provided (please ✓): | Ref/Page no(s) |
| <input type="checkbox"/> Annotated printout of the presentation | |
| <input type="checkbox"/> Annotated screenshots | |
| <input type="checkbox"/> Printed out handouts | |
| <input type="checkbox"/> Printout in note form | |
| <input type="checkbox"/> or other (please give details) _____ | |

(continued overleaf)

| For task 9 (AO1) have you provided evidence of: | | Completed (✓) |
|---|--|----------------|
| A | <ul style="list-style-type: none"> • <i>Creating and</i> naming at least two new folders to store the files which you have created for this project • Storing all the files created within the filing structure • Using suitable filenames • Locating and opening existing files • Creating shortcut(s) to at least one folder and file • Password protecting at least one file • Backing-up files you have created by copying them to another location (eg flash pen, CD ROM, floppy disk or other network location) | |
| Evidence provided (please ✓): | | Ref/Page no(s) |
| <input type="checkbox"/> | Annotated screenshots | |

To achieve the higher grades:

| For task 9 (AO1) have you provided evidence of: | | Completed (✓) |
|---|---|----------------|
| B | <p><i>(Merit and Distinction)</i></p> <ul style="list-style-type: none"> • Creating at least two subfolders to help you organise your work • Locating and opening files from a range of sources • Creating shortcut(s) to at least one directory, program and file • Backing-up and restoring files from a removable medium • Deleting, copying and moving files and folders | |
| Evidence provided (please ✓): | | Ref/Page no(s) |
| <input type="checkbox"/> | Annotated screenshots | |

| For task 9 (AO1) have you provided evidence of: | | Completed (✓) |
|---|--|----------------|
| C | <p><i>(Distinction)</i></p> <ul style="list-style-type: none"> • Locating and opening existing files using operating system search facilities • Creating, editing and deleting shortcuts to at least one program, directory and file | |
| Evidence provided (please ✓): | | Ref/Page no(s) |
| <input type="checkbox"/> | Annotated screenshots | |