

General Certificate of Education  
January 2009  
Advanced Subsidiary and Advanced Award  
3, 6 and 12 Unit Award



**APPLIED INFORMATION AND  
COMMUNICATION TECHNOLOGY  
Unit 1 ICT and Society**

**IT01/PM**

1 November 2008 to 21 January 2009

AQA-set Assignment – Candidate Booklet

**To be given to candidates on or after 1 November 2008**

Time allowed

- Investigation time
- 15 hours under controlled conditions

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## Unit 1: ICT and Society (IT01)

### The Assignment – Candidate Booklet

#### Introduction

You should read this booklet together with the unit specification for *Unit 1: ICT and Society*. The work will be completed in two stages:

- investigation time, during which you will carry out preparatory work
- 15 hours of controlled conditions, during which you will complete your work.

There are 70 marks available for this assignment. This is the only form of assessment for this unit. This assignment will be marked externally. You will be awarded marks according to the quality of the work you complete. There are details of what you are required to produce in the *What you should hand in* section of this booklet.

#### 1 The task

A local education authority is intending to send out a newsletter for parents and carers of 8-12 year olds, to inform them of the issues involved in the children's use of ICT. It has asked you to design the newsletter.

The local authority would like the newsletter to cover the areas of:

- health
- education
- leisure
- security
- safety
- communication

An explanation of the relevance of the Data Protection Act to parents, carers and schools should also be included.

You should present a balanced view referring to benefits and/or drawbacks of ICT use. The local authority does **not** want you to include any reference to control technologies.

#### 2 What you should hand in

When you have completed the assignment, you should hand in the following:

Completed during the investigation time:

- (a) A time plan to show how you initially intended to complete the work for this assignment (for both the investigation time and the 15 hours of controlled conditions). *(1 mark)*
- (b) Evidence to show understanding of the needs of the audience and how these will affect the content and layout requirements. *(up to 3 marks)*
- (c) The evaluation criteria for the newsletter, that will be used to assess suitability for purpose and audience. *(up to 3 marks)*

- (d) A bibliography of sources used for research. *(up to 3 marks)*
- (e) No more than three different possible draft designs for the layout and organisation of the newsletter. *(up to 3 marks)*
- (f) Evidence of testing the suitability of your draft designs for the audience. *(up to 2 marks)*
- (g) The final annotated design. The annotation should show how the layout and content of the design are appropriate for the audience and purpose. *(up to 8 marks)*

Completed during the controlled conditions:

- (h) A screen shot taken at the start of controlled conditions, to show the file names and types of all of the files of researched material that you planned to use during the controlled conditions. *(1 mark)*
  - (i) A printout of the template for the newsletter, annotated to show the range of software facilities used. *(up to 6 marks)*
  - (j) Screen shots to show how the newsletter was composed, cross-referenced to the files of researched material (h). *(up to 6 marks)*
  - (k) A printout of the final newsletter that clearly shows the content.  
*(up to 24 marks for the content of the newsletter, including up to 3 marks for each of the 6 areas, up to 3 marks for the effects of the relevance of the Data Protection Act, and up to 3 marks for acknowledging your sources).*
  - (l) An evaluation of the final newsletter showing how it is suitable for the audience and purpose. Reference should be made to the evaluation criteria (c). *(up to 3 marks)*
  - (m) An evaluation of your own performance in producing the newsletter, explaining how you overcame any problems, referenced to the screen shots in (j), above. *(up to 3 marks)*
  - (n) Your initial time plan (a), updated by hand, to show how you actually used your time during the investigation time and the controlled conditions. *(up to 2 marks)*
  - (o) A screen shot to show the file names and types of all of the files of researched material used, annotated to show any amendments and additions to your initial list (h). *(up to 2 marks)*
- (Total = 70 marks)**

Examples of appropriate formats for use in a bibliography are given on page 6 of this booklet.

The work that you hand in should be organised in an appropriate order and page numbered. You should put your name, centre number and candidate number on each page. The work should be kept securely together e.g. using treasury tags. Plastic wallets and ring binders must **not** be used. Each of the items (a) – (o) should be clearly identified. Hard copies of research materials such as brochures or web page printouts should **not** be included.

**Turn over ►**

### 3 The investigation time

The investigation time begins when you are handed this booklet. During the investigation time, you should carry out all the research, planning, designing and testing of designs needed for the assignment. Your research should ensure that the content of your newsletter is accurate and up-to-date.

Your research may involve using resources such as:

- interviews with members of the audience
- books
- Internet websites
- CD-ROMs and/or DVDs
- newspapers and/or magazines
- television and/or radio programmes
- information leaflets
- documents.

You may also find it useful to look at examples of newsletters, and other information aimed at a similar audience.

You need to show what research you have carried out by including a bibliography of the sources you have used, including the level of detail as shown on page 6 of this booklet. You should also remember that in your newsletter you must declare the sources and dates of all material used (including quotes, pictures and diagrams) that you have not produced yourself.

By the end of the investigation time you should have:

- produced in **hard copy format** (i.e. printed or handwritten on paper) the items (a) – (g) of *What you should hand in*. These must be included in your preparatory folder, which should be handed in to your teacher before the start of the controlled conditions.
- prepared all of the content that you wish to include in your newsletter. This must be submitted to your teacher **in electronic format** before the start of the controlled conditions. **All text must be in plain text files without formatting (eg .txt files)**. Pictures, diagrams and other images can be stored in an appropriate electronic format. No other files or material should be included.

### 4 Preparatory folder

This folder should contain, in hard copy format, all of the items (a) – (g) which you should have completed before you start your work under controlled conditions.

If you find that between controlled sessions you need additional content for your newsletter you may give this in to your teacher in electronic format and ask for it to be made available in any remaining sessions.

All material in your preparatory folder and in the electronic files of content that you ask to have available to you in controlled sessions, must be checked by your teacher before you can use it in controlled sessions. At the end of each controlled session, your teacher will collect in your preparatory folder and return it to you at the start of the next session.

## 5 The controlled conditions

‘Controlled conditions’ means ‘examination conditions’. You **must** work independently and in silence.

During the 15 hours of controlled conditions, you will be using your preparatory folder and electronic files of content to produce the items listed in (h) – (o) of *What you should hand in*. Your teacher will tell you in advance when the 15 hours have been timetabled.

During the controlled conditions, you must **not**:

- communicate in any way with anyone, except the invigilator in the case of equipment failure
- access the Internet or any intranet
- have access to any material except your preparatory folder and electronic files of content
- take in textbooks or photocopies of parts of textbooks
- copy type
- have access to removable media such as CD-ROMS or USB memory sticks.

The work must be completed by the end of the 15 hours of controlled conditions. The work must be submitted on paper as the examiner will **not** look at work submitted on electronic media such as CD-ROMs or USB memory sticks.

Your final work for submission should consist of hard copy evidence of the items in (a) – (o) of *What you should hand in*.

**Turn over for the bibliography guide**

**Turn over ►**

**Bibliography guide**

This is a guide to the level of detail required for referencing within your bibliography.

Book reference:

Author(s), year published, Title of book, Publisher, Page number(s)

Website reference:

Name of organisation, Name of document, (Available from:) hypertext link, date accessed

Newspaper/magazine reference:

Author(s), Name of article, Name of newspaper/magazine, Date of publication, Page number(s)

Television/Radio reference:

Name of programme, Broadcaster e.g. name of radio station, date and time of broadcast.

Journal reference:

Author(s), year, Title of journal, Publisher, Page numbers

CD-ROM/DVD reference:

Title of CD-ROM/DVD, Name of article/section, Date of production, Production company

For each source, your bibliography should also include a description of:

- how this information has been used within your newsletter
- how you have checked the validity of the source.

**END OF CANDIDATE BOOKLET**

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