

Please read the instructions before completing this form

Examination Session

Year

<b>Unit Code</b>	<b>G048</b>	<b>Unit Title</b>	<b>Working to a Brief</b>
<b>Centre Number</b>		<b>Centre Name</b>	
<b>Candidate Number</b>		<b>Candidate Name</b>	

**Evidence: The candidate needs to include:** a preparatory report in to current working practice; a project plan in response to the set brief; a diary or log of work completed; support materials for use with the project; an evaluation of their performance in relation to planning the project; an evaluation of their performance in implementing the project; an evaluation of their ICT solution to the given brief.

If work is a re-sit, please tick	Session and Year of previous submission	January/June	<b>2</b>	<b>0</b>	Please tick to indicate this work has been standardised internally
----------------------------------	---	--------------	----------	----------	--

<b>Page</b>	<b>A.1 Criteria (0 - 1 marks)</b>	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<input type="checkbox"/> The candidate produces a descriptive report into current working practice;	
	<b>A.2 Criteria (2 marks)</b>	
	<input type="checkbox"/> The candidate produces an analytical report into current working practice; <input type="checkbox"/> the report highlights strengths and weaknesses of the current working practice; <input type="checkbox"/> the report highlights some issues of which account need be taken when implementing the project;	
	<b>A.3 Criteria (3 marks)</b>	
<b>Mark (Max 3)</b>	<input type="checkbox"/> The candidate produces an analytical report into current working practice; <input type="checkbox"/> the report highlights strengths and weaknesses of the current working practice; <input type="checkbox"/> the report highlights all issues of which account need be taken when implementing the project.	
<b>Page</b>	<b>B(i).1 Criteria (0 - 1 marks)</b>	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<input type="checkbox"/> The candidate plans their project;	
	<b>B(i).2 Criteria (2 marks)</b>	
	<input type="checkbox"/> the candidate uses one formal planning technique to plan their project;	
<b>Mark (Max 3)</b>	<b>B(i).3 Criteria (3 marks)</b>	
	<input type="checkbox"/> the candidate uses two formal planning techniques to plan their project.	
<b>Page</b>	<b>B(ii).1 Criteria (0 - 1 marks)</b>	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<input type="checkbox"/> The candidate's plan includes little detail;	
	<b>B(ii).2 Criteria (2 - 3 marks)</b>	
	<input type="checkbox"/> the candidate's plan includes fair detail; most tasks required to complete the project are listed;	
<b>Mark (Max 5)</b>	<b>B(ii).3 Criteria (4 - 5 marks)</b>	
	<input type="checkbox"/> the candidate's plan fully identifies all tasks required in order to complete the project.	

<b>Page</b>	<b>C(i).1 Criteria (0 - 1 marks)</b>	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<input type="checkbox"/> The candidate produces a diary or log that shows that they have developed or extended their range of ICT skills and techniques whilst planning and producing the response to the brief;	
	<b>C(i).2 Criteria (2 - 3 marks)</b>	
	<input type="checkbox"/> the candidate produces a diary or log that shows that they have developed and extended their range of ICT skills and techniques whilst planning and producing the response to the brief;	
	<b>C(i).3 Criteria (4 - 5 marks)</b>	
<b>Mark (Max 5)</b>	<input type="checkbox"/> the candidate produces a diary or log that shows that they have used their initiative to develop and extend their range of ICT skills and techniques whilst planning and producing their response to the brief.	
<b>Page</b>	<b>C(ii).1 Criteria (0 - 1 marks)</b>	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<input type="checkbox"/> The candidate produces a diary or log that shows that they have used some tools and techniques for developing ICT systems;	
	<b>C(ii).2 Criteria (2 marks)</b>	
	<input type="checkbox"/> the candidate produces a diary or log that shows that they have used a range of both formal and informal techniques for developing and managing ICT systems;	
	<input type="checkbox"/> the candidate also shows that they have some awareness that the quality of their work will affect the end-users and/or others with whom they have contact whilst working on the project;	
	<b>C(ii).3 Criteria (3 marks)</b>	
<b>Mark (Max 3)</b>	<input type="checkbox"/> the candidate produces a diary or log that shows that they have used an extensive range of both formal and informal techniques for developing and managing ICT systems;	
	<input type="checkbox"/> the candidate also shows that they have a thorough awareness that the quality of their work will affect end users and/or others with whom they have contact whilst working on the project.	
<b>Page</b>	<b>C(iii).1 Criteria (0 – 1 – 2 marks)</b>	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<input type="checkbox"/> The candidate produces a diary or log that shows that they have dealt with straightforward day-to-day issues arising from running the project;	
	<input type="checkbox"/> the candidate's diary or log identifies the responses they have taken to issues that have arisen;	
	<b>C(iii).2 Criteria (3 – 4 – 5 marks)</b>	
	<input type="checkbox"/> the candidate produces a diary or log that shows they have dealt with more complex day-to-day issues arising from running the project;	
	<input type="checkbox"/> the candidate's diary or log shows that they have used appropriate responses to the day-to-day issues that have arisen;	
	<input type="checkbox"/> commentary in the candidate's diary or log justifies their decisions;	
<b>Mark (Max 8)</b>	<b>C(iii).3 Criteria (6 – 7 – 8 marks)</b>	
	<input type="checkbox"/> the candidate produces a diary or log that shows they have dealt with more complex day-to-day issues arising from running the project;	
	<input type="checkbox"/> the candidate's diary or log shows that they have used appropriate responses to these more complex issues that have arisen;	
	<input type="checkbox"/> the candidate's diary or log shows that they have taken account of longer term implications arising from these issues and taken action to prevent their reoccurrence;	
	<input type="checkbox"/> commentary in the candidate's diary or log justifies their decisions	
<b>Page</b>	<b>D(i).1 Criteria (0 – 1 marks)</b>	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<input type="checkbox"/> The candidate develops support materials for use with the project;	
	<input type="checkbox"/> the candidate's support materials show the application of some skills acquired in this unit, and other units, in this specification;	
	<b>D(i).2 Criteria (2 – 3 marks)</b>	
	<input type="checkbox"/> the candidate develops support materials for use with the project;	
	<input type="checkbox"/> the candidate's support materials show the application of a range of skills acquired in this unit, and other units, in this specification;	
<b>Mark (Max 5)</b>	<b>D(i).3 Criteria (4 – 5 marks)</b>	
	<input type="checkbox"/> the candidate develops support materials for use with the project;	
	<input type="checkbox"/> the candidate's support materials show the application of a wide range of skills acquired in this unit, and other units, in this specification.	

<b>Page</b>	<b>E(i).1 Criteria (0 – 1 – 2 marks)</b> <input type="checkbox"/> The candidate describes their actions in planning their project and identifies areas for improvement;	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<b>E(i).2 Criteria (3 – 4 marks)</b> <input type="checkbox"/> the candidate analyses their actions in planning their project and identifies some strengths and weaknesses in their planning; <input type="checkbox"/> the candidate suggests some improvements to the overall process;	
<b>Mark</b>	<b>E(i).3 Criteria (5 – 6 marks)</b>	
<b>(Max 6)</b>	<input type="checkbox"/> the candidate analyses their actions in planning their project and fully identifies strengths and weaknesses in their planning; <input type="checkbox"/> the candidate suggests improvements to the overall process; these improvements are clearly linked to their analysis of their actions in planning their project.	
<b>Page</b>	<b>F(i).1 Criteria (0 – 1 – 2 marks)</b> <input type="checkbox"/> The candidates describes their actions in implementing their ICT solution for the user and identifies areas for improvement;	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<b>F(i).2 Criteria (3 – 4 marks)</b> <input type="checkbox"/> the candidate analyses the effectiveness of their actions in implementing their ICT solution and identifies some strengths and weaknesses in the actions they have completed; <input type="checkbox"/> the candidate suggests some improvements to the overall process;	
<b>Mark</b>	<b>F(i).3 Criteria (5 – 6 marks)</b>	
<b>(Max 6)</b>	<input type="checkbox"/> the candidate analyses the effectiveness of their actions in implementing their ICT solution and fully identifies strengths and weaknesses in the actions they have completed; <input type="checkbox"/> the candidate suggests improvements to the overall process; these improvements are clearly linked to their analysis of their actions in implementing their project.	
<b>Page</b>	<b>G(i).1 Criteria (0 – 1 – 2 marks)</b> <input type="checkbox"/> The candidate comments on the effectiveness of their solution by comparing their solution to the user needs for the project; <input type="checkbox"/> the candidate's report may contain errors in spelling, punctuation and grammar;	<b>Comment</b> Tick <input type="checkbox"/> for extra space on page 4
	<b>G(i).2 Criteria (3 – 4 marks)</b> <input type="checkbox"/> the candidate analyses the effectiveness of their solution by comparing their solution to the user needs for the project; their analysis will be partially based on user or client feedback; <input type="checkbox"/> the candidate's analysis will identify some strengths and weaknesses of their solution; <input type="checkbox"/> the candidate's report contains few spelling, punctuation and grammar errors;	
<b>Mark</b>	<b>G(i).3 Criteria (5 – 6 marks)</b>	
<b>(Max 6)</b>	<input type="checkbox"/> the candidate analyses the effectiveness of their solution by comparing their solution to the user needs for the project; their analysis will be fully based on user and client feedback; <input type="checkbox"/> the candidate's analysis will fully identify strengths and weaknesses of their solution; <input type="checkbox"/> the candidate's report is consistently well-structured and there are few, if any, spelling, punctuation and grammar errors.	
<b>MARK TOTAL</b>		Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website ( <a href="http://www.ocr.org.uk">www.ocr.org.uk</a> ). The completed Centre Authentication form CCS160 <b>must</b> accompany the MS1 when it is sent to the moderator

### Guidance on Completion of this Form

- 1 **One** form should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Enter the mark awarded for each strand of the marking criteria in the appropriate box and also enter the final mark in the total column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.

**Extra Comment** (please indicate to which Criteria comments refer)