



General Certificate of Education
June 2011
Advanced Subsidiary and Advanced Award
3, 6 and 12 Unit Award

Applied Information and Communication Technology

IT01/TN

Unit 1 ICT and Society

15 March to 5 June 2011

AQA-set Assignment – Teachers' Notes

CONFIDENTIAL – OPEN ON OR AFTER 15 March 2011

Unit 1: ICT and Society (IT01)

Teachers' Notes

1 Guidance for teachers

It is expected that the assessment material will be presented to candidates **only after they have been adequately prepared**. Candidates must have an understanding of the content of the unit and the necessary skills, including those of written communication, to complete the assignment.

Teachers are strongly advised to familiarise themselves with the contents of the *Candidate Booklet* before issuing it to candidates. In addition to this booklet, teachers are also advised to ensure their familiarity with the *Specification* and the *Teachers' Guide* for this unit.

Teachers are not permitted to alter or vary in any way the task that comprises the assignment. The scenario given in this assignment is only valid for the current examination series.

This unit is assessed by external examiners. The unit is assessed through an AQA-set assignment which is researched and prepared by candidates in investigation time and completed during 15 hours of controlled conditions.

This is the only form of assessment for this unit. Only paper-based evidence will be accepted; the external examiners will only be able to award marks based on this evidence. This should be borne in mind when advising candidates.

Candidates are **not** permitted to carry out any work directly connected with this assignment outside the permitted period of 15 March to 5 June 2011. Work to be submitted by candidates for assessment must be sent to the AQA examiner by **5 June 2011**. Within this timeframe, the timetabling of investigation time and controlled sessions is for the centre to decide.

Centres should arrange for the scripts to be sent to the examiner using the pre-paid Parcelforce service, ensuring that the exam despatch log is signed by the Parcelforce representative upon collection.

Centres will be required to provide AQA with details of the timetabling of the controlled sessions in advance, so that this information can be used by the JCQ Examinations Inspectorate. Inspectors will be visiting centres to check that controlled conditions are being conducted in accordance with the rules set by AQA. Heads of Centres are obliged to make arrangements that will facilitate the work of the JCQ Examinations Inspectorate.

Centres are reminded that candidates' scripts will **not** normally be returned to centres. They may, however, be requested by centres under the Access to Scripts arrangements.

2 Providing guidance for candidates

It is expected that the teacher will discuss in detail the requirements of the assignment prior to candidates starting the assignment. In particular, it should be stressed that candidates must provide paper-based evidence that proves to the examiner that they have met the assessment requirements.

The centre should advise candidates that the majority of the available marks are awarded for the planning, content and evaluation of the newsletter, with only a small proportion of marks available for demonstrating practical ICT skills.

The centre should advise candidates that they should study carefully the *What you should hand in* section of the *Candidate Booklet*. Candidates **must** focus their research and the content of the newsletter on the assignment as detailed in the *Candidate Booklet*.

Candidates should be made aware that a different assignment will be set for each examination series.

3 Item (k) and quality of written communication

The quality of written communication will be assessed within item (k). In this item candidates will in part be marked on their ability to use good English, to organise information clearly and to use specialist vocabulary where appropriate.

It is important that the content included in the newsletter must be written by the candidates themselves. If quotations are used from any source these must be correctly referenced.

Guidance on the range of marks for item (k) taking into account the quality of written communication used is shown in the specimen paper found on the AQA Website.

4 What candidates should hand in

When the assignment has been completed, each candidate should hand in the following.

Completed during the investigation time:

- (a) A time plan to show how the candidate 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) 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 annotated to show how they are appropriate for the target audience and purpose.
(up to 3 marks)
- (f) Evidence of testing the suitability of their draft designs for the audience. (up to 2 marks)

Turn over ►

- (g) The final design annotated to show a range of design features and measurements so that it could easily be implemented by a third party. 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 screenshot taken at the start of controlled conditions, to show the file names and types of all of the files of researched material that they 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 and the reasons for their use in relation to audience and purpose.
(up to 6 marks)
- (j) Screenshots to show how the newsletter was composed and developed, including cross-references to the files of researched material (h).
(up to 6 marks)
- (k) A printout of the final newsletter that clearly shows the content.
The quality of written communication will be assessed in this item.
(up to 21 marks for the content of the newsletter and up to 3 marks for acknowledging their 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 their own performance in producing the newsletter, explaining how they overcame any problems, referenced to the screenshots in (j), above.
(up to 3 marks)
- (n) Their initial time plan (a), updated by hand to show how they actually used their time during the investigation time and the controlled conditions and the reasons for any differences.
(up to 2 marks)
- (o) A screenshot to show the file names and types of all of the files of researched material used, annotated to show any amendments and additions to their initial list (h).
(up to 2 marks)

(Total marks = 70)

A completed *Candidate Record Form* must be attached to the front of each candidate's work.

Examples of appropriate details to include in a bibliography are given in the *Candidate Booklet*.

The work that candidates hand in should be organised into an appropriate order and page numbered. They should put their name, centre number and candidate number on each page. Each candidate's work should be kept securely together eg 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 are **not** required or permitted.

5 The investigation time

The investigation time begins when candidates are handed the *Candidate Booklet*. This must occur at the first convenient time after the date printed on the front cover of the booklet.

During the investigation time, candidates will be expected to carry out all the research, planning, designing and testing of designs needed for the assignment. This may include receiving advice from the teacher, as well as undertaking work at home. However, teachers should not be directing candidates as to how to carry out the work. Candidates may spend as much time as they wish on this stage of the assignment. The material produced by candidates for items (a)–(g) should be produced in hard copy format (ie printed or handwritten on paper), placed in a preparatory folder and handed to the teacher before the start of the controlled conditions.

Candidates should also prepare all the content to be included in the newsletter and submit it to the teacher in electronic format before the start of the controlled conditions so it can be made available to the candidate during the controlled conditions. **This content 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 material should be included.

6 Preparatory folder

This folder should contain, in hard copy format, all of the items (a)–(g) which candidates should have completed before starting work under controlled conditions and a copy of the *Candidate Booklet*.

If candidates find that between controlled sessions they need additional content for their newsletter they must give this to the teacher in electronic format so that it can be checked before it is made available for use during the remaining sessions.

The supervising teacher is responsible for checking the contents of the preparatory folders and the electronic files to ensure that candidates only have access to the materials that are allowed during controlled conditions.

7 Providing computer facilities

Teachers must ensure that suitable equipment is available to candidates to enable them to complete their work effectively.

Centres could create separate computer user areas (on computers or servers used by candidates) in which candidates will save their work. Centres must ensure that these user areas cannot be accessed by candidates outside controlled sessions. Access to these areas must be directed and controlled by the teacher. This is most easily achieved by the changing of passwords (which would be unknown to candidates until the start of the next controlled session), or by use of an electronic time-lock, although other electronic means are acceptable.

Candidates must **not** be able to access the Internet, intranet or any personal or shared directories during controlled sessions, and the centre must make provision for such access to be prevented.

Candidates are **not** allowed any access to removable media during controlled sessions.

8 The controlled conditions

'Controlled conditions' means 'examination conditions'. Candidates **must** work independently and in silence. However, candidates may receive appropriate assistance to resolve difficulties caused by equipment failure.

During the 15 hours of controlled conditions, candidates must complete the items (h)–(o). During this time candidates have unlimited access to the hard copy material in their preparatory folder.

Teachers must ensure that all candidates have access to a copy of the *Candidate Booklet* during all of the controlled sessions. Where necessary they should provide candidates with spare copies of the of the *Candidate Booklet*.

Teachers will need to tell candidates when the 15 hours of controlled conditions have been timetabled. Particularly important is the time and date when the controlled conditions will end. The final deadline set by the centre cannot exceed the AQA deadline of 5 June 2011.

The supervising teacher must collect in the preparatory folders after each controlled session, and give them out at the start of the next. During the controlled conditions, each candidate must **not** have access to any material other than the paperwork in their preparatory folder and the electronic files submitted for checking. Candidates are permitted to carry out additional research and planning between individual controlled sessions. However, between controlled sessions they are **not** permitted access to their preparatory folder or to the computer user areas they use for this unit's assessment work.

Teachers should ensure that any candidate who is unavoidably absent from a controlled session is given the opportunity to make up the time missed, provided that the AQA deadline is still met.

9 Authenticating candidates' work

Teachers must sign a *Centre Declaration Sheet* to authenticate candidates' work and to confirm that the rules for controlled conditions have been followed.

The candidates must each complete a *Candidate Record Form* to confirm that the work is their own.

Teachers and candidates should have read and must adhere to the Joint Council for Qualifications documentation regarding plagiarism.

The centre must also use the *Record of Controlled Sessions* form on page 7 of this booklet to record the dates and times of controlled sessions. This record must be signed by both the supervising teacher(s) and the Head of Centre to confirm the dates on which the controlled sessions took place. The form must be detached from the booklet and sent to the AQA examiner with the candidates' work.

All of these forms can be downloaded from the AQA Website www.aqa.org.uk

END OF TEACHERS' NOTES



Record of Controlled Sessions

2011

GCE Applied ICT

Unit 1: ICT and Society (IT01)

Centre name:

Centre Number:

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Date	Time (from/to)	Number of hours and minutes	Signature of supervising teacher(s)
Total number of hours			Use additional sheets if necessary

Declaration

I confirm that, on the occasions listed above, candidates' AQA-assessed work was produced under controlled conditions as specified in the *Teachers' Notes* and in the terms and conditions of the *GCE in Applied ICT Specification*, and that every reasonable step has been taken to ensure that the work presented is that of the candidates named. Any assistance given to candidates beyond that given to the class as a whole and beyond that described in the Specification has been recorded on the *Externally-assessed work: Candidate Record Form*.

Signature of Head of Centre: Date:

There are no notes printed on this page