
Teacher Guide to Assessment

Unit 7: Communicating Using Computers

INTRODUCTION

There are five tasks identified in the [Assessment Evidence Grid](#) for this unit.

Task **a** requires an organisation and an end user. It requires an investigation into how the intranet and Internet are being used by an organisation. This is best done as a practical exercise completed on a real organisation with real end users who can contribute to the report. It may be possible to simulate this using the centre's systems. Two of the assignments suggested here provide scenarios that can be used where the use of a real organisation is not possible.

Task **b** is an investigation into a web site. The web site needs to be a real web site. The web site needs to be recreated diagrammatically and an analysis of web technologies completed. The task also looks at the candidates' knowledge of how web pages are created – they have to explain and comment on code used on three web pages.

Task **c** is a report on setting up an Internet site. It requires knowledge of the hardware and software requirements for a web server, an understanding of the different types of connection methods and an idea of the costs involved, as well as the selection of a suitable ISP when a website is to be hosted elsewhere.

Task **d** requires a web page to be created. The web page should contain evidence of at least one Internet technology. The students also need to host the web page online. They should use this task to evaluate their own performance.

Task **e** requires the students to install software onto a machine. They need to install, and produce a guide on how to install, three pieces of communication software. They need to change browser settings and create a filing structure for email. The final part is to send and receive emails and use the filing structure.

The five tasks can be set as a single scenario with all five being completed using the same organisation. Alternatively, they can be completed as individual assignments with no relationship between them.