

**Coursework Task  
C207 10**

**Intermediate 1 Computing Studies**

*Valid for session 2009/2010 only*

## Coursework Task

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## **Section 1**

### **Organisation and Conditions for Assessment**

## Organisation and Conditions for Assessment

The assessment is designed to test the candidates' ability to apply knowledge and understanding and practical skills, developed through study of the Computer Applications and Multimedia Applications Units.

The assessment should take the student between 8 and 10 hours to complete in class. However, a candidate may be allowed longer than this if required. Sections 2 and 3 should be given to the candidates.

The assessment is to be undertaken under "open book" conditions, but under supervision to ensure that the work submitted is the candidate's own work. The tutor may give the candidate hints and/or help if requested. Any such help should be reflected in the marks awarded. Once the task has been completed and marked, it should **not** be returned to the candidate for further work.

The task is designed to discriminate between candidates and, therefore, would be expected to provide a wide range of marks. Stronger candidates should be able to complete the task successfully, and without tutor assistance, within the suggested time. Weaker candidates might not complete all aspects of the task within a reasonable time, or may require significant assistance, and so would achieve a lower total mark. Note that there is no requirement for a candidate to achieve a threshold to "pass" the assessment.

The mark obtained out of 40 should be submitted to the SQA unscaled. This will be combined with the Question Paper mark out of 60 to establish the candidate's overall grade of award. The Coursework mark should also be used in the preparation of estimate grades.

### **Pupils must be supplied with:**

- Coursework Task
- Marking Guidelines
- The file "Fermloch Text"
- The file "Hospital Logo"
- Blank paper to plan the design
- Access to hardware and software that can create a vector graphic and editable text
- Access to hardware and software to produce the presentation
- Access to printing facilities

### **Comments:**

Teachers are advised to read the information provided in Section 4 carefully before allowing candidates to start the task as it contains important information about the type and volume of evidence to be retained.

## **Section 2**

### **Coursework Task**

# Coursework Task

## Intermediate 1 Computing Studies Coursework Task 2009-2010

### Introduction

Your task is to create a presentation which will be used in Fermloch Hospital. Your teacher will supply you with some text, some data and a graphic to include in your presentation.

### There are four parts to this task:

1. Enter data into a spreadsheet and use formulae to calculate average waiting times.
2. Load some text into a word processor and edit it.
3. Create a map of the hospital.
4. Design and create a presentation for the hospital which will include:
  - a page welcoming patients to the hospital
  - a page of information about Accident & Emergency waiting times
  - a page displaying the days with the longest and shortest waiting times in the last 4 weeks

The final presentation can be produced using a *Desk Top Publishing, Presentation or Multimedia Authoring* package.

### What you will need

- access to a computer with a printer
- software that allows you to enter and edit text
- drawing software that allows you to create a graphic
- paper to design the layout of your presentation
- software that allows you to create a multimedia presentation
- marking guidelines

### What you have to do

The stages of the project are set out on the following pages. You should work through them, in order, on your own. You can ask your teacher for help if you are stuck but you should try to do as much as possible by yourself.

At each stage of the project you will produce some evidence of the work you have done, for example, a list of steps or a design on paper or a printout. Make sure that you write your name on each of the items and keep them safely. They count towards your assessment, so you must not lose them.

Tick the box beside each of the stages when they are completed.

# Intermediate 1 Computing Studies

## Candidate answer grid

Name \_\_\_\_\_ Date \_\_\_\_\_

Stage	Task	Done (✓)					
Section 1 : Calculating waiting time averages							
1	<p>Examine the data in Appendix 1.</p> <p>Your first task is to enter the data into a blank spreadsheet document.</p> <p>Include your name on the spreadsheet in cell A15.</p>						
2	<p>Increase the size of the text in cell A1 to make it noticeably larger than all the other text.</p>						
3	<p>Make the headings, in row 3, bold.</p>						
4	<p>Insert a new row between rows 7 and 8.</p> <p>Enter the data shown below.</p> <table border="1"><tr><td>Friday</td><td>125</td><td>93</td><td>100</td><td>112</td></tr></table>	Friday	125	93	100	112	
Friday	125	93	100	112			
5	<p>The average waiting time for Week 1 is to be displayed in cell B13.</p> <p>Write the formula for cell B13 below.</p> <p>_____</p> <ul style="list-style-type: none"><li>• Show this to your teacher</li><li>• Your teacher will sign this before you can continue.</li></ul> <p>Teacher signature</p> <p>_____</p> <p>Enter the formula in cell B13.</p>						



6	<p>A formula similar to the one in B13 should appear in cells C13 to E13.</p> <p>Copy the formula into cells C13 to E13.</p>	
7	<p>Select cells B13 to E13.</p> <p>Set the cells to display the averages to 2 decimal places.</p>	
8	Sort the spreadsheet on the Week 4 column to display the shortest waiting time at the top and the longest waiting time at the bottom.	
9	Select cells A12 to E13 and make a bar chart of the Average Times (Week).	
10	<p>Ensure that the spreadsheet data, the bar chart and your name are all visible.</p> <p>Obtain a printout of the spreadsheet showing the formulas.</p> <p>Obtain a printout of the spreadsheet showing the values.</p>	

Section 2 : Entering and editing the text		
11	<p>Open the document called “Fermloch Text”.</p> <p>Change the page as follows.</p> <ol style="list-style-type: none"> <li>1. Set the page orientation to landscape.</li> <li>2. Set the left and right margins to 5 cm.</li> <li>3. Fully justify the text.</li> </ol>	
12	<p>March has been used several times in the text but this is a mistake and should have been May.</p> <p>State the word processing feature which you would use to change all the occurrences of March to May.</p> <hr/> <p>Now use this feature to change March to May.</p>	
13	<p>At the end of the third paragraph enter the four Average Times (Week) found in cells B13 to E13 of your spreadsheet.</p> <p>Change the four Average Times to appear in a bulleted list.</p>	
14	<p>Include your name in the document.</p> <p>Obtain a printout of the text.</p>	

Section 3 : Draw a map of the hospital		
15	<p>Examine the image in Appendix 2.</p> <p>Your task is to draw the graphic in Appendix 2 using a drawing or vector graphics package.</p>	
16	<p>A small circle on the map indicates the position of Accident &amp; Emergency.</p> <p>On your graphic this circle should be red.</p>	
17	<p>Group all the objects in the image.</p> <p>Show your grouped objects to your teacher.</p> <p>Teacher Signature</p> <p>_____</p>	
18	<p>Save the map using a suitable filename.</p> <p>Write down the filename _____</p>	
19	<p>Write down the <i>file type</i> and the <i>file size</i> of the saved map.</p> <p>The type of file is _____</p> <p>The size of file is _____</p>	
20	<p>Include your name on the map.</p> <p>Obtain a printout of the map.</p>	

**Section 4 : Create the presentation**

21	<p>The designs should be completed on paper.</p> <ol style="list-style-type: none"><li>1. Design a template for your three pages. It should include a small hospital logo (supplied by your teacher) and your name. This will be applied to all three presentation pages.</li><li>2. Design the first page which will include the name of the hospital and the map you created in Section 3.</li><li>3. Design the second page which will include the text you saved in Section 2 and the bar chart you created in Section 1.</li><li>4. Design the third page which should include a message saying which day in Week 4 has the shortest waiting time and which day in Week 4 has the longest waiting time.</li></ol> <p>Each page of your design must show that you have–</p> <ul style="list-style-type: none"><li>• labelled suitable fonts and font sizes;</li><li>• shown that the items are well laid out on each page.</li></ul> <p>You may use a box with a cross in it to represent a graphic and its position, and a box with wavy lines to indicate text and its position.</p>	
22	Create the presentation ensuring that you follow your design.	
23	<p>Save your presentation using a suitable filename.</p> <p>Write down the filename _____</p>	
24	Obtain a printout of the presentation.	
25	Collect your work together and hand it to your teacher.	

**END OF COURSEWORK TASK**

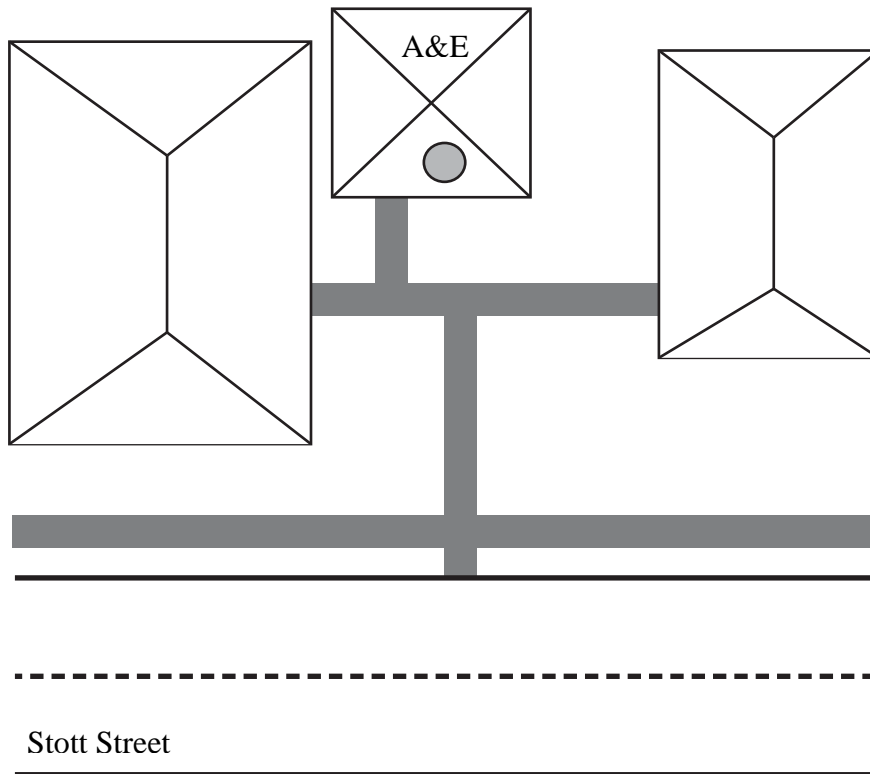
## Appendix 1

Spreadsheet data to be entered in Section 1.

	A	B	C	D	E	F
1	Accident & Emergency - Average Waiting Times (mins)					
2						
3	Day	Week 1	Week 2	Week 3	Week 4	
4	Monday	79	56	15	45	
5	Tuesday	23	72	42	65	
6	Wednesday	35	24	37	25	
7	Thursday	57	82	46	53	
8	Saturday	135	141	103	129	
9	Sunday	49	56	50	52	
10						
11		Week 1	Week 2	Week 3	Week 4	
12	Average Times (Week)					
13						
14						
15						

## Appendix 2

A map of the hospital is shown below.



## **Section 3**

### **Marking Guidelines**

## Marking guidelines

Name \_\_\_\_\_

Date \_\_\_\_\_

Stage		Out of	Mark	Comments
1	Enter data correctly into spreadsheet	1,0		
2	A1 text size increased	1,0		
3	Embolden headings in row 3	1,0		
4	Insert new row in correct position (1) Enter data correctly in new row (1)	2,1,0		
5	Write formula for B13 (1) Enter formula into B13 (1)	2,1,0		
6	Copy formula into C13:E13	1,0		
7	Set cells B13 to E13 to 2 decimal places	1,0		
8	Sort cells A4:E10 (1) on column E (1)	2,1,0		
9	Create bar chart	1,0		
10	Obtain two printouts			
11	Set to landscape (1) Set margins to 5 cm (1) Fully justify text (1)	3,2,1,0		
12	Facility (1) Change (1)	2,1,0		
13	Add four times from Section 1 (1) Use bulleted list (1)	2,1,0		
14	Obtain a printout			
15	Use graphics package to draw Buildings (1) Road/paths (1) Text (1)	3,2,1,0		
16	Change fill colour of circle to red	1,0		
17	Group objects	1,0		
18	Appropriate filename			
19	File type (1) Size of file (1)	2,1,0		
20	Obtain a printout			
21	Design template (1) Design three pages, must label font and size and how they are laid out. 1 mark for each page (3)	4,3,2,1,0		
22	Create template (1) using logo (1) includes name (1)	3,2,1,0		
	Insert hospital name (1) and map (1)	2,1,0		
	Insert text (1) and bar chart (1)	2,1,0		
	Insert both shortest and longest waiting times (1)	1,0		
23	Save file using suitable filename			
24	Obtain a printout			
25	Hand in completed Coursework			
	Save files and printouts as instructed	2,1,0		
	<b>Total</b>	<b>40</b>		

Notes:

3/2=achieved successfully without assistance

1 = achieved partially without assistance, or completed with some assistance / help

0 = not achieved, or completed only with significant assistance



## **Section 4**

### **Advice on Recording and Retention of Evidence**

## **Advice on Recording and Retention of Evidence**

For each candidate, the following evidence should be retained for possible verification by SQA:

- 1 completed Coursework Task sheets and printouts as detailed in the Coursework Task
- 2 completed marking grid.

The summary form provided at the end of this Section may be copied for each candidate undertaking the Intermediate 1 Computing Studies Course.

## Conditions and Arrangements

The following instructions are for teacher guidance during the Coursework Task and should **not** be issued to candidates.

### Pupils must be supplied with:

- Coursework Task
- Marking Guidelines
- The file “Fermloch Text”
- The file “Hospital Logo”
- Blank paper to plan the design
- Access to hardware and software that can create a vector graphic and editable text
- Access to hardware and software to produce the presentation
- Access to printing facilities

### Comments:

- Marks for saving and printing throughout the Coursework Task are awarded at the end of the marking scheme.

### Evidence:

While working on the Coursework Task candidates will gather evidence in the form of a teacher check and printouts. These will be used for verification purposes and the name of each candidate should be on each piece of evidence.

Stages	Evidence
8	A printout of the spreadsheet showing the data, chart and formula used in cells B13 to E13, candidate produces at stage 10.
14	A landscape printout of the edited “Fermloch Text” file with 5 cm ( $\pm$ 0.5 to take account of printer) margins, fully justified text and bulleted list (stages 11, 12 and 13)
20	A printout of the completed hospital map.
21	A template design on paper.
	Three pages of presentation design on paper.
24	A printout of the three page presentation.

To aid evidence of stage 11 candidate could produce a screen shot of the ruler settings but this is not a requirement of this Coursework.

## Candidate assessment summary

Name \_\_\_\_\_ Year of presentation \_\_\_\_\_

Centre \_\_\_\_\_ Candidate number \_\_\_\_\_

### Unit assessment

Unit title	Computer Applications		
	Mark		Date passed
	1 <sup>st</sup> attempt	2 <sup>nd</sup> attempt	
Assessment 1 (Outcome 1)			
Assessment 2 (Outcome 2)			

Unit title	Multimedia Applications		
	Mark		Date passed
	1 <sup>st</sup> attempt	2 <sup>nd</sup> attempt	
Assessment 1 (Outcome 1)			
Assessment 2 (Outcome 2)			

Unit title			
	Mark		Date passed
	1 <sup>st</sup> attempt	2 <sup>nd</sup> attempt	
Assessment 1 (Outcome 1)			
Assessment 2 (Outcome 2)			

### Course assessment

	Mark	Date completed	Initials
Coursework Task (out of 40)			
Estimate examination mark (out of 60)			
Total (out of 100)		Teacher/Lecturer signature	
Estimate grade			