

**Coursework Task
C207 10**

Intermediate 1 Computing Studies

Valid for session 2008/2009 only

Coursework Task

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Contents

Section 1	Organisation and conditions for assessment
Section 2	Coursework Task
Section 3	Marking guidelines
Section 4	Advice on recording and retention of evidence

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 Core 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 preparation of estimate grades.

Pupils must be supplied with:

- Coursework task
- Marking guidelines
- Blank paper to plan the report
- Access to hardware and software that can capture graphics and editable text
- Access to hardware and software to create a multimedia 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 2008-2009

Introduction

Your task is to create a presentation about a new school Inverloch Academy. Your teacher will supply you with some text and a graphic to include in your presentation.

There are five parts to this task:

1. Capture an image into the computer and save it.
2. Capture some text into a word processor and check it for errors.
3. Design a school badge.
4. Enter some text at the keyboard.
5. Finally, you will design and create a presentation about the school which will include:
 - a page with the school name and the graphic you captured
 - a page with the text you captured
 - a page with the text you entered

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

What you will need

- access to a computer with a printer
- a device with software allowing you to capture a graphic and editable text
- software that allows you to create a graphic
- paper to design the layout of your pages
- 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 : Scanning the image		
1	Examine the image in Appendix 1. Your task is to capture this graphic and store it in a computer. Name the device that you will use to capture the graphic _____	
2	Capture the image and store it using a suitable filename. Write down the filename. _____	
3	Write down the file type and file size of the captured image below. The type of file is: _____ The size of the file is: _____	
4	Obtain a printout of the image. Include your name on the printout.	

Section 2 : Capturing and editing the text		
5	You have to capture the text in Appendix 2 without typing it in at the keyboard. Name a device that you can use to capture the text. _____	
6	What type of software will be used to capture the text? _____	
7	Now capture the text and open it in a word processing application.	
8	Some of the text that you captured may not be correct. Name a feature that can be used to check for any mistakes. _____	
9	Use the feature mentioned above to check the text for errors and correct any mistakes. Note any mistakes that you have found below. _____ _____	
10	Store the text using a suitable filename. Write down the filename _____	
11	Obtain a printout of the document. Include your name on the printout.	

Section 3 : Design and create the school badge

12	- You are going to use a graphics package to create a school badge. - On paper design a badge for Inverloch Academy. - Identify on the design the graphic tools you will need to implement your design. - Show your design to your teacher, write your name on it and store it safely.	
13	There are two different types of graphics packages that can be used to create your school badge. Name each below. Type 1: _____ Type 2: _____	
14	Name three of the tools that you will use in your graphics package to create the school badge. Graphics tool 1: _____ Graphics tool 2: _____ Graphics tool 3: _____	
15	Now use your design and graphics package to create the school badge.	
16	Store the graphic using a suitable filename. Write down the filename _____	
17	Obtain a printout of the document Include your name on the printout.	

Section 4 : Enter some text using the keyboard		
18	Enter the text from Appendix 3 into a word processor.	
19	Edit the text you have just entered. 1. Centre align the heading and make it bold. 2. Fully justify the text.	
20	Save the document using a suitable filename. Write down the filename_____	
21	Obtain a printout of the document. Include your name on the printout.	

Section 5 : Creating the presentation

22	The designs should be completed on paper. 1. Design a template page which includes a small version of the school badge you created in Section 3 and your name. This will be applied to the three presentation pages. 2. Design the first page which will include the name of the school and the image you captured in Section 1. 3. Design the second page which will include the text you captured in Section 2. 4. Design the third page which should include the text you entered in Section 4. (Your design should make the pages look attractive. Make sure that you choose suitable fonts, font sizes and that the items are well laid out on each page. 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.)	
23	Create the presentation ensuring that you follow the design above. Include your name on the printout.	
24	Store your presentation using a suitable filename. Write down the filename: _____	
25	Obtain a printout of the presentation.	

END OF COURSEWORK TASK

Appendix 1

Graphic to be captured in Section 1

You must capture the graphic below using a suitable input device. Try to capture only the image inside the dotted line.



Appendix 2

Text to be captured in Section 2

There was a gathering of pupils and staff to see the demise of the old Inverloch Academy that had served faithfully for almost 100 years. The school has been a major landmark in the community and many of the locals had happy memories of the ‘best days of their lives’.

Angus McKay, an 82 year old war veteran, pointed towards the flagpole in the main playground and remarked “Jimmy Jarvis ran his football shirt up the flagpole. We all stood and saluted it each day until the staff noticed a week later.”

There was a deadly hush as the bulldozers demolished the old school; it was the end of an era.

Appendix 3

Text to be typed in Section 4

Inverloch Academy

Work on the new Inverloch Academy began in April after a lengthy process of consultation with both teachers and parents. The ground was cleared in the first week and surveyors soon got to work with their theodolites, making precise measurements and placing markers for the building team.

Both teachers and pupils are looking forward to the prospect of having a school built for the 21st Century.

Section 3

Marking guidelines

Marking guidelines

Name _____

Date _____

Stage		Out of	Mark	Comments
1	Names suitable device to capture graphic	1,0		
2	Scans the image correctly - Chooses a setting for device (1) (teacher observation) - Captures image (1)	2,1,0		
3	Names - File type (1) - File size (1)	2,1,0		
4	Obtains a printout.			
5	Names device to capture text	1,0		
6	Names type of software to capture text	1,0		
7	- Captures the text (1) - Inserts into word processor (1) (teacher observation)	2,1,0		
8	Names feature for correcting errors	1,0		
9	- Identifies errors (1) - Ensures that any errors in text are corrected (1)	2,1,0		
10/11	Saves the file and obtains a printout			
12	Completes design of school badge on paper	1,0		
13	Names the two types of graphics packages	2,1,0		
14	Identifies three tools to be used to create the badge	3,2,1,0		
15	Create school badge using the three tools identified	3,2,1,0		
16/17	Saves the file and obtains a printout			
18	Text entered: fully correct (2) one error (1) more (0)	2,1,0		
19	Edit text: centre and bold heading (1) fully justify text (1)	2,1,0		
20/21	Saves the file and obtains a printout			
22	Designs template (1) designs three pages (3)	4,3,2,1		
23	Creates template (1) includes badge (1) includes name (1)	3,2,1,0		
	Inserts school name (1) and captured graphic (1)	2,1,0		
	Inserts captured text (1) and formats (1)	2,1,0		
	Inserts text entered in Section 4	1,0		
	Presentation matches the design	1,0		
24/25	Saves the file and obtains a printout			
	Saves files and printouts as instructed	2,1,0		
	Total	40		

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
- Blank paper to plan the report
- Access to hardware and software that can capture graphics and editable text
- Access to hardware and software to create a multimedia 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
4	A printout showing the image.
11	A printout of the correct text. The word community should now be spelt correctly.
12	Design of badge on paper.
17	A printout of the school badge.
18	Evidence on stage 21 printout.
19	Evidence on stage 21 printout.
21	A printout of entered text.
22	4 pages of design on paper.
23	Evidence on stage 25 printout.
25	A printout of the presentation.

Candidate assessment summary

Name _____ Year of presentation _____

Centre _____ Candidate number _____

Unit assessment

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

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

Unit title			
	Mark		Date passed
	1 st attempt	2 nd 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			