OCR
Oxford Cambridge and RSA

Applied ICT
OCR GCE H515/H715 Unit G040
Unit Recording Sheet

Please read the instructions before completing this form

Examination Session		**Year**	

Unit Code	G040	**Unit Title**	Using ICT to communicate

Centre Number		**Centre Name**	

Candidate Number		**Candidate Name**	

Evidence: The candidate produces a report comparing two types of business document from each of three organisations and six original communications for different purposes that demonstrate a range of writing and presentation styles and that would be communicated by different methods.

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

A.1 Criteria (0 - 1 - 2 - 3 marks)	**Comment**	**Page**
• The candidate describes the layout and purpose of each of the **six** collected documents; • the candidate compares similar items, identifying good and bad points about the writing and/or presentation styles of each; • the candidate makes some comment on their suitability for purpose, use of house style and/or how they could be improved; • the report may contain errors in spelling, punctuation and grammar;		
A.2 Criteria (4 - 5 marks)		
• The candidate describes in detail the layout and purpose of each of the **six** collected documents; • the candidate compares similar items, accurately identifying good and bad points about the writing and presentation styles of each; • the candidate comments on their suitability for purpose, use of house style and how they could be improved; the report will contain few spelling, punctuation and grammar errors;		
A.3 Criteria (6 - 7 marks)		
• The candidate describes in detail the layout and purpose of each of the **six** collected documents; • the candidate provides a critical analysis of the documents, including comparison of the writing and presentation styles of similar items; their suitability for purpose and use of house style; • the candidate explains how each could be improved in relation to its purpose; the report will be consistently well structured and there will be few, if any, spelling, punctuation and grammar errors.		**Mark** **(Max 7)**

B(i).1 Criteria (0 - 1 - 2 – 3 marks)	**Comment**	**Page**
• The candidate produces outline plans for most of their communications and shows, by presenting annotated draft copies, that candidates have checked the accuracy of the layout and content of their work, and proof-read it to ensure that information is placed in appropriate positions and the content is correct and meaningful; • the candidate lists their information sources;		
B(i).2 Criteria (4 -5 - 6 - 7 marks)		
• The candidate produces plans for **all** of their communications, some of which are detailed, and shows, by presenting annotated draft copies, that they have checked the accuracy of the layout and content of their work, and proof-read it to ensure that information is placed in appropriate positions and the content is correct and meaningful; • annotations show how the candidate developed **each** communication to achieve a consistent style and organised a variety of different types of information in a coherent and easy-to-read way; • the candidate lists all their information sources appropriately;		
B(i).3 Criteria (8 - 9 - 10 marks)		
• The candidate produces detailed plans for **all** of their communications and show, by presenting annotated draft copies, that they have checked the accuracy of the layout and content of their work, and proof-read it to ensure that information is placed in appropriate positions and the content is correct and meaningful; • the candidate's annotations show in detail how they developed **each** communication to achieve a consistent style, made good use of standard formats and organised a variety of different types of information in a coherent and easy-to-read way, • the candidate lists all their information sources in a detailed bibliography.		**Mark** **(Max 10)**

	Comment	Page
B(ii).1 Criteria (0 - 1 - 2 - 3 - 4marks)		
• The candidate creates communications that are clear, easy to understand, at a level that suits the intended recipient, use a suitable style and, where appropriate, common standards for layout; • candidates locate and use existing information, combining it with information candidates have created;		
B(ii).2 Criteria (5 - 6 - 7 marks)		
• The candidate shows how they have located, used and adapted existing information, combining it with information candidates have created to create coherent, easy-to-read communications of mailable quality;		
B(ii).3 Criteria (8 - 9 - 10 marks)		**Mark** (Max 10)
• The candidate shows how they have located, adapted and combined information to create six consistently professional standard communications that are well-designed, coherent and easy to read.		
B(iii).1 Criteria (0 - 1 - 2 - 3 marks)	**Comment**	**Page**
• The candidate uses a range of software tools and techniques such as: text styles, page layout and paragraph formatting, combining text, graphics (photographs, clip art, line drawings, graphs and charts), tables, borders, shading, sound and video clips, to suit the purpose of each communication and improve its impact;		
B(iii).2 Criteria (4 - 5 - 6 - 7marks)		
• The candidate shows appropriate use of a range of software tools and techniques including: text styles, page layout and paragraph formatting, combining formatted text, graphics (photographs, clip art, line drawings, graphs and charts), tables, borders, shading, sound and video clips, to suit the purpose of each communication and improve its impact, showing appropriate use of software to automate aspects of their communications, such as creating templates for standard layouts;		
B(iii).3 Criteria (8 - 9 - 10 marks)		**Mark** (Max 10)
• The candidate shows effective use of a wide range of software tools and techniques including: text styles, page layout and paragraph formatting, combining formatted text, graphics (photographs, clip art, line drawings, graphs and charts), tables, borders, shading, sound and video clips, to suit the purpose of each communication and demonstrably improve its impact, showing effective skills in the appropriate use of a range of different software facilities to automate aspects of their communications		
B(iv).1 Criteria (0 - 1 - 2 marks)	**Comment**	**Page**
• The candidate comments on the effectiveness of their communications and suggests improvements; • the candidate comments on their actions and role in solving the problem;		
B(iv).2 Criteria (3 - 4 marks)		
• The candidate clearly identifies good and not so good features of their communications, suggesting ways they could be improved; • the candidate includes an analysis of their experiences while comparing and creating communications in order to improve their own performance;		
B(iv).3 Criteria (5 - 6 - 7 marks)		**Mark** (Max 7)
• The candidate shows that they identified strengths and weaknesses in their initial drafts and explain how candidates refined them to meet the purpose more closely; candidates include an analysis of their experiences while comparing and creating communications and use this to suggest how they might approach a similar task in future.		
B(v).1 Criteria (0 - 1 - 2 marks)	**Comment**	**Page**
• The candidate describes at least **four** methods used to communicate information and briefly describes the technologies that support each;		
B(v).2 Criteria (3 - 4 marks)		
• The candidate describes, in detail, at least **six** methods used to communicate information and describes the technologies that support each;		
B(v).3 Criteria (5 - 6 marks)		**Mark** (Max 6)
• The candidate describes, in detail, at least **six** methods of communicating information, explaining how each is used and explaining the technologies used to support each.		
Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).		**MARK TOTAL**

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.

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Extra Comment (please indicate to which Criteria comments refer)

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