

Cambridge TECHNICALS LEVEL 3



IT

Understanding the case study
June 2018 exam paper

Unit 2 – Global information
Version 1



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INTRODUCTION

Unit 2, Global information, is one of the externally assessed units within the Level 3 Cambridge Technicals in IT qualification. The qualification page provides information relating to the unit contents, sample assessment material and other useful resources. See link below.

<http://www.ocr.org.uk/qualifications/vocational-education-and-skills/cambridge-technicals-it-level-3-certificateextended-certificate-introductory-diploma-foundation-diploma-diploma-05838-05842-2016-suite/>

The Unit 2 assessment involves the use of a case study to test candidates understanding of how information is communicated. The case study relates to a specific exam session and year. A pre-release version of the case study can be downloaded from Interchange 8 weeks before the exam takes place.

Each case study provides candidates with a scenario and research points. These research points target areas of the unit specification and require candidates to apply the research to the case study. The research points form the basis for the questions in Section A of the exam paper.

The business name will always be fictitious. However, the location may be a real place and the functions carried out will be based on real life examples. These should be considered when candidates are completing their research. For example, Progress LakeSailing is a fictitious business name but the location of the regatta, a sailing competition, Lake Windermere is authentic and in The Lake District.

The function of the business described in the case study will be based on facts. For example, the administration process as described in Progress LakeSailing is taken from a standard process that exists when accepting entries for many different types of competitions. In addition, the recording of results including calculating the winner of each class is also a standard process. It is recommended that some time is taken to ensure the underlying functions are clearly understood.

Built into the case study is information that relates to the areas covered by the research points. This information provides the candidates, and you, with a starting point for the research and any improvements/changes that need to be recommended.

Each research point will relate to a question or questions in Section A of the exam paper. It is important, therefore, that all parts of the research points are fully covered by candidates during their research. Candidates should be informed about the differences in the context of the exam papers and, therefore, their answers. Section A should be fully and clearly answered within the context of the case study. Generic answers provided in Section A are unlikely to achieve all marks allocated for the question.

Section B of the exam paper does not relate to the case study. Candidates should answer Section B only in the specific context given in each question.

Each question in the exam paper will include a keyword or Command Verb. Candidates should be aware of the different requirements of each Command Verb and how the use of these will dictate the way the answer is to be structured. A resource relating to Command Words is available on the OCR website by following this link:

<http://www.ocr.org.uk/Images/273311-command-verbs-definitions.pdf>

TOP FIVE, TOP TIPS

1. Work the research points related to the case study yourself locating any points that need to be considered during the research.
2. Look for similar scenarios in real life that can help frame the scenario for the candidates.
3. Encourage candidates to identify the relevant points from the case study that relate to each research point. These should be used as the starting point for the research.
4. Don't just cover in class teaching the unit content that relates to the case study. The questions in Section B, worth 40 marks, can be taken from any part of the unit content.
5. Look at past Examiners Reports, available on the qualification page and past exam papers and mark schemes – available on Interchange. These will show how the questions in section A related to the research points. The mark scheme will also provide examples of how marks were awarded for each type of Command Verb and highlight common errors made by candidates. Also look at the combined feedback resource, produced for Units 1, 2 and 3. This resource combines the exam paper, mark-scheme and Examiner's Report along with a range of candidates' answers and commentaries

You'll find the question papers, mark schemes, examiners' reports and combined feedbacks for the latest examination series on Interchange (with links from the webpage). Previous years' question papers, mark schemes, examiners' reports and combined feedbacks are on the webpage.

Link to Interchange:

<https://interchange.ocr.org.uk/AuthenticationComponent/Authenticate.aspx?version=1.0&consumerUrl=https://interchange.ocr.org.uk/SingleSignOn/Authenticate.aspx?t=%7BToken%7D%26a=%7BAuthentication%7D%26ReturnUrl=%252f>

Link to webpage:

<https://www.ocr.org.uk/qualifications/cambridge-technicals/it-2016-suite/#level-3>

USING THIS DOCUMENT

OCR LEVEL 3 CAMBRIDGE TECHNICALS IN IT UNIT 2 UNDERSTANDING THE CASE STUDY JUNE 2018 EXAM PAPER

QUESTION 1

Question 1 was linked partially to the first research point and directly to the second research point:

- How different types of information storage media and information styles could be used by Progress LakeSailing, including the advantages and disadvantages of each type. **CS**
- The logical and physical security methods which could be introduced and used by Progress LakeSailing. **CS**

There were also other pieces of information contained within the case study. For example:

- The regatta has a maximum of 300 competitors with some competitors competing in more than one class. **CS**
- As each competitor confirms their entry the data is input into a single table database which has no security. **CS**
- Neither the entry database nor the regatta results spreadsheet are backed up. **CS**

The second research point was linked to section 1.2 in the specification - Types of information storage media. **UD**
In this section of the specification a list of different information storage media is presented, and it is expected that you will learn through their learning:

- Candidates should know about the different types of information storage media and devices and their characteristics. **UD**
- This should lead to an understanding of the use and advantages/disadvantages of both media and devices in a given context. **UD**

During the preparation lessons ALL the different information storage media and devices should have been discussed and researched as to their suitability and how each could be used by Progress LakeSailing, including the advantages and disadvantages of each.

The third research point was linked to sections 6.5 and 6.6 in the specification - Physical and Logical protection. **UD**
In these sections of the specification a list of physical and logical protection methods are presented, and it is expected that through their learning:

- Candidates should know about the different protection measures to mitigate breaches in information security. **UD**
- This should lead to an understanding and justification of different measures that can be used in a given context. **UD**

During the preparation lessons ALL the different physical and logical protection methods should have been discussed and researched as to their suitability. This knowledge should have then been applied to Progress LakeSailing to enable candidates to gain a full understanding of the differing protection measures which could be used by Progress LakeSailing.

QP

Answer all the questions.

Section A

This section relates to the case study on Progress LakeSailing.

1 It has been recommended that Progress LakeSailing backs up the entry database to a memory stick.

(a) Identify the information style suitable, see (Fig.1). [1]

QUESTIONS

CS

Wherever you see **CS**, the text has been lifted from the case study.

UD

Wherever you see **UD**, the text has been lifted from the unit document/specification.

QP

Wherever you see **QP**, the text has been lifted from the question paper.

OCR LEVEL 3 CAMBRIDGE TECHNICALS IN IT UNIT 2 UNDERSTANDING THE CASE STUDY JUNE 2018 EXAM PAPER

Organisational profile

Introduction

Progress LakeSailing is a sailing Club based on the shores of Lake Windermere in The Lake District. **CS** **CS** The Club runs an annual regatta where competitors compete for trophies. The regatta attracts competitors from all over the North of England. Permission has to be granted by The Lake District National Park (LDNP) for the regatta to take place each year as LDNP controls what happens on and around the lake. **CS** **CS**

There are many different classes in the regatta, each with different rules and regulations. A maximum number of competitors can enter each class.

The Club is able to arrange berths for the boats and, if needed, accommodation for the competitors. There are a limited number of available berths on Lake Windermere, some of which have length restrictions. Some berths are positioned in very shallow water.

Progress LakeSailing can also hire boats to competitors. Boats can be hired to competitors if:

- they are unable to transport their own boat;
- they do not own a boat of their own.

There are, however, a limited number of boats to hire in each class.

Regatta Administration

The regatta is advertised in specialist sailing magazines and also on the Club's website. Entry forms are available to download from the website. The completed entry forms can be returned to the Club by email or post. No entries are accepted by phone.

As each entry is received by the Club, it is dated. Entry forms which are received by email are printed and then dated. On the day after the closing date for entries, the entry forms are sorted into classes and then put into date order, starting with the earliest date.

Those competitors whose entry has been successful, based on maximum numbers in each class, are informed and asked to confirm their entry. Any entrants who have been unsuccessful are informed and put on a waiting list.

Once entries have been confirmed then hire boats and berths are allocated.

Entry and Regatta Records

The regatta has a maximum of 300 competitors with some competitors competing in more than one class. **CS**

The competitor entries are initially kept on paper which can cause errors as updates may not be recorded. As each competitor confirms their entry the data is input into a single table database which has no security. **CS** This is then used to print out details of the competitors in each class.

The entry database records data on:

- competitor details such as competition number, name and contact details;
- details of boats including length and name;
- berth locations, length and water depth;
- class(es) entered.

CASE STUDY

Q#

The number indicates the question number (from the question paper) the text from the case study relates to.

QUESTION 1

Question 1 was linked partially to the first research point and directly to the second research point:

- **How different types of information storage media and information styles could be used by Progress LakeSailing, including the advantages and disadvantages of each type.** CS
- **The logical and physical security methods which could be introduced and used by Progress LakeSailing.** CS

There were also other pieces of information contained within the case study. For example:

- **The regatta has a maximum of 300 competitors with some competitors competing in more than one class.** CS
- **As each competitor confirms their entry the data is input into a single table database which has no security.** CS
- **Neither the entry database nor the regatta results spreadsheet are backed up.** CS

The second research point was linked to section 1.2 in the specification - **Types of information storage media.** UD
 In this section of the specification a list of different information storage media is presented, and it is expected that through their learning:

- **Candidates should know about the different types of information storage media and devices and their characteristics.** UD
- **This should lead to an understanding of the use and advantages/disadvantages of both media and devices in a given context.** UD

During the preparation lessons ALL the different information storage media and devices should have been discussed and researched as to their suitability and how each could be used by Progress LakeSailing, including the advantages and disadvantages of each.

The third research point was linked to sections 6.5 and 6.6 in the specification – **Physical and Logical protection.** UD
 In these sections of the specification a list of physical and logical protection methods are presented, and it is expected that through their learning:

- **Candidates should know about the different protection measures to mitigate breaches in information security.** UD
- **This should lead to an understanding and justification of different measures that can be used in a given context.** UD

During the preparation lessons ALL the different physical and logical protection methods should have been discussed and researched as to their suitability. This knowledge should have then been applied to Progress LakeSailing to enable candidates to gain a full understanding of the differing protection measures which could be used by Progress LakeSailing.

QP

Answer **all** the questions.

Section A

This section relates to the case study on Progress LakeSailing.

1 It has been recommended that Progress LakeSailing backs up the entry database to a memory stick.

(a) Identify the type of information storage media in which a memory stick would be included.

.....[1]

This part of the question had a keyword of IDENTIFY with one allocated mark. When answering this question, the candidate had to provide a single word.

Whilst the research relating to the different types of storage media and devices was being carried out candidates should have developed an understanding of the different types of storage media that are available. This should have then led to candidates knowing examples of storage media relating to each type.

QP

(b) Describe one advantage and one disadvantage to Progress LakeSailing of using a memory stick to back up the entry database.

Advantage.....

Disadvantage.....

 **[4]**

This part of the question had a keyword of DESCRIBE with four allocated marks. Candidates were required to describe one advantage and one disadvantage with each allocated two marks. When answering this question, the candidate had to provide an answer that was appropriate to the context of Progress LakeSailing.

For example, included in the case study was information relating to the maximum number of competitors for the regatta - **The regatta has a maximum of 300 competitors with some competitors competing in more than one class.** **CS**

As part of the research, candidates should have developed an understanding of the characteristic of the storage capacity of each type of storage media. This knowledge should have enabled candidates to make the link between the storage capacity of memory sticks and the maximum number of competitors for the regatta.

QP

There is currently no security on the entry database or on the laptop used during the regatta.

(c) Explain how using passwords would increase the security of the entry database.

.....

 **[3]**

This part of the question had a keyword of EXPLAIN with three allocated marks. When answering this question, the candidate had to provide an answer that was appropriate to the context of the entry database created by Progress LakeSailing.

No security methods relating to the entry database or the laptop were provided in the case study. It was clearly stated that - **As each competitor confirms their entry the data is input into a single table database which has no security.** **CS**
This was reiterated in the question. As part of the research candidates should have developed an understanding of the different types of logical protection.

The focus of the question was on how using passwords could increase security rather than what passwords are. As part of the research, candidates should have developed an understanding of how the different logical protection measure can be used to protect data and information.

(d) Identify and describe **one** physical protection method which could be used to secure the laptop used in the timing office during the regatta. **QP**

Protection method

Description.....

.....

.....

..... **[3]**

This part of the question had two keywords, IDENTIFY and DESCRIBE with three allocated marks. This type of question requires candidates to identify for one mark with the remainder of the marks, two, allocated for the description.

To be considered for marks for the description part of the answer, the mark for the identification must have been awarded. Where questions use this combination of keywords it is important that candidates correctly read the question. Where candidates failed to identify an appropriate and correct physical protection method they were unable to access the marks allocated for the description.

There are currently no protection methods in place for securing the timing office, none have been detailed in the case study. As part of the research candidates should have developed an understanding of the different types of physical protection measures. The research should have led to the understanding of the different types of physical protection measures and being able to select the most appropriate to meet a given context, in this case a timing office on the shores of Lake Windermere.

QUESTION 2

QP

2 The results of each race in the regatta are recorded using a spreadsheet.

Describe two advantages and one disadvantage of using a spreadsheet for recording the results of the regatta.

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2.....

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Disadvantage.....

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[6]

Question two was directly linked to spreadsheet used to record the results of each class in the regatta.

The question also partially related to bullet point one in the research points in the case study:

- **How different types of information storage media and information styles could be used by Progress LakeSailing, including the advantages and disadvantages of each type.** CS

There were also other pieces of information contained in the case study which provided information as to how the spreadsheet is used:

- **The entry database records data on:**
 - competitor details such as competition number, name and contact details;
 - details of boats including length and name;
 - berth locations, length and water depth;
 - class(es) entered. CS
- **These details are then manually input into a spreadsheet which is used during the regatta.** CS
- **As each competitor finishes the race their time is recorded on the spreadsheet.** CS

The research point was linked to section 2.1 in the specification - **Information styles and their uses.** UD

In this section of the specification a list of different information styles is presented, and it is expected that through their learning:

- **Candidates should know about different information styles.** UD
- **This should lead to an understanding that different styles of information are used for different purposes.** UD

During the preparation lessons ALL the different information styles and how each could be used should have been discussed and researched.

Whilst the focus of this question is on the spreadsheet information style, those candidates who had covered the full range of information styles provided in the specification may have been able to draw on their knowledge of the numerical and charts and graphs information styles when formulating their answer.

The question had a keyword of DESCRIBE with six allocated marks. For each of the two advantages and one disadvantage required by the question, two marks were allocated for each.

Candidates should have made the link between the details held in the entry database being manually entered into the spreadsheet used to record the results. This link could have enabled candidates to provide advantages such as the fact that validation can be set.

QUESTION 3

Question three was linked to the internet connection which is used during the regatta.

The question was directly linked to the third research point:

- **Differing types of internet connections which could be used by Progress LakeSailing during the regatta and how these could be affected by the location of the regatta.** CS

There were also other pieces of information contained within the case study. For example:

- **Progress LakeSailing is a sailing Club based on the shores of Lake Windermere in The Lake District.** CS
- **Permission has to be granted by The Lake District National Park (LDNP) for the regatta to take place each year as LDNP controls what happens on and around the lake.** CS
- **During the regatta, the timing office is located in a hut on the shores of Lake Windermere by the finish line.** CS
- **The timing office uses a dongle provided by a phone company to access the internet.** CS

The research point was linked to specification sections 1.1 **Holders of information, location** UD and 1.4 - **The internet.** UD

In section 1.1 of the specification a list of different **holders of information** UD is presented. It is detailed in the research point that the focus of the research should include the location of the regatta and how the internet connections could be affected by this.

However, it is expected that during the preparation lessons ALL of the different holders of information should have been discussed and researched. It is expected that through their learning:

- **Candidates should know about different holders of information, their category and locations.** UD
- **This should lead to an understanding of the access issues to information across the global divide.** UD

In section 1.4 of the specification, **the internet,** UD a definition of the internet is presented along with a list of different internet connections. It is expected that through their learning:

- **Candidates should know about what the internet is and the characteristics of internet connections.** UD

During the preparation lessons ALL the different internet connections and how each could be used should have been discussed and researched.

QP

3 During the regatta, the results are uploaded to the website.

(a) Identify the type of internet connection which is used by the timing office during the regatta.

..... [1]

This part of the question had a keyword of IDENTIFY with one allocated mark. When answering this question, the candidate had to provide a single word.

It was detailed in the case study that **The timing office uses a dongle provided by a phone company to access the internet.** CS This clue should have been considered during the research and enabled candidates to identify the type of internet connection the dongle would be included in.

(b) Describe three reasons why the location of the timing office could affect the speed of internet access. QP

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[6]

This part of the question had a keyword of DESCRIBE with six allocated marks. For each of the three reasons required by the question, two marks were allocated for each.

It was detailed in the case study that **During the regatta, the timing office is located in a hut on the shores of Lake Windermere by the finish line.** CS The research point specifically detailed that the location of the regatta should be considered. There were other clues provided in the case study relating to the location - **Progress LakeSailing is a sailing Club based on the shores of Lake Windermere in The Lake District and Permission has to be granted by The Lake District National Park (LDNP) for the regatta to take place each year as LDNP controls what happens on and around the lake.** CS

These clues should have prompted some discussion relating to the location of Lake Windermere and the fact that the regatta is held in a National Park. The specification point details location – rural, as one of the component parts. The discussions should have elicited an understanding from candidates about how geographical features can affect internet access with some consideration about how a National Park is protected from unsightly infrastructure being constructed.

(c) Speed is **one** characteristic of an internet connection. QP

Identify **one** other characteristic of an internet connection.

.....[1]

This part of the question had a keyword of IDENTIFY with one allocated mark. When answering this question, the candidate had to provide a single word.

During the research carried out relating to the differing types of internet connection, specification section 1.4 - **The internet,** UD candidates should have gained knowledge and understanding of the different characteristics This question provided one of these characteristics – speed – as a prompt with the question requiring candidates to provide one other characteristic.

QUESTION 4

QP

4* Progress LakeSailing uploads a photograph of the winning crew and boat for each class in the regatta to the website.

Discuss the implications of the Copyright, Design and Patents Act when using these photographs.

[10]

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Question 4 was directly linked to the uploading of photographs of the winning crew and boat and the legislative implications of using these photographs.

The question partly related to bullet point 4 in the research points in the case study:

- **Legal requirements, including Green IT, and how Progress LakeSailing can comply with these.** CS

This was also detailed in the case study:

- **When the class has been completed the results are then uploaded to Progress LakeSailing's website along with a photograph of the winning crew and boat.** CS

The research point, for this question, was linked to section 4.1 in the specification – **UK legislation and regulation relating to the storage and use of information.** UD In this section of the specification a list of current UK legislation and regulations is presented, and it is expected that through their learning:

- **Candidates should know about the different legislation and regulations that relate to the storage and use of information.** UD
- **This should lead to an understanding of the actions holders of information can take to comply with legal and regulatory requirements.** UD
- **This should also lead to an understanding of the actions holders of information can take to comply with legal and regulatory requirements. It is important that learners are aware of the most recent legislation when studying this unit.** UD

During the preparation lessons ALL the different legislation and regulations relating to the use of information should have been discussed and researched.

The question has a keyword of DISCUSS with ten allocated marks. A * can be seen by the question number, this informs candidates that the quality of the extended response will be assessed when this question is being marked.

Candidates needed to provide an answer that covered a range of the implications of the Copyright, Designs and Patents Act and the use of the photographs. The important clue as to the focus of the question was 'implications'. When candidates are developing the answer to a discuss question, they should keep referring back to the question. Candidates who provided a response that focussed simply on the generic principles of the Copyright, Designs and Patents Act limited their accessibility to the higher mark bands.

There appeared to be some misconception on the part of some candidates who provided answers relating the designs of the boats. Whilst this is a valid point, the focus of the question was on the photographs and the implications of using these. Whilst the research is being carried out, candidates must be encouraged to refer to the case study at all times and focus on the scenario rather than on generic aspects.

QUESTION 5

Question five was partially linked to bullet point four in the research points in the case study.

- **Legal requirements, including Green IT, and how Progress LakeSailing can comply with these.** CS

The research point, for this question, was linked to section 4.3 in the specification - **Green IT.** UD In this section of the specification, a list of considerations for Green IT are listed. It is expected that through their learning:

- **Candidates should know about the global requirements for Green IT.**
- **This should lead to an understanding of the rationale for Green IT and the global benefits** UD

During the preparation lessons ALL the different considerations relating to Green IT should have been discussed and researched.

QP

5* One of the conditions set by The Lake District National Park (LDNP) for allowing the regatta to take place on Lake Windermere is that Green IT will be used.

(a) Describe one action that could be taken during the regatta to conform to this condition.

.....

.....

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..... [2]

This part of the question had a keyword of DESCRIBE with two allocated marks. The focus of the question was on an action that could be taken to conform with this condition.

During the research for research point four, candidates should have considered the actions that can be taken to comply with Green IT. These should have then been applied to Progress LakeSailing to ensure that the research was relevant.

A clue was given in the case study that the regatta **was being held on Lake Windermere with permission being granted by The Lake District National Park (LDNP) for the regatta to take place each year as LDNP controls what happens on and around the lake.** CS

As part of the background research candidates should have realised that there are many restrictions relating to events held in a National Park and that these are likely to form part of the permission granting process.

(b) Explain **two** benefits to the organisers of the regatta of using Green IT.

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[6]

This part of the question has a keyword of EXPLAIN with six allocated marks. For each of the two benefits required by the question, three marks were allocated for each.

When answering this question, the candidate had to provide a three-part answer. There needed to be an identification of the benefit which should then be developed to provide two further points relating to the benefit. The responses should be in the context of Progress LakeSailing.

The focus of the question was on the benefits to the organisers of the regatta of using Green IT rather than on the generic benefits of Green IT. One of the component parts of section 4.3 in the specification - **Green IT** **UD** is:

- **benefits (e.g. enhanced brand image, reduced energy costs)** **UD**

During the preparation lessons ALL the component parts of section 4.3 of the specification should have been discussed and researched. This discussion, and research, should have elicited some generic benefits of using Green IT which should then have been applied to the case study to ensure that these are relevant.

CASE STUDY

OCR
Oxford Cambridge and RSA

Level 3 Cambridge Technical in IT
05838/05839/05840/05841/05842/05877

Unit 2: Global information

INSERT

Wednesday 16 May 2018 – Afternoon

INSTRUCTIONS FOR LEARNERS

- This is a clean copy of the pre-release material which you should have already seen.
- You must refer to it when answering the examination questions which are printed in a separate booklet.
- You may not take your previous copy of the pre-release material into the examination.
- You may not take notes into the examination.

INFORMATION FOR LEARNERS

- This document consists of 4 pages. Any blank pages are indicated.

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- Please contact OCR Copyright should you wish to re-use this document.

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Turn over

In the following version of the case study, we've indicated where sections of information relate to the specific questions within the question paper.

OCR LEVEL 3 CAMBRIDGE TECHNICALS IN IT

UNIT 2 UNDERSTANDING THE CASE STUDY
JUNE 2018 EXAM PAPER

Organisational profile

Introduction

Progress LakeSailing is a sailing Club based on the shores of Lake Windermere in The Lake District. **Q1** **Q2** The Club runs an annual regatta where competitors compete for trophies. The regatta attracts competitors from all over the North of England. Permission has to be granted by The Lake District National Park (LDNP) for the regatta to take place each year as LDNP controls what happens on and around the lake. **Q3** **Q4**

There are many different classes in the regatta, each with different rules and regulations. A maximum number of competitors can enter each class.

The Club is able to arrange berths for the boats and, if needed, accommodation for the competitors. There are a limited number of available berths on Lake Windermere, some of which have length restrictions. Some berths are positioned in very shallow water.

Progress LakeSailing can also hire boats to competitors. Boats can be hired to competitors if:

- they are unable to transport their own boat;
- they do not own a boat of their own.

There are, however, a limited number of boats to hire in each class.

Regatta Administration

The regatta is advertised in specialist sailing magazines and also on the Club's website. Entry forms are available to download from the website. The completed entry forms can be returned to the Club by email or post. No entries are accepted by phone.

As each entry is received by the Club, it is dated. Entry forms which are received by email are printed and then dated. On the day after the closing date for entries, the entry forms are sorted into classes and then put into date order, starting with the earliest date.

Those competitors whose entry has been successful, based on maximum numbers in each class, are informed and asked to confirm their entry. Any entrants who have been unsuccessful are informed and put on a waiting list.

Once entries have been confirmed then hire boats and berths are allocated.

Entry and Regatta Records

The regatta has a maximum of 300 competitors with some competitors competing in more than one class. **Q1**

The competitor entries are initially kept on paper which can cause errors as updates may not be recorded. As each competitor confirms their entry the data is input into a single table database which has no security. **Q1** This is then used to print out details of the competitors in each class.

The entry database records data on:

- competitor details such as competition number, name and contact details;
- details of boats including length and name;
- berth locations, length and water depth;
- class(es) entered.

Q#

The number indicates the question number (from the question paper) the text from the case study relates to.

Organisational profile

Introduction

Progress LakeSailing is a sailing Club based on the shores of Lake Windermere in The Lake District. Q3 Q5 The Club runs an annual regatta where competitors compete for trophies. The regatta attracts competitors from all over the North of England. **Permission has to be granted by The Lake District National Park (LDNP) for the regatta to take place each year as LDNP controls what happens on and around the lake.** Q3 Q5

There are many different classes in the regatta, each with different rules and regulations. A maximum number of competitors can enter each class.

The Club is able to arrange berths for the boats and, if needed, accommodation for the competitors. There are a limited number of available berths on Lake Windermere, some of which have length restrictions. Some berths are positioned in very shallow water.

Progress LakeSailing can also hire boats to competitors. Boats can be hired to competitors if:

- they are unable to transport their own boat;
- they do not own a boat of their own.

There are, however, a limited number of boats to hire in each class.

Regatta Administration

The regatta is advertised in specialist sailing magazines and also on the Club's website. Entry forms are available to download from the website. The completed entry forms can be returned to the Club by email or post. No entries are accepted by phone.

As each entry is received by the Club, it is dated. Entry forms which are received by email are printed and then dated. On the day after the closing date for entries, the entry forms are sorted into classes and then put into date order, starting with the earliest date.

Those competitors whose entry has been successful, based on maximum numbers in each class, are informed and asked to confirm their entry. Any entrants who have been unsuccessful are informed and put on a waiting list.

Once entries have been confirmed then hire boats and berths are allocated.

Entry and Regatta Records

The regatta has a maximum of 300 competitors with some competitors competing in more than one class. Q1

The competitor entries are initially kept on paper which can cause errors as updates may not be recorded. **As each competitor confirms their entry the data is input into a single table database which has no security.** Q1 This is then used to print out details of the competitors in each class.

The entry database records data on:

- competitor details such as competition number, name and contact details;
- details of boats including length and name;
- berth locations, length and water depth;
- class(es) entered.

These details are then manually input into a spreadsheet which is used during the regatta. **Q2**

During the regatta, the timing office is located in a hut on the shores of Lake Windermere by the finish line. **Q3** A laptop is used to access and use the spreadsheet. As each competitor finishes the race their time is recorded on the spreadsheet. **Q2** When the class has been completed the results are then uploaded to *Progress LakeSailing's* website along with a photograph of the winning crew and boat. **Q4**

The timing office uses a dongle provided by a phone company to access the internet. **Q3** Neither the entry database nor the regatta results spreadsheet are backed up. **Q1** After each regatta, the database and spreadsheet are deleted with no copies held.

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