

Unit 1– ICT & Business – Checklist for Moderation

Candidates – page reference in Column A, Teacher confirm in column B, Moderator column C

Pass	A	B	C	Merit	A	B	C	Distinction	A	B	C
AO1											
Candidates will set up at least two directories.				Candidates will create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names.				Candidates will create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names.			
They will save some files in appropriate locations using appropriate filenames.				They will save most files in appropriate locations using appropriate filenames.				They will save all files in appropriate locations using appropriate filenames			
They will demonstrate the ability to password protect files.				They will demonstrate the ability to password protect files.				They will demonstrate the ability to password protect files.			
They will locate and open existing files that they have saved in their directories.				They will locate and open existing files from a range of sources.				They will locate and open existing files, using search facilities of operating systems software where necessary.			
They will backup files onto a removable medium.				They will backup and restore files from a removable medium.				They will backup and restore files from a removable medium.			
They will create shortcuts to at least one directory and one file.				They will create shortcuts to at least one program , directory and file.				They will create, edit and delete shortcuts to at least one program, directory and file.			
				They will provide evidence of at least one instance of deleting, copying and moving files and directories.				They will provide evidence of at least one instance of deleting, copying, moving and renaming files and directories.			

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AO2									
Candidates will use search engines to find information on the Internet, although they may not use the most efficient criteria.			Candidates will locate suitable elements from local media and the World Wide Web, using effective search criteria eg Keywords.			Candidates will locate suitable elements from local media and the Web, making effective use of advanced search criteria eg quotes, Boolean operators			
They will provide their source(s) website addresses.			They will provide their source(s) website addresses and will comment on the trustworthiness of the source.			They will comment on the validity of their source(s): provide name of their source(s) web addresses, note trustworthiness and date of info.			
			They will use bookmarks/favourites to store useful links.			They will use bookmarks/favourites to store useful links and will organise these into folders.			
			They will understand implications of copyright. They will copy and paste text and graphics from the Web in compliance with current copyright legislation.			They will understand the implications of copyright. They will download graphic and text files in compliance with current copyright legislation. They will acknowledge all sources used.			
They will send, receive, reply and forward email, including one message with a doc attached.			They will send, receive, reply and forward email, including messages with multiple documents attached.			They will send, receive, reply and forward email, including messages with multiple documents attached.			
There should be some text and a header, although the quality of these may be poor.			They will use appropriate subjects and message text.			They will consistently use appropriate subjects and message text.			
They will open an attachment sent to them via email and will save it to their work area.			They will set messages as high or low importance.			They will store, retrieve and use email addresses and details of personal contacts.			
They will send messages to multiple recipients.			They will send messages to multiple recipients and demonstrate an understanding of the use of cc.			They will send messages to multiple recipients using cc and bcc appropriately, considering privacy issues.			
Candidates will make a brief comment about the risks of opening email attachments.			Candidates will summarise the risks of receiving and opening email attachments.			Summarise the risks of receiving and opening email attachments and suggest actions that could be taken to reduce these risks.			
						They will make effective use of features of email software, including creating and using a signature.			

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AO3										
Candidates will produce a business presentation of at least three slides using text and graphics.				Candidates will produce a business presentation of at least four slides using appropriate text and graphics.				Candidates will produce a business presentation of at least five slides using appropriate text and graphics.		
There may not be a consistent style to the pages.				The presentation will have a consistent style.				The presentation will have a consistent style.		
There will be some evidence that the candidate has checked for errors and the presentation will be largely fit for the purpose.				The presentation will be checked and free from obvious errors.				The presentation will have been checked to ensure it is appropriate to the purpose and audience.		
				Slide transitions will have been set, but these may not always be the most effective.				Slide transitions and animation will have been set.		
				The candidate will print out the presentation in handout form.				Speaker notes will be added where appropriate.		
								The final presentation will be of near professional quality.		
								The candidate will print out the presentation in handout form, and showing the notes pages.		

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A04										
Candidates will create straightforward business documents. These will include a letter and at least two other documents such as a business card, flyer, newsletter, invoice, memo, agenda, report or minutes. These may have been produced using standard templates.				Candidates will create at least four types of business document, including a letter and a document of more than one page including tables, graphs and charts created in other software.				Candidates will create at least four types of business document, including a mailmerged letter and a document of several pages including tables, graphs and charts created in other software.		
One document will include graphics from more than one source, eg clip art, the World Wide Web, scanner, digital camera, drawing package, spreadsheet or database.				They will include graphics from a range of sources				They will include graphics from a wide range of sources.		
The documents will have been checked using a spelling checker but some errors may remain.				They will use spelling and grammar checks and will edit the documents to improve and correct them so that few errors remain.				All documents produced will have been thoroughly checked using spelling and grammar checkers, and proof read , so that they are virtually error-free, and of a near professional standard.		
Some formatting features, eg font style and size and paragraph justification will have been used.				Text, tables and graphic images from a range of sources will be integrated into at least one document and these will be positioned and formatted appropriately.				They will insert fields, including date and document information.		
				There will be some consistency to the layout of the documents, although there may be some exceptions.				Documents will display a consistent House style designed by the candidate.		
				Although documents may be based on standard templates there will be evidence of the use of a range of software tools and facilities and these will have been used appropriately.				An extensive range of software tools and facilities will have been used.		

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A05									
Candidates will create a very simple business spreadsheet using a limited number of calculations				Candidates will create an effective business spreadsheet displaying accurate figures				Candidates will create an effective business spreadsheet displaying accurate figures.	
The functions/formulas may not be efficient, but will work				Several different formulas and at least one function will have been used.				Formulas will be used efficiently and will include the appropriate use of more than one function .	
There will be sufficient row/column headings to make the spreadsheet reasonably easy to understand.				It will contain a title and appropriate row/column headings					
There may be little evidence of formatting.				There will be some evidence of a range of formatting .				The spreadsheet will be formatted effectively using a range of format options .	
There will be evidence that some of the data has been changed to obtain different results.				There will be evidence that some of the data has been changed to obtain different results. Candidates will edit the spreadsheet by inserting/deleting rows.				There will be evidence that some of the data has been changed to obtain different results. Candidates will edit the spreadsheet by inserting/deleting rows.	
Candidates will print out their spreadsheet although the format of these printouts might not be suitable				Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages .				Candidates will preview and print out their spreadsheet using appropriate pageorientation and number of pages. They will use appropriate headers and footers and will set other print layout features appropriately	
				Formula printouts will be included				Formula printout(s) will be included.	

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A06										
Candidates will enter, edit and delete data in a database.				Candidates will enter, edit and delete data in a database.				Candidates will enter, edit and delete data in a database and will use the data to meet a wide range of business purposes.		
They will create and use at least one simple query ie using a single search criterion.				They will create and use at least one simple query ie using a single search criterion, sorting on at least one field.				They will create and use at least two queries , including more than one criterion , sorting on at least one field.		
				They will create and use a report to print out selected data for a specific need.				They will create and use at least two reports to print out selected data in different formats eg address labels, table format, list.		