

OCR Nationals Unit 1 Coursework

Evidence

If you are going to get good marks for this GCSE coursework project it is important that you produce evidence of every task you undertake. There is no point in you doing the work without providing the evidence. If your work is safely stored in your user area and there is no evidence in your portfolio then you will get **NO MARKS** and **FAIL** your GCSE.

Portfolio

To build a portfolio get a set of dividers and add the Assessment objective numbers to them (1 to 6). As you complete a task put the evidence in that section. When you have all the evidence for an assessment objective then complete the checklist and number your pages (by hand) so that you can add page references to your checklist. Place the checklist(s) for each Assessment objective at the front of that section. Use treasury tags or a ring binder to store your work as one booklet.

Marks

Throughout this guide there are helpful highlights to show you where to get your marks and maximise your grades. You should always start by completing all the tasks shown for a Pass mark, to gain further marks you should then carry on to complete the Merit tasks and finally the distinction tasks. To get a distinction grade you must have completed the tasks shown in ALL THREE sections.

Tasks shown in **Blue** will get you a Pass mark (C grade equivalent)

Completing the additional tasks shown in **Pink** will get you a Merit mark (B grade equivalent)

Completing the additional tasks shown in **Green** will get you a Distinction mark (A grade equivalent)

Scenario

Bouncy Party

You have been asked to help with the setting up of a new business “Bouncy Party” a bouncy castle hire business. The company will be run by a young couple from their home and they will be buying a bouncy castle which they will hire out to people to use in their own gardens/halls for children’s birthday parties and other events. In addition to this rental castle they will also be buying a second castle which they will take to events and boot sales to run as a children’s attraction.

You are a close family friend of the couple and they have asked you to help them with a variety of ICT tasks that will support and promote their business. If the business is to do well it will be important that they can:

- record financial details in a spreadsheet
- record customer details & bookings in a database
- produce documents to promote the business, including advertising flyers, letters and a progress report
- A slideshow to promote the company at local events

Bouncy Party can be found at

Bouncy Party
22 Athelstan Avenue
Bridlow
Essex
CM8 9XY

01245 678099

Task 1 – File Management

Assessment objective 1 is assessed in this task but followed throughout your work.

This task will be started at the beginning of your work but will be completed as you work on your other tasks. This is also listed as task 9 as this is when you should gather your evidence.

Due to restrictions on the school network you will be unable to complete some of these tasks in school. These are shown in bold italic text like this. Complete these as homework and remember to gather evidence as you complete them!

When you are completing business projects it is important to be well organised.

To achieve a pass you will need to carry out the following file management tasks throughout the project.

- Create at least two new folders to store the files you will create for this project. Give them sensible names
- Store all your files within your folder structure
- Use suitable, sensible file names
- Locate and open existing files
- ***Create shortcut(s) to at least one folder and file***
- Password protect at least one file
- Backup files you have created by copying them to another location (USB drive, CD or network area)

To progress to Merit or Distinction you will also need to show evidence of:

- Creating at least two subfolders to organise your work
- Locating and open files from a range of sources (usb drives, network drives, internet, etc)
- ***Creating shortcut(s) to at least one program***
- Backing up and restoring your work from a removable medium (USB drive, portable hard disk, CD)
- Deleting, copying and moving files and folders

To progress to Distinction you will also need to show evidence of:

- ***Using operating system search facilities to locate and open existing files***
- ***Editing and deleting shortcuts to at least one program, directory and file***

Remember – you must keep returning to this task as you progress through your project and use your checklist to make sure you are gathering screenshots to show evidence that you have completed these tasks. You will need to add this evidence to your portfolio.

Task 2 – Select and use tools and facilities to download files/information

This task forms *part of Assessment objective 2 (Web Browser)*, the remainder of objective 2 is assessed through completion of task 3.

You would use internet search engines to find out more about bouncy castle purchase and hire. You should look for the following:

- Prices that competitors in your area are charging for hire
- Prices for purchasing bouncy castles (and equipment) that are suitable for *commercial use*
- Any rules you should expect hirers to abide by
- Pictures of bouncy castles for use in your later products

You must show evidence of the search criteria you use.

To achieve a pass you must:

- Search for the required information
- Give sources where information has been found

(Evidence could be annotated screenshots of the search criteria and a list of websites addresses visited)

To progress to Merit or Distinction you will also need to show evidence of:

- Comments on the trustworthiness of the sources
- Using bookmarks/favourites to store useful links
- Showing an understanding of the implications of copyright
- Copying & pasting text and graphics from the Internet in compliance with copyright legislation

To progress to Distinction you will also need to show evidence of:

- Locating suitable evidence from local media (CD Rom – clipart library)
- Using advanced search criteria such as quotes, keywords, Boolean operators
- Commenting of the validity of sources
- Noting dates of information
- Acknowledging all sources

(Evidence for the higher level tasks can be in the form of annotated screenshots)

Task 3 – Send and receive email messages

This task forms *part* of Assessment objective 2 (email), the remainder of objective 2 is assessed through completion of task 2.

You will enter into email correspondence with the owner of Bouncy Party (your teacher) and some of their business contacts (other teachers and pupils). This will be carried out as professional business correspondence from within your school email system.

To achieve a pass you must:

- Send an email
- Receive an email
- Reply to an email
- Forward an email
- Open and save an email attachment
- Send an email to multiple recipients
- Comment on the risks of opening email attachments

To progress to Merit or Distinction you will also need to show evidence of:

- Sending an email with multiple documents attached
- Using appropriate subjects and message text
- Demonstrating an understanding of the use of cc
- Setting messages as high or low importance
- Summarising the risks of receiving and opening email attachments

To progress to Distinction you will also need to show evidence of:

- Sending messages to multiple recipients using cc and bcc appropriately, considering privacy issues
- Storing, retrieving and using email addresses and details of personal contacts
- Creating and using an email signature
- Suggesting actions that could be taken to reduce the risks when sending and opening email attachments

(Evidence could be printouts of emails and annotated screenshots)

Task 4 - Use a business database

Assessment Objective 6 is assessed in this task.

The owner of Bouncy Party has created an database to record customer details. The database is used to store details and help them advertise to existing customers.

You should use the database called Bouncy Party.mdb which can be found on R:/ICT/Key Stage 4/OCR Nationals. Start by copying the database to your own my documents area before you open it. If you do not copy the database to your area you will not be able to save any changes.

The data stored in the database is shown below.

Customers										
CustomerNo	Surname	Forename	Title	Address1	Address2	Town	County	Postcode	TelephoneNo	BookingType
1	Smith	Frank	Mr	22 Able Road		Billericay	Essex	CM12 8XP	01277123456	Weekday
2	Albert	Lillie	Ms	566 Trotton Avenue		Basildon	Essex	SS15 7XP	01268444567	Overnight
3	Jones	Kerry	Mrs	33 Price Place	South Green	Billericay	Essex	CM12 7NN	01277890789	Weekend
4	Farmbrige	Jim	Mr	45 Fetter Street	Downham	Chelmsford	Essex	CM7 9XP	01245890238	Weekend
5	Farkes	Nick	Mr	110 Stumper Rise		Billericay	Essex	CM12 OXR	01277232439	Weekend
6	Bolter	Eddie	Mr	48 Albert Road		Basildon	Essex	SS17 8CM	01268239484	Weekend
7	Fearon	Clare	Ms	87 Warren Drive		Billericay	Essex	CM11 8SP	01277346827	School Holiday
8	Blackmore	Amanda	Mrs	29 Curlew Tye	Downham	Chelmsford	Essex	CM4 7IW	01277234246	Overnight
9	Tyler	Alison	Mrs	20 Able Street		Billericay	Essex	CM9 4WI	01277673455	Short Time
10	Binder	Brian	Mr	39 Trittons		Basildon	Essex	SS14 9SX	01268345747	Multi Day
11	Scott	Diane	Miss	87 Feller Road		Billericay	Essex	CM11 7CW	01277234668	Weekend
12	Cosgrove	Andrew	Mr	Ash House, Main Road	Rettendon	Chelmsford	Essex	CM3 9WL	01268247583	Weekday
13	Turner	Chloe	Ms	96 Feller Road		Billericay	Essex	CM12 4CM	01277467878	Weekend
14	Adams	Jason	Mr	67 Dundee Place		Basildon	Essex	SS18 8BB	01268568956	Overnight
15	Crest	Angela	Miss	765 Harvard Road		Billericay	Essex	CM12 7BW	01277679578	School Holiday
16	Brown	Jill	Miss	85 School Road	Downham	Chelmsford	Essex	CM4 6WU	01277478569	Short Time
17	Mitchell	Adam	Mr	38 Bank Street		Billericay	Essex	CM12 9SL	01277368467	Multi Day
18	Stephenson	Denise	Mrs	96 Roebank		Basildon	Essex	SS14 5EE	01268357878	Short Time
19	Prince	Richard	Mr	37 Coronation Drive		Billericay	Essex	CM13 7ME	01277356778	Weekend
20	Fuller	Gordon	Mr	57 Lodge Lane	Ramsden Heath	Chelmsford	Essex	CM5 3BP	01277356845	Weekday
21	Summerton	Ed	Mr	38 Martindale	Stock	Billericay	Essex	CM18 9ER	01277356848	Weekend
22	Taylor	Len	Mr	30 Great Lownder		Basildon	Essex	SS14 7EG	01268536856	Overnight
23	Glover	Linda	Miss	29 Roebank		Billericay	Essex	CM12 7ES	01277789789	Weekend
24	Thomas	Ros	Mrs	19 Starlings	Stock	Chelmsford	Essex	CM18 5WS	01277236356	Overnight
25	Fletcher	Anne	Mrs	82 Fenton Drive		Brentwood	Essex	CM15 6UP	01277245637	Multi Day
26	Beckford	Lisa	Ms	78 Fenton Drive		Brentwood	Essex	CM15 6UR	01277234536	Short Time

Open the database and carry out the tasks shown below.

To achieve a pass you must:

- Enter the following new customer details to the database – the customer number will be added automatically.

Surname	Forename	Title	Address1	Address2	Town	County	Postcode	TelephoneNo	BookingType
Rose	Simon	Dr	346 Royal Avenue		Billericay	Essex	CM13 8CW	01277836463	Weekend

- Nick Farkes has requested his information is removed from the database. Delete this record.
- Jill Brown has recently married and is now Jill Ormorod. Amend the record appropriately.
- Create one query showing all of the customers that live in Billericay.

To progress to Merit or Distinction you will also need to show evidence of:

- Creating a new query showing customers who live in Basildon and sort this in alphabetical order on the Surname field
- Creating a report using this query to allow the owners to contact all their Basildon customers. The report should be in the format of a list.

To progress to Distinction you will also need to show evidence of:

- Creating a new query showing all customers who have made a weekend booking and live in Billericay and sort this into alphabetical order on the Surname field.
- Creating a report using this query. The report should be in the format of a table.

(Evidence could be annotated screenshots and printouts from your database.)

Task 5 – Create business documents

This task forms *part* of Assessment objective 4 (word processing/DTP), the remainder of objective 4 is assessed through completion of task 7.

The owner of bouncy party would like to see professional business documents in use and has asked you to start developing a house style for them.

To achieve a pass you must:

- Create a business letter to be sent to customers advertising a new castle with slide that Bouncy Party have just purchased for hire.
- Create a memo to the owner of Bouncy Party advising them that you have produced the database reports that they asked for.
- Apply suitable formatting to your documents
 - Font style
 - Size
 - Justification
- Use spelling and grammar checkers to improve the accuracy of your work

To progress to Merit or Distinction you will also need to show evidence of:

- Using suitable and consistent house style in all your documents
- Creating a flyer about the new castle to be sent out with the business letter – this may include pictures and information found during task 2

To progress to Distinction you will also need to show evidence of:

- Proof reading and error correction in your documents
- Inserting date and document information to your documents
- Creating a mailmerge master document using your business letter and the customer details in the database (task 5)

*(Evidence could be printouts of documents, annotated to show revisions. NOTE: for your mail merge you should only print the MASTER document **NOT** the fully merged letters)*

Task 6 – Create a business spreadsheet

Assessment objective 5 is assessed in this task.

In this task you will create a business spreadsheet for Bouncy Party which will allow you to track the income and expenditure of the company for the year. The data below shows the recent income and expenditure

Income

Bouncy Party Bookings			
Booking No.	Booking Date	Amount	VAT
0001	22-May	34	5.95
0002	23-May	456	79.80
0003	26-May	42	7.35
0004	31-May	51	8.93
0005	02-Jun	335	58.63
0006	02-Jun	34	5.95
0007	06-Jun	43	7.35
0008	08-Jun	889	155.58
0009	14-Jun	51	8.93
0010	15-Jun	235	41.13
0012	22-Jun	51	8.93
0013	23-Jun	335	58.63
0014	26-Jun	34	5.95
0015	26-Jun	568	99.40

Expenditure

Bouncy Party Expenditure		
Date	Item	Amount
15-May	Bouncy Castle 12x12	575
15-May	Bouncy Castle 15x12	995
15-May	Crash Mats x 4	179
23-May	Sack Truck	44.99
16-Jun	Repair Kit	16.99
25-Jun	Petrol Generator	225

To achieve a pass you must:

- Create a spreadsheet to calculate the income and expenditure.
- Include appropriate titles
- Include appropriate Row and Column headings
- Enter text and numeric data accurately
- Format the cells appropriately think about
 - Number format (decimal places, currency, percentage, date/time)
 - Text formatting (font size, alignment, style, wrap)
 - Borders and shading
- Use appropriate formulae/functions to calculate the income and expenditure.
- Print your spreadsheet(s) showing full figures
- Print out your spreadsheet(s) showing formulae **OR** annotate your printouts to show the formulae used.
- The owner has noticed that booking 0007 has been entered incorrectly, the amount should be £51 and the VAT should be £8.93. Change this entry
- Reprint the spreadsheet, highlight the changes and show how this affects the totals.
- The owner has requested that a password should be applied to this spreadsheet. Produce a screenshot showing that the password has been set up (***This forms part of Assessment Objective 1***)

To progress to Merit or Distinction you will also need to show evidence of:

- Changing booking number 0011 which has now been paid and needs to be entered in an appropriate place in the spreadsheet.

Booking No.	Booking Date	Amount	VAT
0011	22-Jun	42	7.35

- Deleting booking 0006 which was cancelled and should not be on the spreadsheet.
- Calculating the income/expenditure for each month. Add new rows/columns as needed.
- Using the average function to calculate the average income for each month.
- Print out the spreadsheet using appropriate page orientation and number of pages (e.g. fit to 1 page, landscape or portrait, print area, gridlines)
- Printing out the spreadsheet showing formulae

To progress to Distinction you will also need to show evidence of:

- Adding appropriate headers and footers
- Printing out the spreadsheet using appropriate page orientation and number of pages (e.g. fit to 1 page, landscape or portrait, center on page, print area, gridlines)
- Printing out the spreadsheet showing formulae

(Evidence could be printouts and annotations)

Task 7 – Create a brochure

This task forms *part* of Assessment objective 4 (word processing/DTP), the remainder of objective 4 is assessed through completion of task 5.

The owner of Bouncy Party would like a brochure which they can send out to their customers promoting the company and telling them about their castles and the different hiring options which are:

- 12x12 castle for private hire, children's parties etc
- 15x12 castle for hire, suitable for adults, BBQ's events – also offered as a attraction with staffing
- Castle with slide for hire, children's parties, events – also offered as a attraction with staffing

To achieve a pass you must:

- Create a 4 page brochure which includes
- Text – such as special offers, company history, examples of usage
- Images/graphics (at least 2 of the following)
 - Scanned images
 - Digital camera images
 - A logo from a graphics package
 - Clip art
 - Images from the Internet
- Format your newsletter using your house style, think about font size, style, justification
- Check your work with a spelling and grammar checker

To progress to Merit or Distinction you will also need to show evidence of:

- Inserting a table showing the prices for different types of hire
- Adding a map and directions to the back page showing the company location

To progress to Distinction you will also need to show evidence of:

- Inserting a graph from Excel showing the potential revenue of using a bouncy castle at an event such as a fete
- Proof reading your work to correct any errors

(Evidence could be annotated printouts)

Task 8 – Create a presentation

Assessment objective 3 is assessed in this task.

The owner of bouncy party would like a presentation to show to potential investors when they are seeking funding to expand the business. You can use any of the information from the previous tasks in your presentation.

To achieve a pass you must:

- Create a presentation of at least three slides which can be delivered to potential investors
- Include both text and graphics
- Check your presentation for errors using spelling and grammar checkers

To progress to Merit or Distinction you will also need to show evidence of:

- Adding a fourth slide to your presentation
- Adding slide transitions to your presentation
- Printing your presentation in handout form

To progress to Distinction you will also need to show evidence of:

- Adding a fifth slide to your presentation
- Adding appropriate slide transitions and animations
- Adding speaker notes to slides where it is appropriate
- Proof reading your presentation thoroughly and correct any errors
- Printing your presentation in handout form with notes pages

(Evidence could be the final printouts of the presentation. You should also include screenshots showing the settings for the animations and transitions.)

Task 9 – Evidence of file management

Assessment objective 1 is assessed in this task.

In this task you need to provide evidence to show how you have organised your files during the completion of your assignment. This is the task that was introduced as task 1

Due to restrictions on the school network you will be unable to complete some of these tasks in school. These are shown in bold italic text like this. Complete these as homework and remember to gather evidence as you complete them!

To achieve a pass you will need to carry out the following file management tasks throughout the project.

- Create at least two new folders to store the files you will create for this project. Give them sensible names
- Store all your files within your folder structure
- Use suitable, sensible file names
- Locate and open existing files
- ***Create shortcut(s) to at least one folder and file***
- Password protect at least one file
- Backup files you have created by copying them to another location (USB drive, CD or network area)

To progress to Merit or Distinction you will also need to show evidence of:

- Creating at least two subfolders to organise your work
- Locating and open files from a range of sources (usb drives, network drives, internet, etc)
- ***Creating shortcut(s) to at least one program***
- Backing up and restoring your work from a removable medium (USB drive, portable hard disk, CD)
- Deleting, copying and moving files and folders

To progress to Distinction you will also need to show evidence of:

- ***Using operating system search facilities to locate and open existing files***
- ***Editing and deleting shortcuts to at least one program, directory and file***

(Your evidence will be in the form of screenshots.)