

<b>Task 1 (A01)</b>			
<i>Plan a document</i>			
<b>Level</b>	<b>Tick</b>	<b>Evidence provided</b>	<b>Location of Evidence</b>
<b>Pass</b>		Details of a few brochures researched	
		Discussion of different end user requirements	
		Rough sketches of at least 2 designs	
		Some evidence linking research to design	
		Choice of final design	
		Identification of software used	
		Indication of time needed	
<b>Merit</b>		Details of several brochures researched	
		Detailed sketches of at least 2 designs	
		Links between research and design	
		Choice of final design	
		Identification of software used	
		Timescale for production of brochure	
<b>Distinction</b>		Evidence of wide range of researched brochures	
		Comprehensive sketches of 2 designs	
		Identification and justification of software used	
		Realistic timescale for production of the brochure	

Task 2 (AO2)			
Create styles			
Level	Tick	Evidence provided	Location of Evidence
Pass		Three styles created	
		Font details ( <b>EITHER</b> face, size, emphasis, alignment or leading)	
		Paragraph spacing	
		Indents <b>OR</b> tabs	
Merit		Three styles created	
		Font details including; face, size, emphasis, alignment or leading	
		Paragraph spacing	
		Indents and tabs	
		The styles are mostly fit for purpose	
Distinction		Three styles created	
		Font details including; face, size, emphasis, alignment or leading	
		Paragraph spacing	
		Indents and tabs	
		Bullets	
		The styles are fit for purpose	

<b>Task 3 (AO3)</b>			
<i>Select and use tools in desktop publishing</i>			
<b>Level</b>	<b>Tick</b>	<b>Evidence provided</b>	<b>Location of Evidence</b>
<b>Pass</b>		A simple desktop published document	
		Imported text	
		Imported graphics	
<b>Merit</b>		A detailed desktop published document	
		Document mostly meets the demands of the brief	
		Imported text	
		Imported graphics	
		Some facilities used appropriately	
<b>Distinction</b>		A detailed desktop published document	
		Document fully meets the demands of the brief	
		Imported text	
		Imported Graphics	
		Good use of facilities all used appropriately	

### Task 4 (AO4)

*Use drawing tools included with DTP software to create basic shapes for inclusion in your completed publication*

Level	Tick	Evidence provided	Location of Evidence
Pass		Basic use of limited range of facilities to produce shapes	
		Some evidence of layering	
Merit		Combined use of shapes to create a more complex whole	
		Evidence of layering	
		Evidence of grouping	
		Drawing will be accurate	
Distinction		Complex shapes which suit the needs of the brief and audience	
		A range of 2d shapes	
		Evidence of layering	
		Evidence of grouping	
		Monochrome and colour fill	
		A range of text styles	
		Lines and borders	

<b>Task 5 (A05)</b>			
<i>Prepare publication for print</i>			
<b>Level</b>	<b>Tick</b>	<b>Evidence provided</b>	<b>Location of Evidence</b>
<b>Pass</b>		Printout of final proof copy	
		Covering letter to printers	
		Overall quality is not of business standard	
		Report briefly outlines the final stages of commercial printing of multiple copies	
<b>Merit</b>		Printout of final proof copy	
		Covering letter to printers	
		Overall quality of the document is good	
		Report outlines all the final stages of commercially printing multiple copies	
<b>Distinction</b>		Printout of final proof copy	
		Covering letter to printers	
		Overall quality is near business standard	
		A detailed report fully outlines all of the final stages of commercially printing multiple copies.	