

Unit 5 – Desktop Publishing – 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
A01											
Candidates will carry out limited research on a narrow range of organisations and end-users.				Candidates will carry out independent research from a range of sources which they identify .				Candidates will carry out independent research from a wide range of sources which they identify.			
Candidates provide limited evidence linking their research to the designs.				Candidates provide evidence linking their research to the designs.				Candidates provide clear evidence linking their research to the designs.			
Candidates will produce basic plans which include: a few sketches, identification of software to be used, choice of final design and some indication that time has been considered.				Candidates will produce plans to meet the requirements of the brief which include: sketches , identification of software to be used, choice of final design and the timescale but this may not be realistic .				Candidates will produce comprehensive design plans to meet fully the requirements of the brief which include: sketches, identification of software to be used, choice of final design and the timescale.			
A02											
Candidates create three styles.				Candidates create three styles.				Candidates create three styles.			
Each style will include at least one aspect from each of the following: • font (face, size, emphasis, alignment or leading) • paragraph spacing • indents or tabs				Each style will include the full range of each of the following : • font (face, size, emphasis, alignment or leading) • paragraph spacing • indents or tabs				Each style will include the full range of each of the following: • font (face, size, emphasis, alignment or leading) • paragraph spacing • indents or tabs • bullets			
The styles may not be fit for purpose.				The styles will mostly be fit for purpose .				The styles will be fit for purpose .			
A03											
Candidates will produce a simple document using a desktop publishing package.				Candidates will produce a detailed document which mostly meets the demands of the brief using a desktop publishing package.				Candidates will produce a detailed document which fully meets the demands of the brief using a desktop publishing package.			
There will be limited use of facilities, imported text and imported graphics.				There will be good use of facilities, imported text and imported graphics but some may not be used appropriately .				There will be good use of facilities, imported text and imported graphics and all will be used appropriately .			

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A04										
Basic use of a limited range of facilities to produce shapes which are not always accurate.				The majority of listed facilities, which will include layering and grouping , will have been used to produce accurate drawings .				The full range of listed facilities will have been consistently used to create complex shapes which clearly suit the needs of the brief and the intended audience .		
Some limited evidence of layering.				Candidates will have combined different shapes to create a more complex whole.				Lines and borders will have been included in the completed document.		
A05										
The final proof will contain several errors.				The final proof will contain some errors.				The final proof will be mostly free from errors.		
One document will be printed as a proof copy. There will be a covering letter.				One document will be printed as a proof copy. There will be a covering letter.				One document will be printed as a proof copy. There will be a covering letter.		
The overall quality of the document is unlikely to be to business standard.				The overall quality of the document will be good .				The overall quality of the document will be near to business standard .		
A brief outline is provided of the final stages of producing multiple copies using commercial printing processes.				An outline is provided of all the final stages of producing multiple copies using commercial printing processes.				A detailed outline is provided of all the final stages of producing multiple copies using commercial printing processes.		