

**Coursework Task  
C207 10**

**Intermediate 1 Computing Studies**

*Valid for session 2011/2012 only*

Publication Code: BB3414

## Coursework Task

Subject: Computing Studies

Level: Intermediate 1

Publication date: October 2011

Publication code: BB3414

Published by the Scottish Qualifications Authority

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## **Section 1**

# **Organisation and Conditions for Assessment**

## Organisation and Conditions for Assessment

The assessment is designed to test the candidates' ability to apply knowledge and understanding and practical skills, developed through study of the Computer Applications and Multimedia Applications Units.

The assessment should take the student between 8 and 10 hours to complete in class. However, a candidate may be allowed longer than this if required. Sections 2 and 3 should be given to the candidates.

The assessment is to be undertaken under "open book" conditions, but under supervision to ensure that the work submitted is the candidate's own work. The tutor may give the candidate hints and/or help if requested. Any such help should be reflected in the marks awarded. Once the task has been completed and marked, it should **not** be returned to the candidate for further work.

The task is designed to discriminate between candidates and, therefore, would be expected to provide a wide range of marks. Stronger candidates should be able to complete the task successfully, and without tutor assistance, within the suggested time. Weaker candidates might not complete all aspects of the task within a reasonable time, or may require significant assistance, and so would achieve a lower total mark. Note that there is no requirement for a candidate to achieve a threshold to "pass" the assessment.

The mark obtained out of 40 should be submitted to the SQA unscaled. This will be combined with the Question Paper mark out of 60 to establish the candidate's overall grade of award. The Coursework mark should also be used in the preparation of estimate grades.

### **Pupils must be supplied with:**

- Coursework Task
- Marking Guidelines
- Blank paper to design the presentation
- Access to hardware and software that can create and edit vector graphics
- Access to hardware and software to edit text
- Access to hardware and software to create audio
- Access to hardware and software to create and edit a spreadsheet file
- Access to hardware and software to create a multimedia presentation
- Access to printing facilities
- Access to a scanner
- Word processed file called "invite"
- Graphic file called "tree"

### **Comments:**

Teachers are advised to read the information provided in Section 4 carefully before allowing candidates to start the task as it contains important information about the type and volume of evidence to be retained.

## **Section 2**

### **Coursework Task**

# Coursework Task

## Intermediate 1 Computing Studies Coursework Task 2011-2012

### Introduction

West Ways High School runs the Duchess of Glasgow Award Scheme. As part of the Award, members are organising a walking expedition along the East Lowland Path.

Your task is to create a presentation which will be shown to parents at an information evening. The presentation will include information about the Award, costs and a map of the walk.

Your teacher will supply you with some text, some data and a graphic to include in your presentation.

### There are five parts to this task:

1. Create the school's logo.
2. Edit an invitation letter.
3. Create a spreadsheet to work out costs.
4. Create an audio file for your presentation.
5. Design and create the presentation which will include:
  - a page introducing the Duchess of Glasgow Award Scheme information evening
  - a page listing the Award's activities
  - a page of information about the costs involved for the walk

The final presentation can be produced using a *Presentation* or *Multimedia* package.

### What you will need

- access to a computer with a printer
- access to a scanner
- access to a microphone
- software that allows you to create a graphic
- software that allows you to enter and edit text
- software that allows you to store, sort and make calculations on data
- software that allows you to create audio
- software that allows you to create a presentation
- paper to design your presentation layout
- marking guidelines

### What you have to do

The stages of the project are set out on the following pages. You should work through them, in order, on your own. You can ask your teacher for help if you are stuck but this may mean you gain fewer marks.

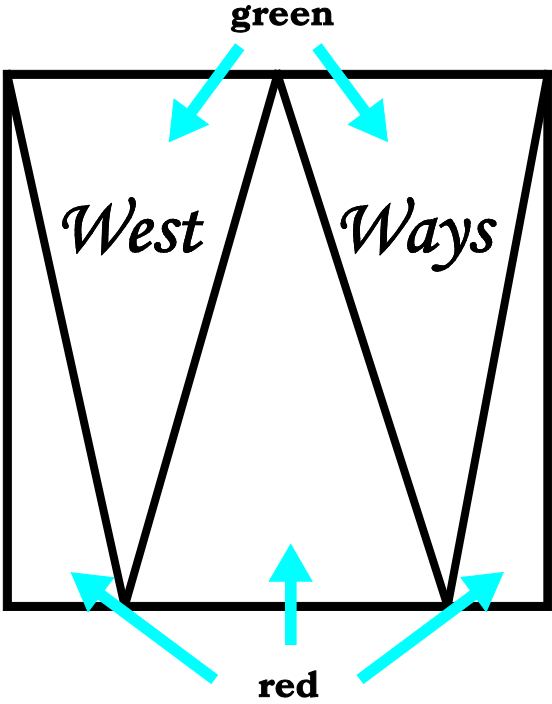

At each stage of the project you will produce some evidence of the work you have done, for example, a list of steps or a design on paper or a printout. Make sure that you write your name on each of the items and keep them safely. They count towards your assessment, so you must not lose them.

Tick the box beside each of the stages when you have completed them.




Candidate answer grid

Name \_\_\_\_\_ Date \_\_\_\_\_

Stage	Task	Done (✓)
<b>Section 1 : Creating the school's logo</b>		
1	<p>Using an appropriate graphics package, create the school's logo below using the colours indicated and select your own font for the text:</p> 	
2	<p>Your teacher will have supplied you with a graphic called "tree".</p> <p>Insert the "tree" graphic as shown below:</p> 	

Stage	Task	Done (✓)
<b>Section 1 : Creating the school's logo (continued)</b>		
3	Group all the objects in your logo. <ul style="list-style-type: none"> <li>• Show the grouped objects to your teacher</li> <li>• Your teacher will sign below to confirm you have grouped the objects.</li> </ul> <hr style="width: 50%; margin-left: 0;"/>	
4	Save the graphic as “logo”.	
5	Obtain a printout of your logo.	

Stage	Task	Done (✓)
<b>Section 2 : Editing the invitation letter</b>		
6	Open the word processed file called “invite”.  This will be supplied by your teacher.	
7	Spell check your document.  Write down the <b>first incorrectly</b> spelt word.  _____	
8	Centre justify and embolden the school’s name at the top of the letter.	
9	Insert the logo saved in Stage 4. Position the logo in the centre of the heading <i>West Ways High School</i> as shown:  <div style="text-align: center;">  </div> Write down the feature that allows the text to be fitted around the logo.  _____	
10	The secretary has used the word “Club” instead of “Scheme” in this letter.  Write down the feature that allows all occurrences of the word “Club” to be changed to “Scheme” in one operation.  _____  Use this feature to make these changes.	
11	Create a footer and type in your name and date.	

Stage	Task	Done (✓)
<b>Section 2 : Editing the invitation letter (continued)</b>		
12	<p>The Head Teacher's signature needs to be placed under <i>Yours faithfully</i>.</p> <p>The signature is shown in Appendix 1.</p> <p>Scan this signature.</p> <p>Insert the scanned signature into the letter.</p>	
13	Obtain a printout of your letter.	

Stage	Task	Done (✓)
<b>Section 3 : Creating the spreadsheet</b>		
14	Open a new spreadsheet file.	
15	Key in and format the data as shown in Appendix 2. Ensure all data in every cell is visible and correct any mistakes.	
16	Save your spreadsheet using a suitable filename. Write down the filename.  _____	
17	The following information has to be added between rows 7 and 8:  <b>Rucksack                      £21.99</b>  Insert this data to your spreadsheet in the appropriate place.  Teacher Signature  _____	
18	The total costs of all the equipment must be added at the bottom of your spreadsheet. A function is used within a formula for this task.  Write the formula below:  _____  Write this formula into cell B13.	
19	Sort your spreadsheet in order of costs with the most expensive item first.	
20	Create a labelled pie chart of items and costs.	
21	Obtain a printout of your spreadsheet including your pie chart on <b>one</b> sheet of paper.	

Stage	Task	Done (✓)
<b>Section 4 : Create an audio file for your presentation</b>		
22	Using a suitable audio editing software make a recording of the following text:  <i>“Welcome to West Ways High School. This evening you will be given a presentation about the Duchess of Glasgow Award Scheme.”</i>	
23	Save your audio file using a suitable filename.	
24	Write down the file <b>type</b> of this saved audio file:  _____	

Stage	Task	Done (✓)
<b>Section 5 : Create the Presentation</b>		
25	<p>Complete the following design on paper.</p> <ol style="list-style-type: none"> <li>Design a template which will be applied to all three pages. It should include: <ul style="list-style-type: none"> <li>a small copy of the <b>logo</b> you created in Section 1</li> <li>the <b>school's name</b>, West Ways High School</li> <li><b>your name</b>.</li> </ul> </li> <li>Design the first page which will include the <b>text</b> shown in italics at stage 22 in Section 4.</li> <li>Design a second page to include a <b>bulleted list</b> of the Duchess of Glasgow Scheme's activities stated in the invitation letter from Section 2.</li> <li>Design the third page that will include the <b>spreadsheet data</b> and <b>pie chart</b> you created in Section 3.</li> </ol> <p>Each page of your design should:</p> <ul style="list-style-type: none"> <li>have an appropriate heading</li> <li>identify suitable fonts and font sizes</li> <li>be clearly laid out.</li> </ul> <p>You may use a box with a cross in it to represent a graphic and its position, and a box with wavy lines to indicate text and its position.</p>	
26	<p>Create the presentation ensuring that you follow your design above.</p> <p>The audio should play when the first slide is displayed.</p>	
27	<p>Save your presentation using a suitable filename.</p> <p>Write down the filename.</p> <p>_____</p>	
28	<p>Obtain a printout of the presentation and template.</p>	

Stage	Task	Done (✓)
<b>Section 5 : Create the Presentation (continued)</b>		
29	Collect your work together and hand it to your teacher. You must have the following: <ul style="list-style-type: none"> <li>• printout of the logo</li> <li>• printout of the letter</li> <li>• printout of spreadsheet with pie chart</li> <li>• paper designs</li> <li>• printout of presentation including template.</li> </ul>	

**END OF COURSEWORK TASK**



## Appendix 1

Signature to be scanned for Section 2.

Heide

## Appendix 2

Data to be entered into a spreadsheet for Section 3.

	A	B
1	Duchess of Glasgow Award Scheme	
2		
3	East Lowland Path Walking Trip	
4		
5	<b>Item</b>	<b>Cost (£)</b>
6	Gaiters	£5.99
7	Gloves	£14.99
8	Sleeping Bag	£30.50
9	Walking boots	£40.69
10	Waterproof jacket	£15.60
11		
12	<b>Total</b>	

## **Section 3**

### **Marking Guidelines**

## Marking guidelines

Name \_\_\_\_\_

Date \_\_\_\_\_

Stage		Out of	Mark	Comments
	<b>Section 1</b>			
1	Open graphics package Create logo – text (1), fill (1), shapes (1)	3,2,1,0		
2	Logo inserted (1) and scaled (1)	2,1,0		
3	All objects grouped together (visual check required)	1,0		
4	Logo file saved correctly			
5	Logo printed			
	<b>Section 2</b>			
6	Invite text file opened			
7	Spelling error correctly identified	1,0		
8	School name centred (1) and emboldened (1)	2,1,0		
9	Feature correctly used to position logo (1) Feature of word processor correctly identified (1)	2,1,0		
10	Search and replace correctly used to change Club to Scheme	1,0		
11	Name and date inserted into footer	1,0		
12	Scanner used correctly to capture signature	1,0		
13	Letter printed			
	<b>Section 3</b>			
14	Open new spreadsheet document			
15	All data entered correctly (1) with column widths changed and headings correctly formatted (1), costs as currency (1)	3,2,1,0		
16	Spreadsheet file saved correctly			
17	Row inserted correctly between 7 and 8 (1) Correct data entered (1)	2,1,0		
18	Formula correct (1) Formula added to cell B13	1,0		
19	Spreadsheet sorted by costs correctly	1,0		
20	Pie chart of costs created correctly (1), labelled (1)	2,1,0		
21	Spreadsheet and pie chart printed on one page			
	<b>Section 4</b>			
22	Audio correctly recorded (1 if help given)	2,1,0		
23	Audio file saved correctly			
24	Audio file type correctly identified	1,0		

<b>Section 5</b>				
25	Designs template with logo, school name and name (1) Designs three pages Page 1 – audio, text, fonts, sizes and appropriate heading (1) Page 2 – bulleted texts, fonts, sizes and appropriate heading (1) Page 3 – spreadsheet data, pie chart and appropriate heading (1)	4,3,2,1,0		
26	Creates template (1) with school logo (1) and both names (1)	3,2,1,0		
	Creates page 1 – inserts audio (1) and text (1)	2,1,0		
	Creates page 2 – Bulleted list	1,0		
	Creates page 3 – Spreadsheet data (1) and pie chart (1)	2,1,0		
27	Presentation saved with appropriate name			
28	Printout of all 3 slides			
29	Hand in completed Coursework			
	All files saved correctly (1) All files correctly printed as required (1)	2,1,0		
	<b>Total</b>	<b>40</b>		

*For each stage:*

*full marks = achieved successfully without assistance*

*partial marks = achieved partially without assistance, or completed with some assistance/help*

*0 = not achieved, or completed only with significant assistance*

## **Section 4**

### **Advice on Recording and Retention of Evidence**

## **Advice on Recording and Retention of Evidence**

For each candidate, the following evidence should be retained for possible verification by SQA:

- 1 completed Coursework Task sheets and printouts as detailed in the Coursework Task
- 2 completed marking grid.

The summary form provided at the end of this Section may be copied for each candidate undertaking the Intermediate 1 Computing Studies Course.

## Conditions and Arrangements

The following instructions are for teacher guidance during the Coursework Task and should **not** be issued to candidates.

### Pupils must be supplied with:

- Coursework Task
  - Marking Guidelines
  - Blank paper to design the presentation
  - Access to hardware and software that can create and edit vector graphics
  - Access to hardware and software to edit text
  - Access to hardware and software to create audio
  - Access to hardware and software to create and edit a spreadsheet file
  - Access to hardware and software to create a multimedia presentation
  - Access to printing facilities
  - Access to a scanner
  - Word processed file called “invite”
  - Graphic file called “tree”
- } Available from the SQA Secure website

### Comments:

Marks for saving and printing throughout the Coursework Task are awarded at the end of the marking scheme.

### Evidence:

While working on the Coursework Task candidates will gather evidence in the form of a teacher check and printouts. These will be used for verification purposes and the name of each candidate should be on each piece of evidence.

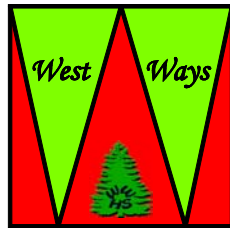
Stages	Evidence
5	Printout of the school logo
7	“Raod”
9	Text wrap
10	Search and replace/find and change 5 “Club’s” changed to “Scheme”.
13	Printout of letter (see example of a finished letter on page 25)
15	Allow 1 mistake for data entry, allow 1 mistake for formatting.
18	=SUM(B6:B11)(Total is £129.76)
19	Costs must match items after sort
21	Printout of spreadsheet and pie chart on 1 page
24	Mp3 or WAV etc
25	A template design on paper (see example on page 26). 3 pages of presentation design on paper.
26	Audio can be a click or played in the background.
31	A printout of the three page presentation and template.

### Teacher’ Notes – Example letter



This is a typical example of what a finished letter should look like:

**West Ways**



**High School**

123 North Road  
INVERWAY  
IW3 T7V

December 2011

Dear Parent/Guardian

**Invitation to the Duchess of Glasgow Award Scheme Information Evening**

As your youngster is a member of the Duchess of Glasgow Award Scheme, we would like to invite you to an Information Evening at the school on 12/12/11 at 6:30pm.

The Scheme's aim is to issue parents/guardians with information regarding the Scheme's activities and the East Lowland Walk trip next year. The Scheme's activities are:

**canoeing, walking, camping, mountaineering and community work**

Please find enclosed three tickets for the evening.

We look forward to seeing you then.

Yours faithfully

Mr H Eadie  
Head Teacher

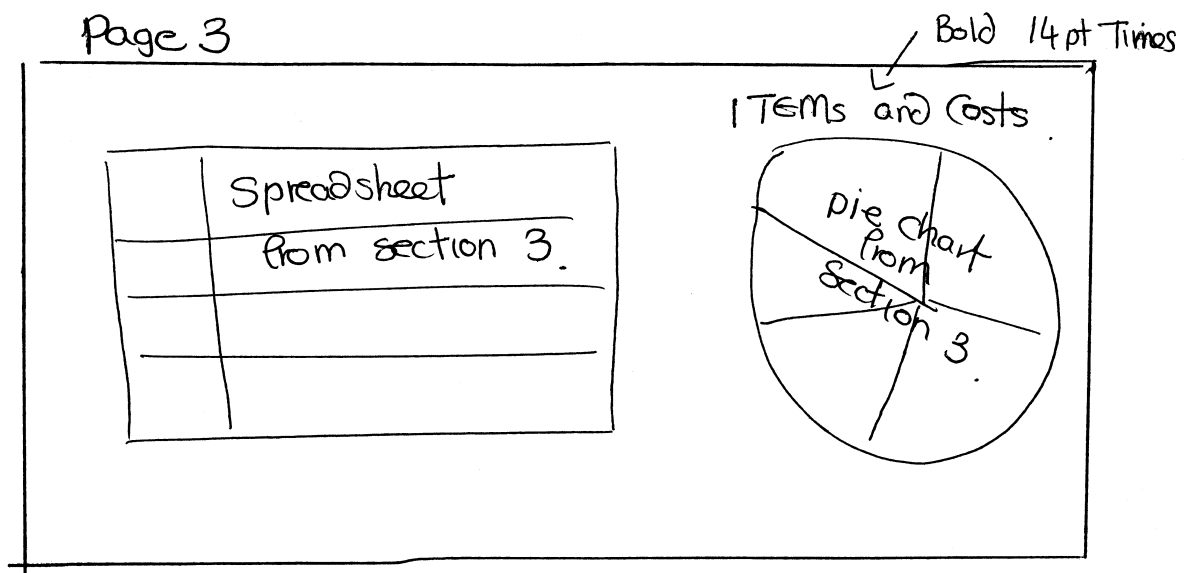
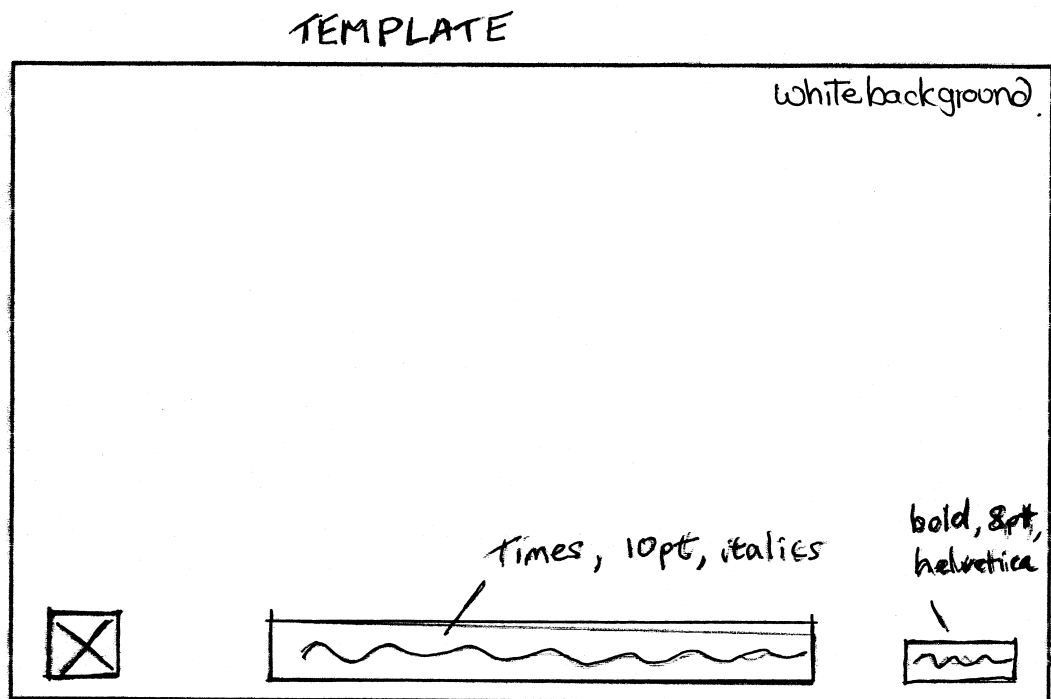
*Pupil name*

*Date*

## Teacher' Notes – Example Design

This is a typical example of what a slide design should look like:

### Template page



**Candidate assessment summary**

Name \_\_\_\_\_ Year of presentation \_\_\_\_\_

Centre \_\_\_\_\_ Candidate number \_\_\_\_\_

**Unit assessment**

Unit title	Computer Applications		Date passed	Initials
	Mark			
	1 <sup>st</sup> attempt	2 <sup>nd</sup> attempt		
Assessment 1 (Outcome 1)				
Assessment 2 (Outcome 2)				

Unit title	Multimedia Applications		Date passed	Initials
	Mark			
	1 <sup>st</sup> attempt	2 <sup>nd</sup> attempt		
Assessment 1 (Outcome 1)				
Assessment 2 (Outcome 2)				

Unit title			Date passed	Initials
	Mark			
	1 <sup>st</sup> attempt	2 <sup>nd</sup> attempt		
Assessment 1 (Outcome 1)				
Assessment 2 (Outcome 2)				

**Course assessment**

	Mark	Date completed	Initials
Coursework Task (out of 40)			
Estimate examination mark (out of 60)			
Total (out of 100)		Teacher/Lecturer signature	
Estimate grade			