

**Coursework Task
C207 10**

Intermediate 1 Computing Studies

Valid for session 2012/2013 only

Publication Code: BB3414

Coursework Task

Subject: Computing Studies

Level: Intermediate 1

Publication date: October 2012

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 teacher may give the candidate hints and/or help if requested. Any such help should be reflected in the marks awarded and recorded in the "comments" box of the Marking Guidelines. Once the task has been completed and marked, it must **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 teacher 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 to edit a database file
- Access to hardware and software that can create and edit vector or bitmapped graphics
- Access to a scanner with OCR capabilities
- Access to hardware and software to edit text
- Access to hardware and software to create a multimedia presentation
- Access to printing facilities
- Database file called "Software Database" – **available from SQA secure website**
- Appendix 1 (page 16) – text for scanning
- Appendix 2 (page 17) – example of completed leaflet

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 2012-2013

Introduction

ScotPackage is a company that sells a variety of software.

Your task is to create a leaflet and a presentation which will be used to advertise ScotPackage's software. Your presentation will include information including the "Star Buy of the Month".

Your teacher will supply you with data and text to include in your presentation.

There are five parts to this task:

1. Find the "Star Buy of the Month".
2. Research the Internet for additional software to add to the database.
3. Create a company logo.
4. Create an advertising leaflet.
5. Design and create the presentation which will include:
 - a page describing the company
 - a page listing the types of software the company sells
 - a page highlighting the "Star Buy of the Month"

The final presentation can be produced using a *Desk Top Publishing, Presentation or Multimedia* package.

What you will need

- access to a computer with a printer
- software that allows you to store, sort and search data
- access to the Internet
- software that allows you to create and edit graphics
- access to a scanner with OCR software
- software that allows you to enter and edit text
- paper to design your presentation layout
- software that allows you to create a presentation
- candidate answer grid
- Appendix 1 and Appendix 2
- marking guidelines

What you have to do

The stages of the project are set out on the candidate answer grid. 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. Make sure that you write your name on each of the items and keep them safe. They count towards your assessment, so you must not lose them.

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

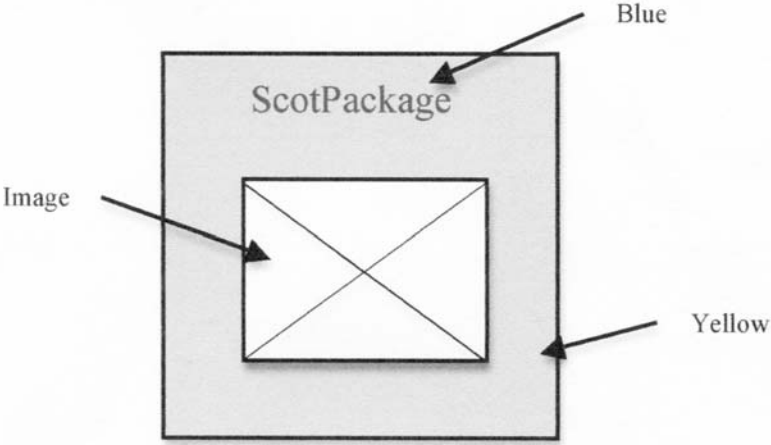
Candidate answer grid

Name _____ Date _____

Stage	Task	Done (✓)
Section 1 : Find the “Star Buy of the Month”		
1	Open the database file called “Software Database”. This file will be supplied by your teacher.	
2	State the field type for the Software Name field. _____	
3	The company need to sort the database in terms of smallest to largest RAM. Write down the Software Name of the first three records. 1 _____ 2 _____ 3 _____	
4	The company has decided that the Star Buy of the Month will be Word Processor software with a cost of less than £50. State the search criteria required. _____ _____ Write down the results of your search. _____	

Stage	Task	Done (✓)
Section 1 : Find the “Star Buy of the Month” (continued)		
5	<p>Field Creator software is no longer available. Delete this record from the database. Show your teacher and ask them to sign below.</p> <hr/>	

Stage	Task	Done (✓)
Section 2 : Research the Internet for additional software		
6	<p>ScotPackage now wish to include multimedia authoring software in their database.</p> <p>Using the Internet, find one appropriate multimedia authoring package. Print out the web page. This printout must include the information needed for the database.</p> <p>Complete the record below using the information you have found.</p> <div data-bbox="375 569 1133 1100" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Software Name _____</p> <p>Type of Software _____</p> <p>RAM (Mb) _____</p> <p>Processor (GHz) _____</p> <p>Operating System _____</p> <p>Cost (£) _____</p> </div>	
7	<p>Add the new record to the database.</p> <p>Show your teacher and ask them to sign below.</p> <p>_____</p>	

Stage	Task	Done (✓)
Section 3 : Creating a company logo		
8	Open a new document in a graphics package.	
9	Find and insert an image of a computer into the blank document. You may use the Internet or clip art to find this image.	
10	<p>You will now create the logo based upon the image of the computer you have selected.</p> <p>Add the following to your logo.</p> <ul style="list-style-type: none"> • the text “ScotPackage” in blue • a yellow box around the computer and text <p>Your logo should now look like this.</p> <div style="text-align: center;">  </div>	
11	<p>Group all the objects in your logo. Show your teacher your grouped objects.</p> <p>Your teacher will sign below to confirm you have grouped the objects.</p> <p>_____</p>	
12	Save the logo using a suitable filename.	

Stage	Task	Done (✓)
Section 3 : Creating a company logo (continued)		
13	Write down the file type and file size of the saved logo. File Type _____ File Size _____	
14	Obtain a printout of your logo.	

Stage	Task	Done (✓)
Section 4 : Creating an advertising leaflet		
15	<p>The manager of the company wants you to create an advertising leaflet using the text in Appendix 1.</p> <p>Using a scanner and OCR software, scan this text.</p> <p>Your scanned text should be an editable file.</p> <p>Show your scanned text to your teacher and ask them to sign below.</p> <hr/>	
16	Save your scanned text using an appropriate filename.	
17	<p>Spell check your document and correct any errors.</p> <p>Write down any misspelt words:</p> <hr/> <hr/>	
18	<p>Add the heading ScotPackage to the leaflet.</p> <p>Make this heading centred, bold and 18pt, Times New Roman.</p>	
19	Use a bulleted list for the application packages.	
20	<p>Insert the logo you created in Section 3.</p> <p>Position the logo in the middle of the bulleted list using text wrap.</p> <p>Show your teacher that you have used text wrap and ask them to sign below.</p> <hr/>	
21	<p>Check that your finished leaflet looks similar to the leaflet in Appendix 2.</p> <p>Now obtain a printout of your leaflet.</p>	

Stage	Task	Done (✓)
Section 5 : Design and create the Presentation		
22	<p>Complete the following design on paper.</p> <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> <ol style="list-style-type: none"> Design a template which will be applied to all three pages. It should include: <ul style="list-style-type: none"> the company's name, ScotPackage the logo you created in Section 3 your name. Design the first page which will include the first sentence of the text you scanned in Section 4. Design a second page to include the bulleted list of software packages from Section 4. Draw an ellipse around the bulleted list. Design the third page that will include the heading "Star Buy of the Month" and the name and cost of the software you found in Section 1, Stage 4. <p>Each page of your design should:</p> <ul style="list-style-type: none"> identify suitable fonts and font sizes be clearly laid out. 	
23	Create the presentation ensuring that you follow your design above.	
24	Save your presentation using a suitable filename.	
25	Obtain a printout of the presentation and template.	
26	<p>You must have the following:</p> <ul style="list-style-type: none"> printout of the web page of the multimedia authoring package printout of your logo printout of your leaflet paper designs printout of presentation including template. <p>Make sure your name is on all your items.</p> <p>Collect your work together and hand it to your teacher.</p>	

END OF COURSEWORK TASK

Appendix 1

Text to be scanned for Section 4.

ScotPackage is the company who can find the perfect software for you at the perfect prices.

Word Processors

Spreadsheets

Databases

Desk Top Publishers

Graphics

Multimedia Authoring

All these packages at discount prices just for you!!!

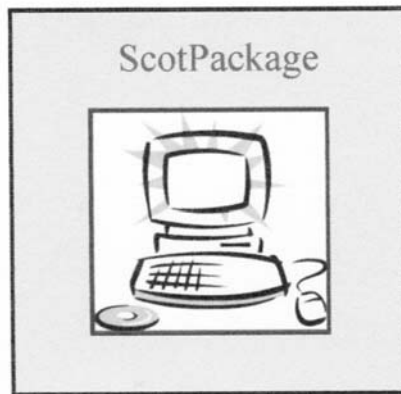
Appendix 2

An example of what your complete leaflet should look like in Section 4.

ScotPackage

ScotPackage is the company who can find the perfect software for you at the perfect prices.

- Word Processors
- Spreadsheets
- Databases



- Graphics
- Multimedia Authoring
- Desk Top Publishers

All these packages at discount prices just for you!!!

Section 3

Marking Guidelines

Marking guidelines

Name _____ Date _____

Stage		Out of	Mark	Comments
	Section 1			
1	Open database file	/		
2	Correct field type (1)	1,0		
3	Correct record names (1)	1,0		
4	Correct search criteria (2) and correct record name (1)	3,2,1,0		
5	Record Field Creator correctly deleted (observation)	1,0		
	Section 2			
6	Finding multimedia authoring package with printout of web evidence (1) Transposing correct record details (2), one error or help (1)	3,2,1,0		
7	All fields correctly entered (observation) (1)	1,0		
	Section 3			
8	Open a new graphics file	/		
9	Correctly inserts an appropriate computer image from clip art or the Internet (1)	1,0		
10	Text ScotPackage in blue (1), yellow box (1) and correct layers (1)	3,2,1,0		
11	Group all objects (observation) (1)	1,0		
12	Save file correctly	/		
13	Correct file type (1) and file size (1)	2,1,0		
14	Logo printed	/		
	Section 4			
15	Text scanned correctly using OCR (observation) (1), file in editable form (1)	2,1,0		
16	Text file saved correctly	/		
17	Document correctly spell checked (1), misspelt words correctly identified (1)	2,1,0		
18	Heading correct and centred, bold, 18pt, Times New Roman. All correct (2), one error (1)	2,1,0		
19	Bullet points correctly used (1)	1,0		
20	Logo correctly inserted (1) and text wrap used (1)	2,1,0		
21	Leaflet printed	/		
	Section 5			
22	Designs template with company name, logo and own name (1) Designs three pages Page 1 –first sentence of scanned text with appropriate fonts, sizes (1) Page 2 – bulleted text, ellipse, fonts, sizes (1) Page 3 – heading Star Buy of the Month, name and cost of item from Stage 4, fonts, sizes (1)	4,3,2,1,0		
23	Creates template (1) using logo (1) with both names (1)	3,2,1,0		
	Creates page 1 – inserts text (1)	1,0		
	Creates page 2 – inserts bulleted list (1) and ellipse (1)	2,1,0		
	Creates page 3 – enter heading Star Buy of the Month (1) and appropriate data (1)	2,1,0		

	Section 5			
24	Presentation saved with appropriate name			
25	Printout of all 3 pages and template			
26	Hand in completed Coursework			
	Saves files and printouts as instructed	2,1,0		
	Total	40		

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:

- A printout of pages 6 to 15 of Intermediate 1 Coursework Task (this is the Coursework Task and marking guidelines).
- Blank paper to design the presentation
- Access to hardware and software to edit a database file
- Access to hardware and software that can create and edit vector or bitmapped graphics
- Access to a scanner with OCR capabilities
- Access to hardware and software to edit text
- Access to hardware and software to create a multimedia presentation
- Access to printing facilities
- Database file called “Software Database” – **available from SQA secure website**
- Appendix 1 (page 16) – text for scanning
- Appendix 2 (page 17) – example of completed leaflet

Comments:

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

As the computer image for the logo (Stage 9) can be from clip art or the Internet, teachers must be aware of copyright and only use permitted images.

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 must be on each piece of evidence.

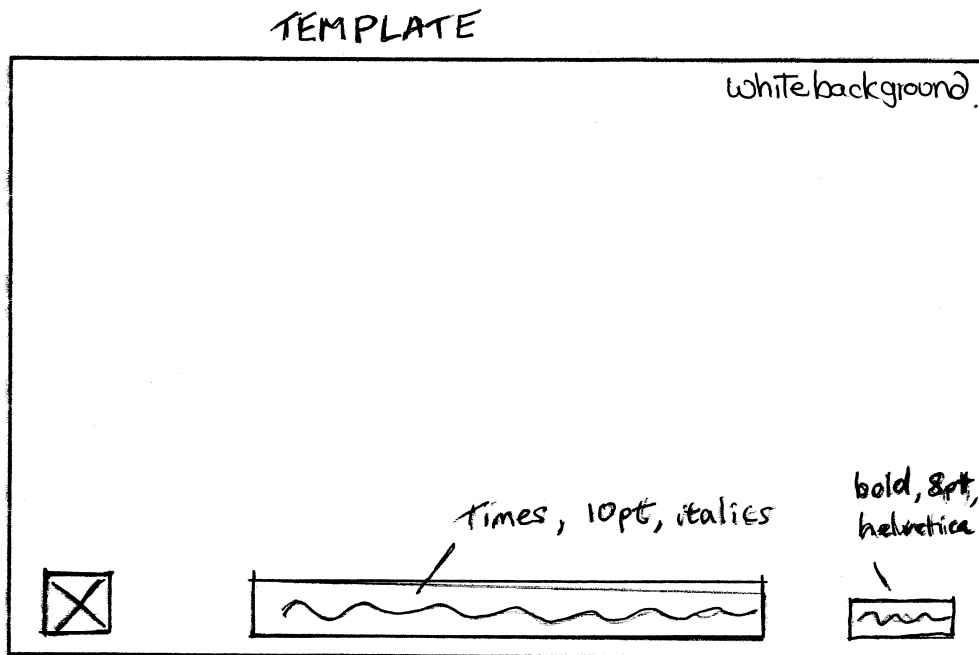
Stages	Evidence
2	Text
3	Amazing Calc, TextCreator, ChimpCalc (order not important)
4	Type of software = Word Processor AND Cost (£)<50 Queensoft Writer
6	Correct details of a multimedia authoring package, printout of web evidence
13	Correct file type (eg, bmp, jpeg, png) and file size
14	Printout of logo
17	“Perfect” and “proceccors” correctly identified and corrected using spell checker
21	Printout of leaflet

22	A template design on paper (see example on page 17) Three pages of presentation design on paper
25	A printout of the three page presentation and template

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 st attempt	2 nd attempt			
Assessment 1 (Outcome 1)					
Assessment 2 (Outcome 2)					

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

Unit title				Date passed	Initials
	Mark				
	1 st attempt	2 nd 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			