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| https://hwb/wjec/prcom/Eduqas%20Materials/Materials%20for%20Wales/Logos/WJEC%20logos/Colour/WJEC_Logo_CMYK.png | 2530U20    **GCE INFORMATION &**  **COMMUNICATION TECHNOLOGY**    **PRESENTING INFORMATION** | IT2a |

Name of Candidate:       Candidate’s Number:

Name of Centre:       Centre Number:

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| COMPONENTS / CRITERIA | **Max. Mark** | **CentreMark** | COMMENTS |
| **Background** Description of the organisation | **1** |  |  |
| Description of purpose of three different documents used by the organisation | **1** |  |  |
| Ethos and house style displayed in all three documents | **1** |  |  |
| How this ethos/house style is achieved | **1** |  |  |
| **Data processing activities within the organisation**  Desktop publishing | **2** |  |  |
| Automated documents | **2** |  |  |
| Presentation or web page | **2** |  |  |
| Task 1 DESKTOP PUBLISHING |  |  |  |
| **Design of document**  Purpose of document / intended user | **1** |  |  |
| Description of house style and how it is to be achieved | **1** |  |  |
| **Use of basic features** |  |  |  |
| Use of bold, centre and underline (all three) | **1** |  |  |
| Right or fully justify | **1** |  |  |
| Autoshapes/ WordArt | **1** |  |  |
| Page or frame borders | **1** |  |  |
| Customised Bullet points | **1** |  |  |
| Shading effects | **1** |  |  |
| Headers and footers | **1** |  |  |
| Use of one original image created entirely by the  candidate | **1** |  |  |
| Use of a second imported image from a different source e.g. clipart, scanned images, graphics from the Internet or a digital camera | **1** |  |  |
| Customised tables | **1** |  |  |
| Use of advanced features up to six of:  Different paragraph formats  Different line spacing  Superscript and subscript  Set and use own tabs  Set and use own indents  Watermarks  Pagination  Automatic contents page  Create own style sheets  Create and insert graphs, smart art  Complex use of photo editing software to create original graphic | **6** |  |  |

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| COMPONENTS / CRITERIA | **Max. Mark** | **CentreMark** | COMMENTS |
| Task 2 EXTENDED REPORT |  |  |  |
| **Design of document**  Purpose of document / intended user | **1** |  |
| Description of house style and how it is to be achieved | **1** |  |
| Detailed design of mail merged fields | **1** |  |
| Detailed design of three macros | **1** |  |
| **Use of basic features** |  |  |
| Import data from an external source | **2** |  |
| Use of suitable format and layout for data | **2** |  |
| Ensure automated routines work | **2** |  |
| **Use of advanced features** |  |  |
| Three individual macros or modules created using internal programming capabilities of the software package | **3** |  |
| Advanced reviewing tools such as comments, track changes, markups  Demonstrate the use of search and replace  Use of VBA or embedded code | **3** |  |
| Task 3 PRESENTATION |  |  |  |
| **Design of**  Purpose of document / intended user | **1** |  |
| Detailed design of documents | **1** |  |
| Structure diagram showing pathways | **1** |  |
| **Use of basic features** |  |  |
| Original Background styles | **1** |  |
| Animation effects | **1** |  |
| Transitions | **1** |  |
| External hypertext | **1** |  |
| Hotspots | **1** |  |
| Bookmarks | **1** |  |
| **Use of advanced features** |  |  |
| Use of sound | **2** |  |
| Use of original video | **2** |  |
| Use of original animation / Flash graphics | **2** |  |
| Embedded games created OR  Interactive media created | **3** |  |
| **EVALUATION** |  |  |  |
| Criteria | **14** |  |
| This section assesses the candidate’s quality of written communication. Marks are awarded for the following criteria, but only if the candidate’s response demonstrates:   * accuracy of spelling, punctuation and grammar; clarity of meaning; * selection of a form and style of writing appropriate to purpose and to complexity of subject matter; * organisation of information clearly and coherently; use of specialist vocabulary where appropriate.   A detailed and critical evaluation of all three tasks which examines the data, system and suggests future modifications.  **10 -14 marks**  A detailed evaluation of all tasks, which addresses the system and future  modification. **6-9 marks**  Not all tasks have been evaluated or only a brief evaluation of all three tasks and limited suggestions for future modifications.  **1-5 marks** | | |

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| **COMPRESSION & STORAGE TECHNIQUES** |  |  |  |
| Criteria |  |  |
| Identification of methods used | **2** |  |
| Justification of chosen method | **2** |  |

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| TOTAL | **80** |  | Please transfer mark to IAMIS  (Secure site) |

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| Additional comments (Optional) |

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| **NOTICE TO CANDIDATE** |
| The work you submit for assessment must be your own.  If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned. |

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| **DECLARATION BY TEACHER** | **DECLARATION BY CANDIDATE** |
| I confirm that the candidate’s work was conducted under the conditions laid out by the specification.  I have authenticated the candidate’s work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate. Signed candidate declarations for the entire cohort will be kept on file.  **Teacher’s signature**:  **Date**: | I have read and understood the **Notice to Candidate** (above).  I have produced the attached work without assistance other than that which my teacher has explained is acceptable within the specification.  **Candidate’s signature:**  **Date**: |