

Using the system assessment: Creating the solution

Assessed task:

You are to produce a one page plan for a two page document and then create this document (guide).

PLAN:

A list of what to include. Start with the list below and then add in more detail of what you are going to include and why.

- A title
- A header or footer with your name in it
- A screen shot of the desktop (probably cropped)
- Explanations of how to access documents and programs (Apps)
- A cropped screenshot of your documents showing sensible folder names
- An explanation of why it is important to keep documents in sensibly named folders
- Websites and Apps that are useful to know about

THE DOCUMENT (GUIDE):

Imagine a new student at Hockerill. Maybe they are starting new in year 8 want to know about the computer system(s) used at Hockerill.

Create a 2 page document that acts as a guide explaining and showing the most important things for this student to know.

The layout of the page should help the student. The text and graphics to include is your choice but include at least what is on the list above. Write about what you have learned about the computer system. i.e. How to find things, where to put things, what are the Apps and websites that are most useful.

THE ASSESSMENT (maximum score 8):

The plan and the document should both be handed in. See next page for how it will be marked.

Level	Level descriptor: The student.....	For example
1-2	i.uses minimal technical skills shown when making the solution ii. creates a solution that functions poorly and is presented in an incomplete form.	You have created a document with some text describing how to log on and find your documents
3-4	i. lists the main steps to create the solution ii. demonstrates satisfactory technical skills when making the solution iii. creates the solution, which partially functions and is adequately presented iv. states one change made to the plan when making the solution.	The planning page has been changed in some way from the list given. The document is a guide that makes sense and includes headings, header/footer , text and screen clippings.
5-6	i. lists the steps in a plan, ii. demonstrates competent technical skills when making the solution iii. creates the solution, which functions as intended and is presented appropriately iv. as above	As above plus..... Planning page lists the things included in the Document pages accurately. The guide has usefully cropped screen clippings and explanations. It includes the items asked for
7-8	i. outlines a plan sufficient for peers to be able to follow to create the solution ii. demonstrates excellent technical skills when making the solution iii. follows the plan to create a good solution iv. lists the changes made to the plan when making the solution.	As above plus..... Planning page is detailed enough for another student to follow it accurately. Guide also includes pictures and explanations of some extra items.