

## STANDARD WAYS OF WORKING

All GNVQ/VCE ICT specifications include “Standard ways of working” to help people work effectively and avoid problems (see Unit 1).

You **MUST** apply the principles learned to the preparation and submission of your pre-prepared work.

Any of the following will be awarded marks:

1. Completed authentication statement is the first sheet.
  2. Each sheet of paper is clearly identified with your name, registration number, centre number, filename, as applicable.
  3. Each task is clearly and correctly labelled as specified, e.g. “Task 1”, “Task 2”,  
...
  4. Tasks are submitted in the correct order.
  5. One copy each of required tasks/printouts is submitted – no additional materials to be included.
  6. Tasks are presented as required, e.g. on a single A4 page, where applicable.
  7. Headings, tables, other layout styles are used, as appropriate.
  8. Spellchecker has been used for all word-processed documents.
  9. Pre-prepared work is secured using treasury tags only, no plastic wallets or similar.
  10. References are acknowledged, where applicable.
- (Total for Standard ways of working: 3 marks)

## TOTAL FOR PRE-PREPARED WORK: 28 MARKS

Make sure you:

Put your documents in the correct order and fasten them together in the top left corner with a treasury tag (not put through the hole repeatedly). Do **NOT** put your documents into plastic wallets or envelopes.

Attach an **AUTHENTICATION STATEMENT** to the front, signed by you and your teacher confirming that the documents are solely your own work. The examiner will not mark your pre-prepared work, unless it has been properly authenticated.

Do **NOT** include any other material.

### Authenticity

Since the mark you obtain for your pre-prepared work counts towards your overall examination result, we have to be satisfied that it is your own work. You and your teacher must sign an authentication statement to confirm this.

### PLEASE NOTE

We cannot accept work that has been produced jointly with others. Copying from books, fellow students or any other Source is CHEATING.

Copying from the Internet is also CHEATING.

Attempting to gain credit from someone else's work is another form of CHEATING.

**BE WARNED!**

You will NOT be awarded any marks for your pre-prepared work if we find evidence of cheating.