

Unit 5: Information Resources

December/January and May/June 2007

Pre-release Material

Teacher Guidance Notes

NOTES ON THE PRE-RELEASE TASKS

All tasks should be attempted.

Although many pre-release tasks are the same as the Foundation candidates, please be aware that the mark scheme for Intermediate students is different.

Candidates will need to have access to a range of ICT-based and paper-based resources, including the Internet. They will need to use word-processing software.

Information should not be copied and pasted from ICT-based sources, this is considered cheating.

Candidates should re-write the information gathered in their own words.

In carrying out the pre-release tasks, candidates may not necessarily use all of the information sources listed in the 'What you need to learn' section of the specification. However, the examination will assume that candidates are familiar with all these sources of information and are able to make sensible comparisons between them to select the most appropriate information source for a particular task.

Each part of each task should start on a separate page, e.g. Task 1(a) - two pages, Task 2(a) two pages, Task 2(b) – one page etc.

Although it states that documents should be in Times New Roman or Arial 12 point font, this refers to the main body of the text. Headings and sub-headings can be emphasised however the candidate chooses.

Please ensure that candidates record the resources they have used when completing Tasks 1 to 3 so that they can use this information in Task 4. **It may be beneficial for candidates to create a document for Task 4 and enter the resources as they find them.**

Task 1(a) – Information Sheet

This task should be no more than a two page word-processed document and include all of the items in the bulleted list. Candidates may find it useful to use the list as headings in their task. The candidates should use the Internet to research their information or any paper-based resource, e.g. holiday brochure.

Teachers could suggest that the candidate is a holiday journalist travelling to Copenhagen to find out information for other travellers.

The accommodation has stated three different star options; this could also be any other system of recording the quality of a hotel, e.g. ticks, stars, crowns etc.

Task 1(b) – Research

The students can use a **bulleted list to show the steps they have taken to find the information from the paper-based source OR the ICT-based source.** Remind candidates not to include both in the pre-release.

Task 1(c) – Evaluation

Candidates must write an evaluation of their Information Sheet. They must also include any suggestions that they think would improve the document. These should be sensible improvements that would enhance the document, not just change font size, colour etc. Candidates could suggest changes to the layout or content.

Task 2(a) – Travel Itinerary

This task should contain two documents, each one on an A4 page.

Document 1 – Confirmation Letter

The letter should use the standard formats for a professional business letter. The company information provided in the pre-release should be used in the document.

Document 2 – Travel Itinerary

The task should contain a table. Candidates can break the trip into two parts.

The document should include all of the bulleted points provided in the pre-release, however, candidates can assume or provide any other information as part of the task.

The document should be fit for purpose; it will be copied and passed on to members of the group.

Candidates should be reminded that there are eight people travelling together. The first departure point of the trip will be the Head Office.

Task 2(b) – Screen Print

Candidates should have only one screen print on one A4 page. This should clearly show the search criteria used in a search engine to find the information.

Task 3 – Data Protection Document

The article should be a one page A4 word-processed document. The document is meant for staff of the company and candidates should be advised that this is an internal document.

The document must be fit for purpose and contain all of the relevant information. Candidate's work that has obviously been copied and pasted from another source will not be marked.

Task 4 – Bibliography

Advise candidates to keep the information used from Tasks 1 to 3 so that this task can be completed efficiently. Candidates could create the document in a table format.

Task 1
Task 2
Task 3

Books should have the full title of the book and the author's full name. Newspapers and magazines should have the full title and the date of publication.

Web pages should have the full website address.

SWW

Please note that marks will be available for the Standard Ways of Working, a selection of these will be awarded in the pre-release.

What candidates should submit

Task 1(a)

No more than two pages containing information on a short break to Copenhagen.

Task 1(b)

A one-page document showing the steps taken to find information about the weather.

Task 1(c)

A one-page evaluation on Task 1(a).

Task 2(a)

A one page confirmation letter.
A one page travel itinerary.

Task 2(b)

One A4 page showing one full screen print with the search criteria used.

Task 3

A one-page information sheet on the Data Protection Act.

Task 4

A one-page bibliography that shows all of the resources used for Tasks 1 to 3.

WORKING ON THE PRE-RELEASE MATERIAL

- Candidates must be given sufficient time prior to the examination to work on the pre-release material.
- You should discuss the pre-release material with your candidates and then give them the opportunity to carry out individual research and produce their OWN work. They will need to be supervised whilst working on the pre-release tasks.
- Candidates may only submit their own individual work. Group work is not appropriate.
- A signed Authentication Statement must be attached to the pre-prepared work before it is sent off.

Since the pre-prepared work contributes 20% of the marks for this unit and is not produced under examination conditions, it can only be accepted if it has been properly authenticated. Marks from the pre-prepared work will be withheld if it has not been properly authenticated. If you feel unable to authenticate the work, please indicate this on the reverse of the statement.

- The teacher/lecturer is expected to sign the Authentication Statement. The only way to be sure the student did the work unaided is to see him/her doing it. We cannot accept a parent's signature in lieu of the teacher's.
- Up to 10% of the marks for the pre-prepared work are awarded for Standard ways of working. The Principal Examiner will decide which aspects of Standard ways of working are targeted.
- Since January and June pre-prepared work tasks are the same, the mark scheme will not be released until after the January 2008 exam series, nor will the Chief Examiner's report make any reference to the pre-prepared work until after the January 2008 series.

PROCEDURE FOR JANUARY EXAM SERIES

A register of candidates entered for this unit in January 2007, along with individual candidate labels and examiner details, will be sent to the Examinations Officer in November upon receipt of entries.

Candidates should:

- Put their documents in the correct order
- Fasten them together in the top left corner with a treasury tag
- Attach the signed Authentication Statement to the front
- Affix the candidate label to the Authentication Statement (anywhere in the box containing the words Authentication Statement)

Candidates should NOT:

- Put their documents in plastic wallets, envelopes or files
- The attendance register should be completed and despatched with the work, to the examiner allocated to mark each unit, by Tuesday 5 December 2006.

TRANSFER OF JANUARY PPW MARKS TO JUNE

The examinations for all the GNVQ/VCE ICT units comprise two components: the question paper and the pre-prepared work. The marks for these two separate components are collected separately. These two scores are then aggregated to give the overall unit score. The question paper, component 01, is weighted at 80% of the total mark available for the unit and the pre-prepared work, component 02, at 20%. This will become apparent on receipt of results as, quite often, the candidates' raw marks for Paper 01 and Paper 02 when added together seem to be wrong. What has actually happened is that the weighting has been applied to the two raw marks to produce the overall subject raw mark. This weighted subject mark is then converted to a UMS.

An example for clarification:

In a unit where 01 is out of 82 and 02 is out of 42, if a student gets 64 for 01 and 40 for 02, he would appear to get 104 as a subject raw mark. Because of the 80%/20% weighting the candidate will actually get 101 as a subject raw mark. This would then be converted to a UMS mark.

Any candidate who is entered for a resit will automatically have the mark for his or her pre-prepared work carried forward to the summer examination. This is stored as component 02T. If the candidate submits pre-prepared work at the resit, it will be marked and the mark stored as component 02. When the candidate is graded, the computer selects the better of the two stored marks under component 02 and component 02T. This system removes the need for candidates to physically re-submit identical pre-prepared work in the summer series whilst still allowing for the submission of improved work to gain a better mark.

Marks for pre-prepared work are only transferable within one academic year. It is not possible therefore to transfer marks achieved in June 04 to the next exam series i.e. January 05.

It is not possible for a candidate to carry forward an 01 mark – so if they forget to submit the PPW in January, they cannot just submit the PPW in June and carry forward the January 01 mark to be added to it!

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THE EXAMINATION

- This unit is externally assessed. The external assessment comprises the work done on the prerelease materials and the time constrained examination.
- The examination is entirely paper-based. It is one and a half hours in duration.
- The examination is independent of the pre-release material. It builds on – but does not repeat – the pre-prepared work. Candidates will not be expected to annotate or reference their pre-prepared work in the examination.
- The scenario is reprinted at the start of the examination paper. Candidates are not allowed to take their old, annotated copies of the Candidate Brief into the examination.
- Candidates may not bring textbooks or any other material into the examination.
- Candidates may be asked questions on any part of the Unit Content as defined in the Assessment Evidence Grid and the What You Need to Learn Section of the Unit Specification.
- In any one year, not all of the Assessment Evidence Grid will be explicitly tested.
- Candidates should write legibly. Answers should be clearly labelled.
- When answering questions in the examination, candidates should be aware of the significance of command words (see below).
- Candidates may re-sit each externally assessed unit once only.

COMMAND WORDS

Each examination question begins with a command word. Candidates should be aware of the importance of these command words and their implication for the depth of answer expected.

- Name/State/Identify/List: usually require a short answer, without supporting evidence.
- Give: normally used for “Give a reason/advantage/disadvantage”.
- Describe: requires a more detailed answer giving an account of what something is or its purpose.
- Explain: requires a reason to support the description or statement.
- Compare: requires candidates to highlight the differences/similarities between two or more things.

By implication, more marks will be awarded for questions using command words such as describe or explain than for those using words such as name or state.

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