

Name:

Overall Grade: P | M | D

## Unit 2 – Assessment Log

Assessment Objective	Pass	Merit	Distinction
1: Planning a project as part of a group.	<input type="checkbox"/> Give brief information about the final product to be produced. <input type="checkbox"/> Contribute effectively to the work of a group some of the time, to produce basic planning documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Mind map</li> <li><input type="checkbox"/> Allocation of tasks</li> </ul> <input type="checkbox"/> Some deadlines will be set <input type="checkbox"/> Some success criteria will be given	<input type="checkbox"/> Give detailed information about the final product to be produced. <input type="checkbox"/> Contribute effectively to the work of a group most of the time, to produce detailed planning documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Mind map</li> <li><input type="checkbox"/> Allocation of tasks</li> </ul> <input type="checkbox"/> Clear deadlines will be set with some use of a Gantt chart. <input type="checkbox"/> A range of appropriate success criteria will be given.	<input type="checkbox"/> Give comprehensive information about the final product to be produced. <input type="checkbox"/> Consistently work effectively as part of a group to produce comprehensive planning documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Mind map</li> <li><input type="checkbox"/> Allocation of tasks</li> </ul> <input type="checkbox"/> Clear and appropriate deadlines will be set with effective use of a Gantt chart. <input type="checkbox"/> A comprehensive range of appropriate success criteria will be given.
Notes:	AO1 Grade: P   M   D		
2: Investigate ICT tools to support collaborative working.	<input type="checkbox"/> Describe briefly <b>four</b> of the following communication methods that can be used for collaborative working, using examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> Forums</li> <li><input type="checkbox"/> Intranet/Extranet</li> <li><input type="checkbox"/> Instant Messaging (IM)</li> <li><input type="checkbox"/> Voice Over IP (VOIP)</li> <li><input type="checkbox"/> Web Conferencing</li> <li><input type="checkbox"/> Online Whiteboard</li> </ul> <input type="checkbox"/> Describe briefly <b>three</b> of the following methods that can be used to share information, using examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborative Editing</li> <li><input type="checkbox"/> Sharing Calendars</li> <li><input type="checkbox"/> Wikis</li> <li><input type="checkbox"/> Blogs</li> <li><input type="checkbox"/> Content Management Systems</li> </ul>	<input type="checkbox"/> Describe in detail <b>five</b> of the following communication methods that can be used for collaborative working, using examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> Forums</li> <li><input type="checkbox"/> Intranet/Extranet</li> <li><input type="checkbox"/> Instant Messaging (IM)</li> <li><input type="checkbox"/> Voice Over IP (VOIP)</li> <li><input type="checkbox"/> Web Conferencing</li> <li><input type="checkbox"/> Online Whiteboard</li> </ul> <input type="checkbox"/> Describe in detail <b>four</b> of the following methods that can be used to share information, using examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborative Editing</li> <li><input type="checkbox"/> Sharing Calendars</li> <li><input type="checkbox"/> Wikis</li> <li><input type="checkbox"/> Blogs</li> <li><input type="checkbox"/> Content Management Systems</li> </ul>	<input type="checkbox"/> Explain all <b>six</b> of the following communication methods that can be used for effective collaborative working, using examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> Forums</li> <li><input type="checkbox"/> Intranet/Extranet</li> <li><input type="checkbox"/> Instant Messaging (IM)</li> <li><input type="checkbox"/> Voice Over IP (VOIP)</li> <li><input type="checkbox"/> Web Conferencing</li> <li><input type="checkbox"/> Online Whiteboard</li> </ul> <input type="checkbox"/> Explain all <b>five</b> of the following methods that can be used to share information effectively, using examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborative Editing</li> <li><input type="checkbox"/> Sharing Calendars</li> <li><input type="checkbox"/> Wikis</li> <li><input type="checkbox"/> Blogs</li> <li><input type="checkbox"/> Content Management Systems</li> </ul>



Notes:	A02 Grade: <b>P   M   D</b>		
3: Investigate how search engines work.	<input type="checkbox"/> Describe the main features of <b>two</b> of the following different types of search engine, giving at least one example of each: <ul style="list-style-type: none"> <li><input type="checkbox"/> Web Crawlers</li> <li><input type="checkbox"/> Directories</li> <li><input type="checkbox"/> Meta-search Engines</li> <li><input type="checkbox"/> Children's Search Engines</li> </ul> <input type="checkbox"/> Explain the appropriate use of <b>two</b> of the following techniques when using search engines: <ul style="list-style-type: none"> <li><input type="checkbox"/> Keywords</li> <li><input type="checkbox"/> Quotes</li> <li><input type="checkbox"/> Boolean operators, +, -</li> <li><input type="checkbox"/> Wildcards</li> <li><input type="checkbox"/> Advanced search options</li> </ul> <input type="checkbox"/> Compare the results of searches using these techniques in <b>two</b> different types of search engine.	<input type="checkbox"/> Describe the main features of <b>three</b> of the following different types of search engine, giving at least one example of each: <ul style="list-style-type: none"> <li><input type="checkbox"/> Web Crawlers</li> <li><input type="checkbox"/> Directories</li> <li><input type="checkbox"/> Meta-search Engines</li> <li><input type="checkbox"/> Children's Search Engines</li> </ul> <input type="checkbox"/> Explain the appropriate use of at least <b>three</b> of the following techniques when using search engines: <ul style="list-style-type: none"> <li><input type="checkbox"/> Keywords</li> <li><input type="checkbox"/> Quotes</li> <li><input type="checkbox"/> Boolean operators, +, -</li> <li><input type="checkbox"/> Wildcards</li> <li><input type="checkbox"/> Advanced search options</li> </ul> <input type="checkbox"/> Compare the results of searches using these techniques in <b>three</b> different types of search engine.	<input type="checkbox"/> Describe the main features of the following <b>four</b> different types of search engine, giving at least one example of each: <ul style="list-style-type: none"> <li><input type="checkbox"/> Web Crawlers</li> <li><input type="checkbox"/> Directories</li> <li><input type="checkbox"/> Meta-search Engines</li> <li><input type="checkbox"/> Children's Search Engines</li> </ul> <input type="checkbox"/> Explain the appropriate use of all <b>five</b> of the following techniques when using search engines: <ul style="list-style-type: none"> <li><input type="checkbox"/> Keywords</li> <li><input type="checkbox"/> Quotes</li> <li><input type="checkbox"/> Boolean operators, +, -</li> <li><input type="checkbox"/> Wildcards</li> <li><input type="checkbox"/> Advanced search options</li> </ul> <input type="checkbox"/> Compare the results of searches using these techniques in <b>four</b> different types of search engine.
Notes:	A03 Grade: <b>P   M   D</b>		
4: Carry out research for the group project.	<input type="checkbox"/> Identify a limited range of information required. <input type="checkbox"/> Carry out research using the internet and at least <b>one</b> non-internet source. <input type="checkbox"/> List sources and evaluate the suitability and reliability of <b>some</b> of them. <input type="checkbox"/> Comment on the copyright of <b>some</b> of the information found. <input type="checkbox"/> Create bookmarks/favourites to store useful web links.	<input type="checkbox"/> Identify a range of information required. <input type="checkbox"/> Carry out research using the internet and at least <b>two</b> non-internet sources. <input type="checkbox"/> Use effective internet search criteria (A03). <input type="checkbox"/> List sources and evaluate the suitability and reliability of <b>most</b> of them. <input type="checkbox"/> Comment on the copyright of <b>most</b> of the information found. <input type="checkbox"/> Create and organise bookmarks/ favourites to store useful web links.	<input type="checkbox"/> Identify a wide range of information required. <input type="checkbox"/> Carry out research using the internet and at least <b>two</b> non-internet sources. <input type="checkbox"/> Use effective internet search criteria (A03). <input type="checkbox"/> List sources and evaluate the suitability and reliability of <b>all</b> of them. <input type="checkbox"/> Comment on the copyright of all the information found and describe the implications of this for their use of the information. <input type="checkbox"/> Create and organise appropriate bookmarks/favourites to store useful web links.
Notes:	A04 Grade: <b>P   M   D</b>		



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5: Create the allocated part of the group task	<input type="checkbox"/> Create a document as per allocated task set by the group. <input type="checkbox"/> This will be mostly free from both factual and spelling/typing errors. <input type="checkbox"/> Presentation will be mainly consistent throughout the document. <input type="checkbox"/> Use information from at least <b>three</b> different sources, including at least one non-internet source. <input type="checkbox"/> The document will include downloaded graphics and text as well as the candidate's own text based on the information they have found. <input type="checkbox"/> Acknowledge some sources used through appropriate captions <b>or</b> cross-references <b>or</b> in a bibliography.	<input type="checkbox"/> Create a document as per allocated task set by the group. <input type="checkbox"/> This will be mostly free from both factual and spelling/typing errors. <input type="checkbox"/> Presentation will be consistent throughout the document. <input type="checkbox"/> Use information from at least <b>four</b> different sources, including at least one non-internet source. <input type="checkbox"/> The document will include downloaded graphics and text as well as the candidate's own text based on the information they have found. <input type="checkbox"/> Acknowledge their sources through appropriate captions or cross-references <b>and</b> in a bibliography.	<input type="checkbox"/> Create a document as per allocated task set by the group. <input type="checkbox"/> This will be of near professional quality. <input type="checkbox"/> Use information from at least <b>five</b> different sources, including at least one non-internet source. <input type="checkbox"/> The document will include downloaded graphics and text as well as the candidate's own text based on the information they have found. <input type="checkbox"/> Acknowledge sources through appropriate captions or cross-references and in a detailed bibliography.
Notes:	A05 Grade: <b>P   M   D</b>		
6: Work collaboratively with others to review the results and produce a final product.	<input type="checkbox"/> Share the document electronically for review. <input type="checkbox"/> Review work from colleagues using ICT tools to give feedback. <input type="checkbox"/> Individual document will be incorporated into the final group product.	<input type="checkbox"/> Share the document electronically for review. <input type="checkbox"/> Make some appropriate use of document versions. <input type="checkbox"/> Review work from colleagues using appropriate ICT tools to give feedback, including tracked changes or comments. Feedback will be helpful. <input type="checkbox"/> Act on feedback received or explain why suggestions were not followed. <input type="checkbox"/> Individual documents will be incorporated into the final group product.	<input type="checkbox"/> Share the document electronically for review. <input type="checkbox"/> Use document versions appropriately. <input type="checkbox"/> Review work from colleagues using appropriate ICT tools to give feedback, including tracked changes and comments. Feedback will be thorough and helpful. <input type="checkbox"/> Act on feedback received or explain why suggestions were not followed. <input type="checkbox"/> Final document will be of near professional standard and will be submitted with all reviewing information removed. <input type="checkbox"/> Individual document will be incorporated into the final group product.
Notes:	A06 Grade: <b>P   M   D</b>		



7: Review and evaluate.	<ul style="list-style-type: none"><li><input type="checkbox"/> Comment on the effectiveness of the search engine(s) used, the search criteria used and the sources of information used.</li><li><input type="checkbox"/> Compare internet and non-internet sources.</li><li><input type="checkbox"/> Comment on the suitability of the final group product.</li><li><input type="checkbox"/> Comment on the collaborative tools used stating any changes they would make when attempting a similar task in the future.</li><li><input type="checkbox"/> Comment on the contribution of other group members, the effectiveness of the group and their own effectiveness.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Make detailed comments on the effectiveness of the search engine(s) used, the search criteria and the sources of information used, as well as the quality of the information found.</li><li><input type="checkbox"/> Compare internet and non-internet sources.</li><li><input type="checkbox"/> Make detailed comments on the suitability of the final product.</li><li><input type="checkbox"/> Comment on the effectiveness of the use of collaborative tools and describe changes they would make when attempting a similar task in the future.</li><li><input type="checkbox"/> Review the contribution of other group members, the effectiveness of the group and their own effectiveness.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Carry out a thorough evaluation of the effectiveness of the search engine(s) used, the search criteria and the sources of information used, as well as the quality of the information found.</li><li><input type="checkbox"/> Compare internet and non-internet sources.</li><li><input type="checkbox"/> Evaluate the suitability of the final product.</li><li><input type="checkbox"/> Evaluate the use of collaborative tools and explain changes they would make when attempting a similar task in the future.</li><li><input type="checkbox"/> Evaluate the contribution of other group members, the effectiveness of the group and their own effectiveness.</li></ul>
Notes:	A07 Grade: <b>P   M   D</b>		