Working it out – Find information on the internet

Introduction

The structure of each question paper may vary, but these examples are typical of the activities that learners are expected to complete.

The examples of learner work are based on one of NCFE's retired papers. Additional notes are included to give guidance when working with other assessment papers as tasks and mark allocations will vary. The notes are intended to inform the preparation for all papers, and are therefore not only related to one specific paper.

The comments on the responses are intended to support improved preparation for the assessment, through encouraging an understanding of the skills required. The information provided is not intended to indicate what is a perfect, model answer as the activities can often be approached in different ways and with outcomes that look a little different. More important is that learners demonstrate the appropriate range of skills using ICT tools and features in the applications they have chosen to use.

Levels of response - Response A and Response B

The sample responses show different levels of performance. 'Response A' shows a good level of response from the learner, with a high or full mark likely. 'Response B' shows a response with some weaknesses or omissions that will result in the loss of marks, and demonstrates common weaknesses that are seen in live assessments.

Scenario:

The manager of a local technology store, Mr White, has asked you to help with some IT tasks. He wants you to help him produce a newsletter. You will need to work on sales data and produce the newsletter article.

Question 1 - Activity C: Find information from the internet

The team at Your Technology Shop Ltd want some information on the Android operating system for smartphones. Use the internet to find information about the Android operating system.
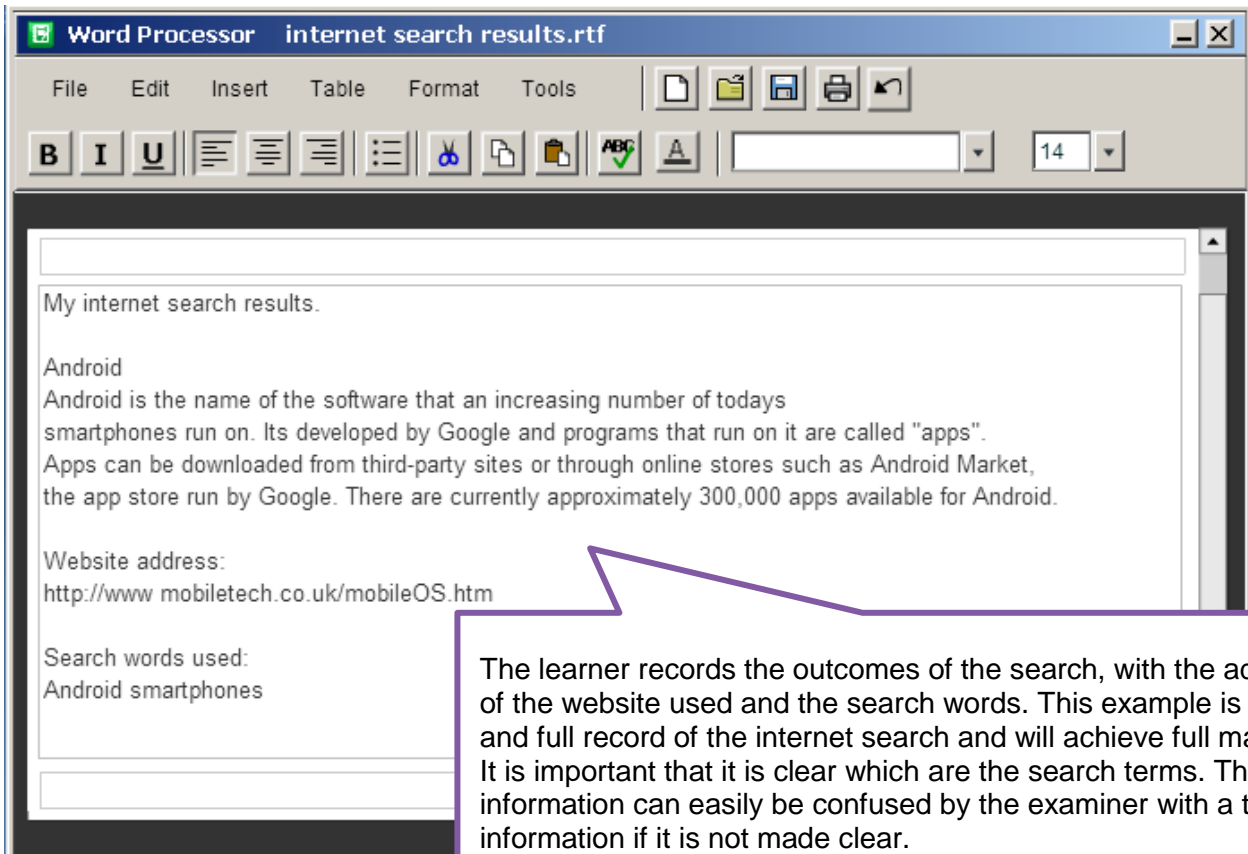
Copy the information you find, the website used and the search words into a new document. Save the document in your folder.

*Send an email to **jim.green@yourtechnologyshop.co.uk** and describe what you have found. Attach a copy of your internet information document to the email.*

Marks available: 11

Response A:
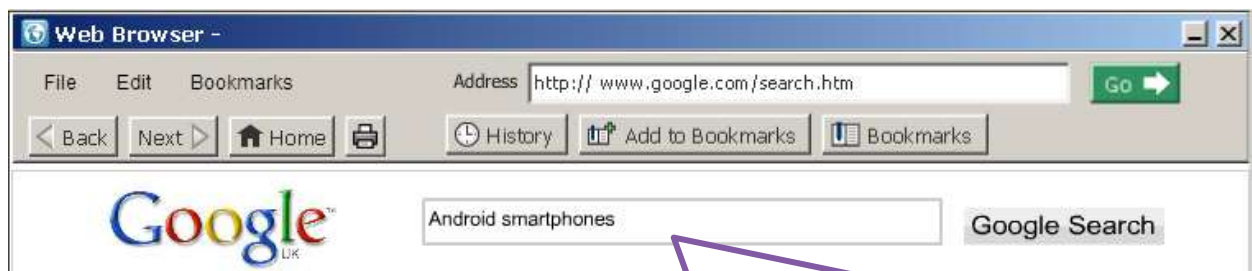
The learner is asked to save the search words used in their internet search. For full marks, it is expected that the learner will evidence the use of multiple words to refine their search. For example, 'android' or 'smartphone' as a single search term would produce many results that are not directly relevant.

Word Processor   internet search results.rtf

File   Edit   Insert   Table   Format   Tools

B *I* U

My internet search results.

Android
Android is the name of the software that an increasing number of todays
smartphones run on. Its developed by Google and programs that run on it are called "apps".
Apps can be downloaded from third-party sites or through online stores such as Android Market,
the app store run by Google. There are currently approximately 300,000 apps available for Android.

Website address:
http://www.mobiletech.co.uk/mobileOS.htm

Search words used:
Android smartphones

> The learner records the outcomes of the search, with the address(es) of the website used and the search words. This example is a concise and full record of the internet search and will achieve full marks.
> It is important that it is clear which are the search terms. This information can easily be confused by the examiner with a title or other information if it is not made clear.
>
> The learner may need to locate and select the correct information from the website to complete the task, rather than copying everything on a webpage.

Exam Work/

New Folder   Up   Copy   Paste   Select

internet search results.rtf
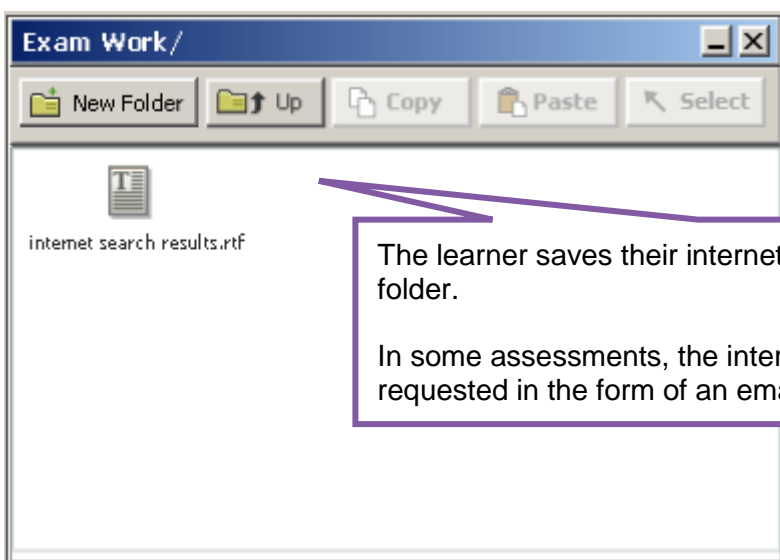
> The learner saves their internet search evidence in their folder.
>
> In some assessments, the internet search results may be requested in the form of an email.

To: jim.green@yourtechnologyshop.co.uk

Cc:

Subject: Android operating system

Hi Jim,

I've found some information on the internet for you. The information, the website addresses and how I found the information is all in the attached.

Regards,
L Earner

internet search results.rtf

> The learner sends an email with their internet search results attached. The email must have a correct email address, a suitable subject and appropriate content.

Examiner comment:

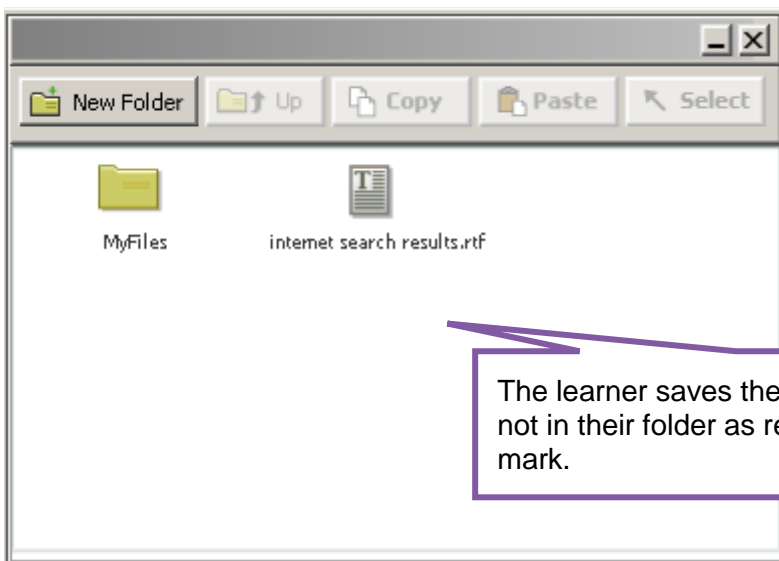| Marks available: 11	Marks awarded: 11
Full marks shown in ( )	

Reasons:

- An internet search is completed with effective search terms – 2 marks (2)
- The website address is evidenced – 1 mark (1)
- Relevant information is located and selected from the search – 2 marks (2)
- The results, search terms and website address are saved in a new file – 1 mark (1)
- The file is saved in the learner's work folder – 1 mark (1)
- An email is created and sent with a correct address, suitable subject and content, and the search results file is attached – 4 marks (4)

Response B:

Word Processor   internet search results.rtf*

File   Edit   Insert   Table   Format   Tools

B I U   14

My internet search results.

Android
Android is the name of the software that an increasing number of todays
smartphones run on. Its developed by Google and programs that run on it are called "apps".
Apps can be downloaded from third-party sites or through online stores such as Android Market,
the app store run by Google. There are currently approximately 300,000 apps available for Android.

> The learner records the outcomes of the search in a new file but has not saved the details of the websites used or the search words. Even if it appears that the search terms have been effective and the website appropriate, the task instructions are that this evidence is saved. This would result in the loss of 3 marks as there is no evidence to mark.

New Folder   Up   Copy   Paste   Select

MyFiles   internet search results.rtf

> The learner saves their internet search, but not in their folder as requested, losing one mark.

To:	jim.green@yourtechnologyshop.co.uk
Cc:	
Subject:	Information

I've attached the internet results.

> The learner sends an email with an attachment, but the subject is not informative and the content is brief. This results in the loss of 2 marks. Email content should be clear. and signed-off with a name, 'regards' etc.

Examiner comment:

Marks available: 11	Marks awarded: 5
Full marks shown in ( )	

Reasons:

- Search terms are not evidenced – 0 marks (2)
- The website address is not evidenced – 0 mark (1)
- Relevant information is located and selected from the search – 2 marks (2)
- The results are saved in a new file – 1 mark (1)
- The file is not saved in the learner's work folder – 0 mark (1)
- An email is created and sent with a correct address, but the subject is not clear and the content is too brief – 2 marks (4)

Examiner tip:

Finding information: Make sure that internet searches are efficient. Searches should make use of a range of key words in the search box to reduce the number of irrelevant results. Candidates should save evidence of the search terms used.