

**IT Diploma Level 3**

**Units 5 and 6**

**Craven College Website Project**

**Centre 12345**

**Candidate X**

## **An introduction to this IT Diploma specimen internally assessed coursework**

For the attention of assessors of candidates' coursework: before your candidates submit coursework electronically to the Moderator, please ensure that it is saved in such a way that it is presented to the Moderator in the order in which it is to be read and which makes navigation between files in the coursework as simple as possible.

For example, each document should be saved with a consecutive number prefix of 1, 2, 3 etc. or aaa1, aaa2, aaa3, etc. Where several projects cover a unit, or several units are covered by a project, it may be more appropriate to ensure that there is clear signposting by way of a hyperlinked contents page or summary list of documents at the start of the coursework.

In all cases, please ensure that candidates' work is presented in such a way as to enable the moderator to view all the material easily. Please discuss the format with your allocated Moderator well in advance of the Stage 2 visit if you are in any doubt as to what is appropriate.

From the  
**AQA Principal Moderator**

## Order of contents of portfolio list

I have produced a portfolio of work which will cover unit 5: multimedia and digital projects and unit6: making projects successful together. The following is the order in which they should be presented if they were printed out:

digital\_media\_products.doc  
project\_management\_tools.doc  
client.doc  
client\_learning\_object\_initial\_questionnaire.doc  
learning\_interactions\_sample.doc  
client\_needs.doc  
evidence\_clients\_needs\_correct.jpg  
role\_own.doc  
roles\_group.doc  
risk\_register.doc  
learning\_object\_structure\_map.jpeg  
website structure map  
inputs\_processing\_outputs.doc  
learning\_object\_storyboard  
website\_storyboard  
plan.doc  
project\_plan.mpp  
project\_plan\_updated.mpp  
agendas and minutes by date  
studentx\_video.doc  
studentx\_video.avi  
screenshots\_video\_editing.doc  
screenshots\_completed\_learning\_object.doc  
screenshots\_completed\_website.doc  
construction\_multimedia.rar (actual website and associated interactive learning objects)  
learning\_object\_client\_questionnaire.doc  
user\_guide.doc  
questionnaire\_learning\_object\_target\_audience\_blank.doc  
learning\_object\_testing\_and\_changes\_following\_feedback.doc  
evaluation\_learning\_object.doc  
personal\_evaluation\_learning\_object.doc  
website\_questionnaire\_blank  
website\_audience\_questionnaire\_blank  
website\_testing\_and\_changes\_following\_feedback  
evaluation\_project\_management\_tools.doc  
risk\_register\_evaluation.doc  
evaluation\_team\_performance.doc  
evaluation\_individual\_performance.doc  
post\_implementation\_evaluation.doc  
standard\_ways\_of\_working.doc