

IT Diploma

The Laptop Project

Unit 3: Working with technology

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

Unit 3 Exemplar

Contents List

The exemplar is made up of a number of documents and electronic files.

The following list indicates what files are referred to in the commentary.

Document or file

1	Little Acorns Nursery.mdb	Access database
2	Memo.doc	Word document
3	Mrs Bashirs Computer.doc	Word document
4	Mycomputerblog.doc	Word document
5	Mydatabase blog	Word document
6	Setting up the computer.doc	Word document
7	Teacher statement1.doc	Word document
8	Teacher statement2.doc	Word document
9	Teacher statement3.doc	Word document
10	Problem recording sheet	Word document

These documents are referred to in the Commentary and Mark Grids for the unit assessed. As they are relatively small files few references have been made to specific page numbers.