

# Examiners' Report Summer 2007

GNVQ

## GNVQ Foundation ICT (GY106)

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# Y101T/01- Presenting Information

## Comments About Individual Questions

### Question 1

Better candidates realised that the logo was included to represent the company. Weaker candidates thought it was used to advertise or just stated that the logo was on the business card because the company included it on all their documents.

Most candidates realised that the documents Jean produces should not be on the business card, but reasons were frequently to do with there being no room or giving confidential info away. Some reasons were too vague, for example "need details about company". A significant minority of candidates thought Jean's position should not be on the card.

Responses to part (c) were often too vague to get marks, for example "its all squashed together". Many other candidates did not answer the question asked but said how it should be done rather than what was wrong. These were frequently too prescriptive to get marks, for example the logo should be on the right. Many candidates apparently confused the business card with the membership card in PPW, mentioning photographs being needed, expiry date etc.

### Question 2

Candidates generally showed confusion about the role of Jean Williams in their responses to (a). Many wrote the email to Heath Abrams. Many gave Kelsey a hotmail address, not linking the name with scenario perhaps. There was some evidence of inappropriate language for an email between work colleagues.

### Question 3

Most candidates said what notice is about in response to (a)(ii), i.e. camping safety. Others just said "to inform", which is not enough.

Some candidates answered about fonts or presentation techniques in part (b). Whilst many candidates responded correctly about writing style, some seemed to have learned by rote that formal meant long sentences; informal, short sentences.

### Question 5

Most candidates correctly labelled "treadmills in part (a)(ii). Better candidates were able to gain 3 or 4 marks with some omitting the month from the title. It was rare to see the vertical axis identified with both data values and an axis label.

The most common correct responses to part (b) were "internet" and "clip art". Some candidates were confused and either gave forms of information, such as "bar chart" etc, or stated how to get graphics into the leaflet, for example "copy & paste" etc. There was some repetition of the given response; "use graphics software" is same as drawing them yourself unless the responder specifies that another person uses the software

## Question 6

Answers to part (a) were frequently too vague, for example “don’t be on computer for hours” and “don’t sit too close to the computer” or inappropriate, “don’t throw things around computer room”. Many candidates were confused between health & safety using ICT & data being kept safely & securely.

Few candidates realised that part (b) was to do with copyright, with “have a meeting” or “ask the boss” being common responses. Those who did realise generally gained one mark for answers such as “check if already used”.

“Passwords” and “backups” were common correct responses to part (c). Many candidates listed media without saying anything about what the media was being used for. Many candidates answered “save to removable media” but not clearly giving backup.

# Y105T/01 - Using Information Resources

## General Comments

Generally, the candidates attempted all of the questions.

There was evidence that there was enough time for the candidates to complete the paper.

Candidates who achieved the higher scores achieved this by attempting all of the questions and attempting the expansions for several questions.

There was evidence that some centres had not covered the unit specifications as candidates were lacking when identifying technical terms and their meanings.

## Comments on Individual Questions

### Question 1

Candidates showed some knowledge of the methods of sending documents to customers, however they still show a lack of knowledge when listing the advantages and disadvantages of these.

Some students seemed unaware of the features of websites and how they are useful for customers when finding information.

### Question 2

On the whole this question was well answered, the subject matter was obviously covered by the majority of centres, the search condition was answered better than in previous examinations. The student's knowledge of the different types of charts to display data was very weak as is their knowledge of the term field.

### Question 3

On the whole, this question was well answered students were aware of the various methods of finding information and how to place this in a document. Students, however, need to be more familiar with Copyright Law.

### Question 4

This question was not well answered. Student's are still confusing ICT-based and Physical methods of securing data. This is disappointing as this question is covered in every exam series.

### Question 5

This question well answered by the majority of the candidates. However some candidates had obviously no idea what a questionnaire layout should be and so lost valuable marks.



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