

ICT - Key Stage 3 Level Descriptors

	Assessment Foci 1 – Planning, developing and evaluating	AF2 – Handling data, sequencing instructions and modelling	AF3 – Finding, using and communicating information
Level 8	Design and implement integrated ICT based systems for others to use which: meet the needs of the user – take account of ease of use – collect, process and prepare information for processing efficiently – automate dataflow through the system – include an appropriate interface between the system and the user – use appropriate ICT tools and techniques – integrate evaluation into the development process to inform subsequent refinements – Explain the impacts of ICT on social, economic, thical and moral issues		
Level 7	Design and plan an ICT-based system by: scoping the information flow through the system – devising and applying success criteria to ensure a quality solution, refining – work as it progresses identifying the advantages and limitations of the system – Identify the impact of ICT on people, communities and cultures	Select appropriate tools and techniques to implement an ICT based system in which: data flow is automated – sequences of instructions are developed, tested and refined – assumptions, variables and rules are identified –	Develop an appropriate user interface for an ICT based system which: enables efficient data input – displays system outcomes that are fit for purpose and audience –
Level 6	Plan and develop solutions which show efficiency and integration of ICT tools and techniques Use criteria and feedback to improve the effectiveness and efficiency of solutions Explore the impacts of the use of ICT in work, leisure and home	Devise a data handling solution to test hypotheses that uses techniques to reduce input errors Create efficient sequences of instructions including the use of subroutines Test predictions by varying rules in models and assess the validity of the conclusions	Use complex lines of enquiry efficiently to interrogate information Explain choices when presenting information for different purposes and wider or remote audiences
Level 5	Plan and develop structured solutions to problems which use a combination of ICT tools and techniques Use criteria to evaluate the quality of solutions, identifying improvements and refining their work Identify benefits and limitations of using ICT both inside and outside school	Use logical and appropriate structures to organise and process data Create precise and accurate sequences of instructions Change variables within models and explain the impact	Take account of accuracy and potential bias when searching for and selecting information Present information in a range of forms for specific purposes and familiar audiences Use ICT safely and responsibly
Level 4	Plan and implement solutions that combine and refine different forms of information Evaluate the quality and success of their solutions Explain how and why the use of ICT varies in and out of school	Organise and process data for a purpose Devise and refine sequences of instructions. Use models to explore relationships between inputs and outputs and explain how the models work	Use appropriate search criteria to find relevant information, and check its plausibility and usefulness Present information in different forms suited to purpose Use ICT to communicate and collaborate, identifying some of the risks and acting to minimise them
Level 3	Plan how they will use ICT to solve a problem Comment on success of their solution Refine and develop information using ICT tools and techniques to make changes Describe how they use ICT at school and how it is used outside school	Collect, store and retrieve data Use a sequence of instructions to control events Use ICT-based models or simulations to answer questions	Identify and select appropriate information using straightforward lines of enquiry Present information using text, images and other media Use digital communication to exchange ideas Identify ways they can keep themselves safe when using ICT

ICT - Key Stage 4 Grade Descriptors (Examples of criteria)

	Assessment Foci 1 – ICT skills for business	AF2 – Digital Imaging	AF3 - Spreadsheets
Grade A*	Candidates will create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names.	Candidates will collect and display a range of graphics from three different sources.	Candidates will produce detailed designs for a spreadsheet in line with identified user requirements.
Grade A	They will save all files in appropriate locations using appropriate filenames and will provide evidence of at least one instance of deleting, copying, moving and renaming files and directories.	They will describe their purpose and audience and discuss the suitability of the graphics. They will also suggest the message to be conveyed (if any) and identify why they are effective (or not).	The design will include comprehensive details of: spreadsheet layout, cell formats, formulae including +, -, *, /, and brackets and different functions from at least four categories. This will include the use of one IF statement. Relative and absolute cell referencing will be used.
Grade B	They will demonstrate the ability to password protect files. They will locate and open existing files, using search facilities of operating systems software where necessary. They will backup and restore files from a removable medium. They will create, edit and delete shortcuts to at least one program, directory and file. Candidates will produce a business presentation of at least five slides using appropriate text and graphics. The presentation will have a consistent style. Slide transitions and animation will have been set and the presentation will have been checked to ensure it is appropriate to the purpose and audience. Speaker notes will be added where appropriate. The final presentation will be of near professional quality. The candidate will print out the presentation in handout form, and showing the notes pages.	They will indicate the size of most of the graphics discussed. Candidates will describe the purpose and audience of graphics that are to be created. They will discuss where the graphics will be used and will identify size, resolution and file format for each. They may refer to ideas gained from the research undertaken in Assessment Objective 1. They will set deadlines for the work. They will plan these graphics, producing rough sketches, identifying all key areas. Candidates will source and store graphics from all of the listed categories. All graphics will be appropriate. Candidates will keep an accurate record of computer graphics sourced and stored using a table. This should allow others to locate most of them if required. Candidates should have an awareness of Copyright Law.	All choices will be appropriate. Candidates will create a functional spreadsheet. The spreadsheet will contain more than one sheet. Candidates will create a functional spreadsheet. The spreadsheet will contain more than one linked sheet. Candidates will appropriately use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add sufficient help to enable a beginner to use it with ease. This help will include suitable cell comments and validation with useful feedback to users. They will set cells for input from a dropdown list. They will use conditional formatting to make the output clearer. They will use worksheet protection to prevent a user changing/deleting formula.
Grade C	Candidates will create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names.	Candidates will collect and display a range of graphics from three different sources.	Candidates will produce a design for a spreadsheet in line with identified user requirements.
Grade D	They will save most files in appropriate locations using appropriate filenames. They will demonstrate the ability to password protect files. They will locate and open existing files from a range of sources. They will provide evidence of at least one instance of deleting, copying and moving files and directories. They will backup and restore files from a removable medium. They will create shortcuts to at least one program, directory and file. Candidates will produce a business presentation of at least four slides using appropriate text and graphics. The presentation will have a consistent style. Slide transitions will have been set, but these may not always be the most effective. The presentation will be checked and free from obvious errors. The candidate will print out the presentation in handout form.	They will describe their purpose and audience and discuss the suitability of the graphics. They will indicate the size of some of the graphics discussed. Candidates will describe the purpose and audience of graphics that are to be created. They may refer to ideas gained from the research undertaken in Assessment Objective 1. They will plan these graphics, producing rough sketches, identifying most of the key areas. Candidates will source and store graphics from three of the listed categories. Most graphics will be appropriate. Candidates will keep a detailed record of computer graphics sourced and stored using a table. This should allow others to locate some of them if required. Candidates should have awareness of Copyright Law.	The design will include details of: spreadsheet layout, cell formats, formulae including +, -, * and /, and different functions from at least three categories. This will include the use of one IF statement. Relative or absolute cell referencing will be used. Most choices will be appropriate. Candidates will use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add help for a new user. This help will include at least one cell comment and appropriate validation in at least one row/column. They will use conditional formatting.
Grade E	Candidates will set up at least two directories. They will save some files in appropriate locations using appropriate filenames. They will demonstrate the ability to password protect files. They will locate and open existing files that they have saved in their directories. They will backup files onto a removable medium. They will create shortcuts to at least one directory and one file. Candidates will produce a business presentation of at least three slides using text and graphics. There may not be a consistent style to the pages. There will be some evidence that the candidate has checked for errors and the presentation will be largely fit for the purpose.	Candidates will collect and display a range of graphics from two different sources. They will describe their purpose and will comment on the suitability of the graphics. Candidates will describe the purpose and audience of graphics that are to be created. They will plan these graphics, producing rough sketches, identifying some of the key areas. Candidates will source and store graphics from two of the listed categories. Some may not be appropriate. Candidates will keep a record of computer graphics sourced and stored using a table.	Candidates will produce a basic design for a spreadsheet in line with identified user requirements. The design will include basic details of: spreadsheet layout, cell formats, formulae including at least two of +, -, * and /, and different functions from at least two categories. Relative cell referencing will be used. Not all choices will be appropriate. Candidates will create a functional spreadsheet. The spreadsheet may contain only one sheet. Candidates will use text and background colour and cell borders although these may not show the different types of cell in the most helpful way. They will adjust row height or column width and will merge cells. They will set the direction of text in a cell. They will add at least one example of help for the user, such as an instruction on the sheet, a cell comment, an input message or validation, although this may not be of a high quality.

ICT - Key Stage 5 Grade Descriptors

	Assessment Foci 1	AF2 -	AF3 -	AF4 -	AF5 -	AF6 -	AF7 -	AF8 -
Grade A*	The candidate produces notes taken during the negotiation of a brief and subsequent meetings with the client that evidence a full discussion of the ICT tools available and a wide range of possible solutions to the brief, together with the implications of each of these solutions and a full discussion of alternative solutions; the candidate includes evidence of amending their ideas as a result of discussion with the client and gains approval from the client for the chosen solution; the candidate agrees interim and final deadlines, renegotiating these to take account of external factors	The candidate produces, and edits a variety of types of information for inclusion in the final copy, showing clear evidence of the use of a comprehensive range of editing and manipulation tools available within the appropriate applications packages in order to explore different means of presenting the same information.	The candidate follows all design stage processes, including sketching different initial document designs, following house style, creating master page layouts, presenting page proofs, producing artwork sketches, setting text orientation and creating style sheets	The candidate demonstrates understanding by describing all of the design stage processes and fully explains how they contribute to the quality of the final document.	The candidate will produce a publishable version of the agreed design that combines different types of information to suit the purpose and audience of the publication and improve its impact; there is clear evidence of the effective use of a wide range of advanced editing and formatting techniques, including editing imported text to produce a publication of professional quality.	The candidate produces a final letter that presents the publishable version to the client for their approval, together with a full explanation of the final production stages required before publication; the letter also explains how the final product can be altered at a later stage;	The candidate provides a full critical analysis of the layout and content of the publishable version of their design, clearly identifying how well it meets the initial brief and any subsequent refinements, taking account of user feedback and suggesting further improvements that could be made; The report is consistently well-structured and there are few, if any, spelling, punctuation and grammar errors.	The candidate includes an analysis on their own performance, including a discussion of how they produced the publication from the negotiation of the brief through to the submission of the publication for approval, by identifying strengths and weaknesses and using this analysis to show how they will address these issues to be more effective in the future.
Grade A								
Grade B								
Grade C	The candidate produces notes taken during the negotiation of a brief and subsequent meetings with the client that evidence a full discussion of the ICT tools available and possible solutions to the brief, together with a full discussion of alternative solutions; the candidate includes evidence of amending their ideas as a result of discussion with the client; the candidate agrees interim and final deadlines.	The candidate produces and edits different types of information for inclusion in the final copy, some of which need to show evidence of the use of a range of editing and manipulation tools available within an appropriate applications package to explore different styles of presentation	The candidate follows all but two of the design stage processes, including most of: sketching different initial document designs, following house style, creating master page layouts, presenting page proofs, producing artwork sketches, setting text orientation and creating style sheets.	The candidate demonstrates understanding by describing the design stage processes they have followed with some explanation of how they contribute to the quality of the final document.	The candidate produces a publishable version of the agreed design that combines different types of information to suit the purpose and audience of the publication; there is clear evidence of using a range of editing and formatting techniques, including editing of imported text to produce a publication that is of high quality and error free.	The candidate produces a final letter that presents the publishable version to the client for their approval, together with a description of the final production stages required before publication.	The candidate provides an analysis of the layout and content of the publishable version of their design in relation to the client brief, identifying the strengths and weaknesses in order to refine the solution, taking account of the client's feedback; The report contains few spelling, punctuation and grammar errors.	The candidate includes an analysis on their own performance in negotiating the brief and designing and producing the publication by identifying strengths and weaknesses, with some suggestions for improvement to the overall process.
Grade D	The candidate produces notes taken during the negotiation of a brief and subsequent meetings with the client that evidence discussion of the ICT tools available and possible solutions to the brief together with some discussion of alternative solutions; the candidate considers deadlines.	The candidate produces different types of information to be used in the final copy some of which need to show evidence of information having been manipulated to explore different styles of presentation.	The candidate follows the design stage processes, including some of: sketching different initial document designs, evidence of at least one of the following; house style, creating master page layouts, presenting page proofs, producing artwork sketches, setting text orientation and creating style sheets.	The candidate provides a brief description of the design stage processes they have followed.	The candidate produces a publishable version of the agreed design that combines different types of information; There is some evidence of the use of editing and formatting techniques to produce a publication that is appropriate for the audience and contains few, if any, errors;.	The candidate produces a final letter that presents the publishable version to the client for their approval along with an outline of the final production stages required before publication;	The candidate comments on the effectiveness of the layout and content of the publishable version of their design in relation to the client brief, with some overall indication of how the work may be improved; The report may contain errors in spelling, punctuation and grammar.	The candidate comments on their actions and role in negotiating the brief and designing and producing the publication; The candidate identifies areas for improvement, with some suggestions as to how they may be more efficient in the future.