OCR Level 1/Level 2 Cambridge National in IT
Qualification J836
Unit R060
Unit Recording Sheet

Please read the instructions printed at the end of this form. A Unit Recording Sheet must be completed for each candidate and unit.

Unit Title	Data manipulation using spreadsheets	Unit Code	R060	Session		Year	2	0	
Scenario Title									
Centre Name				**Centre Number**					
Candidate Name				**Candidate Number**					

Marking Criteria			Teacher Comments	Mark	Page No.
Task 1 – Topic Area 1: Planning and designing the spreadsheet solution					
MB1: 1 - 3 marks	**MB2: 4 - 6 marks**	**MB3: 7 - 10 marks**			
Limited use of design tools and features used to plan the solution, which are under-utilised for the intended purpose [1 2 3]	**Adequate** use of design tools and features used to plan the solution, which are mostly utilised for the intended purpose [4 5 6]	**Effective** use of design tools and features used to plan the solution, which are fully utilised for the intended purpose [7 8 9 10]		/10	
MB1: 1 - 4 marks	**MB2: 5 - 8 marks**	**MB3: 9 - 13 marks**			
Limited functional design of spreadsheet solution **Limited** design of system output(s) produced **Limited** design of the Human Computer Interface [1 2 3 4]	**Adequate** functional design of spreadsheet solution **Adequate** design of system output(s) produced **Adequate** design of the Human Computer Interface [5 6 7 8]	**Effective** functional design of spreadsheet solution **Effective** design of system outputs produced **Effective** design of the Human Computer Interface [9 10 11 12 13]		/13	

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Marking Criteria			Teacher Comments	Mark	Page No.
Task 2 – Topic Area 2: Creating the spreadsheet solution					
MB1: 1 - 3 marks	**MB2: 4 - 6 marks**	**MB3: 7 - 10 marks**			
Limited use of tools and techniques used to create the solution which are under-utilised for the intended purpose [1 2 3]	**Adequate** use of tools and techniques used to create the solution which are mostly utilised for the intended purpose [4 5 6]	**Effective** use of tools and techniques used to create the solution which are fully utilised for the intended purpose [7 8 9 10]		**/10**	
MB1: 1 - 4 marks	**MB2: 5 - 8 marks**	**MB3: 9 - 13 marks**			
The solution allows **limited** interaction between user and spreadsheet to meet the needs of the scenario The solution contains **inefficient** processes that affects the accuracy and quality of the data produced The information presented is **limited** in relevance and accuracy [1 2 3 4]	The solution allows **adequate** interaction between the user and spreadsheet to meet the needs of the scenario The solution contains some **inefficiencies**, but these do not affect the accuracy and quality of the data produced The information presented is **partly** relevant and clear, but is open to misinterpretation Data integrity is preserved using a **limited range** (one or two) tools and techniques Future predictions are **partially** generated using the solution developed [5 6 7 8]	The solution allows **effective** interaction between the user and spreadsheet to fully meet the needs of the scenario The solution contains **efficient** processes that generates accurate and high-quality data The information presented is **fully** relevant to the scenario needs and clear in its message Data integrity is preserved using a **range** of tools and techniques Future predictions are **fully** generated using the solution developed [9 10 11 12 13]		**/13**	

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Marking Criteria			Teacher Comments	Mark	Page No.
Task 3 – Topic Area 3: Testing the spreadsheet solution					
MB1: 1 - 2 marks	**MB2: 3 - 4 marks**	**MB3: 5 - 7 marks**			
Limited technical and/or usability testing undertaken **[1 2]**	**Adequate** technical and usability testing undertaken with results partly documented **[3 4]**	**Effective** technical and usability testing undertaken with results thoroughly documented **[5 6 7]**		**/7**	
Task 3 – Topic Area 4: Evaluating the spreadsheet solution					
MB1: 1 - 2 marks	**MB2: 3 - 4 marks**	**MB3: 5 - 7 marks**			
Basic evaluation which states which parts of the solution meet the client requirements **Basic** evaluation which states which parts of the Human Computer Interface worked well/did not work well **[1 2]**	**Adequate** evaluation which describes the effectiveness of the solution to meet the client requirements **Adequate** evaluation which describes the effectiveness of the Human Computer Interface to meet the client requirements **[3 4]**	**Comprehensive** evaluation which explains the effectiveness of the solution to meet the client requirements **Comprehensive** evaluation which explains the effectiveness of the Human Computer Interface to meet the client requirements **[5 6 7]**		**/7**	
Total				**/60**	

Please tick to confirm this work has been standardised internally	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

A Centre Authentication form (CCS160) **must** be completed for each submission to the moderator. This **must** be held in your centre to be available on request at centre inspection.

Guidance on Completion of this Form

1   One form should be used for every candidate.
2   Please make sure that all parts of the form are completed.
3   Please enter specific page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
4   Circle/highlight the mark awarded for each strand of the marking criteria in the appropriate box.
5   Enter the circled/highlighted mark in the 'Mark' column.
6   Add the marks for the strands together to give a total out of 60. Enter this total in the relevant box.
7   For Paper-based submissions, one of these sheets, suitably completed, should be attached to the assessed work of each candidate.
8   For Electronic Internal submissions, prior to submitting 'candidate evidence' to OCR (via the Repository/SfA or via a USB), the Centre should add a separate folder containing the Unit Recording Sheets.

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