

## Assessment Schedule – 2018

### Digital Technologies: Demonstrate understanding of basic concepts of information management (91070)

#### Assessment Criteria

Achievement	Achievement with Merit	Achievement with Excellence
<p>Demonstrating understanding of basic concepts of information management involves:</p> <ul style="list-style-type: none"> <li>identifying and describing key features of operating systems and application software</li> <li>identifying and describing file management procedures such as structuring and naming folders; naming files; compression; managing threats to data</li> <li>describing ethical issues such as copyright, privacy, file security and appropriateness of material.</li> </ul>	<p>Demonstrating in-depth understanding of basic concepts of information management involves:</p> <ul style="list-style-type: none"> <li>explaining the purpose of operating systems and key features</li> <li>explaining the purpose of common application software and key features</li> <li>explaining the purpose and conventions of file management procedures and storage devices.</li> </ul>	<p>Demonstrating comprehensive understanding basic concepts of information management involves:</p> <ul style="list-style-type: none"> <li>comprehensively explaining how application software and operating systems interact to manage information</li> <li>justifying the selection of application software to perform a task</li> <li>comparing and contrasting the choice of file types for different purposes.</li> </ul>

#### Evidence

N1	N2	A3	A4	M5	M6	E7	E8
Demonstrates very little understanding.	Report is produced by the candidate but demonstrates little understanding and part of the response may be missing.	Identifies and describes as required to show understanding. Some explanations or descriptions may be weak or partial.	Identifies and describes as required to show clear understanding.	Explains in depth as required to show understanding. Some aspects of explanation may be partial or weak.	Explains in depth as required to clearly show understanding.	Discusses and evaluates as required to demonstrate comprehensive understanding. Some aspects may be partial or weak.	Discusses and evaluates as required to clearly demonstrate comprehensive understanding.

**N0** = No response; no relevant evidence.

#### Cut Scores

Not Achieved	Achievement	Achievement with Merit	Achievement with Excellence
0 – 2	3 – 4	5 – 6	7 – 8