

**Assessment Schedule – 2014****Technology: Demonstrate understanding of basic concepts of information management (91070)**

Final grades will be decided using professional judgement based on a holistic examination of the evidence provided against the criteria.

**Issues from the Specifications**

Where a candidate has provided a brief report, the report should not be penalised because of length.

Candidate work in excess of 14 pages must not be marked.

Where a candidate has used a small font, markers should make a judgement about where to stop marking. This judgement should be made relative to 14 pages at Arial font.

Where work is illegible, it cannot be marked.

Digital submissions that cannot be read cannot be marked.

<b>Achievement</b>	<b>Achievement with Merit</b>	<b>Achievement with Excellence</b>
<p>Demonstrate understanding of basic concepts of information management involves:</p> <p>identifying and describing key features of operating systems and common application software as they relate to the management of information</p> <p>identifying and describing file management procedures</p> <p>describing ethical issues related to management of information (e.g. copyright, privacy, file security, appropriateness of the material in its context).</p>	<p>Demonstrate in depth understanding of basic concepts of information management involves:</p> <p>explaining the purpose of operating systems and the purposes of common application software to manage information</p> <p>explaining the purpose and conventions of file management procedures and use of storage devices.</p>	<p>Demonstrate comprehensive understanding of basic concepts of information management involves:</p> <p>explaining how application software and operating system software interact to manage information</p> <p>justifying the selection of application software to perform a task to manage information</p> <p>comparing and contrasting the use of different file types for different purposes (e.g. pdf versus doc, jpeg versus bmp).</p>

## Appendix 1

Markers must exercise professional judgement to decide if a report demonstrates understanding. The following appendix provides guidance for markers making this judgement.

A report must use information to demonstrate understanding.

Reports described wholly or substantially by one or more of the statements in the left column demonstrate understanding.

Reports described wholly, or substantially, by one or more of the statements in the right column do not demonstrate understanding.

**Where the report is made up of both used and reproduced information, the marker must decide if the report is successful against the standard when the reproduced information is ignored.**

Evidence of <b>use</b> of information	Evidence of <b>reproduction</b> of information
<p>Candidate's report describes and explains the candidate's use, in their practice, of information relating to the standard.</p> <p>Information from the candidate's practice, research, the practice of others, and teaching is related to the candidate's technological experiences.</p> <p>The report describes experiences you would expect to come from a course of instruction derived from The Technology Learning area the NZC.</p> <p>These could include but are not limited to</p> <ul style="list-style-type: none"> <li>• testing and trialling within a modelling process</li> <li>• developing a conceptual statement</li> <li>• developing a conceptual design</li> <li>• development of a brief</li> <li>• material selection</li> <li>• refinement of a brief</li> <li>• development of a prototype</li> <li>• development of a one-off solution</li> <li>• further examples may be added.</li> </ul>	<p>Information is presented in isolation from the candidate's Technological experiences. It offers nothing or little to suggest the information is related to a course of instruction at level 6.</p>
<p>Information from research, the practice of others, or teaching is reported in the candidate's own voice.</p>	<p>Information is NOT in the candidate's voice. The word choice, sentence structure, sentence length, punctuation and so on are not what a candidate could be expected to produce.</p>
<p><b>Referenced</b>, complex research information unchanged by paraphrase is related to other information in a manner that unambiguously constructs meaning. (very rare)</p>	<p><b>Unreferenced</b>, complex, research information is presented as though it is the candidate's own work.</p>
<p>Where the marker suspects a report is a deliberate attempt to deceive, the report should be referred to the panel leader using the Irregular Booklet process.</p>	