

Assessment Schedule – 2011

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 in the Achievement Standard.

Issues from the Specifications

Authentic candidate submissions will be recognisable because of specific contexts associated with the work. This does not imply that submissions will arise only from the candidate's practice. However, where the candidate's practice does not provide the immediate source of a specific context, one would expect to see that several sources of information relating to subsystems had been applied within a specific context. In both cases, the marker will be able to detect the candidate's voice. In situations where information does not have some aspect of student voice, it is difficult to establish whether the candidate has actually demonstrated understanding or simply identified information.

Candidates who have simply identified information by reproducing information from sources without making use of that information have not demonstrated understanding.

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

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

Where work is illegible, it cannot be marked.

Digital submissions that cannot be read cannot be marked.

Not Achieved	Achievement	Achievement with Merit	Achievement with Excellence
Does not demonstrate understanding of basic concepts of information management	Demonstrate understanding of basic concepts of information management	Demonstrate in-depth understanding of basic concepts of information management.	Demonstrate comprehensive understanding of basic concepts of information management.
Evidence that supports the Not Achieved judgement	Evidence that supports the Achievement judgement	Evidence that supports the Achievement with Merit judgement	Evidence that supports the Achievement with Excellence judgement
Candidates who have simply identified information by reproducing information from sources without making use of that information have not demonstrated understanding Refer to Exemplar 2	Candidate: <ul style="list-style-type: none"> identifies and describes key features of operating systems and common application software as they relate to the management of information identifies and describes file management procedures describes ethical issues 	Candidate: <ul style="list-style-type: none"> explains the purpose of operating systems and the purposes of common application software to manage information explains the purpose and conventions of file management procedures 	Candidate: <ul style="list-style-type: none"> explains how application software and operating system software interact to manage information justifies the selection of application software to perform a task to manage information

	<p>related to management of information (eg copyright, privacy, file security, appropriateness of the material in its context).</p> <p>Refer to Exemplar 1</p>	<p>and use of storage devices.</p> <p>Refer to Exemplar 3</p>	<ul style="list-style-type: none"> compares and contrasts the use of different file types for different purposes (eg pdf versus doc, jpeg versus bmp). <p>Refer to Exemplar 4</p>
1	Operating systems may include but are not limited to: real time, multi-user, single user, multi-tasking, distributed. Not all of these types of operating systems need to be discussed. The purpose of this text is to indicate the type of systems that could be described		
2	File types may include but are not limited to: pdf, bmp, doc, jpeg, xls, docx, dat, gif, tif. Not all of these types of file types need to be discussed. The purpose of this text is to indicate the type of file that could be described		
3	Application software refers to software that will help the user to perform specific tasks including but not limited to: word processing, communicating, keeping a budget, creating slides for a presentation, managing complex data. Not all of these types of tasks need to be discussed. The purpose of this text is to indicate the type of task that could be described		
4	<p>File management procedures will include but are not limited to:</p> <ul style="list-style-type: none"> structuring, naming, and storing files and folders appropriate file compression techniques for the exchange of digital information (such as zipping multiple files for emailing) managing threats to data. <p>Not all of these types of procedures need to be discussed. The purpose of this text is to indicate the type of procedures that could be described.</p>		