

# Word count and format

These word count figures in the table below are guidelines.

The overall word limit for the solution is 2,000; however, it is possible to complete the solution in 1,500 words without a significant loss of quality.

If students write extended prose in the sections where the word count does not apply, these words will be counted in the overall word count.

It is strongly recommended that the documentation is submitted in a commonly used format such as a PDF.

**Prescribed format(s) of presentation are indicated in bold.**

Criterion	Recommended word count	Comments—format of presentation
<b>Planning</b>		
Defining the problem or unanswered question	175–250	<b>Extended writing</b>
Justification for the proposed product	175–250	<b>Extended writing</b>
Success criteria	n/a	Bulleted list
<b>Solution overview</b>		
Record of tasks	n/a	<b>Record of tasks form:</b> May be presented in the form of a table. (Note: <b>Use of template required.</b> )
Design overview	n/a	<b>Diagrams:</b> Including scanned sketches, lists or concise statements, table for assets and techniques and for test plan.
<b>Development</b>		
Developing the product	500–1,000	<b>Extended writing:</b> Justification of techniques used, including annotated screenshots and sources where appropriate.
<b>Functionality and extensibility of product</b>		
Evidence of functionality	n/a	<b>Video</b> of product functioning plus, if necessary or appropriate, document including screenshots showing the product functioning should be included in the documentation folder with information on how to access it on the cover page.
Extensibility	n/a	Assessed through design overview and, where appropriate, code listing.
<b>Evaluation</b>		
Evaluation of the product	175–250	<b>Extended writing</b>
Recommendations for further development	175–250	<b>Extended writing</b>
TOTAL	1,200–2,000	
Appendix/appendices	n/a	Additional information, such as evidence of consultation with and feedback from the client and/or adviser.

## Framework of the solution

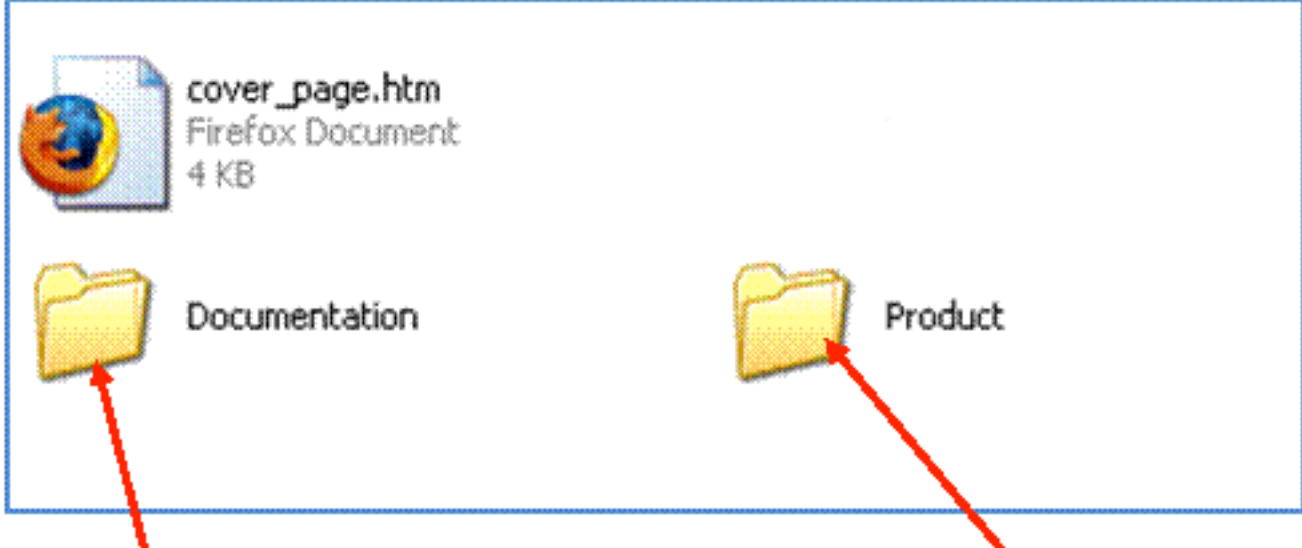
A zip file ([Forms.zip](#)) is available that provides the basic structure of the solution for students. This should be downloaded from the OCC and placed in an area of shared access. Students can copy the zip file into their workspace and extract the contents.

It is most strongly recommended that the contents of this zip file are used as the framework for the solution.

The initial file format of the documentation files is .rtf (for Microsoft-type products) or .odt (for OpenOffice) to ensure maximum compatibility with a range of different software types. Students should delete any files that are not necessary.

For submission, it is strongly recommended that the file is saved as .pdf file type.


The zip file unpacks as follows.




This folder contains the *Record of tasks* form that must be used as part of the final documentation. Additional templates to assist the student are provided for the documentation.

This folder must contain the final product.


The documentation folder should contain the following files.




**Appendix.rtf**  
Rich Text Format  
102 KB




**Crit\_A\_Planning.rtf**  
Rich Text Format  
102 KB




**Crit\_B\_Design.rtf**  
Rich Text Format  
105 KB




**Crit\_B\_Record\_of\_tasks.rtf**  
Rich Text Format  
139 KB




**Crit\_C\_Development.rtf**  
Rich Text Format  
102 KB




**Appendix.odt**  
OpenDocument Text  
10 KB




**Crit\_A\_Planning.odt**  
OpenDocument Text  
10 KB




**Crit\_B\_Design.odt**  
OpenDocument Text  
11 KB




**Crit\_B\_Record\_of\_tasks.odt**  
OpenDocument Text  
11 KB



**Crit\_C\_Development.odt**  
OpenDocument Text  
13 KB



**Crit\_E\_Evaluation.odt**  
OpenDocument Text  
11 KB



**Crit\_E\_Evaluation.rtf**  
Rich Text Format  
102 KB

The links in the cover page (**cover\_page.htm**) will not open the documentation files as the links are based on these files being saved in .pdf format.

## Using the forms

Students are required to use the following forms in the development of their solution.

Item	Criterion	Format	Comment
Cover page	-	.htm	The cover page is to ensure consistency of appearance of the internal assessment (IA) and must be used.
Record of tasks	B	.rtf	Table outline provided.

Blank files in .rtf format for extended writing are also included in the zip file and may be used.

The files are for the following criteria: Item	Criterion
Planning	A
Design overview	B
Development	C
Evaluation	E
Appendix	As required

## Links on the cover page

During the development of the internal assessment the student may have converted the .rtf (or .odt) files in the forms into other formats such as .doc or .html. Teachers must check the default file type in the hyperlink on the cover page to ensure the links will function as intended.

Reasons for the conversion of the file type may include:

- the insertion of images into the .rtf file has caused the file size to become too large to manage and transfer easily
- the student may wish to link all the documentation files as web pages to facilitate easy navigation and viewing.

In this case where file extensions have changed, the HTML on the cover page must be edited to enable the links to function—for example, if the student has saved the initial investigation as an .html file and the original link on the cover page does not function.

It is strongly recommended that students use a simple text editor such as Notepad/TextEdit or a specialist website building software such as Dreamweaver to edit the cover page. This will ensure that the links are maintained as relative rather than absolute, which may occur if a more complex word processing software is used.

It is strongly recommended that students test the links from the cover page to the product and documentation files on the computer the solution was developed on and peripheral devices such as CD-ROMS, DVDs or USBs before it is submitted. This will ensure that the links are relative and the solution functions as intended.

The student must also check that the conversion to .pdf has not compromised the work before it is submitted.

Where the product cannot be opened directly from a link, this link on the cover page should be disabled.