# Project Assessment: Create and style a simple website

## Criteria

### Unit code, name and release number

ICTWEB431 - Create and style simple mark-up language documents (1)

### Qualification/Course code, name and release number

ICT30118 - Certificate III in Information, Digital Media and Technology (2)

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For queries, please contact:

Technology and Business SkillsPoint

Location: Ultimo

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This assessment can be found in the [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance to design, create and save basic mark-up language documents and cascading style sheets (CSS) to define and style a website. |
| **Assessment Event number** | 1 of 2 |
| **Instructions for this assessment** | This is a project-based assessment and will be assessing you on your knowledge and performance of the unit.  This assessment is in six parts:   1. Review client requirements 2. Identify and refine client requirements 3. Create and style the website 4. Test and validate the website 5. Hand over website 6. Correct an error.   The assessment also contains:   * Assessment Checklist * Observation Checklist 1 * Observation Checklist 2 * Assessment Feedback.   **Check the Assessment and Observation checklists to ensure that you’ve covered all the required tasks.** |
| **Submission instructions** | When you have completed this assessment, submit it online for marking by your assessor.  Ensure you have typed your name at the bottom of each page of your assessment.  Submit the following documents for each part:   * Part 1: Review client requirements   + Client requirements report * Part 2: Identify and refine client requirements.   + A video recording of your meeting with your client. Follow the [Video recording instructions](https://share.tafensw.edu.au/share/items/744af7d4-a241-45e2-adb0-0e13f2fe4950/0/?attachment.uuid=01c3c87a-4599-48c2-91f0-68a00b5bbb4c) to record and submit your video. * Part 3: Create and style the website   + A zipped folder containing all files in your website * Part 4: Test and validate the website   + Test results report * Part 5: Hand over website   + A video recording of your meeting with your client. Follow the [Video recording instructions](https://share.tafensw.edu.au/share/items/744af7d4-a241-45e2-adb0-0e13f2fe4950/0/?attachment.uuid=01c3c87a-4599-48c2-91f0-68a00b5bbb4c) to record and submit your video. * Part 6: Correct an error   + A zipped folder of the corrected website.   It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly and all items in the Assessment and Observation Checklists must be marked Satisfactory. |
| **Assessment conditions** | Skills must be demonstrated in a workplace or simulated environment where conditions are typical of those in an ICT working environment or workplace. |
| **What do I need to provide?** | * Computer, internet and access to common web browsers. * Text editor/s software, for example Notepad, Sublime or Atom (No auto generating software, for example Dreamweaver). * A person, such as another colleague, to play the role of your client. * A video recording device, such as a smartphone, **or** access to a web meeting platform, such as Skype, Microsoft Teams or Zoom to record your meetings. You may also need a webcam to do this. * USB drive or other storage method with enough free space to save work to. |
| **What will the assessor provide?** | Access to the Learning Management System  Student resources as outlined in assessment:   * *Client resource folder* ([ICTWEB431\_AE\_Pro\_1of2\_SR1.zip](https://share.tafensw.edu.au/share/items/f32bd455-1724-44a2-a0a3-fa9774948f50/0/?attachment.uuid=1d4657cd-1f29-4ee4-9011-0cce3859b8a7)) * *Website folder with error* ([ICTWEB431\_AE\_Pro\_1of2\_SR2.zip](https://share.tafensw.edu.au/share/items/f32bd455-1724-44a2-a0a3-fa9774948f50/0/?attachment.uuid=1895aab0-c0a6-4df0-a6ef-9ecb8bfa1041))   Users for testing, which may be other students |
| **Due date and time allowed** | Indicative time to complete assessment:  Part 1: One hour  Part 2: 15 mins  Part 3: Two hours  Part 4: 30 mins  Part 5: 15 mins  Part 6: 30 mins. |
| **Supervision** | This assessment is unsupervised, but your assessor may ask for additional evidence to verify the authenticity of your submission and confirm that the assessment task was completed by you. |
| **Reasonable adjustment** | If you have a permanent or temporary condition that may prevent you from successfully completing the assessment event(s) in the way described, you should talk to your assessor about ‘reasonable adjustment’. This is the adjustment of the way you are assessed to take into account your condition, which must be approved BEFORE you attempt the assessment. |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Student’s Guide to Assessment in TAFE NSW. |

## Specific task instructions

### Scenario

Sorrento by the Sea is a luxury apartment located on the picturesque Mornington Peninsula, an approximate one-hour scenic drive from Melbourne. The owners of this apartment have contacted you to build their website. They want to promote their apartment and help increase occupation during the off-season times, so they need it completed in four weeks.

The owners feel the best way to do this is to highlight unique attractions of the area, such as the calm front beach on Port Phillip Bay and the wilder surfing beaches on the Bass Strait side, coastal walks, swimming with dolphins and fishing. These cater for all ages and tastes.

The website must have a Contact page with a map (this can be a screenshot image) and contact number. They want to focus on the ease of access for nearby Melbourne residents and have provided an enticing pricing structure for people who want to get away from the city for a few days. They also want to highlight the pet-friendly policy of this apartment.

Download and unzip the *Student resources* (ICTWEB431\_AE\_Pro\_1of2\_SR1.zip) from the client. It contains images of the apartment and the local features, some general information about the business, unit and area, a logo and icons.

They would like a two-column layout that prints appropriately (i.e. include print styles). Styles and colours to include in the site are listed in the technical specifications below.

Table 2: Technical specifications

|  |  |
| --- | --- |
| Feature | Associated style |
| Global font hierarchy | Helvetica, Calibri, suitable default |
| Primary navigation links | #4d1d18, remove default underline |
| Navigation hover effect | #555 |
| Major heading | #87423c, 36 pixels |
| Sub-headings | #4d1d18, 24 pixels |
| Paragraph text | 150% line height |
| Content links | #87423c |
| Footer text and links | #87423c |

## Part 1: Review client requirements

Review the client requirements in the scenario. Based on your review, complete the following tasks and record the information in a word-processed document. Use specialised and technical language and diagrams where appropriate.

1. Create an appropriately sequenced schedule of the activities you need to complete for this project, according to the client’s timeframe (this can be in a table). This must include specific tasks for designing, developing and implementing the website.
2. Determine what pages are required for the website and build a suitable sitemap.
3. Design and build wireframes that depict the structure for the Home and Contact pages.
4. Develop the testing approach to be used for testing the finished website, including appropriate test cases and a testing checklist.
5. Select the most appropriate mark-up language to meet all the requirements for the site and discuss why this is the best choice.

## Part 2: Identify and refine client requirements

Your first step is to meet with your client in a role play of 10-15 minutes to identify the work outcomes and clarify the requirements for their website project.

Record your meeting and upload the video file as evidence for this part of the assessment.

You are encouraged to rehearse the meeting before completing the assessment.

When you conduct the meeting with your client, make sure that you use:

* open-ended questioning and active listening, including paraphrasing and summarising
* clear and detailed language.

Role play participants:

* **Client** – a person, for example a colleague, that you have organised to participate as the client
* **Website developer** – you.

Ensure that you include the following in your role play:

1. Identify the work outcomes that you need to fulfil by discussing the client’s requirements from the scenario (including the organisational standards), as well as determining any further requirements they may have.

* Discuss and confirm your role and responsibilities within this website project.
* Review and discuss the wireframes and sitemap (from Part 1) with the client and determine whether any further refinements need to be made.
* Review and discuss the testing approach and test cases (from Part 1) with the client and determine whether any further refinements need to be made.

## Part 3: Create and style the website

Using a text editor and the mark-up language identified in Part 2, create the structured and formatted website for the client. **Note: You must not use a program that generates code**. Refer to the client’s requirements and organisational standards, as well as relevant industry standards, and ensure that your website follows these.

Include the following:

1. Create and use an appropriate directory structure for the website.
   * Build the page structure for your webpages using essential basic elements.
   * Create at least three pages using the supplied content (text and images) from the client.
   * Each page must include:
     + a navigational menu of text links providing access to all pages
     + a footer with appropriate utility links and social media icons
     + company logo, which includes a link back to the home page
     + a current page indicator to clearly show a visitor where they are within the site.
   * Use semantically-correct structural mark-up to define additional sections of each page as needed.
   * Style, format and lay out the pages using CSS:
     + Use one external CSS file for all styles i.e. no inline or internal styles
     + Use consistent styles and layout across the site, including appropriate use of font stack, colours, line-spacing, etc.
     + Do not add unnecessary elements or attributes – use existing elements as selectors wherever possible
     + Use ‘class’ and ‘id’ attributes appropriately
     + Style hyperlinks appropriately for different states, such as visited and hover – do not use the default styles
     + Style the current page indicator appropriately.

## Part 4: Test and validate the website

Now that you have completed creating the website, it’s time for you to test and validate it. Record your test results (including screenshots where indicated) in a word-processed document to provide to the client. Use specialised language where appropriate.

1. Using the test approach and test cases that you created in Part 1, test your website and complete your testing checklist. Make sure that your testing includes the following:
   * Test your website in two common browsers; if you have difficulty accessing different browsers and versions you can use an online testing sites such as [Browser Shots](http://browsershots.org/) (include screenshots)
   * Validate your website to ensure it meets web standards (include screenshots).
   * You must correct any issues and re-test your website until it displays correctly. Discuss this re-testing, including screenshots of different versions.
   * Explain the testing process and the results, including any outstanding issues and corrective actions.

## Part 5: Hand over website

Now that you have completed your website, you need to meet with your client in a role play of 10-15 minutes to demonstrate it and obtain their acceptance.

Record your meeting and upload the video file as evidence for this part of the assessment.

You are encouraged to rehearse the meeting before completing the assessment.

When you conduct the meeting with your client, make sure that you use:

* open-ended questioning and active listening, including paraphrasing and summarising
* clear and detailed language.

Role play participants:

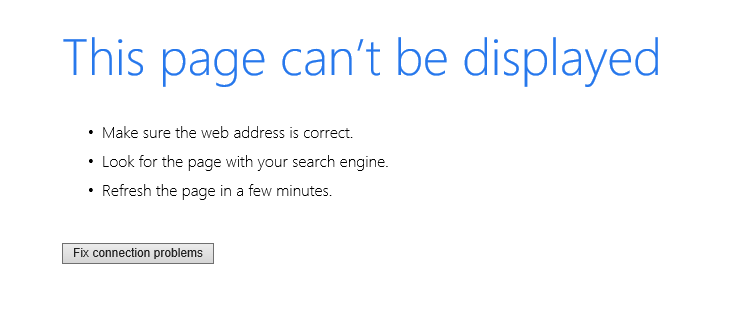
* **Client** – another person, such as another colleague, that you have organised to participate as the Client
* **Website developer** – you.

Ensure that you include the following in your role play:

1. Demonstrate the finished website to your client.
   * Provide test results to your client, explaining any outstanding issues and corrective actions.
   * Correct any issues that the client brings up.
   * Obtain the client’s acceptance of the finished website.

## Part 6: Correct an error

You have developed a website for another client, which displays the following error message during testing.



1. Review the files in the *website folder* (ICTWEB431\_AE\_Pro\_1of2\_SR2.zip) to determine the cause of the error and make the appropriate changes to the website files.

## Assessment Checklist

The following checklist will be used by your assessor to mark your performance against the assessment criteria of your submitted project. Use this checklist to understand what skills and/or knowledge you need to demonstrate in your submission. All the criteria described in the Assessment Checklist must be met. The assessor may ask questions while the submission is taking place or if appropriate directly after the task/activity has been submitted.

Table 2: Assessment Checklist

| TASK/STEP # | Instructions | S | U/S | Assessor Comments |
| --- | --- | --- | --- | --- |
| **Part 1.1** | Creates a schedule according to client’s timeframe with relevant tasks |  |  | *Assessors are to record their comments in sufficient detail to demonstrate their judgement of the student’s performance against the criteria.* |
| **Part 1.2** | Builds a sitemap based on client requirements |  |  |  |
| **Part 1.3** | Builds wireframes based on client requirements |  |  |  |
| **Part 1.4** | Develops testing approach, test cases and testing checklist based on client requirements |  |  |  |
| **Part 1.5** | Selects an appropriate mark-up language based on client requirements |  |  |  |
| **Part 3.1** | Creates appropriate directory structure |  |  |  |
| **Part 3.2, 3.3, 3.4** | Creates at least three webpages using essential basic elements, supplied content, navigation, footer, logo and current page indicator |  |  |  |
| **Part 3.5** | Uses semantically-correct structural mark-up |  |  |  |
| **Part 3.6** | Styles, formats and lays out pages using CSS according to requirements |  |  |  |
| **Part 4.1** | Tests website in two browsers using test approach and test cases |  |  |  |
| **Part 4.1** | Validates website to meet web standards |  |  |  |
| **Part 4.2** | Corrects any errors |  |  |  |
| **Part 4.3** | Explains the testing, any outstanding issues and corrective actions |  |  |  |
| **Part 6.1** | Corrects website error |  |  |  |

## Observation Checklist 1

The Observation Checklist will be used by your assessor to mark your performance in **Part 2 of this assessment**. Use this Checklist to understand what skills you need to demonstrate in the role play. The Checklist lists the assessment criteria used to determine whether you have successfully completed this assessment event. All the criteria must be met. Your demonstration will be used as part of the overall evidence requirements of the unit. The assessor may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

Table 2 Observation Checklist

| Task # | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| **Part 2** | Uses open-ended questioning and active listening, including paraphrasing and summarising |  |  | *Date of Observation:*  *Assessors are to record their observations in sufficient detail to demonstrate their judgement of the student’s performance against the criteria required.* |
| **Part 2** | Uses clear and detailed language |  |  |  |
| **Part 2.1** | Identifies work outcomes and organisational standards to be followed |  |  |  |
| **Part 2.2** | Understands own role and responsibilities |  |  |  |
| **Part 2.3** | Reviews and refines website structure |  |  |  |
| **Part 2.4** | Reviews and refines testing approach and test cases |  |  |  |

## Observation Checklist 2

The Observation Checklist will be used by your assessor to mark your performance in Part 5 of this assessment. Use this Checklist to understand what skills you need to demonstrate in the role play. The Checklist lists the assessment criteria used to determine whether you have successfully completed this assessment event. All the criteria must be met. Your demonstration will be used as part of the overall evidence requirements of the unit. The assessor may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

Table 2 Observation Checklist

| Task # | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| **Part 5** | Uses clear and detailed languageto convey explicit information |  |  | *Date of Observation:*  *Assessors are to record their observations in sufficient detail to demonstrate their judgement of the student’s performance against the criteria required.* |
| **Part 5.1** | Demonstrates website |  |  |  |
| **Part 5.2** | Provides test results and explains issues |  |  |  |
| **Part 5.3** | Corrects any issues from client |  |  |  |
| **Part 5.4** | Obtain client’s acceptance |  |  |  |