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| **WRITTEN ASSESSMENT** | **Uncontrolled when printed**  **16/12/2014**  **FM02\_21a** |

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| **Student Name:** | | |  | | | **Student Number:** | | |  |
| **Unit Code/s & Name/s:** | | | **ICAICT503A Validate Quality and Completeness of System Design Specifications** | | | | | | |
| **Assessment Type:** | | | **Exam/Test  Assignment  Other** | | | | | | |
| **Assessment Description:** | | | **P1 - Validate Quality and Completeness of System Design Specifications** | | | | | | |
| **Assessment Due Date:** | | |  | | **Assessment Received Date:** | | |  | |
| **Student Declaration:** I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that emailing or submitting this assessment electronically confirms my assent to this declaration in lieu of written signature. | | | | | | | | | |
| **Student Signature:** | |  | | | | **Date: / /** | | | |
| **Assessor Feedback:**  **Student provided with feedback** | | | | | | | | | |
| **Attempt 1 Satisfactory  Not Satisfactory  Date:      /     /** | | | | | | | | | |
| **Attempt 2 Satisfactory  Not Satisfactory  Date:      /     /** | | | | | | | | | |
| **Assessor Name:** | D. Kosturin | | | **Assessor Signature:** | | |  | | |
| **Note to assessor: Please record any adjustment below that has occurred to this assessment e.g. written assessment given orally.** | | | | | | | | | |
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| **Disclaimer:** TAFE Queensland North (TQN) is collecting the information on this form for assessment purposes. Only authorised Departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law, in accordance with the Information Privacy Act 2009. | | | | | | | | | |

**This section must be completed by the student when the student either posts or hands a completed assessment/assignment to customer service centres. a receipt is only issued for face to face assessments when requested by the student.**

✀ **RECEIPT**

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| STUDENT TO COMPLETE |  | OFFICE USE ONLY |
| Unit of competency code/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Assessment item/No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date received: / / |
| Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

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| **Instructions to Student:** | **Time allowed:** This assessment is to be completed over the semester.  **Materials and equipment to be supplied by the Student:**   * Access to a PC, access to templates,   **General Instructions:**   * You will need access to the folder ‘Docs’, which is in your Student Shared Drive. * You have 9 tasks to complete. * You will need to answer **all** questions correctly * Keep a copy of all assessments as you will be required, to submit them as a zipped file to your teacher.   NOTE: If you are not successful on your first attempt, you will be given comments and a further two weeks to rectify the changes.  You will need to re-submit your corrections for remarking. If you are unsuccessful on your second attempt, you will be required to re-enrol in this unit. ALL SUBMITTED WORK MUST BE YOUR OWNPlagiarism Is An Offence To avoid plagiarism, you must give credit whenever you use:   * Another person’s idea, opinion, or theory * Any facts, statistics, graphs, drawings—any pieces of information— information that is not common knowledge * Quotations of another person’s actual spoken or written * Paraphrasing of another person’s spoken or written words |
| **Instructions to Assessor:** | Please see Instructions to Student above. |
| **Assessment Context and Description: (if required)** | In order to gain competency in **ICAICT503A Validate Quality and Completeness of System Design Specifications,** successful completion is required of the following assessments items:   * Written Assessment |
| **Note to Student:** | An Assessment Matrix is available from your teacher upon request. The matrix shows how the knowledge and skills that you are being asked to demonstrate align to the Elements, Performance Criteria, Critical Aspects, Required Skills and Required Knowledge components of each Unit of Competency. |

As Online Systems Solutions continues to expand we need to ensure that all our process and procedures are in place to ensure that what we deliver to our clients is of the absolute highest quality. We also need to be able to audit our sites to ensure they match the requirements. Your task is to develop quality assurance testing plans and procedures to be implemented for all websites developed by Online Systems Solutions.

Based on your testing plans you will need to develop audit criteria based on the functional and technical requirement and design brief for an existing website. You will then need to conduct an audit on the website and report on your findings. You will use the site developed throughout this stage as your test site for this project.

You should ensure that your reports adhere to the Online Systems Solutions style guide.

You should create a new folder for this project called '**Quality\_assurance**' and save all project files in this folder. You should create sub folders as necessary.

Task 1 - Develop quality assurance standards

For this task you are required to develop a set of quality assurance standards. You should:

From the readings and your research develop a list of standards for Online Systems Solution. The following provides a list of possible items for inclusion:

Markup validation

CSS validation

Link integrity check

Metadata check (title, keywords, description)

Content check (text, images, etc.)

Accessibility check

Check page size (key pages)

Cross-browser check

Screen resolution check

Script/SSI check

Within the learning resources are the following templates that you should use as part of this project. You should modify them, as necessary, to suit Online Systems Solutions and ensure they adhere to the Online Systems Solutions style guide.

'Change Request Form' template

"Change Log' template

"Test Result' template

Task 2 - Prepare for the audit and complete an audit preparation report

You are required to prepare for an audit of the website and complete a report on these preparations. You should complete the audit preparation report using the [audit preparation template](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/4_Quality/project/resources/audit_prep_template.doc) (Word - 24Kb).

Task 3 - Develop Quality Assurance schedule

You are required to develop a schedule for quality assurance testing. Your schedule should include:

what initial testing of the site should be undertaken

the ongoing testing of a site that should be undertaken

the frequency of testing

methods for capturing feedback on quality issues

Task 4 - Develop an audit plan

You now need to develop an audit plan. You should:

Develop your audit plan using the [audit plan template](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/4_Quality/project/resources/audit_plan_template.doc) (Word - 75Kb).

Task 5 - Develop a test worksheet

You now need to develop a test worksheet to identify the way that you will test the audit criteria. The test worksheet will be used to document the tests performed. You should:

Develop the test worksheet using the [test worksheet template](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/4_Quality/project/resources/test_worksheet.doc) (Word - 35Kb).

Task 6 - Undertake Quality Assurance testing

You are required to undertake quality assurance testing according to the standards you have defined in Task 1. You will need to record your results as part of your reporting for task 8.

Task 7 - Perform the audit and summarise results in a test report

You are required to perform the audit of the website developed in the previous topics and record the results. You should:

Perform the audit

Record the test results in the Test Worksheet.

Summarise results in the audit test report. Use the [test report template](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/4_Quality/project/resources/audit_test_report.doc) (Word - 32Kb). Include any non conformance issues in this report.

Task 8 - Develop Quality Assurance report

You are required to develop a report recording the results from your quality assurance testing. You will need to refer back to your requirements documents to ensure that they have been correctly met. Your report should:

Record the results as either:

Conformance (acceptable- or planned to conform at a later stage)

Non-conformance (item requires rework)

Document new processes and procedures. Where the item being assessed requires rework; identify the causes of non-conformance. Document recommendations for new processes and procedures that may enable you the produce an item that conforms to the quality criteria.

Summarise results. Write a short paragraph summarising your analysis.

Document any lessons learnt. Include in your report, a paragraph or two on what processes or procedures you would perform differently in your next project.

Task 9 - Prepare the audit report

You are required to develop an audit report using the [audit report template](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/4_Quality/project/resources/audit_report_template.doc) (Word - 46Kb).

You will need to submit

The following should be included in your uploaded zip file (please ensure that there are no additional files):

Quality Assurance Standards (Task 1)

Audit preparation report (Task 2)

Quality Assurance Schedule (Task 3)

Audit plan (Task 4)

Test worksheet (Task 5)

Test report (Task 7)

Quality Assurance report (Task 8)

Audit report (Task 9)

End of Assessment