



SAMPLE ASSESSMENT TASKS

APPLIED INFORMATION TECHNOLOGY
FOUNDATION YEAR 12

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Sample assessment task

Applied Information Technology – Foundation Year 12

Task 1 – C12.1: The computer system

Assessment type: Short answer

Conditions

Time for the task: one class period under test conditions

Task weighting

5% of the school mark for this pair of units

1. List the **three** types of computer systems. (3 marks)

Type 1: _____

Type 2: _____

Type 3: _____

2. (a) State the purpose of an input device. (1 mark)

Purpose: _____

- (b) List **two** examples of an input device. (2 marks)

Example 1: _____

Example 2: _____

3. (a) State the purpose of an output device. (1 mark)

Purpose: _____

- (b) List **two** examples of an output device. (2 marks)

Example 1: _____

Example 2: _____

4. (a) State the purpose of a storage device in a computer system. (1 mark)

Purpose: _____

- (b) List **two** examples of a storage device. (2 marks)

Example 1: _____

Example 2: _____

5. (a) State the purpose of a processing device. (1 mark)

Purpose: _____

- (b) List **one** example of a processing device. (1 mark)

Example 1: _____

6. (a) State the purpose of a communication device. (1 mark)

Purpose: _____

- (b) List **two** examples of a communication device. (2 marks)

Example 1: _____

Example 2: _____

7. (a) List the **three** types of computer software. (3 marks)

Type 1: _____

Type 2: _____

Type 3: _____

- (b) Describe **one** of these types of computer software. (2 marks)

Description: _____

8. State the purpose of a computer operating system. (1 mark)

Purpose: _____

9. Provide **one** example for each of the types of application listed in the table below. (5 marks)

Type of application	Example
Word processing	
Presentation	
Image editing	
Video editing	
Animation	

10. Describe **two** strategies that could be used to minimise external threats to a computer system. (4 marks)

Strategy 1: _____

Strategy 2: _____

11. Describe why each of the following should be taken into consideration when caring for a computer system. (4 marks)

Proximity of liquids: _____

Dust minimisation: _____

12. State a reason for taking regular breaks when using technology. (1 mark)

Purpose: _____

Total marks = 37

Marking key for sample assessment task 1 – Unit 3

1. List the **three** types of computer systems.

Description	Marks
Correctly lists the types of computer systems	1–3 (1 mark each)
Answer:	
<ul style="list-style-type: none"> • desktop • mobile • server 	

2. (a) State the purpose of an input device.

Description	Marks
States the purpose of an input device	1
Answer:	
An input device is a part of a computer system which translates analog instructions to digital instructions and enables data to be prepared for processing and/or storage by the computer.	

- (b) List **two** examples of an input device.

Description	Marks
Correctly lists examples of an input device	1–2 (1 mark each)
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • keyboard • mouse • scanner • digital camera • joystick 	

3. (a) State the purpose of an output device.

Description	Marks
States the purpose of an output device	1
Answer:	
The output device is a part of a computer system which translates digital instructions to analog instructions and enables data processed by the computer to be presented in human-readable form.	

- (b) List **two** examples of an output device.

Description	Marks
Correctly lists examples of an output device	1–2 (1 mark each)
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • monitor • speaker • printer 	

4. (a) State the purpose of a storage device in a computer system.

Description	Marks
States the purpose of a storage device	1
Answer:	
The storage device is a part of a computer system which enables data, information and instructions to be stored for use by the computer system or user at a later time. There are different types of storage devices; they are classified as primary storage or secondary storage devices.	

- (b) List **two** examples of a storage device.

Description	Marks
Correctly lists examples of a storage device	1–2 (1 mark each)
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • ROM • RAM • EPROM • hard disk drive • CDROM • DVD • solid state drive • flash drive 	

5. (a) State the purpose of the processing device.

Description	Marks
States the purpose of a processing device	1
Answer:	
A computer-processing device is the part of the computer that receives input, processes the input and gives output.	

- (b) List **one** example of a processing device.

Description	Marks
Correctly lists an example of a processing device	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Central Processing Unit • 32 bit CPU • 64 bit CPU • ARM • Intel • AMD 	

6. (a) State the purpose of a communication device.

Description	Marks
States the purpose of a communication device	1
Answer:	
A communication device is a piece of equipment or hardware designed to move information or data from one place to another; in other words, allowing one computer device to communicate with another.	

(b) List **two** examples of a communication device.

Description	Marks
Correctly lists examples of a communication device	1–2 (1 mark each)
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Network Interface Card (NIC) • wi-fi cards • router • modem 	

7. (a) List the **three** types of computer software.

Description	Marks
Correctly lists the types of computer software	1–3 (1 mark each)
Answer:	
<ul style="list-style-type: none"> • operating system • application software • utility software 	

(b) Describe **one** of these types of computer software.

Description	Marks
Provides a description of the purpose of one type of computer software	2
Provides a limited description of the purpose of one type of computer software	1
Total	2
Answer could include, but is not limited to:	
<p>Operating system software Manages computer system hardware and software resources and provides functionality for computer programs. It is an essential component of the system software. Common examples include: Unix, Linux, Microsoft Windows and Apple's OSX.</p> <p>Application software Application software is a set of one or more programs designed to carry out specific operations. Application software is dependent on system software. Common examples include word processors, spreadsheets, databases, graphics and games.</p> <p>Utility software Utility software is designed to help analyse, configure, optimise or maintain a computer.</p>	

8. State the purpose of a computer operating system.

Description	Marks
States the purpose of a computer operating system	1
Answer could include, but is not limited to:	
<p>The operating system is the key program that enables the computer to function. All computers must have an operating system to enable other programs to function. Operating systems perform basic tasks, including recognising input from the keyboard, sending output to the display screen, keeping track of files and directories in memory, and controlling peripheral devices such as disk drives and printers.</p>	

9. Provide **one** example for each of the types of application listed in the table below.

Description		Marks
Lists appropriate examples of application software		1–5 (1 mark each)
Answer could include, but is not limited to:		
Type of application	Example	
Word processing	Microsoft Word	
Presentation	Microsoft PowerPoint	
Image editing	Photoshop	
Video editing	iMovie, Adobe Premier	
Animation	Adobe Flash	

10. Describe **two** strategies that could be used to minimise external threats to a computer system.

Description	Marks
Strategy 1:	
Provides a description of an appropriate strategy	2
Provides a limited description of an appropriate strategy	1
Subtotal	2
Strategy 2:	
Provides a description of an appropriate strategy	2
Provides a limited description of an appropriate strategy	1
Subtotal	2
Total	4
Answer could include, but is not limited to:	
Antivirus software, when installed on a computer system, can prevent access to, or installation on, a computer system and, therefore, prevent damage to the computer system by viruses, malware and/or Trojans.	
Use of a firewall will minimise access to a computer system by external users.	

11. Describe why each of the following should be taken into consideration when caring for a computer system.

Description	Marks
Proximity of liquids	
Provides a detailed description of how proximity of liquids can affect a computer system	2
Provides a limited description of how proximity of liquids can affect a computer system	1
Subtotal	2
Dust minimisation	
Provides a detailed description of how dust minimisation can affect a computer system	2
Provides a limited description of how dust minimisation can affect a computer system	1
Subtotal	2
Total	4

Answer could include, but is not limited to:
<p>Proximity of liquids</p> <ul style="list-style-type: none"> • spillage on any part of the computer • short electrical components • increase humidity <p>Dust minimisation</p> <ul style="list-style-type: none"> • reduce effectiveness of the PC • slow electrical components • increase risk of fire • overheating

12. State a reason for taking regular breaks when using technology.

Description	Marks
States the purpose of taking regular breaks when using technology	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • rest eyes • avoid Occupational Overuse Syndrome (OOS) • avoid sitting in one position for a period of time 	

Sample assessment task

Applied Information Technology – Foundation Year 12

Task 4 – C12.3 Presentation software

Assessment type: Project

Conditions

Time allowed for completion of the task: two weeks

Task weighting

10% of the school mark for this pair of units

You are to create a presentation for a class of Year 6 students from your local primary school. The subject of your presentation is **The Computer System**.

This task consists of three parts:

1. develop a weekly plan and identify target audience features
2. design and draft a storyboard
3. produce your digital presentation.

Part 1: Develop a weekly plan and identify target audience features.

Before creating your presentation, develop a plan of what you need to do for each lesson in order to complete your task on time. (4 marks)

Lesson	What I plan to do	What I did/or did not achieve
Week One		
1		
2		
3		
4		
Week Two		
5		
6		
7		
8		

For the **two** weeks of this task, you will also need to maintain a record of what you did and/or did not achieve for each lesson. (4 marks)

Briefly describe **three** features you will include in your presentation, to make sure that your presentation appeals to your target audience (Year 6 students). (6 marks)

Before you start your design and draft, provide your teacher with:

- your weekly plan (with the 'what I plan to do' column completed)
- your description of the **three** features that will appeal to your target audience.

Total for Part 1 = 14 marks

Part 2: Design and draft a storyboard.

Presentation structure

Your digital presentation must consist of approximately **ten** slides.

Ensure that the storyboard of your digital presentation includes the following:

- an introductory slide – indicating the topic of your presentation and your name
 - a contents slide, with functioning hyperlinks that provide navigation:
 - to all slides within your presentation from the contents page
 - from each slide within your presentation to the contents page
- (3 marks)
- information about the topic of the presentation
 - relevant images about the topic of the presentation
 - information about the types of computer systems
 - a labelled diagram of a common computer system
 - information and images about the following key devices of a computer system, including:
 - input
 - output
 - process
 - storage
 - communication.
- (9 marks)

Storyboarding

Use the storyboard template provided to design each slide. For each slide, include a sketch of the slide content and the following features:

- fonts
 - background
 - animations
 - transitions
 - hyperlinks
 - graphics/clip art
 - bullets.
- (7 marks)

Elements of design and principles of design

The storyboard must demonstrate the use of each of the following:

- elements of design:
 - line
 - shape
 - space
 - colour
 - principles of design:
 - balance
 - emphasis (contrast and proportion)
 - unity.
- (7 marks)

Storyboard

Slide number:	
Heading font type, colour, size and style	
Font type, colour, size and style	
Background	
Animations	
Transitions	
Hyperlinks	
Graphics/clip art	
Bullets	

Total for Part 2 = 26 marks

Part 3: Produce your digital presentation.

Digital presentation

Use presentation software, such as Microsoft PowerPoint, to produce the presentation that you have planned in Part 2. (2 marks)

Presentation structure

Ensure that your presentation contains the following features:

- an introductory slide – with the topic and name (2 marks)
- a contents slide, with functioning hyperlinks that provide navigation:
 - to all slides within your presentation from the contents page (2 marks)
 - from each slide within your presentation to the contents page (2 marks)
- relevant information about the topic of the presentation (2 marks)
- relevant images about the topic of the presentation (2 marks)
- information about the types of computer systems (2 marks)
- a labelled diagram of a common computer system (2 marks)
- information and images about the following key devices of the computer system, including:
 - input (2 marks)
 - output (2 marks)
 - process (2 marks)
 - storage (2 marks)
 - communication. (2 marks)

Digital presentation features

Your presentation **must** demonstrate the consistent and appropriate use of:

- fonts (2 marks)
- background (2 marks)
- animations (2 marks)
- transitions (2 marks)
- hyperlinks (2 marks)
- graphics/clip art (2 marks)
- bullets. (2 marks)

Elements of design and principles of design

Your presentation **must** demonstrate the appropriate use of the following:

- elements of design:
 - line (2 marks)
 - shape (2 marks)
 - space (2 marks)
 - colour (2 marks)
- principles of design:
 - balance (2 marks)
 - emphasis (contrast and proportion) (2 marks)
 - unity. (2 marks)

Submission

When you have completed your presentation:

- save it with the following file name *digital_presentation_Task_4 <Your Name>* (1 mark)
- edit and proofread your presentation
- print the presentation with the following settings:
 - handouts – six slides horizontal
 - landscape orientation.

Submit to your teacher:

- the digital copy of the finished presentation (by email) (1 mark)
- the time plan with the 'What I did or did not achieve' column completed (1 mark)
- a printout of the slides, using the required settings. (2 marks)

Resubmit your description of the three features that will appeal to your target audience and the completed storyboard. (1 mark)

Total for Part 3 = 60 marks

Total for Section 1	/14
Total for Section 2	/26
Total for Section 3	/60
Total	/100

Marking key for sample assessment task 4 – Unit 3

Part 1: Develop a weekly plan and identify target audience features.	
Plan	
Provides a plan which indicates the work for each lesson	1–4
Maintains a record of what was or was not achieved in each lesson	1–4
Subtotal	/8
Provides a description of features that will appeal to the target audience	1–2 (per description)
Subtotal	/6
Total for Part 1	/14
Part 2: Design and draft a storyboard.	
Presentation structure	
The storyboard of the digital presentation includes: <ul style="list-style-type: none"> an introductory slide – with the topic and name (1) a contents slide, with functioning hyperlinks navigating: <ul style="list-style-type: none"> to all slides within the presentation from the contents page (1) from each slide within the presentation to the contents page (1) 	1–3
Subtotal	/3
The storyboard of the digital presentation provides: <ul style="list-style-type: none"> relevant information about the topic of the presentation (1) relevant images about the topic of the presentation (1) information about the types of computer systems (1) a labelled diagram of a common computer system (1) information and images on the key devices of the computer system (5) 	1–9
Subtotal	/9
Storyboarding	
The storyboard of the digital presentation provides the following on each slide of: <ul style="list-style-type: none"> fonts (1) background (1) animations (1) transitions (1) hyperlinks (1) graphics/clip art (1) bullets (1) 	1–7
Subtotal	/7
Use of the elements of design and principles of design	
Indicates on each slide an appropriate use of the <ul style="list-style-type: none"> elements of design: <ul style="list-style-type: none"> line (1) shape (1) space (1) colour (1) principle design: <ul style="list-style-type: none"> balance (1) emphasis (contrast and proportion) (1) unity (1) 	1–7
Subtotal	/7
Total for Part 2	/26

Part 3: Produce your digital presentation.	
Digital presentation	
Is complete and includes all features identified in the design and draft	2
Is complete and includes most of the features identified in the design and draft	1
Subtotal	/2
Presentation structure	
Provides a digital presentation that contains the following:	
• an introductory slide – with the topic and name	1–2
• a contents slide, with indicating hyperlinks:	
▪ to all slides within the presentation from the contents page	1–2
▪ to each slide within the presentation to the contents page	1–2
Subtotal	/6
Provides a digital presentation that contains the following:	
• relevant information about the topic of the presentation	1–2
• relevant images about the topic of the presentation	1–2
• information about the types of computer systems	1–2
• a labelled diagram of a common computer system	1–2
• information and images about the following key devices of the computer system	
▪ input	1–2
▪ output	1–2
▪ process	1–2
▪ storage	1–2
▪ communication	1–2
Subtotal	/18
Storyboarding	
Demonstrates an appropriate and consistent use of:	
• fonts	1–2
• background	1–2
• animations	1–2
• transitions	1–2
• hyperlinks	1–2
• graphics/clipart	1–2
• bullets	1–2
Subtotal	/14
Use of the elements of design and principles of design	
Demonstrates an appropriate use of:	
• line	1–2
• shape	1–2
• space	1–2
• colour	1–2
• balance	1–2
• emphasis (contrast and proportion)	1–2
• unity	1–2
Subtotal	/14
Submission	
Applies appropriate file-naming convention to the presentation	1
Provides:	
• an email with a digital copy of the finished presentation attached	1
• a copy of time plan, with both columns completed	1
• a printout of the slides, with the required settings (landscape, six slides horizontal)	2
Resubmits the description of the target audience features and the completed storyboard	1
Subtotal	/6
Total for Part 3	/60
Total	/100

Sample assessment task

Applied Information Technology – Foundation Year 12

Task 5 – C12.3: Presentation software

Assessment type: Extended answer

Conditions

Time for the task: one period for the viewing, note taking and responding to the task questions

Other items: A digital presentation with a maximum of ten slides, which provides example use of the following:

- elements of design: (line, shape, space, colour)
- principles of design: (balance, emphasis and unity)

Computer system and data projector

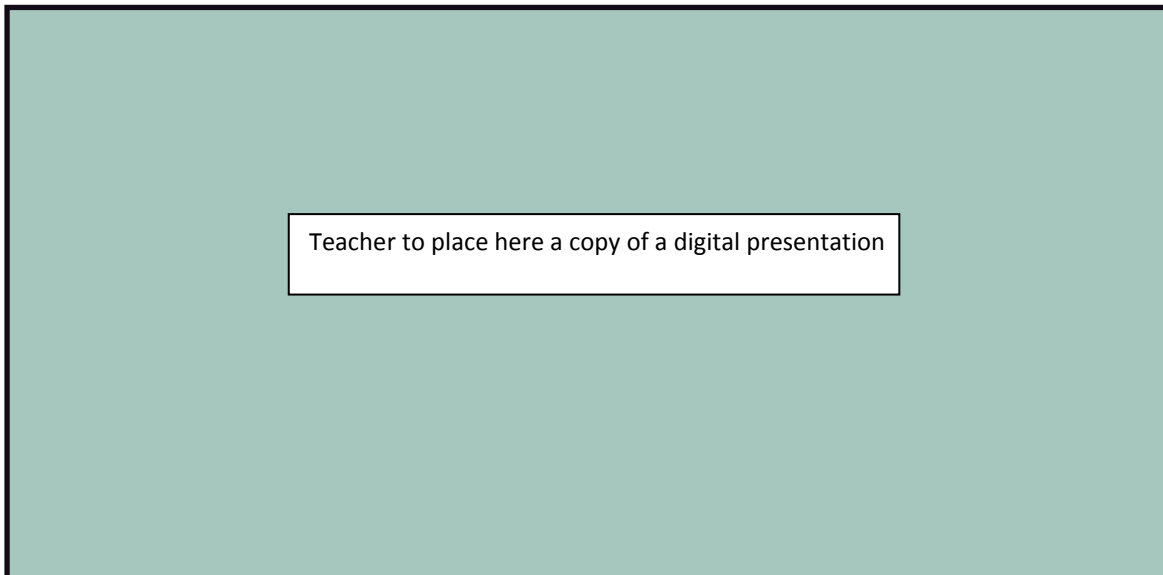
Colour printout of presentation for each student

Task weighting

5% of the school mark for this pair of units

The use of digital presentations, such as PowerPoint, Prezi or Keynote, provide the presenter with a useful tool that complements and enhances the message. The success of a digital presentation often depends upon its design and construction.

Your task is to evaluate the elements of design and principles of design used in the following digital presentation.



Teacher's notes

The presentation used for this task should provide evidence of the following elements of design and principles of design.

Elements of design:

- line
- shape
- space
- colour.

Principles of design:

- balance
- emphasis (contrast and proportion)
- unity.

In preparation for this task, students should, in addition to learning about the design and creation of digital presentations, have also had the opportunity to review and evaluate a range of digital presentations.

When reviewing and evaluating the selected digital presentation, students should be able to view the presentation and be provided with a colour printout of the presentation slides.

Some sites providing good examples of digital presentations:

- <http://www.microsoft.com/office/powerpoint-slidesfest/>
- <https://blog.udemy.com/best-powerpoint-presentations/>
- <http://blog.crazyegg.com/2012/10/29/example-presentations-using-prezi/>

Students should be provided with an opportunity to view the task and take appropriate notes before responding to the questions.

1. Describe the following elements of design. (12 marks)

Line: _____

Shape: _____

Space: _____

2. Describe the following principles of design. (8 marks)

Balance: _____

Emphasis (contrast and proportion): _____

3. Identify **one** slide that illustrates the element of design – **line**.

Slide: _____ (1 mark)

Explain how the element has been used in this slide. (4 marks)

Explanation: _____

4. Identify **one** slide that illustrates the element of design – **shape**.

Slide: _____ (1 mark)

Explain how the element has been used in this slide. (4 marks)

Explanation: _____

5. Identify **one** slide that illustrates the principle of design – **balance**.

Slide: _____ (1 mark)

Explain how the principle has been used in this slide. (4 marks)

Explanation: _____

6. Identify **one** slide that illustrates the principle of design – **emphasis (contrast and proportion)**.

Slide: _____ (1 mark)

Explain how the principle has been used in this slide. (4 marks)

Explanation: _____

Total marks = 40

Marking key for sample assessment task 5 – Unit 3

1. Define the following elements of design:

- line
- shape
- space.

Description	Marks
Provides a correct definition of each element of design, using appropriate language	2 (2 marks per element)
Provides a limited definition of each element of design	1 (1 mark per element)
Subtotal	/6
Literacy skills	
Demonstrates a correct use of spelling (1) Demonstrates correct use of sentence structure (1)	1–2 (2 marks per element)
Subtotal	/6
Total	/12
Answer could include, but is not limited to:	
<p>Line Lines can be straight, curved, or irregularly shaped, and provide a point in motion. Vertical lines can stop eye movement. Horizontal lines symbolise rest and relaxation. Diagonal lines are dynamic and action-oriented. Lines act as a border between ideas, concepts or steps in a sequence and visualise an object or idea with a minimum of time and material.</p> <p>Shape Shape is an area that stands out from the space next to, or around it, due to a defined or implied boundary, or because of differences in the value, colour or texture of the surrounding space.</p> <p>Space Space provides height and width, but no depth. In two-dimensional design, it is essentially flat; however, space can provide the impression of depth. Size is one of the easiest ways to create the illusion of space.</p>	

2. Describe the following principles of design:

- balance
- emphasis.

Description	Marks
Provides a correct definition of each principle of design, using appropriate language	2 (2 marks per principle)
Provides a limited definition of each principle of design	1 (1 mark per principle)
Subtotal	/4
Literacy skills	
Demonstrates a correct use of spelling (1) Demonstrates correct use of sentence structure (1)	1–2 (2 marks per element)
Subtotal	/4
Total	/8

Answer could include, but is not limited to:
Balance Balance is the equal distribution of visual weight in a design. There are different types of balance:
<ul style="list-style-type: none"> • visual • symmetrical • asymmetrical • radial • crystallographic.
Emphasis Emphasis creates a focal point in a design. It can be created by contrast, line, colour, value and texture, contrasting orientation in space, style and size and placement.

3. Identify **one** slide that illustrates the element of design – **line**.
Explain how the element has been used in this slide.

Description	Marks
Correctly identifies a slide which illustrates the element of design – line	1
Note: The identified slide will vary, depending upon the presentation.	
Description	Marks
Provides a detailed explanation of how line has been used in the slide, using correct spelling, grammar and sentence structure	4
Provides an appropriate explanation of how line has been used in the slide, using correct spelling, grammar and sentence structure	3
Provides an appropriate explanation of how line has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	2
Provides a limited explanation of how line has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	1
Descriptions could include, but are not limited to:	
Note: The description of how the element of design is used on the identified slide will vary, depending upon the presentation.	

4. Identify **one** slide that illustrates the element of design – **shape**.
Explain how the element has been used in this slide.

Description	Marks
Correctly identifies a slide which illustrates the element of design – shape	1
Note: The identified slide will vary, depending upon the presentation.	
Description	Marks
Provides a detailed explanation of how shape has been used in the slide, using correct spelling, grammar and sentence structure	4
Provides an appropriate explanation of how shape has been used in the slide, using correct spelling, grammar and sentence structure	3
Provides an appropriate explanation of how shape has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	2
Provides a limited explanation of how shape has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	1
Descriptions could include, but are not limited to:	
Note: The description of how the element of design is used on the identified slide will vary, depending upon the presentation.	

5. Identify **one** slide that illustrates the principle of design – **balance**.
Explain how the element has been used in this slide.

Description	Marks
Correctly identifies a slide which illustrates the principle of design – balance	1
Note: The identified slide will vary, depending upon the presentation.	
Description	Marks
Provides a detailed explanation of how balance has been used in the slide, using correct spelling, grammar and sentence structure	4
Provides an appropriate explanation of how balance has been used in the slide, using correct spelling, grammar and sentence structure	3
Provides an appropriate explanation of how balance has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	2
Provides a limited explanation of how balance has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	1
Descriptions could include, but are not limited to:	
Note: The description of how the principle of design is used on the identified slide will vary, depending upon the presentation.	

6. Identify **one** slide that illustrates the principle of design – **emphasis (contrast and proportion)**.
Explain how the element has been used in this slide.

Description	Marks
Correctly identifies a slide which illustrates the principle of design – emphasis (contrast and proportion)	1
Note: The identified slide will vary, depending upon the presentation.	
Description	Marks
Provides a detailed explanation of how emphasis (contrast and proportion) has been used in the slide, using correct spelling, grammar and sentence structure	4
Provides an appropriate explanation of how emphasis (contrast and proportion) has been used in the slide, using correct spelling, grammar and sentence structure	3
Provides an appropriate explanation of how emphasis (contrast and proportion) has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	2
Provides a limited explanation of how emphasis (contrast and proportion) has been used in the slide, using incorrect and/or inconsistent spelling, grammar and sentence structure	1
Descriptions could include, but are not limited to:	
Note: The description of how the principle of design is used on the identified slide will vary, depending upon the presentation.	