



JOHN EDMONDSON HIGH SCHOOL

Assessment Notification

Faculty: Computing Course: IPT Year: 11

Assessment Task: Task 2 - Promoting An Event (Information Systems Project)

Assessment Weighting: 40% Due: Term 2 Week 9 Date: 22/06/23 (In SOLE room at 8.10 am)

Task Type: Hand in Task In Class Task Practical Task

Outcomes assessed (NESA)

P5.1 selects and ethically uses computer based and non-computer based resources and tools to process information

P6.1 analyses and describes an identified need

P6.2 generates ideas, considers alternatives and develops solutions for a defined need

P7.1 recognises, applies and explains management and communication techniques used in individual and team-based project work

P7.2 uses and justifies technology to support individuals and teams

Task Description/Overview

The aim of this project is for a team of students (groups of 3 – 4) to set up an information system to promote a school event. The system should make effective use of software such as web authoring software, graphics software, desktop publishing software, database software, word processing software and communication software.

You may choose one of the following events; End of year presentation ceremony OR approved event ideas (e.g. sporting event, music event, Robocup, chess club, Bake Off, World's Greatest Shave etc.)

You will have SOME time in class to complete this project. Delegation of each part to the appropriate team members, along with strict time management, will be vital!

Detailed Assessment Task Description

Part 1 - Producing the solution

1. An **A4 Poster** promoting the event that can be put up around the school and the local community – Photoshop or Publisher. Graphics to be created, edited and manipulated – using Paint, Publisher or Photoshop
2. A **promotional webpage** which includes colours, tables, hyperlinks, appropriate images and information – using appropriate editing software
3. A **one to two minute video** to promote the event – using school video cameras and Adobe Premiere or Windows Movie Maker
4. An **innovative presentation** that would be shown at the school assembly which includes: event information, time/date/location, event organisers and any relevant information to do with your event - Using Microsoft 365 Sway or Prezi
5. A **professional letter** promoting the event the school would send to students (this will use mail merge with your following database) – Using Microsoft Word
6. A one table **database** including multiple appropriate fields and at least 20 records. Your database will be used to collect and store the relevant information to be used by the organising team of your school event e.g. teachers, students etc. (some information in your database will be used in a mail merge with your professional letter) – Using Microsoft Access

Part 2 – Evaluating the solution

Each team member must submit a **half a page evaluation** on the contribution of their team members individually, and as a whole team.

Each evaluation must:

- 1) State the parts of the task and activities the team member contributed to
- 2) Describe the team's motivation and leadership skills to completing the assessment task
- 3) Plus, minus and improvement on your project
- 4) Overall evaluation of your work as a team and as an individual team member.

FIVE MARKS will be dedicated to your overall effort and teamwork as an individual.

This should be in Word or PDF format.

Assessment Criteria		
Grade	Description	Mark Range
Outstanding (O)	<p>A detailed word-processed account of the minutes of meetings that shows clear understanding of the task and follows an appropriate minuting structure.</p> <p>An eye catching, relevant poster with sufficient graphics and text to accurately describe the event. Graphics are referenced. Graphics demonstrate originality. Poster is easy to understand and read.</p> <p>A webpage created appropriate editing software. The webpage is informative and follows web design principles including; consistency, unity, balance, colour consistency, graphic selection, white space inclusion and typography. Contains all necessary information needed by staff, parents and students.</p> <p>A highly engaging video that contains text, graphics, video and sound. The video encompasses all event information and contains visually appealing transitions and effects.</p> <p>A professionally designed presentation that contains detailed text, graphics, sound and animation to describe the personnel involved in the creating and running of the information system. The presentation includes transitions and is automated.</p> <p>A personalised letter with a logo, address, header with the date (automatically changes if file is created on a different day), footer with the page number, merged fields from the database. It must appear professional with correct use of formatting principles.</p> <p>A database with highly appropriate data in it to show how it could be used. The database is used for the personalised letter. Appropriate fields and records have been included.</p> <p>The student was a motivated key member of the team sharing the job roles equally among the group. The student demonstrated motivation and commitment to the task every lesson and toward inspirational promotion, which is evident by observation of the teacher and in the half page summary report.</p>	50-60
High (H)	<p>A detailed word-processed account of the minutes of meetings that shows some understanding of the task</p> <p>The poster contains text and graphics and accurately describes the event. The poster creates interest in the event.</p> <p>A webpage created appropriate editing software. The webpage is informative, follows most of the basic web design principles. Contains most of the necessary information needed by parents and students</p> <p>An engaging video that has text, graphics, video and sound. The video encompasses event information and stimulating transitions and effects.</p> <p>A professionally designed presentation that contains some detail of text, graphics, sound and animation to</p>	40-49

	<p>describe the personnel involved in the creating and running of the information system.</p> <p>A personalised letter with most of the criteria from above.</p> <p>A database with most of the criteria from above.</p> <p>The student contributed to the input of the group. The student demonstrated some motivation and commitment to the task most lessons. A good summary report was submitted.</p>	
Sound (S)	<p>A word-processed account of the minutes of meetings that shows some understanding of the task</p> <p>The poster contains text and graphics and describes the event. The poster creates some interest in the event.</p> <p>A webpage created appropriate editing software. The webpage is informative, follows basic web design principles. Contains the information needed by parents and students</p> <p>An engaging video that has text, graphics, video and sound. The video encompasses event information and stimulating transitions and effects.</p> <p>A well designed presentation that contains some detail of text, graphics, sound and animation to describe the personnel involved in the creating and running of the information system.</p> <p>A personalised letter with most of the criteria from above.</p> <p>A database with most of the criteria from above.</p> <p>The student contributed to the input of the group. The student demonstrated some motivation and commitment to the task most lessons. A summary report was submitted.</p>	30-39
Basic (B)	<p>Some detail shown for the minutes of meetings.</p> <p>A simple poster with text and graphic relevant to the event. Event details are included on the poster.</p> <p>A webpage created appropriate editing software. The webpage is informative, follows some of the basic web design principles. Contains some of the necessary information needed by parents and students.</p> <p>A video that has text, graphics, video and sound. The video contains some event information and transitions and effects.</p> <p>A presentation that shows some information of the personnel involved in the information system.</p> <p>A personalised letter with some of the criteria from above.</p> <p>A database with some of the criteria from above.</p> <p>The student contributed some input to the group. Other people in the group were required to do most of the work.</p> <p>A summary was submitted.</p>	16-29
Limited (L)	<p>A simple poster outlining the event details.</p> <p>A simple website with some relevant information.</p> <p>A video that has text, graphics, video and sound and little event information.</p>	0-15

	<p>A presentation with little detail. A personalised letter with little criteria from above. A database with little criteria from above. The student contributed little to the group. Other people in the group were required to do most of the work. A brief or no summary was submitted.</p>	
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Assessment Marking Guidelines / Criteria

The Minutes of the Meeting	Highly Competent 4 -5	Competent 3	Developing 2	Experiencing difficulty 0 - 1
<p>HC – A detailed word-processed account of the minutes of meetings that shows clear understanding of the task and follows an appropriate minuting structure.</p> <p>C – A detailed word-processed account of the minutes of meetings that shows some understanding of the task.</p> <p>D – Some detail shown for the minutes of meetings.</p> <p>ED – Little or no detail is given for the minutes of meetings.</p>				
A4 Poster	Highly Competent 9-10	Competent 6-8	Developing 3-5	Experiencing difficulty 0-2
<p>HC – An eye catching, relevant poster with sufficient graphics and text to accurately describe the event. Graphics are referenced. Graphics demonstrate originality. Poster is easy to understand and read.</p> <p>C – The poster contains text and graphics and accurately describes the event. The poster creates interest in the event.</p> <p>D – A simple poster with text and graphic relevant to the event. Event details are included on the poster.</p> <p>ED – A simple poster outlining the event details.</p>				
Promotional webpage	Highly Competent 9-10	Competent 6-8	Developing 3-5	Experiencing difficulty 0-2
<p>HC – A webpage created in Notepad using HTML. The webpage is informative and follows web design principles including; consistency, unity, balance, colour consistency, graphic selection, white space inclusion and typography. Contains all necessary information needed by staff, parents and students.</p> <p>C – A webpage created in Notepad using HTML. The webpage is informative, follows most of the basic web design principles. Contains most of the necessary information needed by parents and students.</p> <p>D – A webpage created in Notepad using HTML. The webpage is informative, follows some of the basic web design principles. Contains some of the necessary information needed by parents and students.</p>				

The Minutes of the Meeting	Highly Competent 4 -5	Competent 3	Developing 2	Experiencing difficulty 0 - 1
ED – A simple website with some relevant information.				
Video	Highly Competent 9-10	Competent 6-8	Developing 3-5	Experiencing difficulty 0-2
<p>HC – A highly engaging video that contains text, graphics, video and sound. The video encompasses all event information and contains visually appealing transitions and effects.</p> <p>C – An engaging video that has text, graphics, video and sound. The video encompasses event information and stimulating transitions and effects.</p> <p>D – A video that has text, graphics, video and sound. The video contains some event information and transitions and effects.</p> <p>ED – A video that has text, graphics, video and sound and little event information.</p>				
Innovative presentation	Highly Competent 4 -5	Competent 3	Developing 2	Experiencing difficulty 0 - 1
<p>HC – A professionally designed presentation that contains detailed text, graphics, sound and animation to describe the personnel involved in the creating and running of the information system. The presentation includes transitions and is automated.</p> <p>C – A professionally designed presentation that contains some detail of text, graphics, sound and animation to describe the personnel involved in the creating and running of the information system.</p> <p>D – A presentation that shows some information of the personnel involved in the information system.</p> <p>ED – A presentation with little detail.</p>				
Personalised letter	Highly Competent 4 -5	Competent 3	Developing 2	Experiencing difficulty 0 - 1
<p>HC – A personalised letter with a logo, address, header with the date (automatically changes if file is created on a different day), footer with the page number, merged fields from the database. It must appear professional with correct use of formatting principles.</p> <p>C – A personalised letter with most of the criteria from above.</p> <p>D – A personalised letter with some of the criteria from above.</p>				

The Minutes of the Meeting	Highly Competent 4 -5	Competent 3	Developing 2	Experiencing difficulty 0 - 1
ED – A personalised letter with little criteria from above.				
Database	Highly Competent 9-10	Competent 6-8	Developing 3-5	Experiencing difficulty 0-2
HC – A database with highly appropriate data in it to show how it could be used. The database is used for the personalised letter. Appropriate fields and records have been included. C – A database with most of the criteria from above. D – A database with some of the criteria from above. ED – A database with little criteria from above.				
Individual Effort	Highly Competent 4 -5	Competent 3	Developing 2	Experiencing difficulty 0 - 1
HC – The student was a motivated key member of the team sharing the job roles equally among the group. The student demonstrated motivation and commitment to the task every lesson and toward inspirational promotion, which is evident by observation of the teacher and in the half page summary report. C – The student contributed to the input of the group. The student demonstrated some motivation and commitment to the task most lessons. A good summary report was submitted. D – The student contributed some input to the group. Other people in the group were required to do most of the work. A summary was submitted. ED – The student contributed little to the group. Other people in the group were required to do most of the work. A brief or no summary was submitted.				
Total Marks	/60			

Satisfactory completion of courses

A course has been satisfactorily completed, when the student has:

- Followed the course developed/endorsed by the NSW Educational Standards Authority (NESA)
- Applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course.
- Achieved some or all of the course outcomes