



Name:		Exam Candidate No.:	
<b>Student evaluation of Communicating Information Coursework</b>			
Put a tick in the box if you have accomplished the task, or add appropriate mark.			Mark
I have produced: <ul style="list-style-type: none"> <li>• A report in text only, including information about the poster and each slide, OR</li> <li>• I have included another piece of work in text only and stated what the purpose was.</li> </ul>			1 <input type="checkbox"/>
I have produced: <ul style="list-style-type: none"> <li>• An A4 poster with text and photo image</li> <li>• A multi media presentation with text, photo image and clipart</li> </ul>			1 <input type="checkbox"/> 1 <input type="checkbox"/>
<u>Data Entry</u>			
I have entered a variety of data types: Text, Internet image(s), clipart, sound, scanned image, digital camera image, video clip		Up to 3 marks – enter mark here 	
1 mark	2 marks	3 marks	
At least 2 types	Any 4 types	More than 4 types	
The path and filename of my multi media presentation is: (Write it in the space below).			1 <input type="checkbox"/>
I have checked my work for accuracy. There are no errors in spelling or grammar.			1 <input type="checkbox"/>
I have checked my work is sensible, credible, plausible, believable, likely.			1 <input type="checkbox"/>
<u>Simple Data Processing</u>			
I have used at least one of these formatting techniques:			
I have used at least one of these presentation techniques: Frame, page border, fill effects, WordArt, animated gif (moving image)			1 <input type="checkbox"/>
<u>Advanced Data Processing</u>			
In either my poster OR in my multi media presentation there is a combination of text, photo image and clipart			1 <input type="checkbox"/>
I have used at some of these advanced formatting techniques: Headers and footers, Table(s), Overlapping frames, (arranging, ordering), hyperlinks, action buttons, bullet points, custom animation, slide transition, cropping, text wrapping, flipping, rotating, fill effects in shapes <i>Highlight those you used</i>			1 <input type="checkbox"/> 1 <input type="checkbox"/> 1 <input type="checkbox"/>
I exported my multi media presentation to a web page style saving it as an .htm file. I have provided evidence of this.			1 <input type="checkbox"/>
I produced a logo design using WordArt and clipart. This was saved as a bitmap and imported to produce some business stationery.			1 <input type="checkbox"/>
<u>Design</u>			
I have included a hand drawn plan of my poster, which is quite basic. I have included font style, size, colour, alignment and content information throughout. I have accurately given position and measurements of text boxes, pictures and shapes.			1 <input type="checkbox"/> 1 <input type="checkbox"/> 1 <input type="checkbox"/>
I have captured and pasted evidence of my design features and explained these and, or In my report I have given clear explanations for all the features I have used.			<input type="checkbox"/>
* Put a tick in the box if you have completed the task.			Total out of 20