



# Cotswold Edge Sixth Form



<b>Subject:</b>	ICT L2 @ BGS	<b>Assessment Point 1 - Coursework</b>
<b>Title of the project:</b>	Health and Safety Quiz	
<b>Due date:</b>	First lesson in September 2019 (electronic or paper format)	
<b>Learning skills and their place in the specification</b>	Research and communication skills essential for all coursework units.	
<b>Specification link</b>	<a href="http://www.ocr.org.uk/qualifications/cambridge-technicals-it-level-2-certificate-extended-certificate-diploma-05340-05342-05345/">http://www.ocr.org.uk/qualifications/cambridge-technicals-it-level-2-certificate-extended-certificate-diploma-05340-05342-05345/</a>	
<b>Tasks set</b>	<b>Design a Health and Safety Quiz</b> that tests the user's understanding of how to work safely with ICT	
<b>How this links to the exam specification</b>	All coursework units require independent research skills. Unit 2 requires knowledge of Health and Safety in IT environments.	
<b>How to complete the task:</b>	<p>You are to design a <b>quiz</b> (or <b>exam</b>) using a range of differing question types such as:</p> <ul style="list-style-type: none"><li>• Open questions</li><li>• Closed questions</li><li>• Multiple choice questions</li><li>• True or false</li><li>• Fill-in the missing word</li><li>• Multiple correct</li><li>• Short answer</li><li>• Ordering items</li><li>• Matching items</li></ul> <p>The subject of the exam/quiz is to be <b>Health and Safety</b> including the <b>Health and Safety at Work Act 1974</b>.</p> <p>You should make the quiz challenging but not impossible; the questions need to be at yours and your fellow learner's level of ability and knowledge. You need to vary the question types so that the quiz maintains interest and is engaging.</p> <p>Your quiz (or exam) should also include diagrams or images to help test the user's understanding and knowledge.</p> <p>Provide the solutions on a separate page or try creating a self-marking online quiz. Microsoft Forms or Google Forms will allow you to do this quite easily – visit <a href="https://login.microsoftonline.com">https://login.microsoftonline.com</a> if you have an Office 365 account.</p>	

<b>Resources or links</b>	<p><b>Health and Safety - Useful links below</b></p> <p>TEACH ICT - This site is great - use the links on the left numbered 1 to 9 to investigate different issues.  <a href="http://www.teach-ict.com/gcse_new/health_safety/miniweb/pg7.htm">http://www.teach-ict.com/gcse_new/health_safety/miniweb/pg7.htm</a></p> <p>BBC BITESIZE - Similar information to the link above  <a href="http://www.bbc.co.uk/education/guides/zkyg87h/revision/1">http://www.bbc.co.uk/education/guides/zkyg87h/revision/1</a></p> <p>BBC BITESIZE TESTS – Good examples of multiple choice questions  <a href="http://www.bbc.co.uk/education/guides/zkyg87h/test">http://www.bbc.co.uk/education/guides/zkyg87h/test</a></p> <p>When you have finished your exam/quiz you can email or give a printed copy to a friend, family member or peer and challenge them to complete it.</p> <p>The quiz should consist of 10-20 questions that test the user’s understanding of:</p> <ul style="list-style-type: none"> <li>• The Health and Safety at Work Act 1974</li> <li>• Working safely with ICT</li> <li>• What are the risks of working with ICT?</li> <li>• How these risks can be minimised</li> </ul> <p>The quiz (or exam) should have a title, instructions, clearly numbered questions and be carefully checked to ensure there are no obvious spelling, punctuation or grammar errors. The quiz can include diagrams too.</p> <p>This will help the user taking the quiz to understand what the theme of the quiz (or exam) is and to understand its content easily.</p> <p>At the bottom of the quiz, provide the web addresses of any sources used for finding the information that helped you create the quiz.</p> <p><b>Microsoft Forms Quizzes</b>  See <a href="https://support.office.com/en-ie/article/create-a-quiz-with-microsoft-forms-a082a018-24a1-48c1-b176-4b3616cdc83d">https://support.office.com/en-ie/article/create-a-quiz-with-microsoft-forms-a082a018-24a1-48c1-b176-4b3616cdc83d</a> to discover how you can use your Brimsham Microsoft Office 365 account to create online quizzes.</p>
<b>Staff contact and email address:</b>	Mr Bogle: <a href="mailto:lbogle@brimsham.com">lbogle@brimsham.com</a>
<b>Number of learning hours it will take to complete</b>	Minimum 10 hours