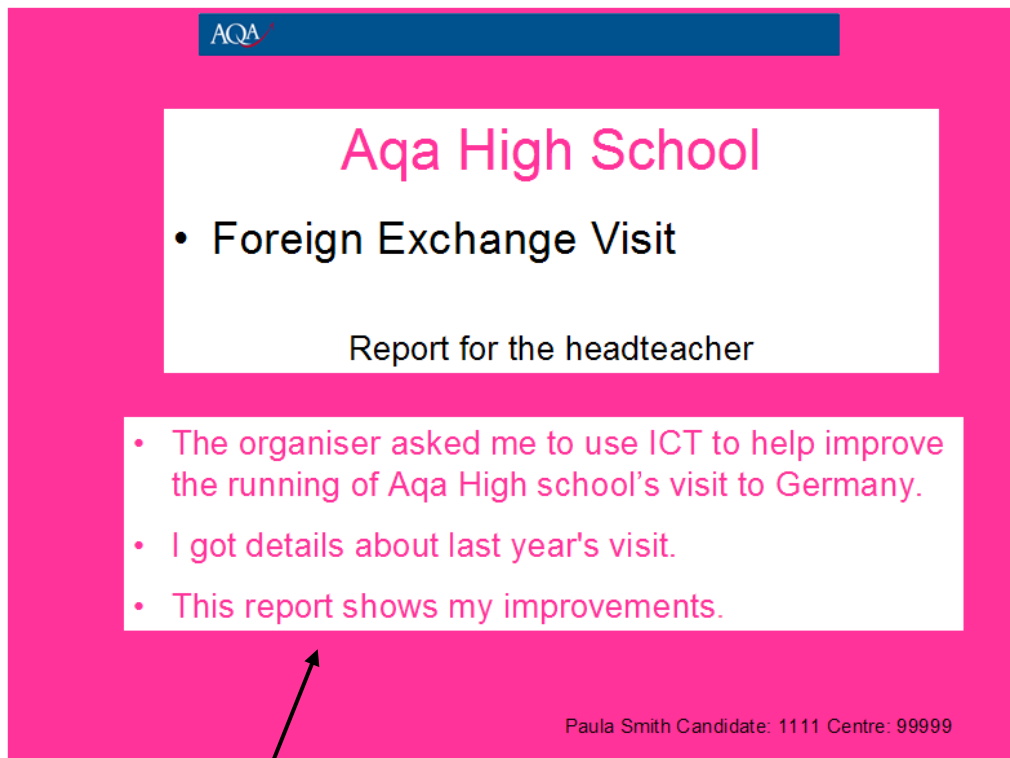


2f Produce a report

produce a report which brings together a range of forms of information to suit content and purpose

(maximum 12 marks)

| | |
|-------|---|
| 11-12 | effectively presents a detailed report required, which appropriately brings together a wide range of different forms of information. Uses text in which accurate spelling, punctuation and grammar make the meaning clear. Uses a form and style of writing entirely appropriate to purpose and content |
| 9-10 | presents a clear report on aspects required, which brings together many different forms of information. Uses text in which almost entirely accurate spelling, punctuation and grammar make the meaning clear. Uses a form and style of writing which is almost entirely appropriate to purpose and content |
| 6-8 | presents a reasonable report on aspects required, which brings together some forms of information. Uses text in which mostly accurate spelling, punctuation and grammar make the meaning clear. Uses a form and style of writing mostly appropriate to purpose and content |
| 3-5 | presents a limited report on aspects required, which brings together few forms of information. Uses text in which limited spelling, punctuation and grammar make some of the meaning clear. Uses a form and style of writing sometimes appropriate to purpose and content |
| 1-2 | presents a very limited report on aspects required, which brings together very few forms of information. Uses basic spelling, punctuation and grammar. Uses a form and style of writing which is only partially appropriate to purpose or content |
| 0 | no report is produced |



AQA

Aqa High School

- Foreign Exchange Visit

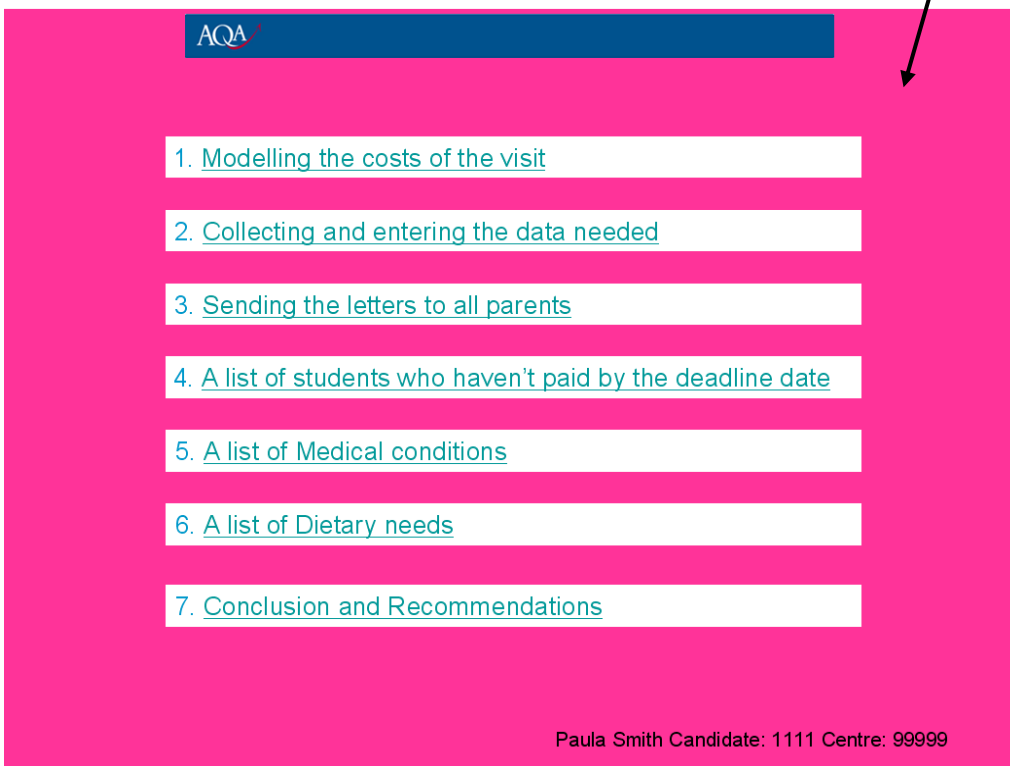
Report for the headteacher

- The organiser asked me to use ICT to help improve the running of Aqa High school's visit to Germany.
- I got details about last year's visit.
- This report shows my improvements.

Paula Smith Candidate: 1111 Centre: 99999

This is my first page

This page links to all my pages



AQA

1. [Modelling the costs of the visit](#)
2. [Collecting and entering the data needed](#)
3. [Sending the letters to all parents](#)
4. [A list of students who haven't paid by the deadline date](#)
5. [A list of Medical conditions](#)
6. [A list of Dietary needs](#)
7. [Conclusion and Recommendations](#)

Paula Smith Candidate: 1111 Centre: 99999

1. Modelling the costs of the visit

Unit 3 Modelling with data

| | | | | | |
|---------------------|---------|-------------------|----|------------------------|---|
| How many days | 7 | How many students | 20 | How many museum visits | 2 |
| Cost each | | Cost for visit | | | |
| Coach each day | £300.00 | £2,100.00 | | | |
| Hostel each day | £750.00 | £5,250.00 | | | |
| Meal costs each day | £10.00 | £2,100.00 | | | |
| Museum visits each | £10.00 | £600.00 | | | |
| Study room each day | £75.00 | £525.00 | | | |
| TOTAL | | £10,050.00 | | | |
| Student cost | | £335.00 | | | |

First model

| | | | | | |
|---------------|---|-------------------|----|------------------------|------------|
| How many days | 7 | How many students | 20 | How many museum visits | 2 |
| Cost each | | Cost for visit | | | |
| | | £400.00 | | | £2,800.00 |
| | | £1,000.00 | | | £7,000.00 |
| | | £10.00 | | | £1,400.00 |
| | | £10.00 | | | £400.00 |
| | | £100.00 | | | £700.00 |
| | | | | | £11,600.00 |
| | | | | | £580.00 |

Second model

| | | | | | |
|---------------|---|-------------------|----|------------------------|-----------|
| How many days | 7 | How many students | 30 | How many museum visits | 2 |
| Cost each | | Cost for visit | | | |
| | | £2,100.00 | | | £9,150.00 |
| | | £5,250.00 | | | £457.50 |

Best model

Paula Smith Candidate: 1111 Centre: 99999

This shows how I modelled the costs - I used numbers currency and formulas

This is the data capture form I used a Desktop Publisher

2. Collecting the information

Aqa High School Foreign Exchange Visit 2012

Surname: Khan
 First name: Hannah
 Date of Birth: 17 11 1996 Sex (M/F): F
 Class: 1101
 Parents title: Mr
 Parents name: Khan
 Address 1: 10 Hanover Square
 Address 2: Hazzledene Postcode: HA3 1AC
 Home phone: 01762 054213
 Fully paid (Y/N): Y
 Passport (Y/N): N
 Diet: vegetarian
 Medical conditions: Hay fever

Please hand in to Paula

Paula Smith Candidate: 1111 Centre: 99999

This is my data capture form which I used to collect the data

2. Entering the information

This is my database input form being used to enter data

Paula Smith Candidate: 1111 Centre: 99999

This shows how I entered each person's data

I spent a lot of time doing this so, I didn't finish off the rest of the report for our headteacher as I didn't have time. This is what I had done.

2. Entering the information – this shows the data I have entered

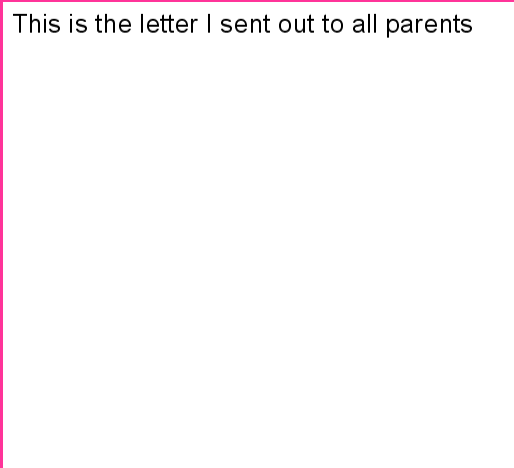
This shows the data I have entered

This is what the data looks like in my table

Paula Smith Candidate: 1111 Centre: 99999

3. Sending the letters to all parents

This is the letter I sent out to all parents



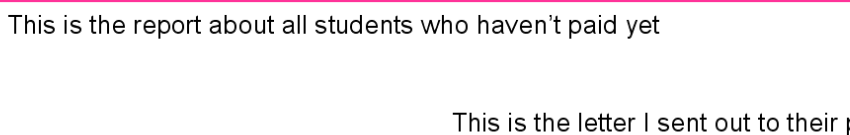
This is my letter sent out about the visit



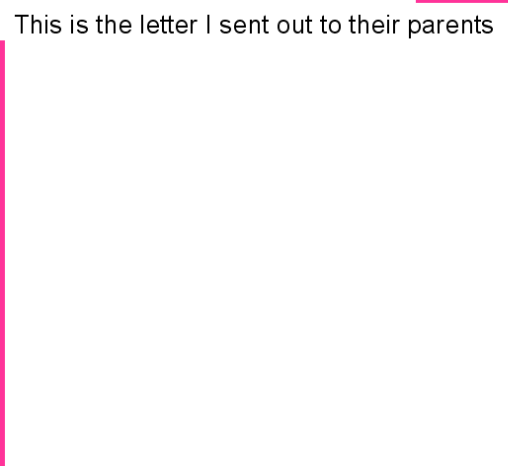
Paula Smith Candidate: 1111 Centre: 99999

4. A list of students who haven't paid by the deadline date

This is the report about all students who haven't paid yet



This is the letter I sent out to their parents



Paula Smith Candidate: 1111 Centre: 99999

5. A list of Medical conditions

This is the list of students who have medical conditions



Paula Smith Candidate: 1111 Centre: 99999

6. A list of Dietary needs

This is the list of students with special dietary needs



Paula Smith Candidate: 1111 Centre: 99999

7. Conclusion and Recommendations

The organiser thought that the computer way of doing things was better. It was much quicker than the way it was done last year. He thinks that it will make it easier to organise the same visit next year. My data capture form had some problems in understanding what to answer so I would do it differently next time.

I could make a better data capture form so it was more understandable
My database could be more efficient so it was easier to enter data
Start doing the planning for it sooner and have last year's forms available.

Paula Smith

Paula Smith Candidate: 1111 Centre: 99999

I was able to say some things about what I had done and make some suggestions about improvements

A judgement made about the quality of this work indicates that earlier pages are worth 9-10 marks but the quality of explanation is worth 6-8. Overall because there are a lot of pages incomplete it is in the 3-5 mark range. Approximately 4 marks