

ICT

KEY STAGE
3

Pupil familiarisation guidance



KS3 ICT assessment tasks

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Introduction

A test package set (TPS) containing a range of questions and activities from each of the four assessment task areas has been provided. This can be used to familiarise pupils with software used in the key stage 3 (KS3) information and communication technology (ICT) assessment tasks and the task environment (the 'toolkit'). For support with running the familiarisation materials refer to the training guides available from the support materials section at www.naa.org.uk/ks3ict.

The TPS consists of three questions and six activities including a variety of supporting assets. The TPS can be used for familiarisation in one of two ways:

- the questions and activities provided can be used directly with pupils
- teachers can set their own questions or activities for pupils using the assets that are provided in the TPS.

Note the familiarisation TPS does not produce a pupil or group report.

Familiarisation questions and activities

When pupils log on to the familiarisation TPS they receive an email. This asks pupils to use the link provided to see the questions and activities provided. The link takes pupils to an Introduction page in the web browser, which lists all the questions and activities available in the TPS. Pupils use the buttons on the left-hand side of the page to access these.

To help teachers to become familiar with the content of the TPS the following table describes each of the questions and activities provided.

Table 1: Familiarisation questions and activities

Curriculum area	Description
Data handling	<p>Question 1 Pupils are asked to select the appropriateness of data handling applications for a list of situations.</p>
	<p>Activity 1 Pupils are asked to create a graph from a simple database containing data from a class survey about the number of pets and the number of brothers and sisters pupils have. Pupils are then asked to add their graph to a report and to save their work in a specified folder.</p>
	<p>Activity 2 Pupils are asked to use a more complex database from a school survey about the number of pets and the numbers of brothers and sisters to answer a series of questions. In order to answer the questions pupils need to sort, query or filter the data.</p>
Modelling	<p>Question 2 Pupils are asked to decide which statements about spreadsheets are true and which are false.</p>
	<p>Activity 3 Pupils are asked to add a title and formula to a spreadsheet containing costs for a band.</p>

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Curriculum area	Description
Presenting and handling information	Activity 4 Pupils are asked to complete a presentation about Pepford. Pupils then have to email the presentation to Simon Jones at Pepford Tourist Information Centre. This activity will familiarise pupils with transferring text and images from a website to a presentation and with changing the formatting within the presentation.
	Activity 5 Pupils are asked to add an image to a report about community policing in Pepford. To do this pupils need to complete a simple web search to find a suitable image, add the image to the report and then email the report to Li Lui at Pepford Police copied to John Hughes.
Control	Question 3 Pupils are asked to choose the appropriate instructions needed to draw some shapes.
	Activity 6 Pupils are asked to change a control system for a car park barrier so that the system behaves as required.

Setting your own tasks

You may feel that your pupils are not familiar with certain aspects of the ICT toolkit and you may wish to set different tasks for your pupils in addition to those provided. Below are some examples of the types of other activities that you may wish to carry out with your pupils.

Types of activities

Lesson starters – you may want to use these materials to target a specific aspect of ICT as a lesson starter. For example, you could cover how to search a database.

Whole-class teaching – you may want to use these materials to introduce pupils to the toolkit and teach specific aspects of ICT before the pupils use the pupil familiarisation materials for themselves. An interactive whiteboard would be useful for this demonstration.

Ideas for activities using the applications

Email – your pupils may be unfamiliar with using email. At the beginning of all the KS3 ICT assessment tasks pupils receive an email which contains a link to the questions and activities so pupils must be able to open emails. Some tasks ask pupils to send emails with attachments. You could create a lesson around opening emails, sending emails, sending emails with attachments and using contacts.

Database – your pupils may need help with using the database effectively. You could devise a lesson around using sorts, filters, queries and charts in the database. The importance of data types and validation in databases could also be covered.

Modelling – your pupils may need practice at creating and using a spreadsheet model. You could devise a lesson around getting the pupils to create a simple model in the spreadsheet and to use this model to answer some questions. Validation and the use of functions in spreadsheets could also be covered.

Control – your pupils may need to become familiar with the control application. You could create a lesson that includes a brief demonstration of the application (an interactive whiteboard would be very useful here) and a range of tasks for pupil to complete, which will involve them in increasingly sophisticated development of the given system. They can be introduced to the basic flowchart elements (how they are added, joined and edited etc). The simulation (inputs, outputs, how it is controlled), and more sophisticated ideas such as sub-routines and counters.

In addition, you may want to set some simple tasks within each of the applications. Pupils could complete these individually or in pairs and identify ways in which ICT toolkit applications are similar to, or different from, other applications with which pupils are more familiar. When taking feedback from pupils, it would be helpful to get them to reflect on how they addressed any differences. If pupils identify the strategies they have employed in these cases, it is more likely they will be able to apply these to other similar situations when working with different software.

KS3 ICT assessment tasks: Pupil familiarisation guidance

Assets in the familiarisation test package set

To help you to use the materials for your own tasks copies of the assets used in the activities have been provided in the Sample Files folder. Providing copy files ensures the set activities will always be available and accurate regardless of any changes made to the copy file.

- Band Costs (copy) – simple spreadsheet model
- Car Park Barrier (copy) – control flowchart
- Class Survey Report (copy) – word processor file
- Class Survey (copy) – simple database file
- Community Policing Report (copy) – word processor file
- Pepford Presentation (copy) – simple presentation
- School Survey Results (copy) – word processor file
- School Survey (copy) – extended database file.

The email application contains the following contacts:

First name	Surname	Email address	Address
Sam	Barton	head@pepcs.walton.sch.uk	Pepford Community School, Pepford, Waltonshire, WX2 3DJ
Simon	Jones	sjones@tic.org.uk	Tourist Information Centre, Mane Road, Pepford, Waltonshire, PF1 1MR
Li	Lui	llui@police.gov.uk	Police Station, East Way, Pepford, Waltonshire, PF1 1EW
John	Hughes	jhughes@police.gov.uk	Police Station, East Way, Pepford, Waltonshire, PF1 1EW

The virtual internet contains the following websites:

- Pepford Council website
- Pepford Tourist Information Centre website
- Pepford Leisure Centre website
- Pepford Police website.

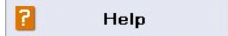
ICT toolkit application menu options

The following pages show the menu options for the applications in the ICT toolkit. They show some of the functionality that may operate differently to the software pupils normally use. These pages could be printed off and given to pupils to aid their preparation.

Task environment

Task Information window

The Task Information window has three main buttons – **Help**, **Task Information** and **Objectives**.



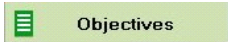
Help

Click the **Help** button to search for help about the applications.



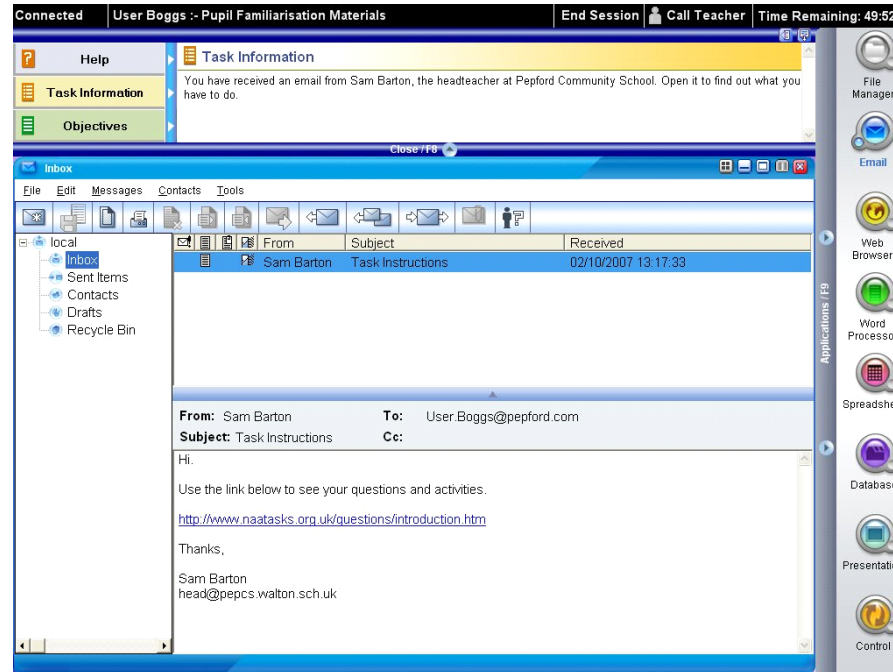
Task Information

Click the **Task Information** button to see the last test information.



Objectives

Click the **Objectives** button to see the objectives for the task that you are taking.



Minimise, maximise restore and split screen

You can minimise, maximise and split the screen.



Click this button to **minimise** the file.



Click this button to **maximise** the file.



Click this button to **restore** the file.



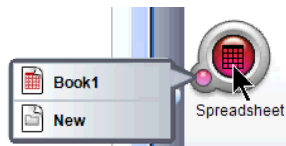
Click this button to use **Split screen**.

Changing between files

You can change between files using the **Show all open windows** button or the **application toolbar**.



Click this button to **Show all open windows**.



Click an application to see all of the open files for that application. Follow the arrow to select the file. The small button moves to the left to indicate open files.

Hide/show window areas

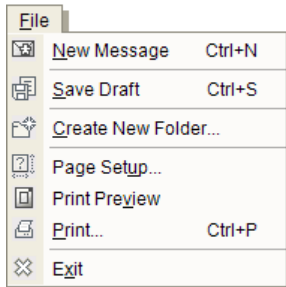


Some window areas, such as the application toolbar, can be hidden. The bar at the edge of the area will have an arrow on it.

Click on the bar to hide an area.
Click on the bar again to show the area.

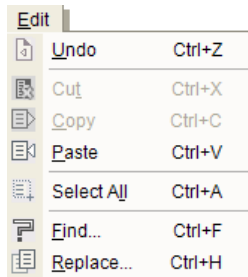
Email

File menu



You can use this menu to create a **New Message** and manage your emails.

Edit menu



Use this menu to **Copy** and **Paste** text.

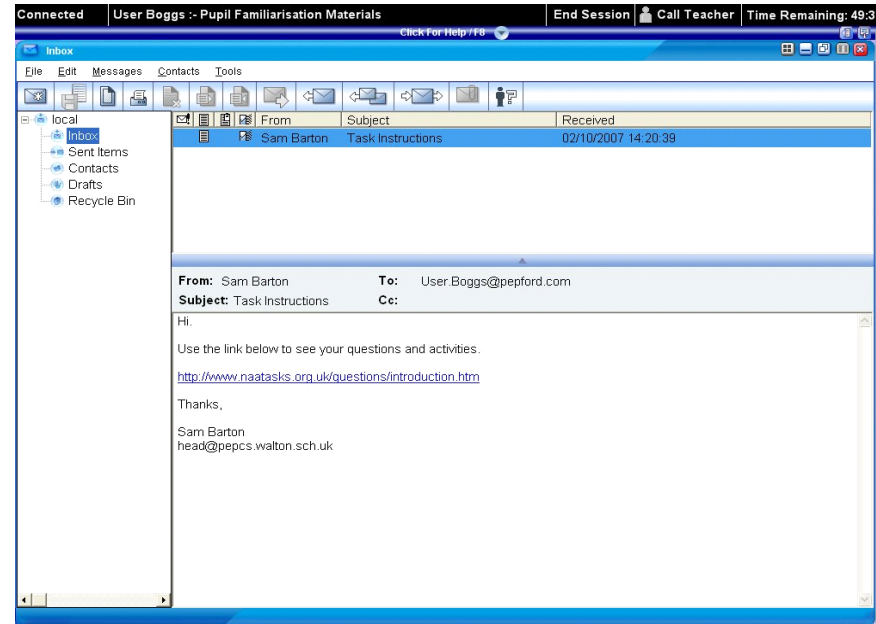
For example, you could copy an email address and paste it into the **To** box.

Email tip

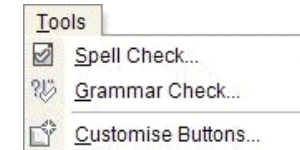


When a new email arrives, this is shown at the top left of the Task Information window.

Click the check email button to go to your Inbox to see your email.

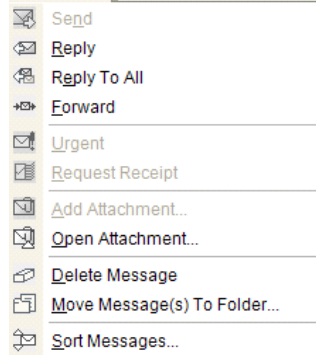


Tools menu



You can **Spell Check** or **Grammar Check** your messages.

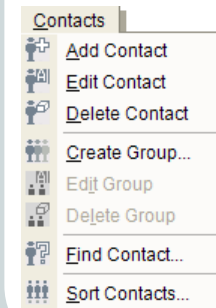
Messages menu



Messages menu

Use this menu to **Reply** to messages, **Add Attachments** and **Send** messages.

Contacts menu

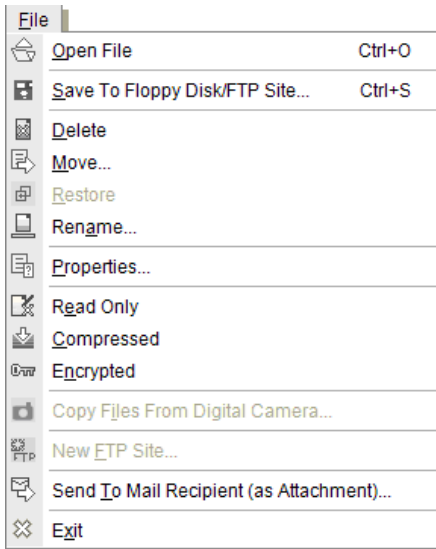


Use this menu to manage email **Contacts**.

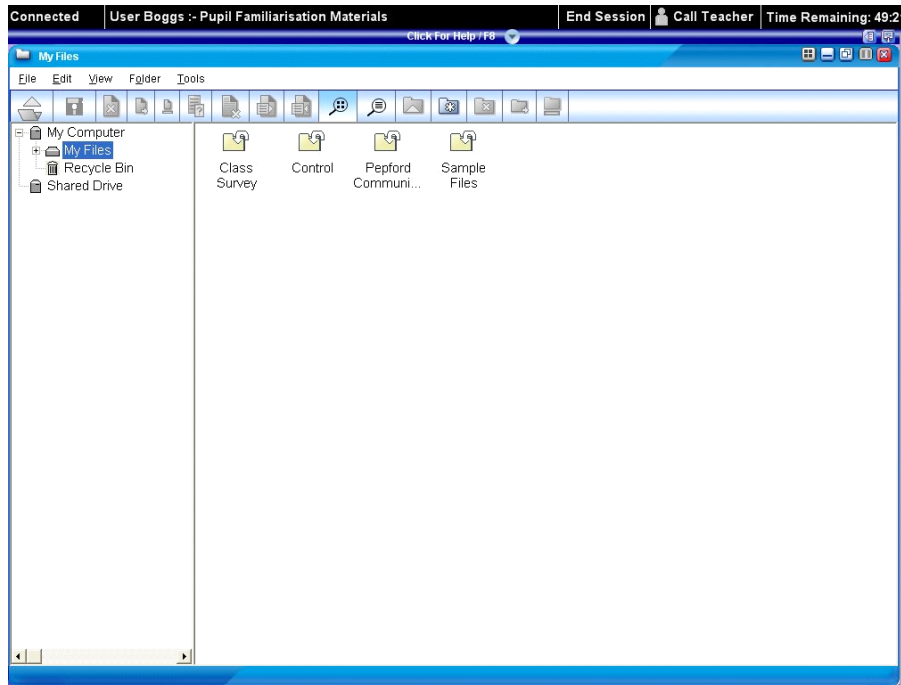
You can create contact **Groups** and also **find** and **sort** your contacts.

File manager

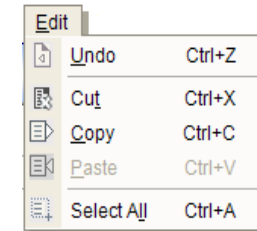
File menu



Use this menu to **Open, Delete, Move** and **Rename** files.

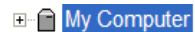


Edit menu



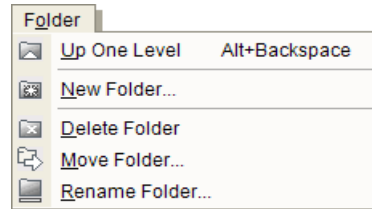
Use this menu to **Copy** and **Paste** files.

Browsing for files



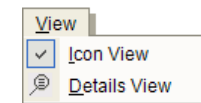
Click on the + or double click on **My Computer** to expand the folder tree and browse for folders and files.

Folder menu



Use this menu to create **New Folders** and manage existing ones.

View menu

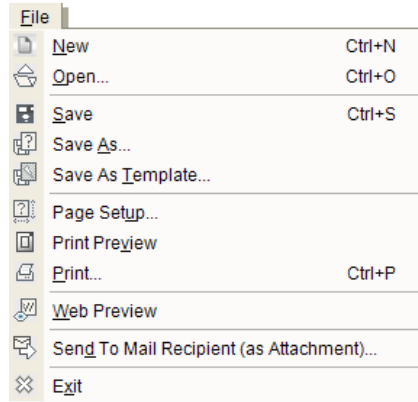


Icon View shows an icon for each file and the filename below the icon.

Details View shows a list of the files.

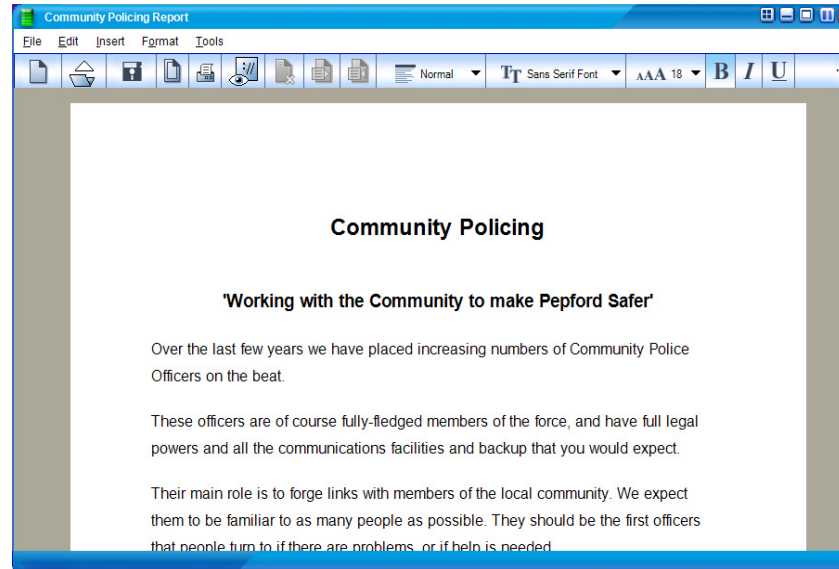
Word processor (1)

File menu

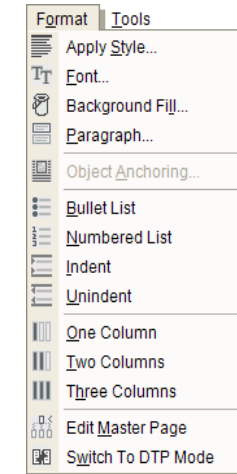


Use this menu to **Save** your file and to **Print Preview** your document.

You can also use it to **Send** the file as an email attachment.



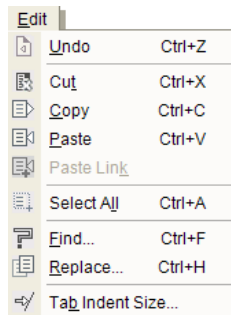
Format menu



Edit Master Page allows you to change the background for the whole document and apply headers and footers. You can also edit text styles.

With **Switch to DTP Mode** you use **Text Frames** for all text in the document.

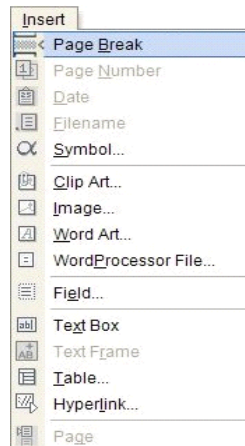
Edit menu



Undo will only undo your last change.

Use this menu to **Copy** and **Paste** text or **Paste Link** items from other files.

Insert menu



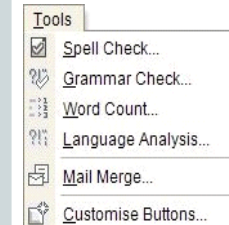
Use this menu to insert **Clip Art**, **Images**, **Word Art** or **Tables**.

Page Number, **Date** and **Filename** are available when **Master Page** is used.

Field is used to insert a field for a mail merge. You need to link the document to a spreadsheet data source using the **Mail Merge** option in the **Tools** menu.

You can insert a **Hyperlink** into a word processor document.

Tools menu

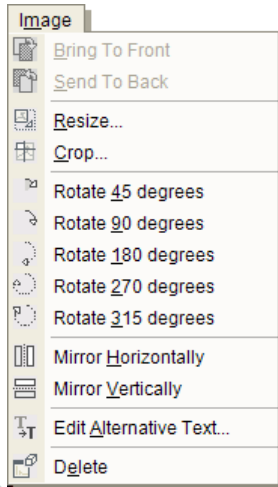


You can **Spell Check** or **Grammar Check** your document.

You can use **Mail Merge** to attach a spreadsheet data source to the document.

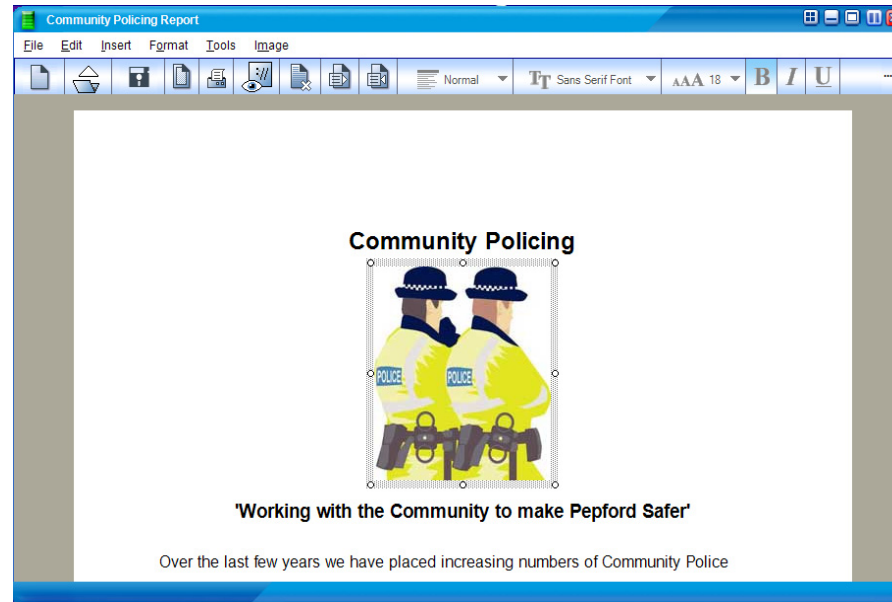
Word processor (2)

Image menu

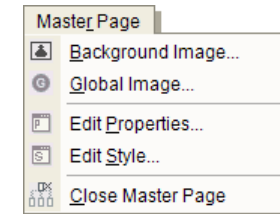


You need to select an image before this menu is shown.

Use this menu to change the way an image is shown in your document.



Master Page menu



This menu option only appears when you select **Edit Master Page** from the **Format** menu.

You can add a **Background Image** to all the pages in your document.

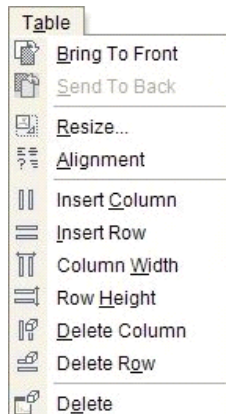
Use **Global Image** if you want to place an image in a specific position in each document. For example, you may want to add a logo to the top of each page.

Use **Edit Properties** to change the background colour of pages.

Use **Edit Style** to add and edit your own text styles.

You must **Close Master Page** before you can continue editing your document.

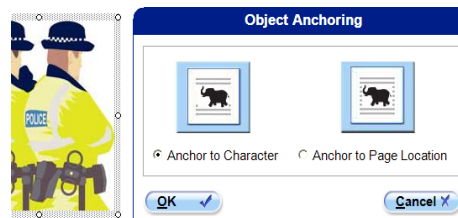
Table menu



You need to select a table before this menu is shown.

Use this menu to make changes to a table in your document.

Object anchoring

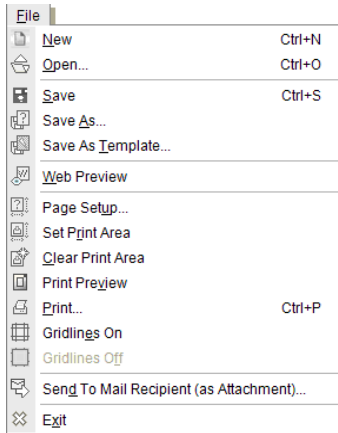


Anchor to Character fixes the position of the image to a text character. You can only place the image next to some text. The first line of text is placed beside the image.

Anchor to Page Location makes the image float and allows it to be positioned anywhere on the page, for example on top of text.

Spreadsheet

File menu



Use this menu to **Save** your file and to **Print Preview** your document.

You can also use it to **Send** the file as an email attachment

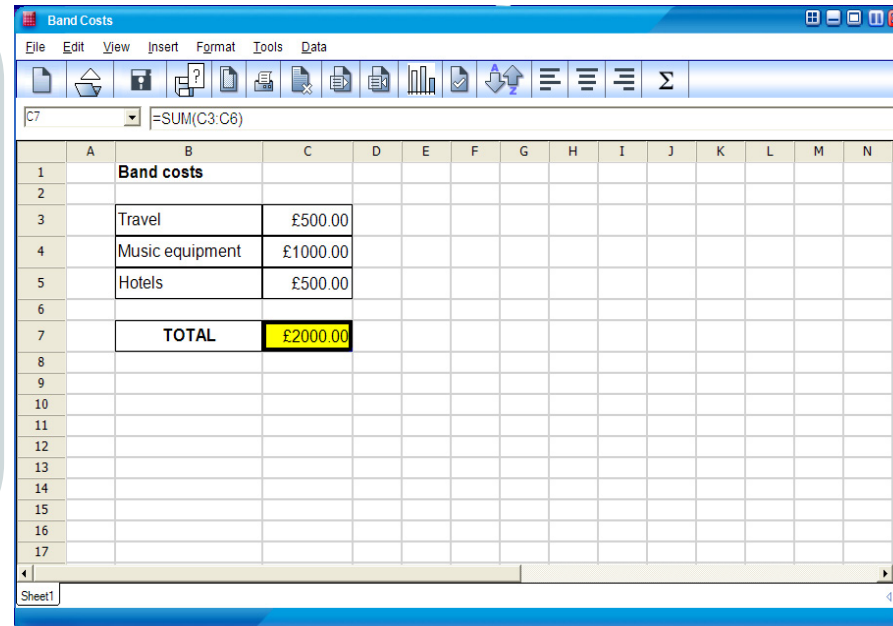
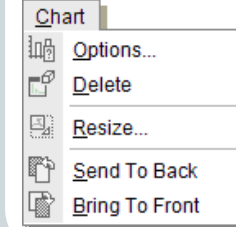


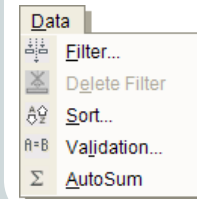
Chart menu



This menu only appears when a chart is selected.

You can change the way your chart looks using **Options**.

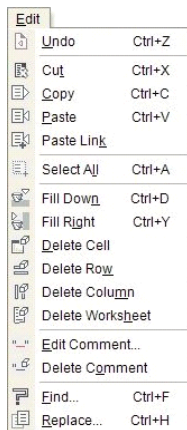
Data menu



You can **Filter** and **Sort** data in your spreadsheet.

You can add **Validation** to cells.

Edit menu

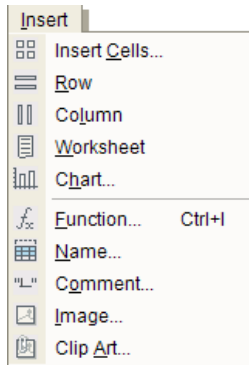


Undo will only undo the last change.

Use this menu to **Copy** and **Paste** items. You can also **Paste Link** items from another worksheet or another file, so that it updates automatically.

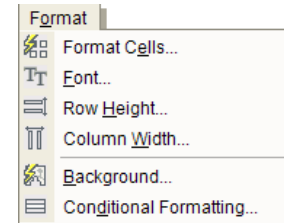
You can use **Fill Down** and **Fill Right** to copy your formula down or across into several cells.

Insert menu



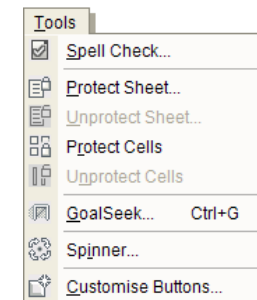
You can create a **Chart**, insert a **Function** (for use in a formula) into a cell or **Name** a cell range.

Format menu



You can add **Conditional Formatting** to cells. The value of the cell will change how it looks.

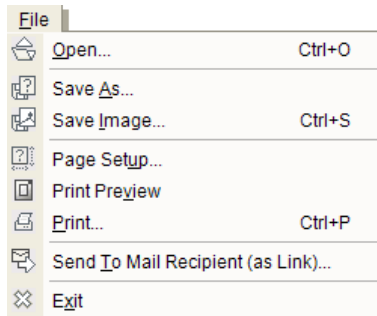
Tools menu



You can use **Goal Seek** to achieve a specific target number by changing the value in another cell.

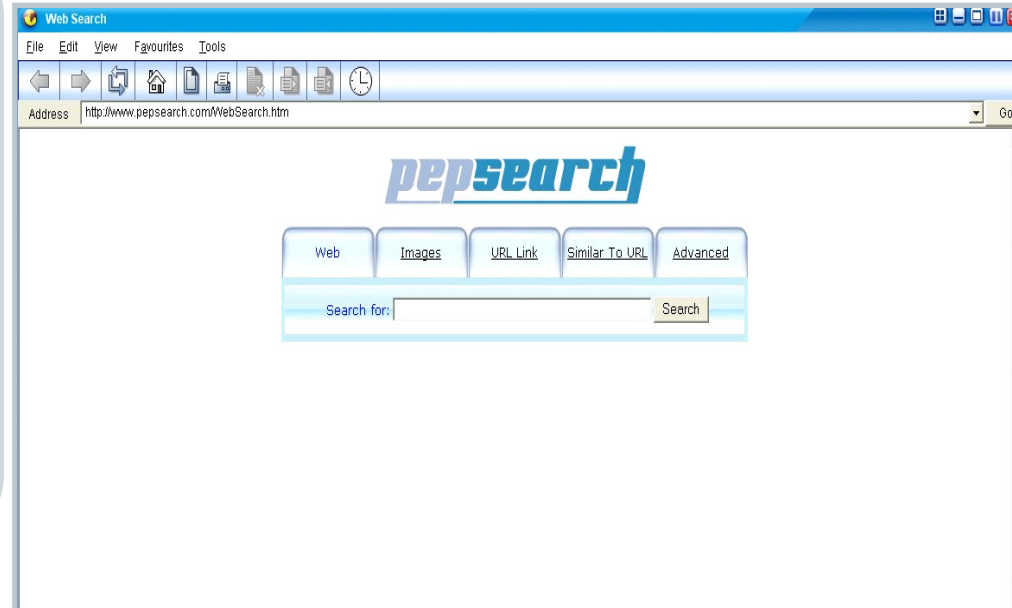
Web browser

File menu

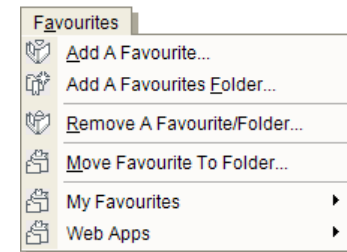


Use **Save Image** to save an image from a web page.

You can **Send** the URL of a web page as a link in an email.



Favourites menu



You can add a web page to **My Favourites** using **Add A Favourite**.

You can create a folder to organise your favourites using **Add A Favourites Folder**.

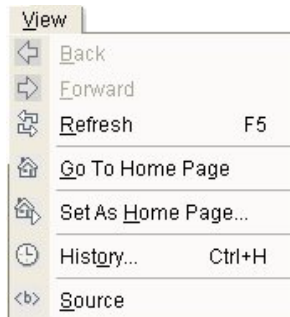
Pepsearch tabs

Use the **Web** tab to search for web pages using search keywords.

Use the **Image** tab to search for media items such as images using search keywords.

Use the **Advanced** tab for more complex searches.

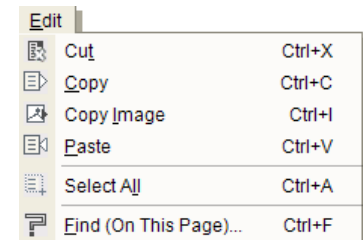
View menu



Go To Home Page will return you to the home page; the default home page is the Pepsearch search engine.

History shows a list of the websites you have visited.

Edit menu

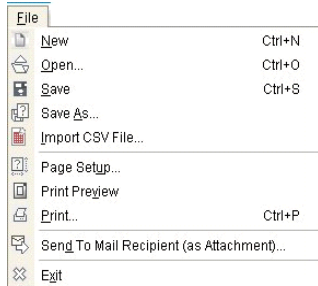


Use **Copy Image** to copy an image from a web page.

Use **Find** to look for text on the current web page.

Database (1)

File menu



You can use **Save As** to save your database as a CSV file. A CSV file can be opened by the spreadsheet application.

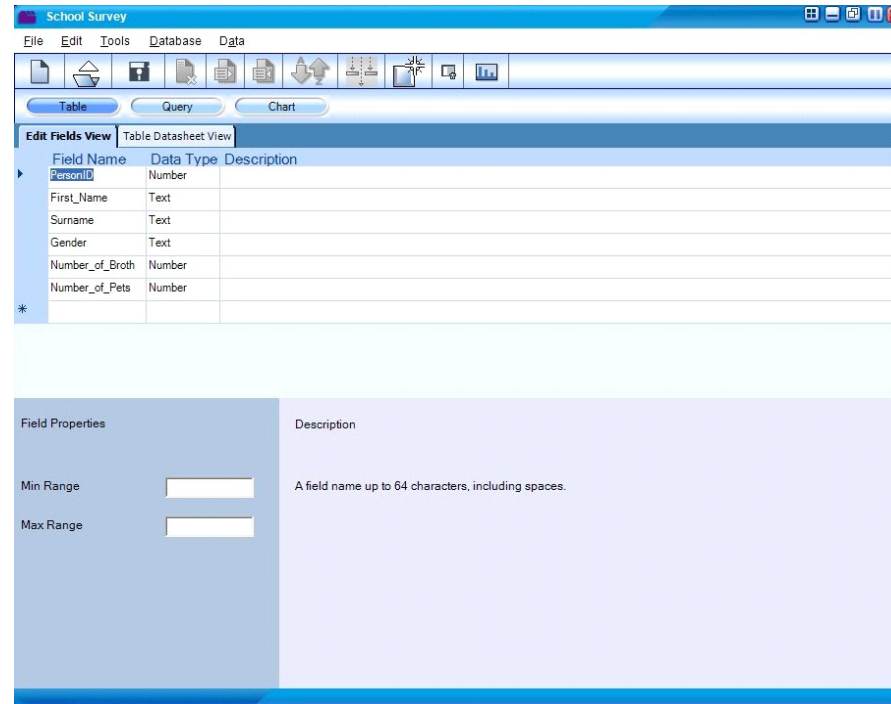
You can use **Import CSV** to open a CSV in the database.

Database menu

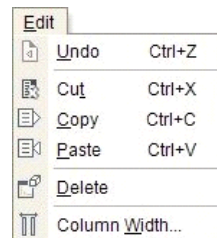


Use this menu to create **New Queries** or **New Charts**.

You can also use the tabs to switch between the **Edit Fields View** and **Table Datasheet View**.

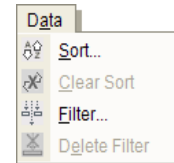


Edit menu



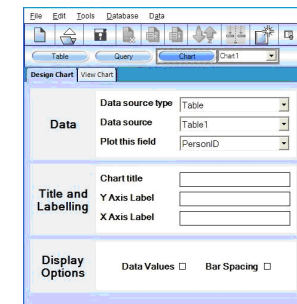
Undo will only undo the last change.

Data menu



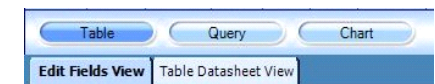
You can use this menu to **Sort** or **Filter** on a table or a query.

Creating a chart



Select the field that you want on the chart and click the **View Chart** tab to see your chart.

Buttons and tabs

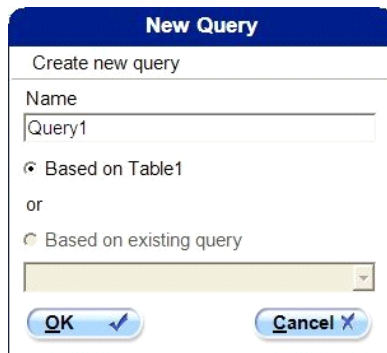


Use the buttons below the main toolbar to work with a **Table**, **Query** or **Chart**.

Use the tabs below these buttons to switch between **design/edit** mode and **view/run** mode.

Database (2)

Creating a query

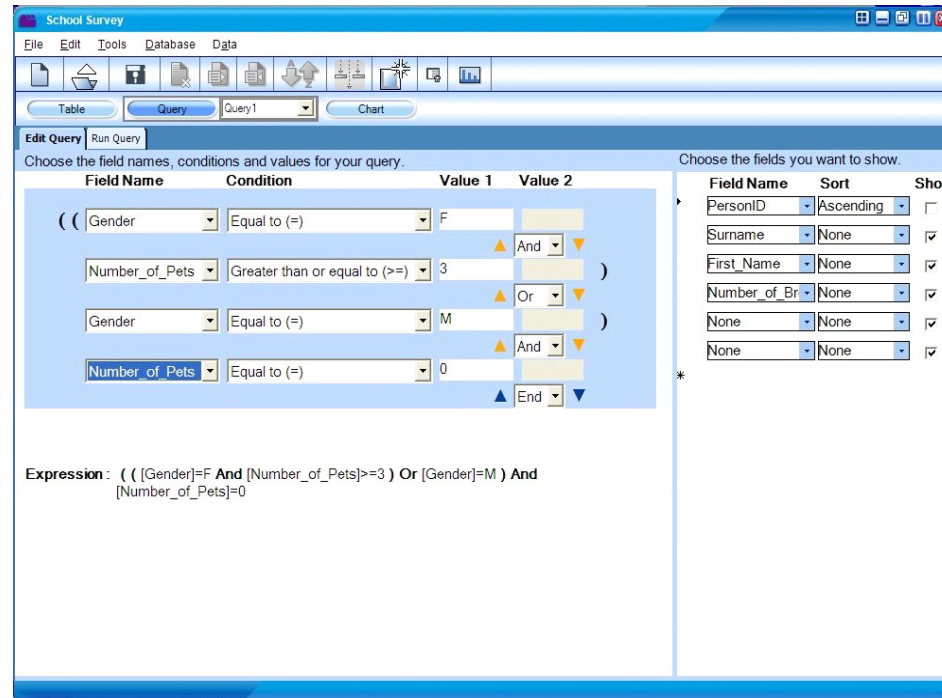


Click the Query button to create a new Query. You can base a query on the Table itself, or on a Query you have already created.

You can hide the application sidebar to avoid scrolling.

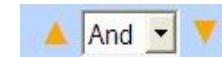
Use the **Edit Query** view to define your new query. You can enter the query conditions and also decide which fields you want to show and sort.

Click the **Run Query** tab to run the query.



Choose conditions and values

In the **Edit Query** view, use the drop downs to select up to six fields and the conditions and values (record selection criteria) you want to use.



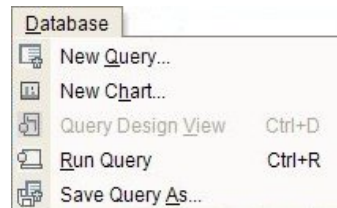
You link each criterion to the next by selecting the **And** or **Or** logic.

Brackets indicate the grouping or precedence of the criteria.

You can change the precedence using the arrows either side of the **And** or **Or** logic drop-downs.

Below your selections, you will see the logic **Expression** from your conditions and values, also with brackets to show precedence.

Database menu



The Database Menu options change when you are working with queries.

You can switch between the **Edit Query** and **Run Query** views.

You can use **Save Query As** to create a copy of the query with a different name.

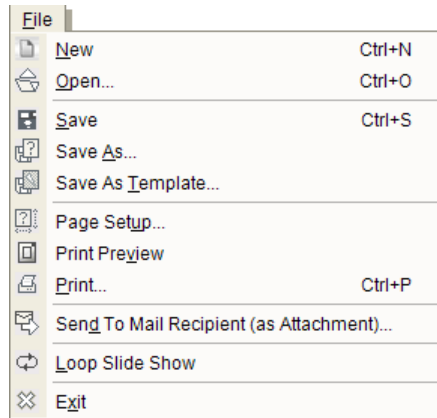
Choose fields

In the **Edit Query** view use the drop downs to select the fields to be used in the query.

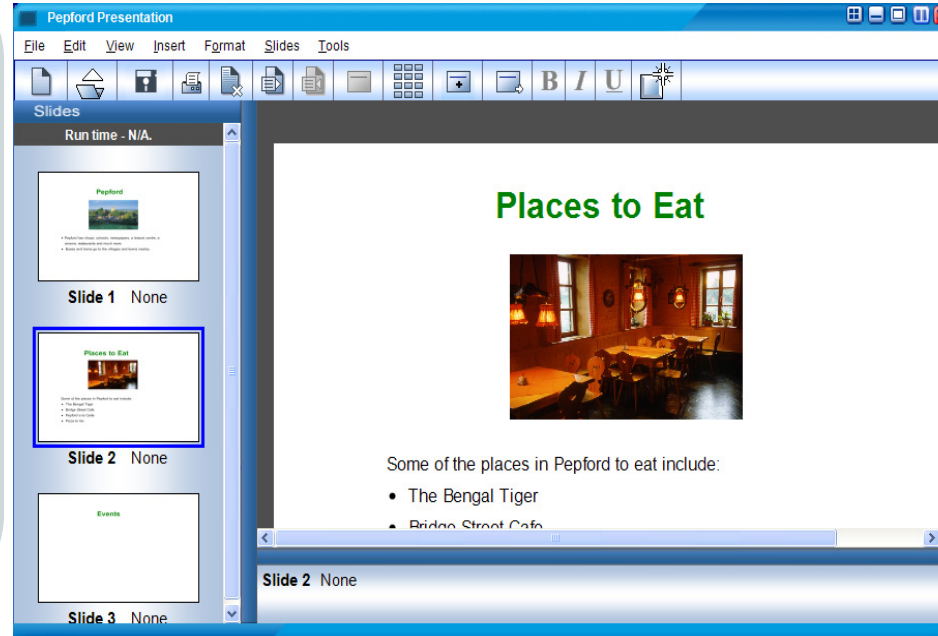
You can also choose to Sort the data, and whether to show the field when you run the query.

Presentation

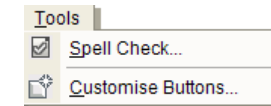
File menu



You can use **Loop Slide Show** to repeat a presentation. You can also **Send** the file as an email attachment

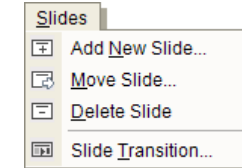


Tools menu



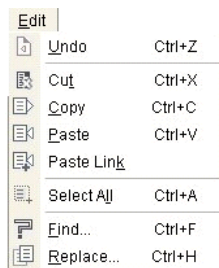
You can use **Spell Check** to check your presentation.

Slides menu



You can use **Slide Transition** to change the way slides advance.

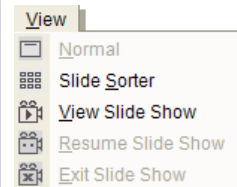
Edit menu



Undo will only undo the last change.

Paste Link will paste a table or chart into the document that will automatically update when the original document is changed.

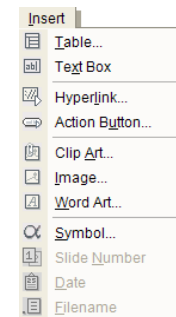
View menu



Use this menu to switch between **Normal** view and the **Slide Sorter** view.

You can see your slide show using **View Slide Show**. Press **Esc** on the keyboard to exit **View Slide Show**. Press **Enter** or click the mouse to move to the next slide.

Insert menu

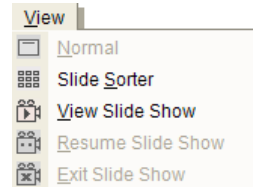


You can add a **Text Box** to a slide.

You can add a **Hyperlink** to a file or web site.

An **Action Button** can link to a file, web site or a slide.

View menu



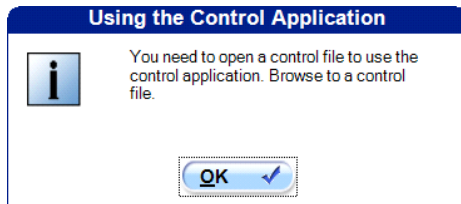
Use this menu to switch between **Normal** view and the **Slide Sorter** view.

You can see your slide show using **View Slide Show**. Press **Esc** on the keyboard to exit **View Slide Show**. Press **Enter** or click the mouse to move to the next slide.

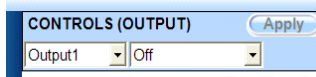
Control

Opening files

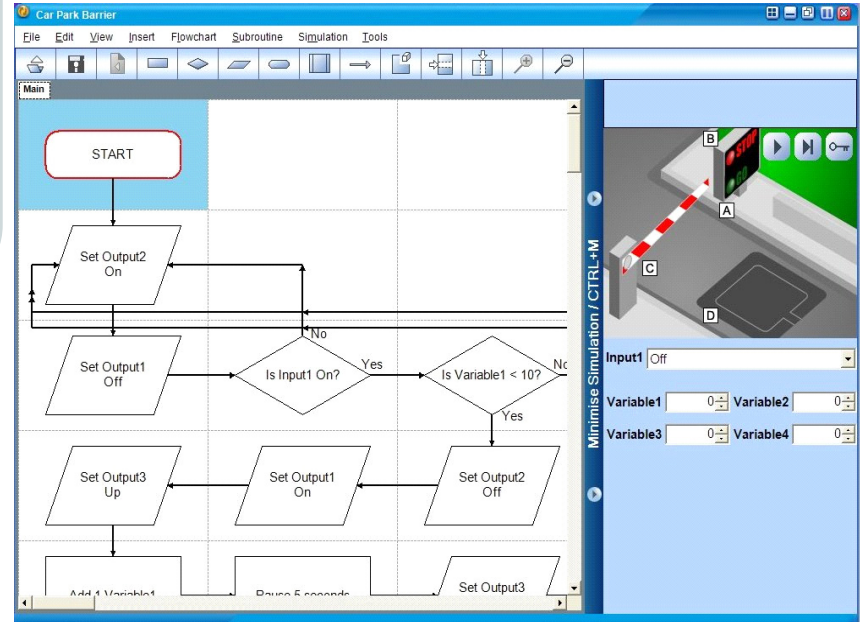
The Control applet can only open with a control file.



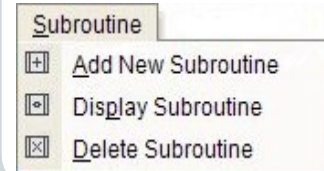
Controls area



Click on a symbol in the flowchart area. You can now choose exactly what an element does. You must click the **Apply** button when finished.



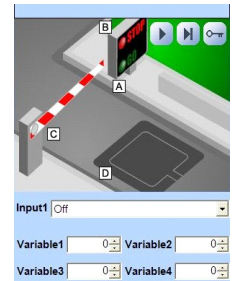
Subroutine menu



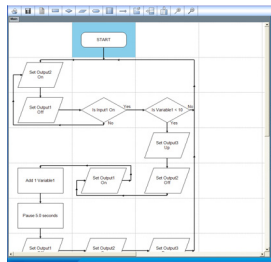
Use this menu to create other flowcharts that can be used in the main flowchart.

Simulation area

Use this to watch how the system responds to your flowchart and set inputs. Click **Display Simulation Key** in the simulation menu for more details of the system.



Flowchart area



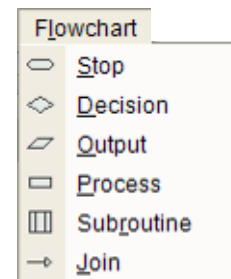
Here you create your flowchart by dragging in elements from the toolbar.

Simulation menu



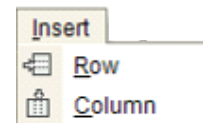
Use this menu to start, stop and step the system, and see how the simulation works.

Flowchart menu



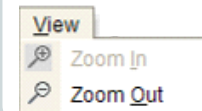
Add new flowchart elements from this menu or from the tool bar.

Insert menu



Make more space in the working area by adding rows or columns

View menu



Use this to look at the whole chart (Zoom Out), or just a part of it (Zoom In).



National
Assessment
Agency

About this publication

Who is it for?

People preparing pupils to use the KS3 ICT assessment tasks, for example: ICT subject leaders, ICT teachers, ICT coordinators.

What is it for?

Familiarisation materials provide information and guidance on how to familiarise pupils with the functionality available within the task software.

What does it cover?

- overview of the questions and activities provided in the familiarisation test package set
- support for setting your own tasks within the toolkit
- common menu options in the toolkit applications.

Related materials

KS3 ICT assessment tasks

General support materials

Task support materials

Training guides

Progression grid

Progression grid companion

Non-toolkit version of the tasks

The above are all available from www.naa.org.uk/ks3ict

Information and contacts

If you have any general queries about the support materials for the KS3 ICT assessment tasks, please contact the KS3 ICT team.

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