Unit	**E-Mail Features & Functions**	**Assessing Pupil Progress**

Name:	Group:

	Level 4	**Level 5**	**Level 6**
Planning, Developing & Evaluating	• **Purpose** of solution • Description of **Target audience.** • **Description** of solution **Sketch** (diagram, storyboard, mind map). ☐	• **Purpose** of solution • Description of **Target audience.** • **Description** of solution • **Sketch** (diagram, storyboard, mind map) • Sources of **information** • Identify the various **features** of hardware and software to be used. ☐	• **Purpose** of solution • Description of **Target audience.** • **Description** of solution • **Sketch** (diagram, storyboard, mind map) • Sources of **information** • Discuss how various **features** of hardware and software are to be used to create one solution. • How will the solution make things better e.g. improve **efficiency**. ☐
	• Explain how such software or hardware could be used in **school** and in **work**. ☐	• Identify the **advantages** and **disadvantages** of using such software or hardware in **school** and in **work**. ☐	• **Discuss** the **advantages** and **disadvantages** of using such software or hardware in **school, work** and **leisure**. ☐
	• List the **good and not so good features** of the solution. ☐	• Create an evaluation **criteria** list. • **Evaluate** solution using the list. • **Identify** improvements. • Make some **improvements.** ☐	• Create an evaluation **criteria** list. • **Evaluate** solution using the list. • Get **others** to evaluate and give feedback. • **Identify** improvements. • Make **improvements** that will make it **better** for the target audience or user and more **efficient** where appropriate. ☐
Using Information	• Use ICT to **communicate** with others. • Use ICT to **share** information with others. • Identify the **risks** of communicating and sharing information with others. • Discuss ways of **eliminating or reducing** these risks. ☐	• Discuss how you would use **ICT safely** and **responsibly.** ☐	
Mostly 4's ☐		Mostly 5's ☐	Mostly 6's ☐

I could not do this on my own ☐	I would need some help ☐	I could do this on my own ☐