



National Certificate of Educational Achievement
TAUMATA MĀTAURANGA Ā-MOTU KUA TAEA

2008

Internal Assessment Resource

Subject Reference: **Information Management 1.3**

Internal assessment resource reference number:
IM/1/3_A7

Big Night Out

Supports internal assessment for:

Achievement Standard: 90032 v3

Access and process information from different sources

Credits: 4

Date version published:

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**Ministry of Education
quality assurance status**

For use in internal assessment
from 2008

Teacher Guidelines:

The following guidelines are supplied to enable teachers to carry out valid and consistent assessment using this internal assessment resource.

Context/setting:

This assessment resource is intended to show an approach that could be applied generically to Information Management achievement standard 1.3.

Hence, the actual title, context and setting of this activity can be easily changed to suit different scenarios for different groups of students. There is a list of possible scenarios that could be used in the appendix to this resource.

Conditions:

This assessment is to be completed over a three-week period. It is expected that students will have a mixture of supervised classroom time and homework.

It is suggested that teachers take some time at the start to give instructions and timelines, make students familiar with the activity, cover copyright procedures (see below) and answer queries. The students should then be given two weeks to research, gather and sort materials and then four hours of supervised classroom time to process information into its final format.

Resource requirements:

The draft notes will be completed either within the school environment or outside as appropriate (depending on availability of resources). It is expected that students will research the information required from a variety of different media sources from either category (a) books, magazines, newspapers, pamphlets, internet, CDs, databases or category (b) survey, interview, questionnaire, email, cellphone texting, telephone query. For achievement at Merit level, students must access information from at least two different sources from the two categories above, at least one of which must come from the second category. For achievement at Excellence level, students must access information from at least three different sources from the two categories above, at least one of which must come from the second category. To achieve at higher levels these sources need to be acknowledged in sufficient detail (Explanatory Note 6 of the achievement standard).

Additional information:

Teachers should alert their classes about basic copyright procedures including:

- checking the copyright statement provided with the information for allowable access; and
- ensuring students are acknowledging sources of information used.

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Student Instructions Sheet

You will complete this assessment (***teacher to insert relevant information advising students of the time for preparation work and supervised assessment times***).

The scenario for this assessment is that you are a member of a youth group in your community. You and other members of the youth group wish to visit, (***teacher to name a major city a significant distance away***) to watch your favourite band(*student to insert their choice of a band*). The trip must involve planning for an overnight stay.

The youth group leader has asked you to produce a (***teacher to indicate one or two***) page information sheet about the proposed trip, to go home to parents and caregivers. A list of sources of information is needed for future reference. Your leader may wish to validate your sources of information so you should retain any copies of information or be able to access them again, if required.

Part A: Research and Gathering of Information

Points 1 to 5 contain instructions that relate to the information you have to research and gather to write your information sheet. This information gathering is to be carried out in your own time over the next **(teacher to insert time)**.

1. Gather information that will allow you to produce the information sheet. You will be required to provide:
 - detailed background information on the band
 - your reasons for attending the concert
 - information and costs for:
 - transport
 - accommodation
 - tickets – assume a ticket is \$60.00
 - food and refreshments
 - incidentals
 - information on supervision and safety.
2. You must use and acknowledge at least **three different** media sources from the two categories listed (at least one of which must come from the second category)
Category 1: books, magazines, newspapers, pamphlets, internet, CDs, databases
Category 2: survey, interview, questionnaire, email, cellphone texting, telephone query.
3. You will be expected to collate and reword the information gathered in a manner to persuade your parents/caregivers to agree to your plans.
4. Your information will have to be presented in a way that shows parents that your group is responsible and is thoroughly prepared for the trip.
5. You will be expected to demonstrate effective information management skills in the preparation of your final information sheet.

Part B: Preparation and Presentation of your Information Sheet

You will carry out the work for this part in class time.

1. You are to create a **(one or two page - teacher to decide)** information sheet based on the information you have gathered and the instructions outlined above. The required format is:
 - two paragraphs of text on the background of the band
 - one paragraph on reasons why your group of friends wants to go
 - one short paragraph on each of transport, accommodation and eating arrangements
 - a table listing costs of individual components
 - a final paragraph with supervision and safety arrangements and administration details (for example, date payments are due, telephone number for queries).

2. Complete a list of sources you have used with names/titles and details as per EN6 of this Achievement Standard.
3. Attach this list of sources to your completed information sheet and hand this in to your teacher.

Assessment Schedule: IM/1/3_A7 – Big Night Out
AS90032 v3 – Access and process information from different sources

Student Evidence:

Student will produce a one or two page information sheet together with a table of sources used.

	Judgment
Achievement	<ul style="list-style-type: none"> • Selected information relates to the trip and is from different media. • Information must include at least something on each of: <ul style="list-style-type: none"> - <i>the band, (eg names, instruments, type of music, names of songs)</i> - <i>reasons you and the group wish to go, (eg. rare visit to NZ, convenient time and place, special deals available)</i> - <i>factual information about trip</i> - <i>costs</i> - <i>supervision/safety</i> • Information: <ul style="list-style-type: none"> - some information has been processed in the student’s own words - has been formatted as specified including some form of table for costs - is suitable for the purpose of persuading parents and/or showing responsibility and good preparation, and is accurate enough to be readable and make sense - is of appropriate nature for parents, language is suitable and the information sheet is an appropriate length. • Different media sources are used and acknowledged by giving at least the title and one other piece of information.
Merit	<p>As for achievement plus:</p> <ul style="list-style-type: none"> • Processing is competent, demonstrated by: <ul style="list-style-type: none"> - being persuasive in terms of “selling” the trip - reflecting responsibility and thorough preparation - the nature of material, style of presentation and accuracy being fit for purpose and a parent audience - use of techniques to enhance the text eg. bullets, fonts, formatting. • Different media sources are used, with at least two different sources from the categories listed in EN1, at least one of which must come from the second category. Source acknowledgements contain sufficient detail (see EN 6).
Excellence	<p>As for merit plus:</p> <ul style="list-style-type: none"> • Selected information relates to the trip and is from a range of different media including details on the band, factual and useful information on all of transport accommodation, tickets, food, and incidentals.

	<ul style="list-style-type: none">• The information sheet is well formatted including a table that links items with costs.• The information sheet is convincing in the way it meets the intended purpose and the expectations of parents.• The style and flow and accuracy makes the information sheet very readable.• Use of techniques is effective in making the text readable.• At least three different sources have been used from the two categories listed in EN1 with at least one from the secondary category. Sources are used and acknowledged in sufficient detail (EN6).
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APPENDIX

Scenarios for 1.3 – Access and Process Information from Different Media

- 1 Produce a booklet/brochure on
 - ⇒ protocol in the marae
 - urban setting
 - media sources
 - community interview (local iwi)
 - books
 - video
 - internet
 - newspaper articles
 - links to other subjects – Social Science and Languages.
 - ⇒ feng shui
 - urban/rural setting
 - media sources
 - community interview
 - books
 - video
 - internet
 - newspaper/magazines
 - links to other subjects – Languages.
 - ⇒ a local attraction
 - urban/rural setting
 - media sources
 - community interview
 - brochure and pamphlets
 - internet
 - community newspaper
 -
 - ⇒ a cultural event/festival
 - urban/rural setting
 - media sources
 - community interview
 - books
 - internet
 - newspaper/magazine
 - brochures/pamphlets
- 2 Produce a fact sheet on
 - ⇒ a sport of your choice
 - urban/rural
 - media sources
 - community interview

- books
 - internet
 - CD roms
 - newspaper/magazine
- ⇒ helping a family that has to relocate to a new town to find a house
- urban/rural
 - media sources
 - community (local real estate agents)
 - property papers
 - TV
 - internet
 - TV programme
 - electronic data (e.g. Year Book online)
- ⇒ buying your first car
- urban/rural
 - media sources
 - community car lots
 - newspaper – classified and auto guide
 - TV
 - AA
 - magazines (e.g. Consumer)
 - Internet
- ⇒ choosing a family pet
- urban/rural
 - media sources
 - community – SPCA/local vet
 - internet
 - newspaper/magazines
 - CD roms
 - TV programme
- 3 Produce a newsletter/newspaper
- ⇒ film industry in New Zealand
 - ⇒ local entertainers
 - ⇒ local cultural groups/clubs/societies
 - ⇒ community events
 - ⇒ fashion trends
- 4 Produce a feasibility study to persuade your parents/caregivers on the costs and merits of your proposal
- ⇒ going to a concert out of town
 - ⇒ going a camping trip with your friends
 - ⇒ planning a birthday party/event