



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_B6

Travels with my Aunt

Supports internal assessment for:

Achievement Standard: 90032 v3
Access and process information from different sources

Credits: 4

Date version published:

August 2008

**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 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 (for example, providing information for a sports team visiting from another country about local/regional attractions and the youth scene in New Zealand).

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. It is also suggested that students' draft work is sighted at intervals.

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 (see Achievement Standard).

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Student Instructions Sheet

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

The scenario for this assessment is that your aunt (45 years old, fit and active) is coming to visit New Zealand from overseas (you choose which country). She will be staying with you for three days in **(insert month)** before taking a coach tour of New Zealand. She has asked you to produce 2 x A4 pages, which may be folded, containing information about local/regional activities, car hire and the exchange rate between her home country and New Zealand.

Your teacher 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.

Research and gathering information

(This should be undertaken predominantly in your own time although you will be given some time to use the Internet in class).

- 1 Gather information that will allow you to produce your document. You will be required to provide:
 - ❖ detailed information on **three** local/regional attractions and **one** evening event/entertainment which include:
 - what the attraction/event is and what you can do there
 - locations
 - distances from your home
 - associated costs
 - contact details/booking requirements
 - ❖ information about local car hire including:
 - costs
 - pick up and drop off
 - contact details
 - ❖ details of current exchange rates between your aunt's home country and New Zealand and currency conversions of some common products e.g. petrol, cup of coffee.

You will be expected to collate and reword the information gathered in a manner that makes the events sound interesting and exciting for your aunt.

Your information is to be presented in a way that is readable and creatively displayed.

- 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 Category 2):

Category 1: books, magazines, newspapers, pamphlets, internet, CDs, databases

Category 2: survey, interview, questionnaire, email, cellphone texting, telephone query.

- 3 Complete a list on a separate sheet of paper giving sufficient details of information sources you have used (see EN 6). This sheet will be attached to your finished document.

Preparation and presentation of your information sheet

You will carry out the work for this part in class time (4 lessons)

- 1 You are to create 2 x A4 pages, which may be folded, based on the information you have gathered and the instructions outlined above.

The required format is:

- a paragraph welcoming your aunt to New Zealand
 - an article on each of the three local/regional attractions
 - an article on the evening event/entertainment
 - a paragraph and/or table on car hire information
 - a table showing the exchange rate and currency conversion for several common products.
- 2 Remember to attach your list of sources to your final document.

**Assessment Schedule: IM/1/3_B6 – Travels with my Aunt
AS90032 v3 – Access and process information from different sources**

	Judgement
Achievement	<ul style="list-style-type: none"> ❖ Information is relevant to the situation and is from different media. ❖ Information must include at least something on each of: <ul style="list-style-type: none"> • a welcome statement • the three daytime activities • one evening activity/event • car hire • currency exchange rate • cost comparisons. ❖ Information <ul style="list-style-type: none"> • Some information has been processed in the student's own words • has been formatted as specified • is suitable for an adult and is accurate enough to be readable and make sense • is no longer than 2 x A4 pages (may be folded). ❖ Different media sources are used and acknowledged by giving at least the title and one other piece of information - on a separate sheet.
Merit	<p>As for Achievement plus:</p> <ul style="list-style-type: none"> ❖ Processing is competent, demonstrated by: <ul style="list-style-type: none"> • generating excitement/interest in the activities • reflecting thorough presentation • the nature of the material, style of presentation and accuracy being fit for the purpose and a mature audience • use of techniques to enhance the text e.g. bullets, fonts, tables, formatting. ❖ Different media sources are acknowledged in sufficient detail (see EN 6) and presented as a separate list.
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. ❖ The style, flow and accuracy makes the information sheet very readable. ❖ Techniques used to enhance the text make the document highly readable and visually appealing.