



AUBURN GIRLS' HIGH SCHOOL
INFORMATION TECHNOLOGY – YEAR 11, 2004

Assessment Task Title:	Preliminary Task 1 (A Sample Assessment Task)
Student Name / ID:	
Anticipated Duration:	1 week
Due date:	Monday, Week 2, Term 1
Short Description:	Create a Web page or PowerPoint Presentation to introduce yourself to your teacher.
Assessment Type:	Web Page or PowerPoint Presentation
HSC Requirements:	Word processing: Cut, copy, paste, fonts, paragraphs, bullets, tables, spell/grammar check, templates. File naming conventions: file extensions, directories (folders), drives (including network drives), style guides. Online help, on-line tutorials, formatting, saving, opening. File formats, including gif, jpeg, html, txt, file conversion, graphics files.
Assessment Value:	Zero

Performance Criteria Addressed:

Code	Performance Criteria	Competent (✓)	Developing (✓)
ICAITU006B.1.1	Requirements of task are determined		
ICAITU006B.1.2	Appropriate software is selected to perform task		
ICAITU006B.1.3	Software is used to produce required outcome		
ICAITU006B.1.4	Documents are saved and stored in appropriate directory		
ICAITU006B.2.1	Software application is opened		
ICAITU006B.2.2	File is determined, opened and is amended according to requirements		
ICAITU006B.2.3	Documents are accessed or produced to meet organisational requirements		
ICAITU006B.2.4	File is saved in appropriate directory		
ICAITU006B.2.5	Applications are exited without loss of data		
ICAITU006B.3.1	On line help is determined and used to overcome basic difficulties with applications		
ICAITU013B.1.1	Appropriate packages and conversion techniques are used to achieve an integrated outcome.		
ICAITU013B.1.2	Data is imported/exported to produce required outcome.		
ICAITU013B.1.3	Data is saved and re-accessed without loss of data.		
ICAITU013B.2.1	Help is accessed through online help and manuals.		
ICAITU013B.2.2	Internal organisation client documentation is obtained and used.		

Detailed Task Description:

You may include:

- Personal details
 - Name
 - Age
 - Your photo
 - Your e-mail address
 - The school that you attend
 - A description of your local community
- Background graphics and possibly a couple of pictures
- Background or embedded music - a song you enjoy
- An interest or activity that you enjoy (apart from computers)
- A person who is important in your life
- Why you chose to do Information Technology
- Your post-school goals

Save your web-page or presentation (with all necessary graphics) in a folder on your server space and show it to your teacher.

Resources required:

Web page creation. Use one of the following packages:

- MS Word (included in MS Office) - "File"... "Save as Web Page"
- MS FrontPage
- More details on coding of Web Pages - use any web search engine to search for "Hypertext Markup Language"

Digital Photograph:

- Digital Camera
- Photo software

TASK ASSESSMENT RECORD

HSC Assessment Mark:	N/A
Comments / Feedback:	