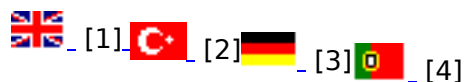


INGOT Assessment criteria



The "syllabus" for the IT INGOTs is defined by the assessment criteria. These are provided from the links in the table below. The [handbook](#) [5] provides detailed guidance and example tasks.

Links to the assessment criteria

[Bronze 1](#)

[Silver](#)

[Gold](#)

[Bronze 2](#)

[Unit 1](#)

[Unit 1](#)

[Bronze 3](#)

[Unit 2](#)

[Unit 2](#)

[B3 Unit 1](#)

[Unit 3](#)

[Unit 3](#)

[B3 Unit 2](#)

Bronze INGOT 1 (My First INGOT - Entry level 1)

General knowledge

I can name the parts of the computer

I know that computers cost quite a lot of money and that we need to look after them

I know that the three most important colours for the pictures on a computer screen are Red, Green and Blue

I know information can be sent from one computer to another by cable and by wireless

I know that passwords are to keep information safe and that I should treat them with respect.

Using the keyboard

I look after the keyboard by making sure my hands are clean before using it

I can type the numbers from 1 to 10 using the number keypad

I can type my name and the days of the week

I can use the SHIFT key to get special characters such as % and @

I can use the delete key to correct mistakes

I can type sentences and use the Shift key to put a capital letter at the start and the full stop key to get a full stop at the end

I can name the main keys on the keyboard

I can, with help, spell check my work and change badly spelled words for the correct word

I can count the number of keys on the keyboard

I can move the cursor to where I want it using the arrow keys and the mouse

I choose to sit in a good position to use the keyboard with good light

Using computer program

I can use the mouse to choose a program

I have used three different programs to learn new things

I can describe a program that I have used and say what I did with it

I can draw shapes using a drawing program

I can fill my shapes with different colours

I can move shapes with the mouse to make up a picture

I can use "Zoom" to make my shapes look bigger and smaller

I can copy a shape and make a pattern by copying and pasting

I can put a few shapes into order of the number of sides

I can put different shapes into order of their size

Working with others

I can ask for help when I need it

I can help others when they need it

I am patient and wait my turn when the teacher is helping someone else

I share the computer with other people

I can work quietly and not disturb other people

I am careful about the safety of others

I can follow instructions from a number of sources

Bronze INGOT 2 (Entry Level 2)

Networking

I can log on to a network

I can send and receive messages by E-mail

I understand that E-mail attachments can be a security risk

INGOT Assessment criteria

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I can use a web address to log onto a web site for a particular purpose

Working with others

I can ask for help when I need it

I can help others when they need it

I can work quietly and not disturb other people

I can concentrate for extended periods and listen to instructions without interrupting

I work with due regard for safety by ensuring seating and lighting are appropriate and avoiding hazards

I can help other people set their own personal targets and goals

I accept help from others in setting my own personal targets and goals

Word Processor

I can use the Word Processor to start a new text document

I type at the keyboard with both hands

I understand auto-wrap at the end of each line and pressing the enter key to start a new paragraph

I can use center, left and right align and the tab keys for layout using pre-defined settings

I use the SHIFT key and Caps Lock appropriately

I can use the mouse to position the cursor with precision

I can apply simple pre-defined styles such as a heading, a bullet point list, bold, and underline

I can adjust the view of the document between different scales using the zoom

I can use the spell checker appropriately

I can highlight, cut, paste and copy text within the same document using the menu system, keyboard short cuts and drag and drop

I can print completed work

I can save work and then close down the system and retrieve work

I can use "save as" to save files in appropriate formats for transfer to people

I can use the skills above to write a simple document such as a letter and save it in more than one format

Drawing

I can use a drawing program to start a new drawing

I can switch on a grid to use for guidance

I can draw lines and arrows to label diagrams

INGOT Assessment criteria

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I can create text boxes for labels

I can change font sizes and styles

I can choose drawing tools to create simple shapes such as square, rectangle, circle and ellipse changing their fill styles and colors

I can move, re-size and alter the shape of drawing objects

I can zoom in and out to improve the precision with which objects are positioned

I can print completed work

I can save work and then close down the system and get work back

I can export work to software using a different file format

I can change line widths and colors

I can use the above skills to draw a useful diagram or illustration. e.g. a plan of the layout of my bedroom

Presenting

I can use a presentation program to start a new presentation

I can save a presentation and open an existing presentation

I can change the background and foreground colors to make slides clear and easy to read

I can use templates in a presentation package to put together a series of slides with a consistent format

I can adjust text attributes such as font style and size when designing a presentation

I can use drawing tools consistent with the requirements for the drawing criteria in the design of slides

I can import pictures and diagrams to illustrate a presentation

I can use effects to make consistent but interesting transitions between slides

I know that using sound effects can be distracting and irritating to the audience when making a presentation

I can use effects to introduce ideas in a structured and simple way to make a presentation

Bronze INGOT 3 (Entry Level 3)

Unit 1 - General Knowledge of Open Systems

I know the term cross platform meaning that there are versions of the software that can run on more than one operating system and I can name two examples

I know that sometimes it is easy and sometimes difficult to move information from one program to another

I know that some programs are free to be copied and distributed whereas others have copyright

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licenses that limit distribution

I know that some software called Open Source allows people to freely modify the code to make improvements

I have visited 3 web sites that provide free and open source programs for download and I have obtained new information about them

I know that Open Source communities collaborate using digital communications to produce useful resources for everyone to use

I know that some standards are agreed by many interested parties whereas others are determined and controlled by individual interests

I know that Open Standards are important to enable information from one program to be used in other programs from different suppliers

I know that mobile telephones are small portable computers that can communicate effectively even though they run a variety of different software

I know that telephone calls can be made over the internet to international destinations at much lower cost than with conventional dedicated lines

I understand the need to work safely and to respect the environment

Unit 2 - Operating ICT systems

I can start up and shut down a computer and understand the need not to waste energy

I can use a range of devices to get information into and out of IT systems including keyboards, mouse, microphone, touch screen, printer and headphones

I can name 6 different software applications that I have selected and used to support my work

I can work out how to use ICT services and software that are similar but not identical to ones that are usually available

I can adjust the default settings on a computer to suit my own preferences

I keep my files in a safe place using sensible file names

I can use media storage devices such as a CD-ROM, DVD or USB memory stick to get information into and out of a computer

I can adjust my seating position and the lighting to provide a comfortable working position

I am careful to keep my work place tidy avoiding safety hazards such as loose cables

I understand the need to keep passwords and PIN numbers secret

I work cooperatively and safely at all times, respecting the work of others and avoiding conflict

Silver INGOT Level 1

Unit 1 - Open Standards and the use of files and file types

I know that certain types of files have particular names and purposes

I know that I have to choose the right type of application to open certain types of file

I know that some applications can create very big files e.g. video, audio and graphics

I know that the size of files can be a problem in transferring them from place to place

I know which places my files go to when I save them

I can make a link to video and audio clips from other applications

I can source images from cameras and scanners using appropriate techniques to cope with their size

I know that CD ISO images can be downloaded from the internet to make installation discs for all the major software tools most people need

I understand why open standards for file formats are important

Being responsible in a network environment

I understand that it is bad practice to share my password with someone else and why

I understand that I should not try and get access to other people's areas on the network and why

I understand that I should not install or download unauthorized materials on the network and why

I know that access to the network is a privilege that can be taken away if it is abused

I know in a cable network which cable connects my machine to the network and how to check this is in place if there is a problem logging onto the network

I understand the need to backup important files

I am always co-operative when working with other people

I know that network connections can be wireless and that the quality of the connection depends on what is between the client machine and the network wireless access point

I understand that up to date virus checkers are essential on Windows networks

Silver INGOT Level 1

Unit 2 - Practical use of the internet

Searching for and using information

I can use a search engine to find useful information from the Internet

I can transfer information from several sources into a document or presentation

When using information from other sources I say where I got it from

I know I should not pass off the work of others as my own

I know that E-mail lists are available to provide free support for a range of applications

I have observed a discussion thread on Usenet, a mailing list or forum to gain additional insight into a topic

I can find a useful product from the Internet that would be good value in supporting work in an office

I can use information from the Internet to support an argument

I can find some information and show that it is incorrect by finding evidence from other information sources

Setting up an e-portfolio

I can set up an account on a community web site

I can create a new web page and make it available on the internet

I can make a heading, links to other web pages using URLs and lists in HTML

I can use the skills above to make an index page organized into sections

I can upload files to my web space and make a link so other people can download the file

I can use the above skills to make an e-portfolio for my work

I can use image editing software to prepare images for use on the web

I can insert an image in HTML

I can use the above skills to insert images into my e-portfolio

Silver INGOT Level 1

Unit 3 - practical use of office tools

Using spreadsheets

I can start a new spreadsheet and arrange rows, columns and styles to achieve an appropriate layout

I can arrange for the results of adding, subtracting, multiplying and dividing numbers to appear in a cell

I can format numbers in cells appropriately

I understand how to make a fixed cell reference e.g. to store VAT so that copying references across rows and columns always refers to that cell

I can link two spreadsheets so that changes in one make changes in the other

I can use a range of numbers to produce a graph

I understand how copying formulae automatically increases cell reference numbers e.g. =A1+1 copied down a column will produce the value in A2+1 in cell A3

I can compare the functions of spreadsheets and databases to choose the best tool for the job

Using databases

I know that a database is a file or system of connected files

I know that database files consist of records that are divided up into fields

I can set up a database table consisting of records and fields

I can sort a database into different orders based on fields e.g. in ascending order, descending order, date order

I can search a database for information using simple queries

I can design a form to give a particular view of the information in a database

I can present information from a database in graphical form

I understand that Structured Query Language (SQL) is an important data base standard allowing a common approach to extracting information from a wide variety of data files

I know that many Internet Web sites are effectively large SQL databases with information displayed through a web page

Gold INGOT Level 2

Unit 1 - Open Systems and General knowledge

I know that access to fully open systems is not dependent on permission from copyright or patent holders

I understand the term interoperability

I know the difference between open source and open standards

I understand the term intellectual property and I am familiar with the data protection act and freedom of information act

I know how copyright and licensing work together to protect intellectual property

I understand the need for regular backups and how backup strategies work

I know how to use a live CD to enable work to continue in an emergency

I work safely and collaboratively with others at all times

I understand the danger of computer viruses and know how to reduce risk of infection

Gold INGOT Level 2

Unit 2 - Producing documents and using spreadsheets

Document processing

I can set up and edit document templates

I can set up and edit styles within documents

I know how to layout text and graphics effectively

I can set up tables with a variety of styles

I can set up headers and footers with automatic page numbering

I can set up a table of contents and an index for a lengthy document

I can set up a mail merge to send out a circular to many people

I can change dictionaries and the language settings in the software

I can export my documents in pdf format for read only download from the Internet

Graphic design

I specify precise angles and distances to draw scale diagrams and plans with accuracy

I can group and ungroup objects to manage them effectively

I can use grid locking selectively to help improve the precision of my drawing

I can change the units and scales used in a drawing to suit particular tasks

I regularly illustrate my own work with my own designs

I can use 3D objects and lighting effects to make my drawing look more attractive

I can export and import drawings to and from other applications

I understand different graphics file formats and related issues

Using spreadsheets

I can copy data and formulas using fixed references for rows columns and cells

I can use functions such as SUM, AVERAGE, MIN and MAX routinely

I can set up and edit styles for my spreadsheet

I can present a completed spreadsheet attractively so it prints appropriately and looks good on the screen

I can sort, import and export data from my spreadsheet to other programs

I can produce charts and graphs appropriate for the chosen data sets

I can make the result returned in a cell depend on the value in another cell using an IF statement

I can use a spreadsheet to set up a financial model and use it to look at a range of possible outcomes from different starting points

Gold INGOT Level 2

Unit 3 - Community Service

Contributing to the community

I have set up a Blog on the INGOT community site in order to document my project for presentation to a wide audience

I have provided appropriate links to the NOS at level 2

I have licensed my work appropriately to be used by others and made it available in downloadable files

I can get the information I need from a range of sources in order to carry out my project

I can select appropriate ICT tools and say why I used them

My project provided useful resources or support for the Worldwide community supporting open digital resources

I have discussed my work with my assessor and indicated why it is intended to be of benefit to society

I have evaluated my project saying how it might be improved by others and how it might be enhanced

Source URL: https://theingots.org/community/assessment_criteria

Links

- [1] <https://theingots.org/community/node/5849>
- [2] <https://theingots.org/community/node/5874>
- [3] <https://theingots.org/community/node/6331>
- [4] <https://theingots.org/community/node/5857>
- [5] <https://theingots.org/community/handbook>