

**Entry Level Certificate Information & Communication Technology
(4952)**

Centre name:

Centre no:

--	--	--	--	--

Candidate name:

Candidate no:

--	--	--	--

This side is to be completed by the candidate if possible.

If necessary the teacher can complete it acting on the candidate's instructions – the meaning of the text should be explained, as necessary, before the form is completed.

Sources of advice and information

1. Have you received any help or information from anyone other than your subject teacher(s) in the production of this work? (Write YES or NO)
2. If you have answered YES, give details. Continue on a separate sheet if necessary.

.....

.....

.....

.....

.....

NOTICE TO CANDIDATE

The work you submit for assessment must be your own.

If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

Declaration by candidate

I have read and understood the Notice to Candidate (above) or have had its meaning explained to me. I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

As part of AQA's commitment to assist students, AQA may make your coursework available on a strictly anonymous basis to teachers, examining staff and students in paper form or electronically, through the Internet or other means, for the purpose of indicating a typical mark or for other educational purposes. In the unlikely event that your coursework is made available for the purposes stated above, you may object to this at any time and we will remove the work on reasonable notice. If you have any concerns, please contact AQA.

Candidate's signature:

Date:

This form should be completed and attached to the candidate's work and retained at the Centre or sent to the moderator as required.

PTO

This side is to be completed by the supervising teacher

Units Completed and Marks Awarded

Enter marks for only 4 units, including the Compulsory Unit and at least one Core Unit.

Units Completed	Tick as appropriate	Mark (Max 10)
Compulsory Unit 1: Using Word Processing Software	✓	
Core Unit(s) Completed Unit 2		
Unit 3		
Unit 4		
Optional Units: Unit 5		
Unit 6		

Units Completed	Tick as appropriate	Mark (Max 10)
Unit 7		
Unit 8		
Unit 9		
Unit 10		
Unit 11		
Unit 12		
Total Mark (Max 40)		

Details of additional assistance given (if any)
 Record here details of any assistance given to this candidate which is beyond that given to the class as a whole and beyond that described in the specification. Continue on a separate sheet if necessary.

Declaration by the teacher

Further to the *Centre Declaration Sheet* statement about help given to candidates, any teacher assistance has been limited to the use of strategies to improve accessibility such as:

- the rephrasing of questions or tasks which have not been understood;
- the explanation of terms or phrases used in questions or tasks, where such explanation does not, in itself, provide the information which the candidate must supply;
- the provision of feedback in relation to inappropriate or inadequate answers given by the candidate, where such feedback does not, in itself, provide the information which the candidate must supply.

I confirm that the candidate's work was conducted under the conditions laid out by the specification.

I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

Teacher's signature:

Date: