

Unit 5: Desktop publishing (2010)

Student Name:

Teacher:

Date:

Assessment Objective	Pass	Merit	Distinction
AO1 <i>Plan a document to meet a given design brief</i>	Candidates will carry out limited research on a narrow range of organisations and end-users. Candidates provide limited evidence linking their research to the designs. Candidates will produce basic plans which include sketches of the design for the front and at least one inside page of their publication. There will be some indication that timescales for the completion of the publication have been considered.	Candidates will carry out independent research from a range of sources which they identify. Candidates provide evidence linking their research to the designs. Candidates will produce plans which include sketches of the design for all pages of their publication. There will be some indication that timescales have been considered for each stage of the development and completion of the publication.	Candidates will carry out independent research from a wide range of sources which they identify. Candidates provide clear evidence linking their research to the designs. Candidates will produce detailed plans which include sketches of the design for all pages of their publication. Realistic timescales have been considered and set for each stage of the development and completion of the publication.
AO1 NOTES	AO1: P M D		
AO2 <i>Create text styles</i>	Candidates create at least three text styles in the DTP software. For each text style they will set font type, size, emphasis and alignment as a minimum. The following will be set at least once across the three text styles: • leading • kerning • paragraph spacing or indents Each text style will be used at least once in the publication.	Candidates will create at least three text styles in the DTP software adhering to the identified house style. For each text style they will set font type, size, emphasis and alignment as a minimum. The following will be set at least once across the three text styles: • leading • kerning • paragraph spacing or indents • tabs • bulleted or numbered list Each text style will be used at least once in the publication. The styles will be suitable for use in the publication and will meet the requirements of the client brief. Most styles will be consistently applied.	Candidates will generate at least three text styles in the DTP software adhering to the identified house style. At least one text style will for the body text. Leading, and paragraph spacing or indents will be set appropriately for the body text. For each style they will set font type, size, emphasis and alignment as a minimum. The following will be set at least once: • kerning • paragraph spacing or indents • tabs • bulleted or numbered list Each text style will be used at least once in the publication. The styles will be suitable for use in the publication and will meet the requirements of the brief. The body text style and at least one other style will be used consistently throughout the publication.
AO2 NOTES	AO2: P M D		
AO3 <i>Select and use tools in desktop publishing software.</i>	Candidates will produce a document using a desktop publishing package. There will be limited use of facilities, imported text and imported graphics.	Candidates will produce a detailed document which mostly meets the demands of the brief using a desktop publishing package. There will be good use of facilities, imported text and imported graphics.	Candidates will produce a detailed document which fully meets the demands of the brief using a desktop publishing package. There will be good use of facilities, imported text and imported graphics and all will be used appropriately.
AO3 NOTES	AO3: P M D		
AO4 <i>Use drawing tools included with desktop publishing software to create basic shapes for inclusion in your completed publication</i>	Candidates will use at least three different drawing tools and at least two other features in the desktop publishing software to enhance the publication. They will combine at least four objects to create a more complex whole and use grouping and layering at least once.	Candidates will use at least three different drawing tools to create effective shapes that enhance the publication. They will change the default formatting (eg border style, fill effect) at least once. They will use at least two other features to enhance the publication. They will combine at least six objects to create a complex whole which will be effective. They will use grouping and layering effectively at least once.	Candidates will use at least five different drawing tools to create shapes that enhance the publication. They will change the default formatting (eg border style, fill effect) at least twice. They will use at least two other features effectively to enhance the publication. They will combine at least six objects to create a complex whole which will be effective. They will use grouping and layering effectively at least once. The tools and features used will suit the needs of the brief and the intended audience.
AO4 NOTES	AO4: P M D		

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AO5 Review and evaluate the publication and prepare it for printing	Candidates will use at least one automatic checking facility or one visual checking facility to proof their publication. They will check that the content is fit for purpose. If problems are identified, some corrections will be made. One publication will be printed as a proof copy. They will explain how the content in their finished publication meets the client brief.	Candidates will use at least one automatic checking facility and at least one visual checking facility to proof their publication. They will check that the content is fit for purpose and intended audience. If problems are identified, corrections will be made. One copy of the publication will be printed as a final proof copy. The final publication will be mostly error free and will meet most of the requirements of the brief. They will explain how the content in their finished publication meets the client brief and is suitable for the target audience.	Candidates will use a range of automatic and visual checking facilities to proof their publication. They will check that the content is fit for purpose and intended audience. If problems are identified, all corrections will be made. One copy of the publication will be printed as a final proof copy. The final publication will be virtually error free and will meet the requirements of the brief. They will explain, using examples from their publication, how the content in their finished publication meets the client brief and is suitable for the target audience.
AO5 NOTES	AO5: P M D		

Overall grade awarded for this unit: **PASS** **MERIT** **DISTINCTION** (Circle ONE grade) **Signature:** _____