Level 2 Technical Certificate in Digital Technologies

Network and Infrastructure

(5220-21-023)

Synoptic Assignment 2019 – v1.0

General guidance for candidates

General guidance

This is a formal assessment that you will be marked and graded on. You will be marked on the quality and accuracy of your practical performance and any written work you produce. It is therefore important that you carry your work out to the highest standard you can. You should show how well you know and understand the subject and how you are able to use your knowledge and skills together to complete the tasks. This means you will usually have to write down your thinking and the reasons behind the way you have carried out the tasks and how/why you have made your decisions. This may be part of your planning, reflections, or evaluations.

Plagiarism

This is an assessment of your abilities, so the work must be all your own work and carried out under the conditions stated. You will be asked to sign a declaration that you have not had any outside help with the assessment.

Your tutor is allowed to give you some help understanding the assignment instructions if necessary, but they will record any other guidance you need and this will be taken into account during marking.

Plagiarism is the failure to acknowledge sources properly and/or the submission of another person's work as if it were your own. Plagiarism is not allowed in this assignment.

Where research is allowed, your tutor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge all sources and clearly reference any information taken from them.

Timings and planning

Where you have to plan your time, you should take care to make sure you have divided the time available between tasks appropriately. In some assignments, there are specified timings which cannot be changed and which need to be taken into account. You should check your plan is appropriate with your tutor.

If you have a good reason for needing more time, you will need to explain the reasons to your tutor and agree a new deadline date. Changes to dates will be at the discretion of the tutor, and they may not mark work that is handed in after the agreed deadlines.

Health and Safety

You must always work safely, in particular while you are carrying out practical tasks.

You must always follow any relevant Health and Safety regulations and codes of practice.

If your tutor sees you working in a way that is unsafe for yourself or others, they will ask you to stop immediately, and tell you why. Your tutor will not be able to reassess you until they are sure you are ready for assessment and can work safely.

Presentation of work

Presentation of work must be neat and appropriate to the task.

You should make sure that each piece of evidence including any proformas eg record/job cards are clearly labelled with your name and the assignment reference.

All electronic files must be given a clear file name that allows your tutor to identify it as your work. Written work eg reports may be word processed or hand written unless stated otherwise.

All sketches and drawings should be neat and tidy, to scale and annotated.

Calculations should be set out clearly, with all working shown, together with any assumptions made. You should use appropriate units at all times and answers must be expressed to a degree of accuracy, consistent with the requirements of the task.

The use of non-programmable scientific calculators is acceptable.

Assignment Brief

You are employed as an IT Technician and have recently been tasked with supporting a standalone wired network that is used to test software and hardware prior to deployment on the main network. This network consists of 4 devices, 1 switch and 1 Network Attached Storage (NAS) device.

As this network has been used by all of the technicians within the company there is no centralised record of the software and hardware that has been installed. You have been asked to perform an audit to establish the hardware and software that is currently installed. Prior to conducting the audit, you will have to produce a document for recording the results.

To enable the completion of the project you have been tasked with recommending the hardware and software required to expand the network. Identify the security implication of allowing employees to connect their own devices to the network.

Produce a technical report that must cover the following areas:

- Hardware and software requirements for the upgrade
- Minimum technical requirements of the additional hardware and software
- Network threats and vulnerabilities
- Software and hardware counter measures required to secure the network
- A test plan for network connectivity, configuration and security.

Once the audit and report has been completed, the company requires the network expansion to be carried out. Configure all wireless devices using the following SSID:

- CGXX (XX should be replaced with your initials)

Test the expanded network following the test plan and record the results.

Tasks

Task 1

Carry out the audit and document the results.

> ***Conditions of assessment:***
> You must carry the task out on your own, under supervised conditions.
> It is expected that this task will take approximately **2 hours** in total.

Task 2

Create the technical report to meet the stated requirements.

> ***Conditions of assessment:***
> You must carry the task out on your own, under supervised conditions.
> It is expected that this task will take approximately **4 hours** in total.

> ***What you must produce for marking:***
> A single word processed document.

Task 3

Install and configure the required hardware and software to expand the network.

> ***Conditions of assessment:***
> You must carry the task out on your own, under supervised conditions.
> It is expected that this task will take approximately **2 hours** in total.

> ***What you must produce for marking:***
> * Completed Assessor observation form.

Task 4

Test network configuration, connectivity and security recording all results in the test plan, rectifying any issues identified.

> ***Conditions of assessment:***
> You must carry the task out on your own, under supervised conditions.
> It is expected that this task will take approximately **2 hours** in total.

> ***What you must produce for marking:***
> * Completed test plan.
> * Annotated screen prints of test plan being carried out.

Task instructions for centres

Resources

Candidates must have access to a suitable range of resources to carry out the tasks and to have the opportunity to choose materials demonstrating the ability to select from a range of appropriate resources.

Task 1

The candidate is required to have access to a network consisting of:

- 4 devices such as PCs or Laptops
  (one of which must be configured to have suitable resources installed to allow annotated screen prints to be produced)
- 1 switch
- 1 Network Attached Storage (NAS) device.
- UTP/STP cables

There is also a requirement for the candidate to have access to a PC/Laptop that has a Word Processing package installed to enable the candidate to record the information gathered as part of the audit.

Task 2

There is also a requirement for the candidate to have access to a PC /Laptop that has a Word Processing package installed to enable the candidate to produce the report.

Task 3

The learner should have access to the following equipment as a minimum:

- 2 Wi-Fi enabled mobile devices
- 1 Wireless access point/router

It is suggested that this network is isolated from the main network of your organisation as this will allow the devices to be configured without impacting on other networks.

Task 4

An additional device that has the wireless access disabled and the incorrect network configuration information, should be provided at this point to enable the candidate to troubleshoot the network configuration and connectivity.

Time

The recommended time allocated for the completion of the tasks and production of evidence for this assessment is approximately **ten** hours. It is the centre's responsibility to arrange how this time is managed to fit with timetables during the assessment period. Candidates should be required to plan their work and have their plans confirmed for appropriateness in relation to the time allocated for each task.

Total – **10** hours.

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Task 1 – **2** hours
Task 2 – **4** hours
Task 3 – **2** hours
Task 4 – **2** hours

PAST ASSIGNMENT (2019) – DO NOT USE FOR LIVE ASSESSMENT

Centre guidance

Guidance provided in this document refers to this specific assignment. The following documents available on the City & Guilds website provide essential generic guidance for centres delivering Technical qualifications and **must** be referred to alongside this guidance:

- *Technical qualifications – marking and moderation* – updated annually

- *Technical qualifications – teaching, learning and assessment*

This synoptic assessment is designed to require the candidate to make use their knowledge, understanding and skills they have built up over the course of their learning to tackle problems/tasks/challenges.

This approach to assessment emphasises to candidates the importance and applicability of the full range of their learning to practice in their industry area, and supports them in learning to take responsibility for transferring their knowledge, understanding and skills to the practical situation, fostering independence, autonomy and confidence.

Candidates are provided with an assignment brief. They then have to draw on their knowledge and skills and independently select the correct processes, skills, materials, and approaches to take to provide the evidence specified by the brief.

During the learning programme, it is expected that tutors will have taken the opportunity to set shorter, formative tasks that allow candidates to be supported to independently use the learning they have so far covered, drawing this together in a similar way, so they are familiar with the format, conditions and expectations of the synoptic assessment.

You should explain to candidates what the Assessment Objectives are and how they are implemented in marking the assignment, so they will understand the level of performance that will achieve them high marks.

The candidate should not be entered for the assessment until the end of the course of learning for the qualification so they are in a position to complete the assignment successfully.

Health and safety

Candidates should not be entered for assessment without being clear of the importance of working safely, and practice of doing so. The tutor must immediately stop an assessment if a candidate works unsafely. At the discretion of the tutor, depending on the severity of the incident, the candidate may be given a warning. If they continue to work unsafely however, their assessment must be ended and they must retake the assessment at a later date.

Observation

Where the tutor is required to carry out observation of performance, detailed notes must be taken using the Practical Observation (PO) form provided. This may be a generic form or tailored to the specific assignment. The centre has the flexibility to adapt the form, or produce their own to suit local requirements as long as this does not change or restrict the type of evidence collected (eg to use tablet, hand-written formats, or to ease local administration).

Observation notes form part of the candidate's evidence and must describe **how well** the activity has been carried out, rather than stating the steps/ actions the candidate has taken. The notes must be very descriptive and focus on the **quality** of the performance in such a way that comparisons between performances can be made and which provide the evidence on which the award of marks can be made by the marker and, if sampled, the moderator.

Identifying **what it is** about the performances that is **different** between candidates can clarify the qualities that are important to record. Each candidate may carry out the same steps, so a checklist of this information would not add information to help differentiate between them, but qualitative comments on **how well** they do it, and quantitative records of accuracy and tolerances would.

The tutor should refer to the marking grid to ensure appropriate aspects of performance are recorded. These notes will be used for marking and moderation purposes and so must be detailed, accurate and differentiating.

Tutors should ensure that any required additional supporting evidence including eg photographs or video can be easily matched to the correct candidate, are clear, sufficiently well-lit and showing the areas of particular interest for assessment (ie taken at appropriate points in production, showing accuracy of measurements where appropriate).

If candidates are required to work as a team, each candidate's contribution must be noted separately. The tutor may intervene if any individual candidate's contribution is unclear or to ensure fair access (see below).

See the *Technical qualifications – marking and moderation* centre guidance document for further information on gathering evidence suitable for marking and moderation.

Minimum evidence requirements

The sections:

- *What you must produce for marking*, and
- *Additional evidence of your performance that must be captured for marking*

in the assignment list the minimum requirements of evidence to be submitted for marking and moderation.

Evidence above and beyond this may be submitted, but should provide useful information for marking and moderation.

Where candidates have carried out some work as a group, the contribution of each candidate must be clear. It is not appropriate to upload identical information for each candidate without some way for the moderator to mark the candidates individually.

Where the minimum requirements have **not** been met, the moderation remark and any subsequent adjustment will be based on the evidence that has been submitted. **Where this is insufficient to provide a mark on moderation, a mark of zero may be given.**

Preparation

Candidates should be aware of which aspects of their performance (across the AOs) will give them good marks in assessment. This is best carried out through routinely pointing out good or poor performance during the learning period, and through formative assessment. Candidates should be encouraged to do the best they can and be made aware of the difference between these summative assessments and any formative assessments they have been subject to. Candidates may not have access to the full marking grids, as these may be misinterpreted as pass, merit distinction descriptors. See the *Technical qualifications – teaching, learning and assessment* centre guidance document for further information on preparing candidates for Technical qualification assessment.

Guidance on assessment conditions

The assessment conditions that are in place for this synoptic assignment are to:

- ensure the rigour of the assessment process
- provide fairness for candidates
- give confidence in the outcome.

They can be thought of as the rules that ensure that all candidates who take an assessment are being treated fairly, equally and in a manner that ensures their result reflects their true ability.

The conditions outlined below relate to this summative synoptic assignment. These do not affect any formative assessment work that takes place. Formative assessment will necessarily take a significant role throughout the learning programme where support, guidance and feedback (with the opportunity to show how feedback has been used to improve outcomes and learning) are critical. This approach is not, however, valid for summative assessment. The purpose of summative assessment is to confirm the standard the candidate has achieved as a result of participating in the learning process.

Authentication of candidate work

Candidates are required to sign declarations of authenticity, as is the tutor. The relevant form is included in this assignment pack.

The final evidence for the tasks that make up this synoptic assignment must be completed under the specified conditions. This is to ensure authenticity and prevent malpractice as well as to assess and record candidate performance for assessment in the practical tasks. Any aspect that may be undertaken in unsupervised conditions is specified. It is the centre's responsibility to ensure that local administration and oversight gives the tutor sufficient confidence to be able to confirm the authenticity of the candidate's work.

Candidate evidence must be kept secure to prevent unsupervised access by the candidate or others. Where evidence is produced over a number of sessions, the tutor must ensure learners and others cannot access the evidence without supervision. This might include storing written work or artefacts in locked cupboards and collecting memory sticks of evidence produced electronically at the end of each session.

Where the candidate or tutor is unable to, or does not confirm authenticity through signing the declaration form, the work will not be accepted at moderation and a mark of zero will be given. If any question of authenticity arises eg at moderation, the centre may be contacted for justification of authentication.

Accessibility and fairness

Where a candidate has special requirements, tutors should refer to the *Access arrangements and reasonable adjustments* section of the City& Guilds website.

Tutors can support access where necessary by providing clarification to **any** candidate on the requirements or timings of any aspect of this synoptic assignment. Tutors should **not** provide more guidance than the candidate needs as this may impact on the candidate's grade, see the guidance and feedback section below.

All candidates must be provided with an environment and resources that allows them access to the full range of marks available.

Where candidates have worked in groups to complete one or more tasks for this synoptic assessment, the tutor must ensure that no candidate is disadvantaged as a result of the

performance of any other team member. If a team member is distracting or preventing another team member from fully demonstrating their skills or knowledge, the tutor must intervene.

Guidance and feedback

Guidance must only support access to the assignment and must not provide feedback for improvement. The level and frequency of clarification & guidance must be

- recorded fully on the candidate record form (CRF),

- taken into account along with the candidate's final evidence during marking

- made available for moderation.

Tutors **must not** provide feedback on the quality of the performance or how the quality of evidence can be improved. This would be classed as malpractice.

Tutors **should** however provide general reminders to candidates throughout the assessment period to check their work thoroughly before submitting it, and to be sure that they are happy with their final evidence as it may not be worked on further after submission.

Candidates can rework any evidence that has been produced for this synoptic assignment during the time allowed. However, this must be as a result of their own review and identification of weaknesses and not as a result of tutor feedback. Once the evidence has been submitted for assessment, no further amendments to evidence can be made.

Tutors should ensure that candidates' plans for completion of the tasks distribute the time available appropriately and may guide candidates on where they should be up to at any point in a general way. Any excessive time taken for any task should be recorded and should be taken into account during marking if appropriate.

It is up to the marker to decide if the guidance the candidate has required suggests they are lacking in any AO, the severity of the issue, and how to award marks on the basis of this full range of evidence. The tutor must record where and how guidance has had an impact on the marks given, so this is available should queries arise at moderation or appeal.

What is, and is not, an appropriate level of guidance

- A tutor **should** intervene with caution if a candidate has taken a course of action that will result in them not being able to submit the full range of evidence for assessment. However this should only take place once the tutor has prompted the candidate to check that they have covered all the requirements. Where the tutor has to be explicit as to what the issue is, this is likely to demonstrate a lack of understanding on the part of the candidate rather than a simple error, and full details should be recorded on the CRF.

- The tutor **should not** provide guidance if the candidate is thought to be able to correct the issue without it, and a prompt would suffice. In other words only the minimum support the candidate actually needs should be given, since the more guidance provided, the larger the impact on the marks awarded.

- A tutor may **not** provide guidance that the candidate's work is not at the required standard or how to improve their work. In this way, candidates are given the chance to identify and correct any errors on their own, providing valid evidence of knowledge and skills that will be credited during marking.

All specific prompts and details of the nature of any further guidance must be recorded and reviewed during marking and moderation.

Guidance on marking

Please see the *Technical qualifications – marking and moderation* centre guidance document for further information on gathering evidence suitable for marking and moderation, and on using the following marking grid.

The Candidate Record Form (CRF) is used to record:

- details of any guidance or the level of prompting the candidate has received during the assessment period
- rough notes made while reviewing the evidence – alternatively these may be captured on the marking and moderation platform.
- summary justifications when holistically coming to an overall judgement of the mark

Marking grid

For any category, 0 marks may be awarded where there is no evidence of achievement

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
15	**AO1** Recall of knowledge relating to the qualification LOs • Does the candidate seem to have the full breadth and depth of taught knowledge across the qualification to hand? • How accurate is their knowledge? Are there any gaps or misunderstandings evident? • How confident and secure does their knowledge seem?	**(1-3 marks)** **Recall shows some weaknesses in breadth and/or accuracy.** Hesitant, gaps, inaccuracy.	**(4-6 marks)** **Recall is generally accurate and shows reasonable breadth. Inaccuracy and misunderstandings are infrequent and usually minor.** Sound, minimal gaps.	**(7-9 marks)** **Consistently strong evidence of accurate and confident recall from the breadth of knowledge.** Accurate, confident, complete, fluent, slick.
		Examples of types of knowledge: Network Infrastructure types and protocols; Wireless connectivity, The OSI Model; Operating Systems, Users and Groups, troubleshooting tools and system administration; Cloud technologies; Network troubleshooting tools and diagnosis.		
		The candidate demonstrated a limited awareness of technologies suitable for implementing the network. The candidate demonstrated a limited knowledge of different types of appropriate transmission media. The candidate demonstrated a basic knowledge of testing methods.	The candidate demonstrated an adequate awareness of technologies suitable for implementing the network. The candidate demonstrated an adequate knowledge of different types of appropriate transmission media. The candidate demonstrated an adequate knowledge of testing / troubleshooting methods.	The candidate demonstrated a thorough awareness of technologies suitable for implementing the network. The candidate demonstrated an extensive knowledge of the different types of appropriate transmission media. The candidate demonstrated a thorough knowledge of testing / troubleshooting methods.

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
20	**AO2 Understanding of concepts, theories and processes relating to the LOs** • Does the candidate make connections and show causal links and explain why? • How well are theories and concepts applied to new situations/the assignment? • How well chosen are exemplars – how well do they illustrate the concept?	**(1-4 marks)** **Some evidence of being able to give explanations of concepts and theories. Explanations appear to be recalled, simplistic or incomplete.** Misunderstanding, illogical connections, guessing.	**(5-8 marks)** **Explanations are logical. Showing comprehension and generally free from misunderstanding, but may lack depth or connections are incompletely explored.** Logical, slightly disjointed, plausible.	**(9-12 marks)** **Consistently strong evidence of clear causal links in explanations generated by the candidate. Candidate uses concepts and theories confidently in explaining decisions taken and application to new situations.** Logical reasoning, thoughtful decisions, causal links, justified.
		Examples of understanding: Network communication methods; Network hardware and software; The OSI Model Layers; Networking protocols; Wireless Network configuration; Operating System Installation – including options and configuration; Available Network Services and Cloud-based services; Hardware and software network troubleshooting; Purpose and function of differing technologies used in data networks, including: switches, routers, servers, storage, VLANS, Wireless access points, End user devices. Components required to implement a wireless LAN, including: routers (wired and wireless), wireless access points, network interface cards/devices, network security and devices, WPA, WPA2, broadcasting SSID.		

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%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
		The candidate demonstrated a basic understanding of network configuration.

The candidate demonstrated a limited understanding of wireless networks.

The candidate demonstrated a partial understanding of the testing process.

Limited consideration given to the potential threats and vulnerabilities of the expanded network. | The candidate demonstrated an adequate understanding of network configuration.

The candidate demonstrated an adequate understanding of wireless networks.

The candidate demonstrated an adequate understanding of the logical use of the testing process.

Adequate consideration given to the potential threats, vulnerabilities and securing the expanded network. | The candidate demonstrated in-depth understanding of network configuration.

The candidate demonstrated a thorough understanding of wireless networks.

The candidate demonstrated a comprehensive understanding of the logical use of the testing process.

Thorough consideration given to the potential threats, vulnerabilities and securing the expanded network. |
| 30 | **AO3** Application of practical/ technical skills How practiced/fluid does hand eye coordination and dexterity seem? How confidently does the candidate use the breadth of practical skills open to them? How accurately/ successfully has the | **(1-6 marks)** **Some evidence of familiarity with practical skills. Some awkwardness in implementation, may show frustration out of inability rather than lack of care.** Unable to adapt, frustrated, flaws, out of tolerance, imperfect, clumsy. | **(7-12 marks)** **Generally successful application of skills, although areas of complexity may present a challenge. Skills are not yet second nature.** Somewhat successful, some inconsistencies, fairly adept/ capable. | **(13-18 marks)** **Consistently high levels of skill and/or dexterity, showing ability to successfully make adjustments to practice; able to deal successfully with complexity.** Dextrous, fluid, comes naturally, skilled, practiced. |

PAST A

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
	candidate been able to use skills/achieve practical outcomes?	*Examples of skills expected:* Providing communication services via a Local Area Network (LAN) including:, installing, configuring, testing and troubleshooting hardware, software and protocols; Following safe working practices, the application of antistatic precautions, using tools in a safe manner. Document formatting or production, synthesising and analysing data, configuring and testing devices. Visual troubleshooting, including: damage, physical connection, workstation / device, patch panel, incorrect connection, connection LED, output. Prepare documentation including: technical reports, test plans, audit report. Installing and configuring the required components to enable wireless LANs to be implemented, including: working practices, routers, wireless access points, network interface cards/devices, end user devices.		

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%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
		Documentation was limited, lacking recommendations.	Documentation was adequate providing sufficient detail to allow recommendations to be made.	Documentation was comprehensive providing a sound basis for the recommendations made.
		The candidate demonstrated limited skills when configuring network connectivity.	The candidate demonstrated adequate skills when configuring network connectivity.	The candidate demonstrated a thorough skillset when configuring network connectivity.
		Minimal logic applied when testing the network.	A logical approach applied when testing the network.	A logical approach applied when testing and troubleshooting the network.
		The candidate demonstrated limited skills when configuring network security.	The candidate demonstrated adequate skills when configuring network security.	The candidate demonstrated well-developed skills when configuring network security.
		The candidate demonstrated a single technique when testing network connectivity.	The candidate demonstrated more than one technique when testing network connectivity.	The candidate demonstrated multiple techniques when testing and troubleshooting network connectivity.
		The candidate demonstrated limited skills in creating and using a basic test plan.	The candidate demonstrated adequate skills in creating and using a test plan.	The candidate demonstrated well-developed skills in creating and using a comprehensive test plan.

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
20	**AO4 Bringing it all together - coherence of the whole subject** • Does the candidate draw from the breadth of their knowledge and skills? • Does the candidate remember to reflect on theory when solving practical problems? • How well can the candidate work out solutions to new contexts/ problems on their own?	**(1-4 marks)** **Some evidence of consideration of theory when attempting tasks. Tends to attend to single aspects at a time without considering implication of contextual information.** Some random trial and error, new situations are challenging, expects guidance, narrow. Many need prompting.	**(5-8 marks)** **Shows good application of theory to practice and new context, some inconsistencies.** Remembers to apply theory, somewhat successful at achieving fitness for purpose. Some consolidation of theory and practice.	**(9-12 marks)** **Strong evidence of thorough consideration of the context and use of theory and skills to achieve fitness for purpose.** Purposeful experimentation, plausible ideas, guided by theory and experience, fit for purpose, integrated, uses whole toolkit of theory and skills.
		Examples of bringing it all together: Understanding of the concepts of networking and the skills required to implement, configure and test a network. Applying appropriate testing and troubleshooting concepts to hardware and software network connectivity including wireless.		
		Documented a limited audit of the existing system.	Documented an adequate audit of the existing system.	Documented a thorough audit of the existing system.
		Produced a basic report that identifies the requirements for upgrading the network.	Produced an adequate report that identifies the requirements for upgrading the network and supports valid recommendations.	Produced a comprehensive report that specifies the requirements for upgrading the network and supports suitable recommendations.
		A functioning network was implemented with minor faults.	A functioning network was implemented with any faults present being identified.	A functioning network was fully implemented with any faults rectified.
		Conducted a basic testing process.	Conducted an adequate testing process following the test plan.	Conducted a thorough testing process fully adhering to the test plan.

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%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
15	**AO5 Attending to detail/ perfecting** • Does the candidate routinely check on quality, finish etc and attend to imperfections/ omissions • How much is accuracy a result of persistent care and attention (eg measure twice cut once) • Would you describe the candidate as a perfectionist and wholly engaged in the subject	**(1-3 marks)** **Easily distracted or lack of checking. Insufficiently concerned by poor result; little attempt to improve. Gives up too early; focus may be on completion rather than quality of outcome.** Careless, imprecise, flawed, uncaring, unfocussed, unobservant, unmotivated.	**(4-6 marks)** **Aims for satisfactory result but may not persist beyond this. Uses feedback methods but perhaps not fully or consistently.** Variable/intermittent attention, reasonably conscientious, some imperfections, unremarkable.	**(7-9 marks)** **Alert, focussed on task. Attentive and persistently pursuing excellence. Using feedback to identify problems for correction.** Noticing, checking, persistent, perfecting, refining, accurate, focus on quality, precision, refinement, faultless, meticulous.
		Examples of attending to detail: proof reading, meeting expectations of the brief, reflection of choices made identifying areas for improvement, structured and efficient approach taken, configuring devices as stipulated, rights and permissions, selection of appropriate tools and testing techniques.		
		The level of detail in the report is limited. The candidate demonstrated a limited attention to detail when configuring network settings. The candidate demonstrated a limited attention to detail when configuring security.	The level of detail is adequate and consistently applied across the report. The candidate demonstrated adequate attention to detail when configuring network settings and connectivity. The candidate demonstrated adequate attention to detail when configuring security.	The level of detail is comprehensive and consistently applied to all aspects of the report. The candidate demonstrated a thorough attention to detail when installing and configuring network settings and connectivity. The candidate demonstrated a thorough and consistent approach to configuring security.

Declaration of Authenticity

Candidate name   Candidate number

Centre name   Centre number

Candidate:

I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

Candidate signature   Date

Tutor:

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Tutor signature   Date

Note:

Where the candidate and/or tutor is unable to, or does not confirm authenticity through signing this declaration form, the work will not be accepted at moderation and a mark of zero will be given. If any question of authenticity arises, the tutor may be contacted for justification of authentication.

Candidate Record Form (CRF)

Candidate Name: **Assessment ID:**

Candidate Number: **Centre Number:**

Total Mark:

	Summary justification	AO Mark
A01 Recall		
A02 Understanding		
A03 Practical/ technical skills		
A04 Bringing it all together		
A05 Attention to detail		

Tutor/assessor signature: **Date:**

Candidate Record Form (CRF)

Marker Notes

AO1 - Recall Breadth, depth, accuracy	*Examples of types of knowledge:* Network Infrastructure types and protocols; Wireless connectivity, The OSI Model; Operating Systems, Users and Groups, troubleshooting tools and system administration; Cloud technologies; Network troubleshooting tools and diagnosis.		
15%	Band 1 1 – 3 marks	Band 2 4 – 6 marks	Band 3 7 – 9 marks
Mark:	Notes/Comments		
AO2 - Understanding Security of concepts, causal links	*Examples of understanding:* Network communication methods; Network hardware and software; The OSI Model Layers; Networking protocols; Wireless Network configuration; Operating System Installation – including options and configuration; Available Network Services and Cloud-based services; Hardware and software network troubleshooting; Purpose and function of differing technologies used in data networks, including: switches, routers, servers, storage, VLANS, Wireless access points, End user devices. Components required to implement a wireless LAN, including: routers (wired and wireless), wireless access points, network interface cards/devices, network security and devices, WPA, WPA2, broadcasting SSID.		
20%	Band 1 1 – 4 marks	Band 2 5 – 8 marks	Band 3 9 – 12 marks
Mark:	Notes/Comments		
AO3 - Practical skill Dexterity, fluidity, confidence, ease of application	*Examples of skills expected:* Providing communication services via a Local Area Network (LAN) including: Installing, configuring, testing and troubleshooting hardware, software and protocols; Following safe working practices, the application of antistatic precautions, using tools in a safe manner. Document formatting or production, synthesising and analysing data, configuring and testing devices. Visual troubleshooting, including: damage, physical connection, workstation / device, patch panel, incorrect connection, connection LED, output. Prepare documentation including: technical reports, test plans, audit report. Installing and configuring the required components to enable wireless LANs to be implemented, including: working practices, routers, wireless access points, network interface cards/devices, end user devices.		
30%	Band 1 1 – 6 marks	Band 2 7 – 12 marks	Band 3 13 – 18 marks
Mark:	Notes/Comments		
AO4 – Bringing it together use of knowledge to apply skills in new context	*Examples of bringing it all together:* Understanding of the concepts of networking and the skills required to implement, configure and test a network. Applying appropriate testing and troubleshooting concepts to hardware and software network connectivity including wireless.		
20%	Band 1 1 – 4 marks	Band 2 5 – 8 marks	Band 3 9 – 12 marks
Mark:	Notes/Comments		

AO5 - Attending to detail / perfecting Repeated checking, perfecting, noticing	*Examples of attending to detail:* proof reading, meeting expectations of the brief, reflection of choices made identifying areas for improvement, structured and efficient approach taken, configuring devices as stipulated, rights and permissions, selection of appropriate tools and testing techniques.		
15%	Band 1 1 – 3 marks	Band 2 4 – 6 marks	Band 3 7 – 9 marks
Mark:	Notes/Comments		

Please refer to the full marking grid for the qualification for full details of marking requirements.

Where marker notes and justifications are captured on the marking and moderation platform, this form is not required

Assessor Observation Form (Task 3)

Candidate Name: **Assessment ID:**

Candidate Number: **Centre Number:**

Task Element	Achieved	Errors made / specification not met
Correctly configured wireless router/access point		
Configure network device settings including SSID as specified		

Notes for Assessor:

Use the above Assessor checklist. The learner's performance should be marked against the criteria on the Assessor checklist and the Marking grid. Additional Assessor notes must be included to comment on how well the candidate carried out each criteria. The learner should be familiar with the performance criteria above before commencement of the task but should not have a copy with them during the assessment.

Assessor observations and mark justification:

....

Assessors Name   **Assessors Name**

(please print)   (please sign)

Practical Observation Form (PO)

Candidate Name: **Assessment ID:**

Candidate Number: **Centre Number:**

Notes

AO1 - Recall
Breadth, depth, accuracy

AO2 - Understanding
Security of concepts, causal links

AO3 - Practical skill
Dexterity, fluidity, confidence, ease of application

AO4 – Bringing it all together
use of knowledge to apply skills in new context

AO5 - Attending to detail / perfecting
Repeated checking, perfecting, noticing

Tutor/Assessor signature: **Date:**