



Administrative Support Guide

BTEC Level 3 Nationals in **Information Technology**

Unit 2: Creating Systems to Manage Information (31761H)

This Admin Support Guide has been created for customers to keep, please note this document will be reviewed each year. This ASG should be read in conjunction with the [BTEC ICEA](#).



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Change Log

Why might an ASG be re-published on our website?

It is our responsibility to ensure that we are updating our ASGs in line with your feedback and suggestions. We would update our documents if there are any published errors identified, changes to the published information or for any suggested improvements.

What actions must you take?

If a change is made to an ASG, we will notify you and confirm in the table below. As soon as you notice that a new change has been recorded, you need to download the updated ASG from our website and replace it with the older version that you may have previously downloaded.

Change Log document last updated: 13/07/2023

Unit Code	Unit name	Document version	Date of correction	Page number	Detail of correction
31761H	Creating Systems to Manage Information	Version 5	21nov23	Page 7	Included details of break allowance
31761H	Creating Systems to Manage Information	Version 4	13jul23	all	Initial release of new template
31761H	Creating Systems to Manage Information	Version 3	06jan23	Page 9	Updated naming conventions of each activity/file for upload
31761H	Creating Systems to Manage Information	Version 2	15dec21	Page 8	Attendance register has been amended which will now be provided as a digital copy in a OneDrive folder. Appendix with the learner authentication sheet has been removed from the document.
31761H	Creating Systems to Manage Information	Version 2	15dec21	Page 11	Digital submission of learner work

Unit Information

This assessment is to be completed on dates set by Pearson. This date can be found in our [BTEC timetable](#).

The table below shows information specific to this unit.

Part	Guidance	Level of Supervision and Control	How to access
A	The 3-hour Part A examination must be carried out in the afternoon of the first day – as scheduled by Pearson. Part A must be completed before Part B.	Invigilated, High control	Task Paper posted to centre and assets as described below.
B	The 2-hour Part B examination must be carried out in the morning of the second day – as scheduled by Pearson.	Invigilated, High control	Task Paper posted to centre and assets as described below.
A & B	Templates and assets		Web release

The Part A & B Web release archive contains:

Item	What it is	What to do with it
activity2.rtf	Part A Template	Place one copy in each learner's user area, you are permitted to convert to a more useable format so long as you retain layout.
activity3.rtf	Part A Template	Place one copy in each learner's user area, you are permitted to convert to a more useable format so long as you retain layout.
activity4.rtf	Part A Template	Place one copy in each learner's user area, you are permitted to convert to a more useable format so long as you retain layout.
activity6.rtf	Part B Template	Place one copy in each learner's user area, you are permitted to convert to a more useable format so long as you retain layout.
activity7.rtf	Part B Template	Place one copy in each learner's user area, you are permitted to convert to a more useable format so long as you retain layout.
partB_database.accdb	Database file	Choose best version for adding into each learner's use area.
partB_database.mdb	Database file	

Before the assessment

You must ensure that:

- an examination user area should be set up for each part (one for Part A work and a separate one for Part B), these user areas can have all the normal tools that the learner might use or might have used during the teaching and learning, but no internet connection is permitted.
- You have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- You have understood the delivery of the assessment and read the [JCQ 'Instructions for Conducting Examinations](#) (ICE)' document and [Pearson's 'Instructions for Conducting External Assessments](#) (ICEA)' document.
- Materials received from Pearson are kept secure until the start of the assessment window.
- Centre staff must not discuss the details of the examination content with learners.
- Learners have been registered onto the correct course and entered for the correct assessment and series.
- Learners due to sit the assessment are made aware of the timetabled session for the supervised assessment and any prior preparatory work.

During the Assessment

The examination is made of two parts, Part A and Part B. The two parts must be completed on the set specific dates scheduled by Pearson. Both parts must be carried out under exam conditions.

Please note that centres must follow the same times as used for exams when it states AM or PM in the timetable as per the Instructions for Conducting Exams document (ICEA). See [BTEC timetable](#).

Learners must save their work regularly and ensure that all materials can be identified as their work.

The invigilator must not be the class teacher or a member of the of the IT/ Computing department who could provide assistance with completing the assessment. If circumstances require that technical assistance is provided during a session and the only person capable of providing this is the classroom teacher then they are permitted to provide assistance so long as they are never on their own and they leave immediately their assistance is completed, this assistance must only be related to the operation of the hardware or software and not be related to any of the assessment tasks.

Centres must display and follow the JCQ 'Warning to Candidates' and the 'No Mobile Phones'

notices, which can be found [here](#).

Invigilators may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.

Invigilators should note that they are responsible for maintaining security and for reporting issues to Pearson.

During the examination, learners are not allowed access to any work they may have created prior to the examination or between the examinations.

Learners must only be allowed access to their examination user area during the completion of Part A – on the scheduled date and time - and Part B – on the scheduled date and time.

Learners must not have access to email or internet during the examination (this includes mobile and other smart devices capable of recording audio, image or video).

Communication between learners during the completion of each examination part is not allowed.

If the assessment is 3 hours or more, learners are entitled to a supervised rest-break.

During the three-hour period, centres may schedule supervised rest breaks. This time is in addition to the three hours for the task. For example, if a centre starts an assessment at 9am and has a 15- minute supervised break, the session would be scheduled to end at 12.15pm. Task booklets and learners' notes **must** be collected prior to any break, stored under secure conditions and re-issued when the session resumes.

After the Assessment

You must ensure that a learner's work is submitted to Pearson for marking in the format in which the learner completed it. A learner's work cannot be amended or changed by anyone once the Assessment has been completed.

Digital evidence only is used by examiners, the below table summarises the evidence files that should be created by each learner, and it would be good practise that these be zipped into a single archive (zip file) for each learner before being uploaded digitally as described in the section Submission of Work.

Part	Act	Item	Number to be sent
A	1 - Database relationship screenprint	activity1_[Registration number #]_[Name]	One per learner
A	2 - Table structures and validations	activity2_[Registration number #]_[Name]	
A	3 - Queries and reports	activity3_[Registration number #]_[Name]	
A	3 - Database report	activity3d_[Registration number #]_[Name]]	
A	4 - Structure testing	activity4_[Registration number #]_[Name]	
A	5 - Structure evaluation	activity5_[Registration number #]_[Name]	
A		Final version of the Database - Part A	
B	6 - Forms	activity6_[Registration number #]_[Name]	
B	7 - Interface testing	activity7_[Registration number #]_[Name]	
B	8 - Interface evaluation	activity8_[Registration number #]_[Name]	
B		Final version of the Database - Part B	

Submission of work

Methods for returning the work to Pearson can be found on our submitting assessment evidence [webpage](#).

Centres do not need to complete a paper copy of the attendance register for their learners.

Work must be submitted to Pearson for marking on the submission deadline as stated in the [Pearson Timetable](#) for the relevant series.

Authentication Forms

No authentication form is required for this assessment.

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