

Information Technology  
International Advanced Level  
UNIT 4

Diagram Booklet

In the boxes below, write your name, centre number and candidate number.

Surname					
Other names					
Centre Number					
Candidate Number					

## INSTRUCTIONS

There may be spare copies of some diagrams in case you need them.

**THIS DIAGRAM BOOKLET MUST BE RETURNED WITH THE QUESTION PAPER AT THE END OF THE EXAMINATION.**

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Question 2(b)(i)

FIGURE 1

Performance Grades by School and Job		
SCHOOL	Southview Secondary School	
JOB	BEST GRADE	WORST GRADE
Kitchen Assistant	#	#
Catering Assistant	#	#
Assistant Cook	#	#
BEST GRADE: #		
SCHOOL	River Valley Technical School	
JOB	BEST GRADE	WORST GRADE
Kitchen Assistant	#	#
Catering Assistant	#	#
Assistant Cook	#	#
BEST GRADE: #		
SCHOOL	Edgewater Academy	
JOB	BEST GRADE	WORST GRADE
Kitchen Assistant	#	#
Catering Assistant	#	#
Assistant Cook	#	#
BEST GRADE: #		

FIGURE 2

STAFF NAME	Adam Briggs	MEETING DATE	05/04/2023
START DATE	28/02/2019	PERFORMANCE GRADE AWARDED (AVERAGE OF PERFORMANCE AREA GRADES)	2
JOB	Assistant Cook	CHANGE FROM LAST YEAR	1 grade higher
PERFORMANCE GRADES FOR EACH AREA			
PERFORMANCE AREA		1	23
Time Management			✓
Verbal Communication		✓	
Teamwork		✓	
GENERAL PERFORMANCE COMMENTS			
Time management could be better. Adam was late to work on 13 occasions during 2022 due to traffic. He could leave for work earlier to solve this. His manager and colleagues have said that communication has been very good. Instructions passed to other staff have been clear, concise and accurate. They have also been given in a timely fashion. His Catering Manager has said that teamwork has been exemplary.			