

How to achieve the grades

The tasks at each level are graded according to how difficult they are to achieve. The key words used in the tasks will help you to understand what you have to do.

Obtaining a **Pass** Grade

KEY WORDS	DESCRIPTION
Complete...	Complete a form, diagram or drawing.
Demonstrate...	Show that you can do a particular activity.
Describe...	Give a clear, straightforward description which includes all the main points
Identify...	Give all the basic facts which relate to a certain topic.
List...	Write a list of the main items (not sentences).
Name...	State the proper terms related to a drawing or diagram.
Outline...	Give all the main points, but without going into too much detail.
State...	Point out or list the main features.

In order to achieve a pass grade you will have to identify information. You can do this in different ways:

- Make a list
- Produce a mind map
- Produce a poster
- Produce a table
- Produce a labeled diagram or drawing
- Design a game or puzzle
- Produce a plan
- Produce a flow chart

For pass grade you will also be expected to describe in your own words the information you have found. This can be done in the following formats:

A formal report

A power point presentation

A leaflet

A handout or information sheet

A web page

You may be able to include images to illustrate your work.

Examples:

- *List the main features on your mobile phone.*
- *Describe the best way to greet a customer*
- *Outline the procedures you follow to keep your computer system secure.*

Obtaining a **Merit** grade

KEY WORDS	DESCRIPTION
Analyse...	Identify the factors that apply, and state how these are linked and how each of them relates to the topic.
Comment on...	Give your own opinions or views
Compare... Contrast...	Identify the main factors relating to two or more items and point out the similarities and differences.
Competently use...	Take full account of information and feedback you have obtained to review or improve an activity.
Demonstrate...	Prove you can carry out a more complex activity.
Describe...	Give a full description including details of all the relevant features
Explain...	Give logical reasons to support your views.
Justify...	Give reasons for the points you are making so that the reader knows what you are thinking.
Suggest...	Give you own ideas or thoughts.

To achieve this grade you will have to work independently and find information using different methods (see research methods page 17). You will have to write in detail and give examples to show that you have understood the information well. You will have to explain in details using your own words and give reasons for the points that you make. You will have to review what you have done and give reasons for the choices you made.

Obtaining a Merit

Examples

- *Explain why mobile phones are so popular.*
- *Describe the needs of four different types of customers.*
- *Suggest the type of procedures a business would need to introduce to keep its IT system secure.*

Obtaining a **Distinction** grade

To achieve this grade you will have to be completely independent, using your own ideas, giving your opinion and justifying the points that you make. You will be expected to link ideas together and evaluate your work by identifying the strengths and weaknesses and giving ideas for improvement. You will use your teachers mainly for support and guidance, as the ideas will be yours.

Obtaining a Distinction

KEYWORD	DESCRIPTION
Analyse...	Identify several factors, show how they are linked, and explain the importance of each.
Compare... Contrast...	Identify the main factors in two or more situations, then explain the similarities and differences, and in some cases adapt your original ideas.
Demonstrate...	Prove that you can carry out a complex activity taking into account information you have obtained or received to adapt your original ideas.
Describe...	Give a comprehensive description which tells a story to the reader and shows that you can apply your knowledge and information correctly.
Evaluate...	Bring together all your information and make a judgement on the importance or success of something.
Explain...	Provide full details and reasons to support the arguments you are making
Justify...	Give full reasons or evidence to support your opinion.
Recommend...	Weigh up all the evidence to come to a conclusion, with reasons, about what would be best.

Examples:

- *Evaluate the features and performance of your mobile phone.*
- *Analyse the role of customer service in contributing to an organisation's success.*
- *Justify the main features on the website of a large successful organisation of your choice.*