

It is recommended that once each section is completed students use the checklist to ensure they are on course.

<b>Criterion G: Identifying the problem within a social context</b>	
A client has been clearly identified and their position has been stated. There is evidence that consultation with the client has taken place.	
A problem that requires an IT solution has been identified from the consultation with the client.	
The description of the problem has been placed in a social context.	
There is a description of the current system and the inadequacies have been explained from the consultation with the client.	
Specific end-users have been identified for the situations where other users besides the client will be using the product.	
There is a clear statement of the requirements that the IT solution should address. (These are needed to assess criteria H, K and L.)	

<b>Criterion H: Analysis and feasibility study</b>	
Both approaches are described equally well including what information will be used in the making of the product and how it will be structured.	
The advantages and disadvantages of each approach have been described.	
There is a comparison between the advantages and disadvantages of the approaches.	
There is a description of why the chosen approach is justified.	
There is a description of why the chosen approach was selected with respect to how it solves the problem in criterion G.	
There is evidence that the approaches were discussed with the client.	

<b>Criterion I: Planning and developing the chosen IT solution</b>	
<b>Schedule</b>	
There is a dated schedule with detailed description of who does what and when in the process from designing the product through to testing the product.  This can be combined with explaining how the software and hardware were used in creating the product.	
<b>Design</b>	
There are scanned sketches and diagrams from the log book with descriptions.	
<b>Software and hardware</b>	
There is a complete listing of the software (title, company and version). This information may be in a table.	
There are screenshots from the various stages of creating the product with an explanation of how the software and hardware were used.	
There is a complete listing of the hardware (model and specifications). This information may be in a table.	
The description of the software and hardware that the client will be using is also provided.	
Peripheral devices (scanners, cameras, printers) have been considered.	
Back-up and server requirements have been considered.	
<b>Data collection</b>	
All the sources for the content for the product have been included within the report (text, images, audio, video).	
All the sources for the design of the product have been included in the report and the product.	
All the sources have been included within a bibliography in the report and also within the product.	

<b>Criterion J: Testing and evaluating the solution</b>	
The test–refine cycle has been followed for each testing. Refinements must be made before the next test. The ITGS teacher cannot be one of the testers.	
The completed signed questionnaires from the three stages of testing are provided in the appendix. Test 1, test 2 and client testing must be clearly indicated.  The last questionnaire can be replaced by a confirmation from the client that the product is finished and meets the requirements of criterion G and that no further refinements are required.	
The questionnaires contain questions relating to the: <ul style="list-style-type: none"> <li>• requirements of the product (see criterion G)</li> <li>• content</li> <li>• technical aspects of the product.</li> </ul> The questionnaires should be pretested before being used.	
The format of the questionnaire allows for recommendations to be made.  Note: Yes/no questions do not lead to refinements.	
The tester’s name, qualification, date, signature, description of recommendation and description of a justified refinement have been provided for each test described in criterion J. It must be clear that the product has been refined before the next testing has been undertaken.  Note: Spellchecking is not a justified refinement.	
The “before” and “after” screenshots are included within criterion J.  The changes are clearly indicated on the screenshots with circles or arrows, accompanied by a description of what changes have been suggested and what refinements have been made.	
The client is the last tester.	

<b>Criterion K: Assessing the social significance of the product</b>	
The client and/or end-users have been consulted about how well the project achieved the requirements of the product.	
The social impacts of the product observed during testing and implementation are explained.	
The social impacts observed now that the student has the finished product and the client has begun to use it are explained. The observed social impacts are written in the past tense.	
The social impacts of the product are explained from a projected point of view. These social impacts may include the outcomes: <ul style="list-style-type: none"> <li>• if the product was made available to a wider audience</li> <li>• if it were expanded in some way</li> <li>• other developments not addressed in the points above.</li> </ul>	
The projected social impacts may involve consultation with the client or end-users.	
The projected impacts of the product are written in the future tense.	

<b>Criterion L: The product</b>	
Approximately 8–10 screenshots from the final product have been included in the appendix with a short description.	
The directions for accessing and using the product are included in the appendix.	
All the sources for the content have been included within the product as appropriate.	
If the product is a website, the URL is included in the appendix. If the product is a DTP solution, the printed version has been finished for submission.	
The product has been submitted on CD-ROM or DVD.	
The product is technically functional.	
The content is complete.	
The product is appropriately designed.	
The product is a comprehensive solution for a complex task and includes three complex techniques from the list on the OCC.	
The product meets the requirements for the IT solution described in criterion G.	
The product has been implemented and handed over to the client. The client has been trained to use/maintain the product.	

<b>Criterion M: The log book</b>	
There are regular dated entries in the log book for all of the processes involved from criterion G to criterion K.	
The investigative work for criteria G, H and I was completed before starting the product.	
There are sketches, storyboards or other indications from the design of the product.	
Screenshots from the making of the product have been included with annotations.	
The student included reflective thinking throughout the log book in addition to descriptions of what was accomplished. There is a final evaluation at the end of the process and the product.	
There is evidence that the client was periodically consulted.	
There are descriptions from the testing process.	
There is evidence of reflective thinking for observed and projected social impacts in criterion K.	
The progress of the student has been regularly monitored and initialled in the log book by the teacher throughout the process.	

<b>Final check</b>	
The organization of the project prescribed in the <i>Information technology in a global society guide</i> (March 2006) has been adhered to.	
The project is no more than 2,500 words.	
The project has been tested in more than one location under different conditions.	
Criterion headings been used in the report.	
All sketches, diagrams and screenshots are legible and accompanied by description. They must be included within criteria I and J and not in the appendix.	
The appendix includes the completed questionnaires from the three phases of testing. The questionnaires include the name of the tester, date of testing and signature of the tester.	
There are 8–10 screenshots from the final product in the appendix of the report accompanied by a short description.	
All products are submitted on CD-ROM or DVD. DTP products must also be submitted in final published form.  The appendix includes instructions for accessing and using the product on the CD-ROM/DVD. If the product is a website, the appendix should also include the URL and access directions. All login and password information must be provided in the appendix.	