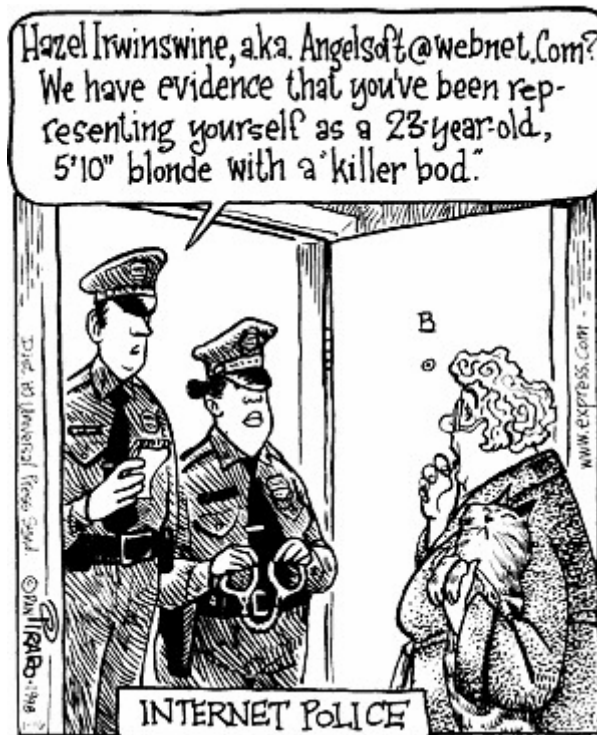




ITGS

Portfolio Handbook

Sep 2006 – Jun 2008





ITGS

Introduction

The portfolio consists of three pieces of work; each is based on a different news item, and is produced as a result of research and discussion. For Higher Level, students will then produce an extension to one of the portfolio pieces. Here in ISB you will be expected to complete one portfolio piece every term and the best 3 will be submitted. The use of a news item as the basis of the piece of work is to encourage students to examine the impact of IT on everyday events at the local, national and global level. The emphasis is on the social and ethical considerations arising from the widespread use of IT in society. Candidates should apply the methodologies for analysing the social impacts and ethical considerations of IT provided in the syllabus.

The portfolio is weighted at 20% of the final assessment.



Requirements

- The portfolio consists of **three** pieces of written work.
- Each piece of work must be based on a **different** area of impact as specified in section 3 of the syllabus.
 - 3.1 Business and employment
 - 3.2 Education
 - 3.3 Health
 - 3.4 Arts, entertainment and leisure
 - 3.5 Science and the environment
 - 3.6 Politics and government
- Each piece should be 800–1,000 words in length. The list of references under criterion E is not included in the word count.
- Each piece must be based on a news item published not more than six months prior to the commencement of the course and written in the working language of the school.
- Students should select their own news items, although teachers can direct them to appropriate sources. Students may use the same news item for their stimulus material but collaborative work is not allowed. News items used as the basis for class discussion must not be used for the individual student's piece of work.
- The news item can be taken from any published source (newspaper, journal, the Internet) and should be a short article or extract.
- The student's piece of work must focus on the content and context presented in the news item. For example, if the news item is about the use of an IT system in a hospital and the student identifies social and ethical issues related to security and integrity of data, these must be examined in the context of a hospital as presented in the news item. The piece of work must not be a general discussion of these issues in any situation.
- The news item must be attached to the piece of work. If a student uses selected parts of a longer article, these should be highlighted on the news item sent to the moderator.
- A mark of zero will be awarded if the piece of work is not based on a news item.



Presentation & Record Keeping

Each piece of work must address the assessment criteria A–E. The assessment criteria headings A–E must be used as sub-headings in each piece of work that is included in the portfolio. This method enables students to present their work in a structured and coherent way.

- Each news item may raise one or more social or ethical issues related to an IT system and the student presents these issues under **criterion A**. It is essential that the student relates the issues to the specific context presented in the news item. Not every news item will present both social and ethical issues but across the three pieces of work in the portfolio the student must ensure that both social and ethical issues are examined. The social and ethical issues identified by the student are likely to fall into the categories in section 1 of the syllabus. However, developments in technology may raise new and different issues and students can write about these as long as they are clearly identified and described. The student must always make it clear which area of impact (section 3 of the syllabus) the news item is linked to.
- Under **criterion B** the student presents the IT background of the issue, referring to concepts, developments and trends.
- Under **criterion C** the student considers the impact of the issue on society. This may be at the local, national or global level depending on the focus of the news item. The use of IT in a particular area is likely to bring both advantages and disadvantages that the news item may or may not discuss directly. The student should consider both advantages and disadvantages. It is important that the student identifies at least one problem related to the use of IT in this area of impact because this leads into criterion D.
- Under **criterion D** the student looks for a solution to one problem identified in criterion C.
- It is essential that the student undertakes further research into the issues raised by the news item and a minimum of three other sources in addition to the news item should be used. A list of these further resources is provided under **criterion E**.

Record keeping

Each portfolio piece must be presented in chronological order. The following information must be provided for each piece.

- Title
- Date completed
- Area of impact (section 3) to which the piece is related
- Number of words



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Command Terms

Command term	Definition—asks students to:	ITGS example
analyse	break down in order to bring out: <ul style="list-style-type: none"> the essential elements structure any underlying assumptions and any interrelationships involved. 	Analyse the impact of introducing an Internet use policy into a workplace. (6 marks)
compare	describe two (or more) situations and present the similarities between them.	In ITGS the phrase “describe the similarity between ...” will be used instead of compare. Describe one similarity between an Intranet and the Internet. (2 marks)
contrast	describe two (or more) situations and present the differences between them.	In ITGS the phrase “describe the difference between ...” will be used instead of “contrast”. Describe one difference between a flat-file database and a relational database. (2 marks)
define	give a clear and precise meaning of a given word, term or concept.	Define the term data redundancy. (2 marks)
describe	present the characteristics of a particular topic.	Describe one use of information technology in a dentist’s office. (2 marks)
discuss	offer a considered and balanced review of a particular topic. Opinions or conclusions should be presented clearly and supported by empirical evidence and sound argument.	Discuss how a client-server network can help provide reliable IT services to a company. (5 marks)
distinguish	make clear the differences between two or more concepts/terms.	Distinguish between a computer model and a computer simulation. (3 marks)
evaluate	make an appraisal by weighing up the strengths and limitations of different evidence and arguments.	The network administrator has proposed a backup system for the library that creates a full backup every Friday. Evaluate this proposal. (8 marks)
examine	consider an argument or concept in a way that uncovers the assumptions and interrelationships of the issue.	Examine two benefits of adopting consistent interface standards throughout the company. (4 marks)
explain	describe, giving reasons.	Explain one way that facial recognition technology can assist an airline traveller. (3 marks)
identify	recognize and state briefly a distinguishing fact or feature.	Identify the protocol used to transmit web pages. (1 mark)
to what extent	evaluate the success or otherwise of an argument or concept. Opinions and conclusions should be presented clearly and supported with empirical evidence and sound argument.	Ordinary citizens have been able to capture world events using their camera phones. These pictures can be sent to newspapers for immediate publication. To what extent is freedom of information outweighed by a potential invasion of the privacy of individuals being photographed. (10 marks)



Assessment & Marking Criteria

The portfolio is assessed against six criteria which are related to the assessment objectives of the ITGS course.

Criterion A	Presentation of the issue	4 marks
Criterion B	The IT background of the issue	5 marks
Criterion C	The impact of the issue	5 marks
Criterion D	Solutions to problems arising from the issue	5 marks
Criterion E	Selection and use of sources	2 marks
Criterion F	Expression of ideas relevant to the social issue	4 marks
Total		25 marks

A Presentation of the Issue

Failure to refer to a news item will result in a penalty of 1 mark

Level

- 0** Level 1 is not achieved or the news item is in the same area of impact as a previous piece of work.
- 1** The student identifies an appropriate social and/or ethical issue related to an IT system.
- 2** The student outlines an appropriate social and/or ethical issue related to an IT system.
- 3** The student describes an appropriate social and/or ethical issue related to an IT system.
- 4** The student explains an appropriate social and/or ethical issue related to an IT system.

B The IT Background of the Issue

Level

- 0** The student has not reached a standard described by any of the descriptors below.
- 1** The student states the IT background (concepts, developments and/or trends) relevant to the issue.
- 2** The student outlines the IT background (concepts, developments and/or trends) relevant to the issue.
- 3** The student describes the IT background (concepts, developments and/or trends) relevant to the issue.
- 4** The student explains the IT background (concepts, developments and trends) relevant to the issue.
- 5** The student discusses the IT background (concepts, developments and trends) relevant to the issue.

C The Impact of the Issue

Level

- 0** The student has not reached a standard described by any of the descriptors below.
- 1** The student outlines the impact of the issue on society, and identifies at least one related problem.
- 2** The student describes the impact of the issue on society, and identifies at least one related problem.
- 3** The student explains the impact of the issue on society, and identifies at least one related problem.
- 4** The student analyses (citing supporting research) the impact of the issue on society, and identifies at least one related problem.
- 5** The student evaluates (citing supporting research) the impact of the issue on society, and identifies at least one related problem.

D Solution to Problems Arising from the Issue

- The solution must address **one** problem identified in criterion C. A non-IT solution is acceptable
- If the problem has not been identified in criterion C or D, the student receives no marks for criterion D.

Level

- | | |
|----------|---|
| 0 | Level 1 is not achieved. |
| 1 | The student states a feasible solutions to the problem identified in criterion C. |
| 2 | The student outlines a feasible solutions to the problem identified in criterion C. |
| 3 | The student describes a feasible solution to the problem identified in criterion C. |
| 4 | The student explains a feasible solution to the problem identified in criterion C. |
| 5 | The student evaluates a feasible solution to the problem identified in criterion C. |

E Selection and Use of Sources

- Use any standard format for bibliography and footnotes.
- A copy of the news item must be attached to the paper.

Level

- | | |
|----------|---|
| 0 | Level 1 is not achieved or the news item is not attached. |
| 1 | The student has provided a list of references (minimum 4, including the news item). |
| 2 | The student has provided a list of references (minimum 4, including the news item) and properly cited those references in the text. |

F Expression of Ideas Relevant to the Social Issue

Markband

- | | |
|----------|--|
| 0 | Level 1 is not achieved |
| 1 | The student expresses ideas with supporting arguments. |
| 2 | The student expresses ideas with supporting arguments and relevant examples. |
| 3 | The student expresses ideas coherently with supporting arguments and relevant examples. |
| 4 | The student expresses ideas coherently with supporting arguments and extended relevant examples. |



Selecting the News Item

- The news article must be based on a news item, which happened less than 6 months before the start of the course.
- The article must relate to IT
- The issue of the article must not be too broad e.g. not just on viruses
- The news item may be based on a newspaper article, a journal article or an Internet article
- It must be appropriate, authentic, reliable and accurate
- For it to be a suitable article it should raise social and ethical issues. It may highlight a problem.
- The article must raise a problem that has at least 2 possible solutions
- News article must be in English

Student Help Tips

General

1. Present your work clearly:
 - Write under criteria headings
 - Include title, date completed, area of impact on a cover sheet
 - Include word count before bibliography
 - Include a formal bibliography and write all facts, quotes and opinions of others
2. Read the portfolio instructions carefully from the syllabus
3. Understand the criteria
4. The Title
 - Ensure that the title is not too broad
 - The title should not be a problem or the solution
 - Make sure that the issue does match the title

Portfolio pieces must be IT related with IT being the acquisition, processing, storage, manipulation and dissemination of digital information by computing or telecommunications.

Non-ITGS essays get 0.

The portfolio must be linked to an area of impact and be from different areas of impact. If it is not it will be self penalizing as the student will score low in B and C.

If the piece is not based on a news item, then it will score 0

Do not exceed the word limit, the examiner will stop reading and you will not be awarded any further marks.

An out of date article –the moderator will deduct marks as a penalty for the portfolio.

The portfolio must have the date on the cover page, which will be the date the portfolio was completed.

Students must keep a hard and soft copy of their sources and portfolio pieces and may be asked to prove that they have not plagiarized. Either print out all sources for the portfolio piece or save the websites as web archive.

Diagrams are always good to use, providing they are talked about and not just put in

Section A

Intention of this section is to present the issue in the news item.

Failure to refer to the news item results in a penalty of one mark (-1) – it is best to cite the reference.

If the essay covers the same area of impact as the previous portfolio, A scores 0.

Have you identified/outlined/described the social/ethical issue?

If the student has included more diverse research then full marks can be awarded.



To aid explanation consider all stakeholders and provide further information or differing opinions. Make sure the issue is stated clearly at the beginning and that the issue matches the title.

Section B

Students can explain the IT background by researching thoroughly, deciding on the developments that led to the technology, the future trends and a clear understanding of how it works. To analyse students would need to process all this information and come up with a critical view or opinion. A good student will have an opinion eg what these trends could mean, the impact of various developments leading to this technology. In other words having researched they have drawn some sort of conclusion of their own rather than just explained their findings.

Example of terminology – Peer-to-peer file sharing, factors which have made it possible today are: Internet, cheap ISPs, affordable PCs GUIs, file compression – these are **concepts**.

Explain how the concepts work.

To analyse, the student needs a critical opinion.

Development is a recent development in IT that has enabled this technology.

Trend should include some statistic backed up with research to show where the technology is heading.

To gain more than 3 marks concepts, developments and trends must be present.

Have you stated/outlined/described/explained/analysed?

Analysis is the examination of the IT background providing a critical viewpoint.

Section C

The point of C is to diverge from the issue raised in the news article to broader or different issues raised during research. The news item should trigger research and students will do well in this section with supporting research.

Always brainstorm the stakeholders and then consider the impacts. In the planning stage this could be done in a table format. It is useful to set up the headings Stakeholders, positives, negatives, analysis.

Using quotes cannot have marks awarded, marks are only awarded for the students comment on the quote. It just wastes words.

A good student will explain several impacts and a weak student will mention many but go into no detail.

Have you outlined/described/explained the impact of the issue? (1-3 marks)

If there is no supporting research the maximum mark awarded is 3

You must identify a problem or C will be marked as zero.

To analyse is to use research to support both negative and positive impacts.

“This means...” (analysis) and “Overall...” (evaluation – giving a critical viewpoint)

Section D

You only need one solution to one problem; more written will just be wasted words.

Either an IT or non-IT solution can be given.

The solution cannot be to eliminate the technology

Section E

Score 0 if news article is not attached; Highlight main parts of a long article.

Main article must be listed in this section, if not –1

More than 4 sources must be correctly listed – 1 mark

Sources must be correctly cited – 1 mark



Steps in Completing the Portfolio

1. Find a News Item
2. Fill out portfolio proposal form and hand in with a printout of the article (Appendix A)
3. Write the portfolio piece, writing under each heading and using the checklist (Appendix B) check that you have covered all the criteria (Appendix D)
4. Complete the portfolio cover sheet (Appendix C)
5. Hand in draft portfolio piece
6. Teacher returns draft copy with recommendations
7. Hand in final copy (soft and hard version) after completing recommendations
8. Receive marks and teacher feedback. The teacher is allowed to write comments in the left margin of your portfolio piece in pencil.

Portfolio Timetable

Term	Date of start of Portfolio Piece	Date of first Draft Due in	Date of Final Draft Due in
Yr 12 – Term 1			
Yr 12 – Term 2			
Yr 12 – Term 3			
Yr 13 – Term 1			
Yr 13 – Term 2			

Formatting Tips for final Handing in of the Portfolio

Follow the formatting exactly before printing and submitting the final version of the portfolio:

1. Make sure that each section has a title e.g. A Presentation of the Issue
2. Font in Times New Roman, size 12, fully justified.
3. Double line spacing
4. In header put Name, candidate number and centre number.
5. In footer include page number.
6. Front Cover should include, Name, Candidate Number, Centre Number, Title of portfolio piece, area of impact, date, reference of the main article and word count.



Appendix A

Portfolio Proposal Form

STUDENT NAME: _____

AREA of IMPACT: _____
(Bus/Empl, Edu, Health, AEL, SE, PG)

NEWS ITEM:

(Author, title, publication, date)

CHECKLIST

Does the topic relate to ITGS? ☐

Is the *Area of Impact* one that has not been addressed in previous portfolios? ☐

Was the news item published no more than 6 months before you started the course? ☐

Does the article raise one or more social or ethical issues related to an IT system? ☐

Is the problem clear? ☐

Can you think of **one** viable solutions? ☐

Do you have access to a range of resources on this topic? ☐

APPROVED: _____ **DATE:** _____
(Teacher's signature)



Portfolio Checklist

Criterion A – Presentation of the Issue	
Does the issue relate to the news item? Does Criterion A ‘set the scene for your portfolio’	
Have you included factual evidence with appropriate citations eg 90% of software is...?	
Have you <i>explained</i> an appropriate social and/or ethical issue?	
Does the issue relate to the portfolio title?	
Have you cited the main article?	
Have you conducted wider research?	
Criterion B – The IT Background of the Issue	
Have you discussed the developments that have enabled this issue to occur	
Have you explained how the technology works?	
Have you explained any of the technical terms?	
Does Criterion B address the technology rather than the history of the issue?	
Have you explained the future trends and if possible statistics to back it up?	
Is your discussion specific to the news item rather than a general overview?	
Having done the above have you analysed your findings?	
Criterion C – The Impact of the Issue	
Have you considered all the stakeholders?	
Does Criterion C address issues that were raised in Criterion A?	
Have you considered social impacts? (eg economic, political, cultural, legal, environmental, ergonomic, health, psychological)	
Have you considered ethical impacts (responsibility, accountability)?	
Have you weighed up any advantages and disadvantages?	
Have you assessed the implications and limitations?	
Have you identified at least one related problem?	
Are all of your arguments backed up with cited research?	
Where appropriate, have you substantiated your conclusions with factual evidence?	
Have you evaluated the impact of the issue on society?	
If you have used quotes, delete them and cite them and interpret the original quote	
Criterion D – Solution to the Problem Arising from the Issue	
Was this problem identified in Criterion C or D?	
Is the solution feasible?	
Has the solution been explained and evaluated?	
Criterion E – Selection and Use of Sources	
Are all facts, quotes, diagrams etc cited in the text?	
Is the news item included in the bibliography?	
Does the bibliography include at least 4 entries set out in a standard format?	
Where possible, does the bibliography include a range of resources? (eg books, journals, newspaper articles, videos, interviews, URLs)	
Is the news item attached?	
Are the sources listed in alphabetical order?	
Have long articles been highlighted?	
Criterion F - Expression of Ideas Relevant to the Social Issue	
Are ideas expressed coherently with supporting arguments and extended relevant examples?	
Record Keeping	
Is the portfolio word-processed and spell checked?	
Check your title page includes: Title, Area of Impact, Date, Citation of News item, your name	
Is the word count included before the bibliography? Note: 1000 words maximum	



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(Appendix C – Portfolio Cover Sheet)
International Baccalaureate

Information Technology in a Global Society

Portfolio

Title(E-Voting: What are the issues?)

(Area: Politics and Government)

Month, 2006

[Student Name]
[Student Number]

[School Name and No.]
[Country]

Word Count



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Appendix D – Sample Portfolios