ICTPRG302

Apply introductory programming techniques

Assessment 3 of 6

Case Study & Role Play

Assessor Guide

Assessment Instructions

Task Overview

This assessment task is divided into two (2) tasks. Read each question carefully before typing your response in the space provided.

Important: Before commencing your work, you must update your *Student name* and *Student number* in the footer from **page 2** onwards.
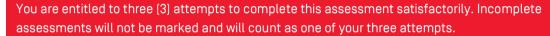
Additional Resources and Supporting Documents

To complete this assessment, you will need:

- Learning Material
- Work Brief
- Design Document
- Programming Standards
- Programming Guidelines

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the Learning Platform. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.

Please consider the environment before printing this assessment.

Task 1

a. Access and review the **Work Brief** document.

b. Identify the following information from the work brief:

    i. Application that must be developed

    ii. All task objectives of the application

    iii. Task deadline

    iv. All other requirements for the application

c. Access and review the following organisational documents applicable to the task:

    i. **Programming Standards**

    ii. **Programming Guidelines**

d. Determine the following information based on the work brief:

    i. Design specifications for the application

    ii. At least two programming standards applicable to the task

    iii. At least two programming guidelines applicable to the task

e. Use the **Design Document** to record all identified information. Leave the algorithm section blank as it will be completed in Assessment 3.

f. Save and submit your document using the following naming convention:

    <Student Name>_Design Document Draft

Assessor instructions: Students must review the work brief for the application and fill out the Design Document.

The acceptable responses must:
- Be within the specified word limit.
- Reflect the characteristics described in the exemplar answer.

Benchmark answers are provided in the **Design Document Draft – Assessor Guide**.

Task 2

In this task, you will need to participate in a role-play with the IT Department Supervisor to present them with your draft design document.

Read and follow the role-play instructions below.

Assessor instructions: Students must participate in a role play with **you (the Trainer/Assessor)** following the instructions provided.

Role play instructions

The meeting must include at least one (1) participant, must not exceed 20 minutes in duration and must address all requirements listed under Key Observation Criteria.

Key Observation Criteria

During the role-play, you will need to:

1. Present the Design Document Draft

2. Clarify their task requirements with the IT Department Supervisor. This includes:
   a. The details and requirements of the application that must be developed from the work brief
   b. Actions that must be taken
   c. The priority of each action

3. Ask the IT Department Supervisor for confirmation that the identified requirements are correct:
   a. Design specifications
   b. Programming standards
   c. Programming guidelines

4. Use listening and questioning techniques when confirming the requirements to the IT Department Supervisor.

5. Update sections of the Design Document Draft if necessary.

Participants' briefing instructions:

This role MUST be played by the Assessor in order to provide valid feedback on Design Document Draft. **This role cannot be played by a friend, a family member, or a fellow student**.

IT Department Supervisor

You will act as the IT Department Supervisor at Bounce Fitness. The student will act as the IT Technician. The IT Technician will consult with you regarding the details of their task requirements from the **Work Brief**. Ensure to review the work brief before the roleplay activity.

During the consultation:

- Listen attentively while the IT Technician provides an overview of their task requirements from the Work Brief. This must include the application to be developed, task objectives, task deadline and other requirements for the application.

- Answer any relevant questions regarding the IT Technician's clarification for their task requirements. Your answers must correspond to the work brief. This must also include the following:

  - The actions that must be taken by the IT Technician

  - The priority and order of each action that must be taken by the IT Technician. The priority and order of tasks will be determined by the deadlines from the work brief.

  - The programming software needed to complete the task.

  - All hardware required to complete the task.

- Ensure that the following application requirements the IT Technician identified are correct:

  - All design specifications

  - All programming standards.

  - This includes ensuring that the programming standards are those practiced by Bounce Fitness/correspond to the ones in use at Bounce Fitness.

  - All programming guidelines.

  - This includes ensuring that the programming guidelines are those practiced by Bounce Fitness/correspond to the ones in use at Bounce Fitness.

- Answer or respond to the IT Technician's open and close ended questions and clarifying questions.

Recording instructions

Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."

The time taken to capture consent at the start of the recording does not count towards the recording time limit.

Include this recording as part of your assessment submission.

Assessor instructions:

The student will be required to present their draft design document.

Use the following Observation Checklist to record your observations. Where all criteria are demonstrated, write a general comment in the Student Assessment Feedback Form. Where one or more criteria are not

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demonstrated to a satisfactory standard, make a specific comment for each criterion requiring re-submission, including constructive feedback in the Student Assessment Feedback Form.

Observation Checklist	
[to be completed by the Assessor]	
Use this checklist while reviewing the recorded role play:	
Did the student:	**Satisfactory/Not Yet Satisfactory**
Present the Design Document Draft	☐ Satisfactory ☐ Not Yet Satisfactory

• Clarify their task requirements with the IT Department Supervisor. This includes:
    ○ The details and requirements of the application that must be developed from the work brief
    ○ Actions that must be taken
    ○ The priority of each action
	☐ Satisfactory
	☐ Not Yet Satisfactory

• Ask the IT Department Supervisor for confirmation that the identified requirements are correct:
    ○ Design specifications
    ○ Programming standards
    ○ Programming guidelines
	☐ Satisfactory
	☐ Not Yet Satisfactory

Use listening and questioning techniques when confirming the requirements to the IT Department Supervisor. *The student used active listening techniques such as:* - *Nodding* - *Paraphrasing* - *Eye contact* *And questioning techniques to clarify the task requirements, such as:* - *Open-ended questions* - *Close- ended questions*	☐ Satisfactory ☐ Not Yet Satisfactory
Update sections of the Design Document Draft if necessary *This step might not need to be completed based on the conversation during the meeting.*	☐ Satisfactory ☐ Not Yet Satisfactory

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Assessment submission checklist

Students must have completed all questions within this assessment before submitting. This includes:

1	Task 1 – Design Document Draft	☐
2	Task 2 – Role Play	

Assessment feedback

Assessors are to indicate the assessment outcome as Satisfactory [S] or Not Yet Satisfactory [NYS].

Assessor comments:	☐ S ☐ NYS

Congratulations, you have reached the end of Assessment 3!