

Assessment of Practical Coursework

| APPLICATION | NATURE/Form OF WORK | CONTENT | EXPECTATIONS |
|----------------|---|-----------------|---|
| Wordprocessing | Assignment 1(in class) [50 marks] | 13.1.2 | <ul style="list-style-type: none"> • all aspects • original unformatted document should have 350 to 400 words • typing : 5 marks <p><i>NB: student brings own document implying students are expected to have different content in their documents</i></p> <p>maximum of 5 marks</p> |
| | | 13.1.3-13.1.5 | <ul style="list-style-type: none"> • 5 aspects from each section • 2 marks each aspect <p>maximum of 10 marks from each of the three sections (total 30 marks)</p> |
| | | 13.1.6 | <ul style="list-style-type: none"> • 3 aspects • 3 marks each aspect <p>maximum of 9 marks</p> |
| | | 13.1.7 | <ul style="list-style-type: none"> • 2 aspects • 2 marks each aspect <p>maximum of 4 marks</p> |
| | | 13.1.8 | <ul style="list-style-type: none"> • printing 2 marks |
| | Assignment 2 [20 marks] | 13.1.9 | <ul style="list-style-type: none"> • at least 5 records [maximum of 5 marks] • a record should have at least 5 fields [maximum of 5 marks] • standard letter printout [maximum of 5 marks] • at least 5 merged documents [maximum of 5 marks] |
| | Test [30 marks] Duration – 1 hour | 13.1.2 – 13.1.7 | <ul style="list-style-type: none"> • 1 hour practical test • at least 4 marks from at least 2 aspects from each section |

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| Spreadsheet | Assignment 1 (in class) [50 marks] | 13.2.2 – 13.2.5 | <ul style="list-style-type: none"> • all aspects • 2 marks for each aspect |
| | Assignment 2 (in class) [20 marks] | 13.2.6 | <ul style="list-style-type: none"> • creating and formatting at least 3 different graphs/charts [5 marks each of the three charts – maximum of 15 marks] • import/export graph/chart and data to another package [5 marks] |
| | Test [30 marks] Duration- 1 hour | 13.2.2 – 13.2.6 | <ul style="list-style-type: none"> • all aspects |
| Database | Assignment (in class) [50 marks] | 13.3.2 -13.3.4 | <ul style="list-style-type: none"> • all aspects • at least 5 fields and 10 records |
| | Test [50 marks] Duration- 1 hour | 13.3.2 -13.3.4 | <ul style="list-style-type: none"> • all aspects • at least 5 fields and 5 records |
| Presentation | Assignment (in class) [15 marks] | 13.4.2 | <ul style="list-style-type: none"> • all aspects • at least four slides • candidate should show ability to use different types of slides and forms of content |

CANDIDATE'S FILE

- A flat folder should be sectioned **A** to **D**
 - A** – Wordprocessing
 - B** – Spreadsheet
 - C** – Database
 - D** – Presentation

- A contents page should be prepared to indicate the location of the assignments and tests in the file.
- Assignment dates should be shown on the submitted work.
- A candidate's file should contain the individual assessment record sheet.

TEACHER'S FILE

Teacher's file should be submitted with the following contents:

- The file should have sections **A** to **D** according to applications
- File should contain assignments, tests and marking schemes
- Coursework assessment form with all candidates' marks