

**CARIBBEAN EXAMINATIONS COUNCIL
SECONDARY EDUCATION CERTIFICATE EXAMINATION**

INFORMATION TECHNOLOGY

Paper 03 – Technical Proficiency

PRACTICAL

SCHOOL-BASED ASSESSMENT

MARK SCHEME

WORD PROCESSING

DESCRIPTION	MARKS
Letter of invitation (Primary Document)	
– Required information in coherent manner	1
– Insertion of merge fields in appropriate sections of document	2
– Appropriate use of header to create letterhead	1
– Variation in fonts, font sizes and font styles used in letterhead	2
– Selection of appropriate fields in data source	1
– Effective use of columns/tables/tabs in organising data	2
Memorandum	
– Layout of document in Memo format	2
– Coherent comments on Student Performance and Review Meeting	1
– Chart inserted from spreadsheet in appropriate location and adequately sized to fit between margins	2
– Report inserted from database in appropriate location and data remains neatly arranged	2
Good use of bullets and numbering	1
Document free of spelling and grammatical errors	1
Assignment submitted in coherent manner	1
Candidate demonstrated awareness of existence of basic word processing features	1
Total	20

SPREADSHEET

DESCRIPTION	MARKS
Task A <ul style="list-style-type: none"> – Demonstration of awareness of possible solution to spreadsheet tasks – Correct use of copy and paste features – Relevant use of relative addressing – Relevant use of mixed/absolute addressing – Correct use of formula to compute overall score – Use of data formatting as required 	 1 1 1 1 1 1
Task B <ul style="list-style-type: none"> – use of more than one worksheet to complete task – use of functions and operations to link more than one worksheet – correct use of the average function – Relevant data sorted on last name (primary key) and on first name (secondary key) in ascending sequence. 	 1 1 1 2
Task C <ul style="list-style-type: none"> – use of complex criteria to extract correct data – ability to select required range of non-adjacent cells – use of 3-D column chart as required – appropriate labelling of chart title – appropriate labelling of chart axes 	 2 2 1 1 1
Candidate showed knowledge and application in majority / some common spreadsheet features.	2
Total	20

DATABASE MANAGEMENT

DESCRIPTION	MARKS
Task A <ul style="list-style-type: none"> – creation of ALL THREE tables consistent with the specifications – Primary key(s) utilised effectively to create efficient database – Importing of correct data from spreadsheet (STUDENT & SCORES tables) 	 3 1 2
Task B <ul style="list-style-type: none"> – List of all students showing overall score (OVERALL) – List of all female students 	 2 2
Task C <ul style="list-style-type: none"> – Ability to use multiple tables – Selection of appropriate fields – valid records in query 	 1 1 1
Assuming query was already created: <ul style="list-style-type: none"> – group by form; – sorted by score; – sorted descending – line 1 of report title 	 1 1 1 1
Ability to export report to word processor	1
All parts of printout submitted as required	1
Assignment submitted in a coherent manner	1
Total	20