**CRITERION REFERENCED ASSESSMENT IN THE NEW CURRICULUM**

**Competency:** By the end of this chapter, you will able to use a word processor to create, format and pint documents.

**End of Chapter Assessment (Activity of Integration): e.g, Word processing a letter**

**Scenario/Situation/Problem**

Your class is planning an end of year party scheduled for 21st November this year. It will take place in the main hall starting at 8:30 am.

**Task**

Word process a document inviting the head teacher and members of staff to the party.

**Possible response**

15th November, 2019

Kyabakadde College School

Box 457, Lugazi

**Kind regards,**

**Mulyansih**

**The Head teacher,**

**Kyabakadde College School**

**Box 457, Lugazi**

**RE: INVITATION TO THE END OF YEAR PARTY**

Dear Sir,

You and you staff are invited to our end of year party. It will take place in the main hall. This will be on 21st November 2019. It will start at 8:30am.

**Thank you**

**Sample Assessment grid:** Word-processing a letter

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Output** | **Basis of evaluation** | **Criteria 1**  Relevancy | **Criteria 2**  Accuracy | **Criteria 3**  Coherence | **Criteria 4**  **Excellence** |
| A Word-processed letter | Message | Score 3: Communicates the relevant message with the following elements purpose, Time, date, Venue, addressee (All 5 features) | Score 3: Communicates the accuracy of the message with clear purpose, Time, date, Venue, addressee (All 5 features) | Score 3: Logical flow and clarity of ideas | Leaner earns 1 point if s/he has added any exceptional response unsolicited in the instructions. |
| Score 2: Communicates the relevant message with the following elements purpose, Time, date, Venue, addressee (3-4 features) | Score 2: Communicates the accuracy of the message with clear purpose, Time, date, Venue, addressee (3-4 features) | Score 2:  Limited logical flow of ideas, with some distortions |
| Score 1: Communicates the relevant message with the following elements purpose, Time, date, Venue, addressee (1-2 features) | Score 1: Communicates the accuracy of the message with clear purpose, Time, date, Venue, addressee (1-2 features) | Score 1: No logical flow of ideas, with a lot of distortions |
| **Use of ICTs-Font group** | Score 3: Uses at least 4 font features (E.g Bold, Font, Underline, Superscript/Subscript, Uppercase/Lowercase) | Score 3: Uses at least 4 font features appropriately (E.g Bold, Font, Underline, Superscript/Subscript, Uppercase/Lowercase) | Score 3: Consistently uses the same font features throughout the letter (Font size/type, Underline, Superscript/Subscript, Uppercase/Lowercase) |
| Score 2: Uses 2-3 font features (E.g Bold, Font, Underline, Superscript/Subscript, Uppercase/Lowercase) | Score 2: Uses 2-3 font features appropriately (E.g Bold, Font, Underline, Superscript/Subscript, Uppercase/Lowercase) | Score 2: Consistently uses some font features in the letter (Font size/type, Underline, Superscript/Subscript, Uppercase/Lowercase) |
| Score 1: Uses 1 font (E.g Bold, Font, Underline, Superscript/Subscript, Uppercase/Lowercase) | Score 1: Score 1: Uses 1 font feature appropriately (E.g Bold, Font, Underline, Superscript/Subscript, Uppercase/Lowercase) | Score 1: Consistently uses few font features in the letter (Font size/type, Underline, Superscript/Subscript, Uppercase/Lowercase) |
| **Use of ICTs-paragraph group** | Score 3: Uses at least 4 of the following: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting | Score 3: Applies correctly at least 4 of the following: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting accurately | Score 3: Uses at least 4 of the following in a logical manner: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting. |
| Score 2: Uses 2-3 of the following: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting | Score 2: Applies correctly 2-3 of the following: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting accurately | Score 2: Uses 2-3 of the following in a logical manner: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting. |
| Score 1: Uses 1 of the following: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting | Score 1: Applies correctly 1 of the following: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting accurately | Score 1: Uses 1 of the following in a logical manner: Alignment, Spacing, numbering/bulleting, color themes, boarders, sorting, indenting. |
|  | **Total** |  |  |  | 28 |