UGANDA NATIONAL EXAMINATIONS BOARD
CONTINUOUS ASSESSMENT OBSERVATION CHECKLIST
840 INFORMATION AND COMMUNICATION TECHNOLOGY
Senior 3 Term 2

Centre/CA No: .... Year.............................

Learner`s Name................................................. Learner`s ID................

Instructions to the facilitator:
1. This observation checklist contains **one** competency which **must** be assessed by the end of this term.
2. Please **Tick** against the indicator(s) the learner has exhibited at every level assessed.
3. Record the **Number of Indicators Observed** in the boxes provided at the end of each level for **Subject Competence (SC) and Generic Skill (GS).**
4. Indicate **N/A** if learner has not been assessed for a particular level(s).

Theme:	Data management and sharing
Topic(s):2	Spread Sheet II
Learning Outcome(s):	Use advanced tools and features of spreadsheet to process and present data. (s, v)
Subject Competency(SC):	Uses advanced tools and features of spreadsheet to process and present data.
Generic Skill (GS):	Mathematical computation and ICT proficiency.
Learning Domain:	Psychomotor

Level 1: Imitation

Subject Competency(SC): Imitating from the teacher /peers/ books/ videos and audios on how to use advanced tools and features of spreadsheet to process and present data, the learner:

☐ Identifies / locates the tool

☐ Follows the correct syntax/format of the function tool while processing data

☐ Corrects errors obtained while using the tool eg ##, #NAME?.

☐ Selects the right graph when presenting data.

☐   Customizes the tool eg changing color

Imitating from the teacher /peers/ books/ videos/ audios the application of mathematical computation and ICT proficiency in using advanced tools and features of spreadsheet to process and present data, the learner:

Level 1 Indicators	
SC	**GS**

☐   uses numbers and measurements accurately
☐   interprets and interrogates mathematical data
☐   uses mathematics to justify and support decisions
☐   uses technology to create, manipulate and process information
☐   uses technology to collaborate, communicate and refine their work

Level 2: Manipulation

Subject Competency(SC): Following instructions from the teacher /peers/ books/ videos and audios on how to use advanced tools and features of spreadsheet to process and present data, the learner

☐   Identifies / locates the tool

☐   Follows the correct syntax/format of the function tool while processing data

☐   Corrects errors obtained while using the tool eg ##, #NAME?

☐   Selects the right graph when presenting data.

☐   Customizes the tool eg changing color

Generic Skill (GS): Following instructions from the teacher /peers/ books/ videos/ audios on the application of mathematical computation and ICT proficiency in using advanced tools and features of spreadsheet to process and present data, the learner:

Level 2 Indicators	
SC	**GS**

☐   uses numbers and measurements accurately
☐   interprets and interrogates mathematical data
☐   uses mathematics to justify and support decisions
☐   uses technology to create, manipulate and process information
☐   uses technology to collaborate, communicate and refine their work

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Level 3: Precision

Subject Competency(SC): using advanced tools and features of spreadsheet to process and present data independently though with minimal errors, the learner

- ☐ Identifies / locates the tool

- ☐ Follows the correct syntax/format of the function tool while processing data

- ☐ Corrects errors obtained while using the tool eg ##, #NAME?

- ☐ Selects the right graph when presenting data.

- ☐ Customizes the tool eg changing color

Generic Skill (GS): Applying mathematical computation and ICT proficiency in using advanced tools and features of spreadsheet to process and present data independently though with minimal errors, the learner:

Level 3 Indicators	
SC	GS

- ☐ uses numbers and measurements accurately
- ☐ interprets and interrogates mathematical data
- ☐ uses mathematics to justify and support decisions
- ☐ uses technology to create, manipulate and process information
- ☐ uses technology to collaborate, communicate and refine their work

Level 4: Articulation

Subject Competency(SC): using advanced tools and features of spreadsheet to process and present data correctly and innovatively, the learner

- ☐ Identifies / locates the tool

- ☐ Follows the correct syntax/format of the function tool while processing data

- ☐ Corrects errors obtained while using the tool eg ##, #NAME?

- ☐ Selects the right graph when presenting data.

- ☐ Customizes the tool eg changing color

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Generic Skill (GS): Applying mathematical computation and ICT proficiency in using advanced tools and features of spreadsheet to process and present data correctly and innovatively, the learner:

☐ uses numbers and measurements accurately
☐ interprets and interrogates mathematical data
☐ uses mathematics to justify and support decisions
☐ uses technology to create, manipulate and process information
☐ uses technology to collaborate, communicate and refine their work

Level 4 Indicators	
SC	GS

Level 5 : Naturalization

Subject Competency(SC): using advanced tools and features of spreadsheet to process and present data with ease, the learner:

☐ Identifies / locates the tool

☐ Follows the correct syntax/format of the function tool while processing data

☐ Corrects errors obtained while using the tool eg ##, #NAME?

☐ Selects the right graph when presenting data.

☐ Customizes the tool eg changing color

Generic Skill (GS): Applying mathematical computation and ICT proficiency in using advanced tools and features of spreadsheet to process and present data with ease, the learner:

☐ uses numbers and measurements accurately
☐ interprets and interrogates mathematical data
☐ uses mathematics to justify and support decisions
☐ uses technology to create, manipulate and process information
☐ uses technology to collaborate, communicate and refine their work

Level 5 Indicators	
SC	GS