



**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.



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- ☐ 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:**

- ☐ 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 1 Indicators	
SC	GS

**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:**

- ☐ 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 Indicators	
SC	GS



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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:**

- ☐ 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 3 Indicators	
SC	GS

**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