UGANDA NATIONAL EXAMINATIONS BOARD
CONTINUOUS ASSESSMENT OBSERVATION CHECKLIST
845 ENTREPRENUERSHIP
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:	Business Management
Topic(s):2	1.Book Keeping, Source documents
	2.book keeping
Learning Outcome(s):	b) Appreciate the importance of bookkeeping and demonstrate the skill of bookkeeping using spreadsheet.
	c) Use accounting records.
	b) Prepare source documents
Subject Competency(SC):	Demonstrates / Applies book keeping skills
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 apply book keeping skills, 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?

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- ☐ 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 book keeping skills, 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 apply book keeping skills, 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 book keeping skills, 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): applying book keeping skills 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): Exhibiting mathematical computation and ICT proficiency in applying book keeping skills 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): applying book keeping skills 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): Exhibiting mathematical computation and ICT proficiency in applying book keeping skills 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): applying book keeping skills 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): Exhibiting mathematical computation and ICT proficiency in applying book keeping skills 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