

840/2
INFORMATION AND
COMMUNICATIONS
TECHNOLOGY (ICT)
Paper 2
September 2024
2½ hours



KABS' ICT RESOURCES CENTER

Uganda Certificate of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Paper 2

Practical

2 hour 30 minutes

SCORING GUIDE

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For any inquiries and assistance

Marking Score Sheet for Item 1

Competency	Evidence: Skill/Ability Exhibited	Score
Planning: Selects appropriate application programs		02
- Uses all 3 application programs (Word, Excel, and Access) correctly.	02	
- Uses 2 of the application programs (Word and Excel or Access and Excel) correctly.	01	
- Uses only 1 or none of the appropriate application programs.	00	
Manipulation: Uses application tools to manipulate data		03
- Uses more than 6 listed manipulations to generate appropriate outputs:	03	
1. Data Entry (Excel/Access)		
2. Editing Data (Excel/Access)		
3. Formatting Data (Excel)		
4. Performing Calculations (Excel)		
5. Generating Graphs/Charts (Excel)		
6. Creating Queries (Access)		
7. Mail Merge (Word)		
- Uses 6 of the listed manipulations above to generate appropriate outputs.	02	
- Uses fewer than 6 of the listed manipulations, with outputs lacking accuracy or efficiency.	01	
- No listed manipulation used.	00	

Product/Output: Represents data and produces both forms of output (hard copy and soft copy)		04
- Generates both products (merged loan reminder letters and graphical summary of savings) in both hard copy and soft copy form.	04	
- Generates both products, but only in one form of output (either hard copy or soft copy).	03	
- Generates only one product (either merged letters or graphical summary) in both forms of output.	02	
- Generates only one product, and only in one form of output.	01	
- Produces inappropriate or no products at all.	00	

Key Criteria:

- **Planning:** Students are expected to select and use **Microsoft Word, Excel, and Access** appropriately. Points are awarded based on how many programs are used.
- **Manipulation:** Students must demonstrate the use of at least 6 manipulation techniques (such as data entry, performing calculations, filtering data, etc.) across the applications.
- **Product/Output:** The final output should include **two main products**:
 1. A **graphical representation** of members' savings.
 2. **Loan reminder letters** prepared using the Mail Merge feature.
- The output must be presented in both **soft copy** (electronic form, such as files on a disk) and **hard copy** (printed documents).

Item 2: Web Authoring for Kano Coffee Farmers' Association

Competency (Basis of Assessment)	Evidence: Skill/ability exhibited	Score
Planning: Selects appropriate web authoring programs	<ul style="list-style-type: none"> - Uses one of the web authoring applications (e.g., WordPress, Microsoft Expression Web, Adobe Dreamweaver, Microsoft FrontPage, or HTML/CSS). - Uses non-web authoring applications. 	01 00
Manipulation: Uses publishing features to create a website	<ul style="list-style-type: none"> - Uses 7-8 features (e.g., adds organization name, adds web pages, creates feedback section, links pages, adds pictures, logos, banners, organizes content, creates active forms). - Uses 6 features. - Uses fewer than 6 features. - No evidence of creation. 	03 02 01 00
Product/Output: Produces website in both forms of output	<ul style="list-style-type: none"> - Generates a website with at least 3 pages in both hard and soft copy forms (e.g., coffee prices, member profiles, feedback page). - Generates a website with fewer than 3 pages in both forms. - Generates a website with 3 pages in one form. - Generates a website with fewer than 3 pages in one form. 	03 02 01 00

Key Notes for Scoring:

- **Web Authoring Applications:** The student must use one of the following: **WordPress, Microsoft Expression Web, Adobe Dreamweaver, Microsoft FrontPage, HTML/CSS, or other CMS tools.** Use of non-web tools (e.g., Word, Excel) would lead to a score of 0 under the **Planning** competency.
- **Manipulation:** As in the previous version, students must demonstrate the ability to create a professional online platform, making use of critical features like **feedback forms, registration pages, navigation links,** and proper **visual elements** (images, logos, banners, etc.).
- **3 full web pages** are required to meet the expectations, covering the main content areas (training, updates, registration/feedback).
- **Content organization and visual appeal** (such as using appropriate images or logos from the provided **Training_Support** folder) play a role in how well the student manipulates and organizes the platform.
- The platform must allow for **public interaction** through forms, feedback sections, and **clear navigation** between pages to ensure effective communication.