



UGANDA NATIONAL EXAMINATIONS BOARD
CONTINUOUS ASSESSMENT OBSERVATION CHECKLIST
840 INFORMATION AND COMMUNICATION TECHNOLOGY
Senior 3 Term 1

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

Word Processing II

Learning Outcome(s):

Use advanced tools and features of a word processor to Format and Edit documents (s, v).

Subject Competency(SC):

Uses advanced tools and features of a word processor to Format and Edit documents

Generic Skill (GS):

Cooperation and self-Directed Learning

Learning Domain:

Psychomotor

Level 1: Imitation

Subject Competency(SC): Imitating the Teacher/ Peers/ Books/ Videos/Audios how to use advanced tools and features of a word processor to Format and Edit documents, the learner:

- ☐ Identifies/ locates the word processor tool
- ☐ Inserts/adds the function of the word processor tool in the document
- ☐ Adjusts/changes the properties of the word processor tool in the document
- ☐ Organizes the word processor tool in the document.



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- ☐ Saves formatted and edited documents
- ☐ Prints and presents the edited document

Generic Skill (GS): Imitating the Teacher/ Peers/ Books/ Videos/Audios how to exhibit cooperation and self-directed learning when using advanced tools and features of a word processor to Format and Edit documents, the learner:

- ☐ Works effectively in diverse teams.
- ☐ Interacts effectively with others.
- ☐ Takes responsibilities for own learning
- ☐ Works independently with persistence
- ☐ Manages goals and time when designing posters

Level 1 Indicators	
SC	GS

Level 2: Manipulation

Subject Competency(SC): Following instructions from the Teacher/ Peers/ Books/ Videos/Audios on how to use advanced tools and features of a word processor to Format and Edit documents, the learner:

- ☐ Identifies/ locates the word processor tool
- ☐ Inserts/adds the function of the word processor tool in the document
- ☐ Adjusts/changes the properties of the word processor tool in the document
- ☐ Organizes the word processor tool in the document.
- ☐ Saves formatted and edited documents
- ☐ Prints and presents the edited document

Generic Skill (GS): Following instructions from the Teacher/ Peers/ Books/ Videos/Audios on exhibiting cooperation and self-directed learning when using advanced tools and features of a word processor to Format and Edit documents, the learner:



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- ☐ Works effectively in diverse teams.
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Level 2 Indicators	
SC	GS

Level 3: Precision

Subject Competency(SC): Using advanced tools and features of a word processor to Format and Edit documents independently with minimal errors, the learner:

- ☐ Identifies/ locates the word processor tool
- ☐ Inserts/adds the function of the word processor tool in the document
- ☐ Adjusts/changes the properties of the word processor tool in the document
- ☐ Organizes the word processor tool in the document.
- ☐ Saves formatted and edited documents
- ☐ Prints and presents the edited document

Generic Skill (GS): Exhibiting cooperation and self-directed learning when using advanced tools and features of a word processor to Format and Edit documents independently though with minimal errors, the learner:

- ☐ Works effectively in diverse teams.
- ☐ Interacts effectively with others.
- ☐ Takes responsibilities for own learning
- ☐ Works independently with persistence
- ☐ Manages goals and time when designing posters

Level 3 Indicators	
SC	GS



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Level 4: Articulation

Subject Competency(SC): Using advanced tools and features of a word processor to Format and Edit documents perfectly with innovation, the learner:

- ☐ Identifies/ locates the word processor tool
- ☐ Inserts/adds the function of the word processor tool in the document
- ☐ Adjusts/changes the properties of the word processor tool in the document
- ☐ Organizes the word processor tool in the document.
- ☐ Saves formatted and edited documents
- ☐ Prints and presents the edited document

Generic Skill (GS): Exhibiting cooperation and self-directed learning when using advanced tools and features of a word processor to Format and Edit documents correctly and innovatively, the learner:

- ☐ Works effectively in diverse teams.
- ☐ Interacts effectively with others.
- ☐ Takes responsibilities for own learning
- ☐ Works independently with persistence
- ☐ Manages goals and time when designing posters

Level 4 Indicators	
SC	GS

Level 5 : Naturalization

Subject Competency(SC): Using advanced tools and features of a word processor to Format and Edit documents with ease, the learner:

- ☐ Identifies/ locates the word processor tool
- ☐ Inserts/adds the function of the word processor tool in the document
- ☐ Adjusts/changes the properties of the word processor tool in the document
- ☐ Organizes the word processor tool in the document.



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- ☐ Saves formatted and edited documents
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Generic Skill (GS): Exhibiting cooperation and self-directed learning when using advanced tools and features of a word processor to Format and Edit documents with ease, the learner:

- ☐ Works effectively in diverse teams.
- ☐ Interacts effectively with others.
- ☐ Takes responsibilities for own learning
- ☐ Works independently with persistence
- ☐ Manages goals and time when designing posters

Level 5 Indicators	
SC	GS