



UGANDA NATIONAL EXAMINATIONS BOARD
CONTINUOUS ASSESSMENT OBSERVATION CHECKLIST
845 ENTREPRENEURSHIP
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