**UGANDA NATIONAL EXAMINATION BOARD**

**INFORMATION AND COMMUNICATION TECHNOLOGY**

**840/2 SET A SCORESHEET**

**STUDENT’S NAME……………………………………………………………………………….CENTRE NO.……………………………Personal No………………**

**ITEM 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Skill** | **Word processing software** | **Spreadsheet** | **Database software** | **Presentation software** | **Enters data** | **Tabulates data** | **Edits data** | **Formats data** | **Performs calculations on data** | **Imports /exports data** | **Sorts** | **Filters data** | **Generates merged documents** | **Primary document** | **Recipient list** | **Merged document** | **Uses graphs, charts,** | **Prints hard copy** | **Produces a softcopy** |
| **Score per skill** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |  | 1 | 1 | 1 | 1 | 1 | 1 |
| **Maximum score** | **2** | | | | 6 | | | | | | | | 3 | | | | 1 | 2 | |
| **Actual score** |  | | | |  | | | | | | | |  | | | |  |  | |

**ITEM 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Skill** | **Creates a website** | **Adds Organization name** | **Uses proper language** | **Adds web pages** | **Adds page titles** | **Adds a feedback section** | **Links pages** | **Creates an active form** | **Adds appropriate pictures, logo, video clips, banners etc** | **Adds a page background** | **Organizes content on the pages** | **Uses variations(font size, color)** | **Prints hard copy** | **Produces pages that can be viewed in a browser** |
| **Score per skill** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **Maximum score** | **1** | 6 | | | | | | 1 | 3 | | | | 2 | |
| **Actual score** |  |  | | | | | |  |  | | | |  | |