|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **VCE Data Analytics: School-assessed Task 2024** | | | | | | | |
| **Assessment Criteria** | **Levels of Performance** | | | | | | |
| **Indicators** | **Not shown** | **1–2 (very low)** | **3–4 (low)** | **5–6 (medium)** | **7–8 (high)** | **9–10 (very high)** |
| **Unit 4 Outcome 1**  **8. Skills in managing files.** | * Documents procedures for the management of files. | Insufficient evidence | Lists some procedures for managing files. | Outlines some procedures for managing files. | Documents a logical plan for handling and managing files. | Documents a detailed logical plan for the handling and managing of files. | Documents a comprehensive and logical plan for the handling and managing of files. |
| * Proposes and implements procedures to manage the security of files. | Lists some procedures or techniques to secure files. | Outlines some procedures and techniques to secure files. | Proposes and implements a range of procedures and techniques to secure files. | Proposes and implements a wide range of procedures and techniques to secure most files. | Proposes and implements comprehensive procedures and techniques to secure all files. |
|  | 0 ❑ | 1 ❑ 2 ❑ | 3 ❑ 4 ❑ | 5 ❑ 6 ❑ | 7 ❑ 8 ❑ | 9 ❑ 10 ❑ |

Good work here Kai,  
  
Your file management plan was pretty well versed, with evidence and explanation shown for your file/folder structure and naming, though a bit more to stretch it would have been nice to see as well.

I feel that some more procedures and evidence for the security aspect would have been nice to also include here, though it is a nice start.

Overall, this is a nice start with some good evidence, with some further inclusions this would be great ☺