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| **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 ❑ |

Nicely done Nick!

Your proposed plan was extensive, utilising an array of different procedures and techniques, though a few more points or more substantial evidence for some points of security would have been nice to see.  
 The evidence shown for your file/folder hierarchy, back up location and security measures were well given.

Overall, good work with this; hopefully the strategies were useful, especially for ease of mind in case of emergency! ☺