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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 ❑ |

Excellent work Sam!

The file management and security procedures listed were logical and will be helpful in ensuring that your files are easy to utilise, find and keep secure in case of an emergency.  
  
Overall, great work here, you’ve set this out well ☺  
P.S your physical security measures are both very cute, but could be very scary!