

<b>Individual Candidate Marking Sheet B20028</b>	 <b>FETAC</b> <small>Further Education and Training Awards Council Comhairle na nDánhachtainí Breisdeachais agus Oiliúna</small>	<b>Spreadsheet Methods Practical Examination Weighting 50%</b>
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**Candidate Name:** \_\_\_\_\_

Performance Criteria			Max. Mark	Candidate Mark
<b>Creating Spreadsheet</b>	<i>Create spreadsheet Tasks 1, 2</i>			
	- insert headings*	1	6	
	- insert data*	1		
	- alignment of cell contents	1		
	- appropriate column widths	1		
	- format cell contents (€, %, decimal places)	1		
	- insert date/time from computer clock	1		
<b>Formula</b>	<i>Correct use of</i>		5	
	- <b>5, 15</b> formula with +, -, *, / operators (2 each)	4		
	- <b>Several</b> replicate formulas	1		
<b>Functions</b>	<i>Correct use of</i>		17	
	- <b>3</b> sum function	1		
	- <b>6</b> average function	1		
	- <b>7</b> average function	1		
	- <b>4</b> simple IF function	2		
	- <b>14</b> complex IF function	4		
	- <b>13</b> Use of LOOKUP function with calc.	8		
<b>Modifying Spreadsheet</b>	<i>Insert additional data</i>		9	
	- <b>10</b> delete row/column	1		
	- <b>11 (table)</b> insert rows/columns	1		
	- <b>11</b> insert additional headings*	1		
	- <b>12</b> insert additional data	1		
	- <b>16</b> Total & Average (1 each)	2		
	- <b>17</b> final percentage formula	2		
	- (with abs. Addressing)	1		
<b>Chart</b>	<i>Chart produced</i>	2	6	
	- <b>21 (a)</b> correct data	1		
	- <b>21 (b)</b> main heading	1		
	- <b>21 (c, d)</b> axis labels (1 mark each)	2		
<b>Sort</b>	<b>19</b> Sort portion of spreadsheet	3	3	
<b>Save</b>	<b>9, 20</b> Save spreadsheets with correct names (marks divided between number of saves)	2	2	
<b>Print</b>	<b>9, 20</b> Print spreadsheets, formulas and chart with row column headers (marks divided between number of printouts)	2	2	
<b>Total Mark</b>			<b>50</b>	

\* Entering data – deduct 0.5 mark per keystroke error to maximum

**Signed Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed External Examiner:** \_\_\_\_\_ **Date:** \_\_\_\_\_