MINISTRY OF EDUCATION

Year 11, Year 12 & Year 13 Internal Assessment Task Computer Studies – 2025

BACKGROUND

Internal Assessment (IA) or Common Assessment Task (CAT) is an integral part of the Computer Studies subject and is compulsory for all Year 11, Year 12 and Year 13 students. It enables students to demonstrate the application of their computer skills and knowledge, and to pursue their personal interests, without the time limitations and other constraints that are associated with written examinations. The internal assessment should, as far as possible, be woven into normal classroom teaching over a period of time and not be a short intensive activity in the subject or after the subject has been taught.

Internal assessment, evaluates what students do when they are in the classroom. It illustrates aspects of student progress that are not typically evaluated in external assessment. It is a crucial part of the instruction process for Computer teachers, students, and parents in evaluating student progress. Therefore, it is vital that the teacher provides appropriate guidance to students.

The internal assessment requirements at Year 11, Year 12 and Year 13 are the same which contributes to forty percent (40%) of the overall mark. Students are required to produce a project that consists of all the requirements highlighted below (**in Student Activity Task)**.

The Computer Studies project submitted for internal assessment must be **student's own work**. However, it is not the intention that students should be left to work on the internal assessment component without any further support from the Computer teacher. Both the teacher and student should play an important role during both planning stage and the period when the student is working on the internally assessed work.

It is the responsibility of the Computer Teacher to ensure that students are familiar with the following (as highlighted below):

i) The requirements of the type of work to be internally assessed
ii) The computer studies ethical guidelines
iii) The assessment criteria, students must understand that the work submitted for assessment must address these criteria effectively.

Teachers and students must discuss the internally assessed work. Students should be encouraged to initiate discussion with teachers to obtain advice and information, and students must not be penalized for seeking guidance.

It is the responsibility of teachers to ensure that all students understand the basic meaning and significance of concepts that relate to school honesty, especially authenticity and intellectual property. Teachers must ensure that all students work for assessment is prepared according to the requirements and must explain clearly to students that the internally assessed work must be entirely their own.

All work submitted for moderation or assessment must be authenticated by a teacher, and must not include any known instances of suspected or confirmed malpractice. Each student must sign the **declaration of originality** to confirm that the work is his or her authentic work and constitutes the final version of the work. Once a student has officially submitted the final version of the work to a teacher (or the coordinator) for internal assessment, together with the signed declaration, it cannot be retracted.

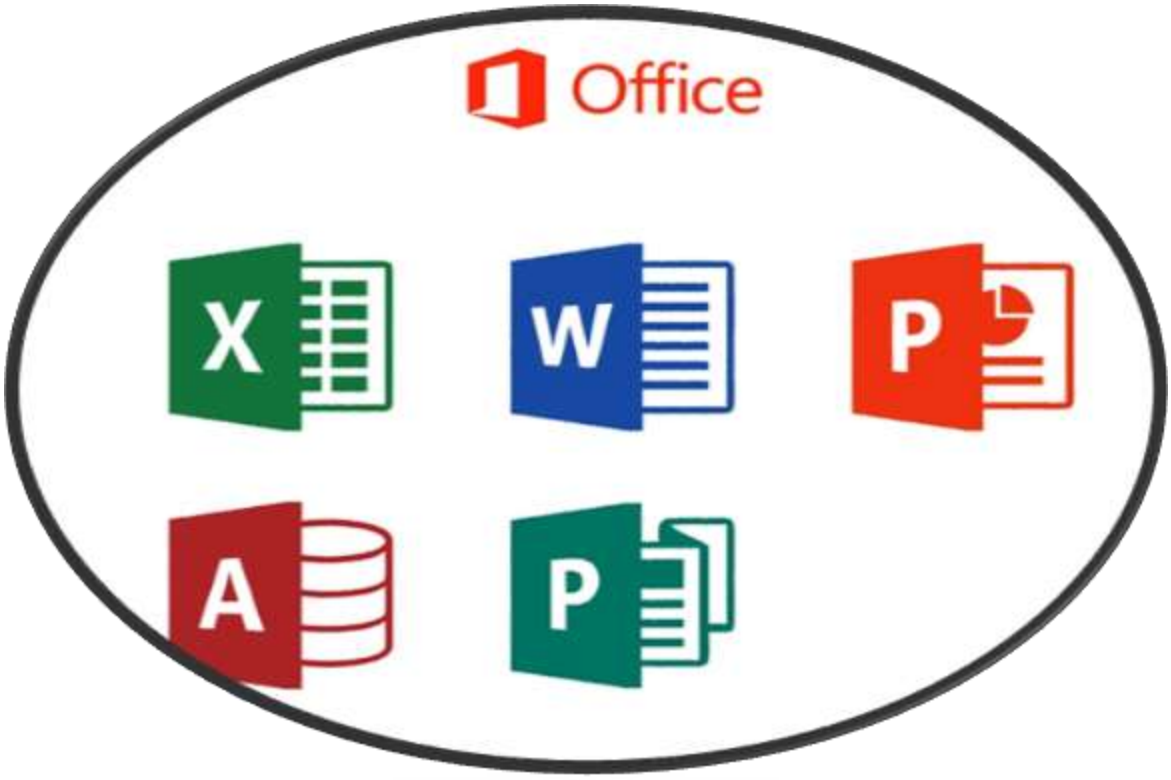
2.0 INSTRUCTION TO TEACHERS

a) Read the project task carefully and make sure you fully understand what is involved with this project before giving it to the students**. Students must be allowed to think and do things for themselves. The teacher is to act only as a guide and facilitator of the project.**
b) Inform the students of the requirements of the project and the importance of strictly observing the time allocated.
c) As a teacher, you must make sure that the students fully understand what the project requires before they carry out the task.
d) Please ensure that students carry out their own work and are not reproducing their classmate's work. They should however, be encouraged to discuss and exchange ideas.
e) Students will be carrying out all parts of this project task **individually**. Each student is to submit a softcopy of the task.
f) Encourage students to produce quality projects.
g) Allocation of marks must reflect the marking criteria provided – please refer to student mark sheet. Teachers to use the **softcopy of excel marking criteria to enter student's marks**. Save the marking criteria in the student folder for submission during moderation.
h) Individual folders are to be collected by **Week 7, Term 2** for marking by the teacher.
i) Late submission of folders to be given penalty of 1 mark per week late.
j) Three hard copies of students project (1 High, 1 Medium, 1 Low) to be submitted during moderation together with all students softcopies of projects, mark sheet and class mark).
k) Mark capture sheet: soft copy and hard copy **signed and stamped** to be submitted on moderation day. (Student list should match with FEMIS list)
l) **The school is to enter the project marks on FEMIS before moderation**.
m) Moderation will be around the last weeks of Term 2 and first weeks of Term 3 so advance preparation is needed.
n) Teachers are to use the template shown below to record students IA marks and enter IA marks on FEMIS.

MINISTRY OF EDUCATION

2025 COMPUTER STUDIES

Year 11 Common Assessment Task



Source: www.google.com

"The future belongs to those who learn more skills and combine them in creative ways"
Robert Greene

Student Task: Microsoft Office Package Assessment

Scenario: Planning a Charity Fundraiser

You are part of the organizing team for a charity fundraiser event at your school. Your responsibilities include designing materials, managing finances, creating a presentation, and sending out communications. Using Microsoft Office tools (Word, Excel, PowerPoint, and Outlook), complete the tasks below.

Task Details

Task 1: Designing a Flyer (Microsoft Word)

Create a one-page flyer to promote the fundraiser.

1. Include the event name, date, time, location, and purpose of the fundraiser.
2. Add school branding (e.g., logo, colors) and at least one image related to the event theme.
3. Use appropriate formatting tools, such as headers, text boxes, and font styles, to make the flyer visually appealing.
4. Save the document in both Word and PDF formats.

Task 2: Financial Budget and Donations Tracker (Microsoft Excel)

Develop a budget and tracker to monitor expenses and donations.

1. Create a table for expense categories (e.g., decorations, refreshments, entertainment) with columns for estimated and actual costs.
2. Add a section to record donations, including donor names, amounts, and dates.
3. Use formulas to calculate totals for expenses and donations.
4. Apply conditional formatting to highlight overspending or large donations (e.g., above $100).
5. Create a bar chart to compare estimated and actual expenses.

Task 3: Event Overview Presentation (Microsoft PowerPoint)

Prepare a short presentation to update the school committee on the event.

1. Create a 5-slide presentation:
    - **Slide 1:** Title slide with event name and theme.
    - **Slide 2:** Purpose and goals of the fundraiser.
    - **Slide 3:** Event activities and schedule.
    - **Slide 4:** Budget summary (include the chart from Task 2).
    - **Slide 5:** Call to action (e.g., volunteering or donations).
2. Use consistent design, slide transitions, and animations to engage the audience.

Task 4: Communication (Microsoft Outlook)

Compose and send a professional email to invite teachers, parents, and community members to the event.

1. Draft an email with the subject line, "Join Us for Our Charity Fundraiser!"
2. Attach the flyer (PDF from Task 1).
3. Schedule the email to be sent on a specific date.
4. Create a contact group for easy future updates.

Submission Guidelines

1. Submit your deliverables in the following formats:
    - Word: .docx and .pdf
    - Excel: .xlsx
    - PowerPoint: .pptx
    - Outlook: Screenshot of the drafted email and contact group setup.
2. Submit all files in a zipped folder named: **[Your Name]_CharityFundraiser_Project**.
3. Deadline: **[Week 7 of Term 2]**

Year 11 Computer Studies

Marking Criteria

Category	Criteria	Marks
Microsoft Word		**15**
Content accuracy	Includes all required details (event name, date, time, location, purpose).	5
Design and formatting	Effective use of branding, text boxes, fonts, and layout for a professional appearance.	5
File management	Correct saving in Word and PDF formats.	5
Microsoft Excel		**25**
Completeness	Includes tables for expenses and donations with relevant columns.	5
Formula usage	Accurate use of formulas for totals and calculations.	5
Visual representation	Clear and relevant bar chart included.	5
Conditional formatting	Correctly applied to highlight overspending or significant donations.	5
- Organization and clarity	Data presented in a clear and logical manner.	5
Microsoft PowerPoint		**20**
Slide content	All 5 required slides created with appropriate content.	10
Visual appeal	Consistent design, transitions, and animations used effectively.	5
Clarity and engagement	Slides are well-organized and visually engaging.	5
Microsoft Outlook		**10**
Email professionalism	Clear and engaging subject line, appropriate language, and correct attachments.	5
Technical execution	Email scheduling and contact group creation completed accurately.	5
Overall Presentation		**10**
- Attention to detail	Deliverables are neat, organized, and error-free.	5
- Creativity	Creative and innovative approaches to design and presentation.	5

Total Marks: 80

(Weighting = Marks to be converted to 40%)

YEAR 11 2025 CS SS

MINISTRY OF EDUCATION

YEAR 11 - COMPUTER STUDIES
INTERNAL ASSESSMENT PROJECT SUMMARY SHEET

District: _____ School: _____

Year Level: _____ No. of Students: _____ Subject Teacher: _____

NO	CODE NO. (Compulsory)	CANDIDATES NAME (Surname First and in alphabetical order as in FEMIS)	Y11 CAT (Rounded-off to whole number) TOTAL 40%
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VERIFICATION/ENDORSEMENT

Subject Teacher : Sign :_____ Date:_____

Computer Studies HOD: Sign :_____ Date:_____

IA Coordinator : Sign :_____ Date:_____

School Principal : Sign :_____ Date:_____

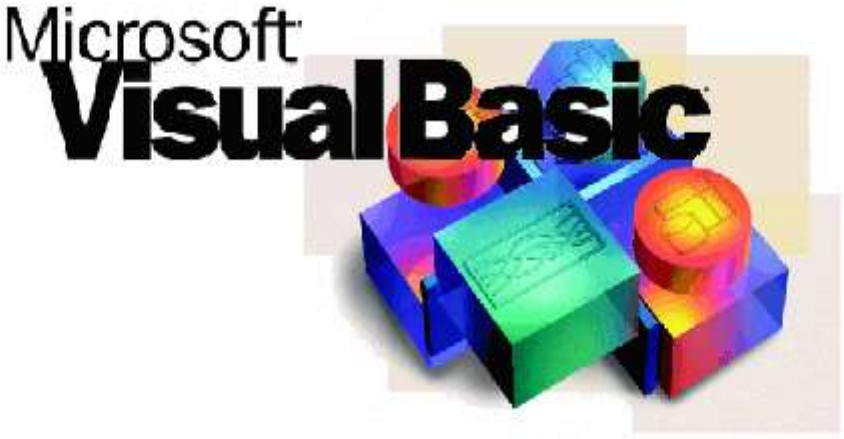
MOE TEST Advisor : Sign :_____ Date:_____

NOTE: I. Original to be submitted during centralized moderation workshop.
II. **Duplicate to be retained by the school**
III. Use the symbol * against the code number to indicate candidate(s) repeating the course.

MINISTRY OF EDUCATION

2025 COMPUTER STUDIES

Year 12 Common Assessment Task



Source: www.google.com

We are visual creatures. When you doodle an image that captures the essence of an idea, you not only remember it, but you also help other people understand and act on it – which is generally the point of meetings in the first place.

TOM WUJEC

AIM:

Students will apply knowledge and skills learnt in CE 12.2.1 – Visual Basic.net to develop a program and write a report.

Objectives:

After completing this task, students will be able to develop a Visual Basic program that calculates the total marks, average marks, and grade for a student based on their scores in multiple subjects.

Task 1: Build an Exam Marks Calculator Application

Your school is hiring you, as a programmer to develop an Exam Marks Calculator Application using **VB.Net**.

Use the following steps to complete the task.

1. **Application Overview:**
   Design and implement a program that allows a user to enter marks for five subjects and calculates the following:

   - ✓ Total Marks
   - ✓ Average Marks
   - ✓ Grade (based on the average marks using a grading system provided below)

2. **Grading System:**

   - ✓ **Grade A**: 80–100
   - ✓ **Grade B**: 70–79
   - ✓ **Grade C**: 50–69
   - ✓ **Grade D**: 35–49
   - ✓ **Grade F**: Below 35

3. **Requirements:**

   - ✓ The application should include:
     - Five textboxes for entering subject marks.
     - A button labeled `Calculate` to perform the calculations.
     - Labels or textboxes to display the total marks, average marks, and grade.
     - A `Clear` button to reset all input and output fields.
   - ✓ Validate that the marks entered are:
     - Numeric values.
     - Within the range of 0–100.

4. **Step-by-Step Guide:**

   - ✓ **Step 1:** Open VB.NET/Visual Studio and create a new Windows Forms Application.
   - ✓ **Step 2:** Design the user interface using the VB.NET/Visual Studio toolbox. Arrange the input fields, buttons, and output labels logically.
   - ✓ **Step 3:** Write the code for the `Calculate` button to:
     - Validate inputs.
     - Calculate the total and average marks.
     - Determine the grade based on the average marks.
   - ✓ **Step 4:** Write the code for the `Clear` button to reset all input and output fields.
   - ✓ **Step 5:** Test your application to ensure it works as expected.

5. **Bonus Challenge [Optional]:**

   - ✓ Add functionality to allow input for more subjects dynamically.
   - ✓ Include a feature to save the results to a text file.

i). Interface: The interface is to be user friendly with descriptive labelling and school logo. **You are to apply your creativity and own judgement in the designing of the interface.**

ii). Discuss the benefits of using an exam marks calculator system.

Task 2

The project write-up should include:

- Cover page
- Title page
- Aim
- Objective
- Acknowledgement with declaration (signed)
- Methodology
- Table of contents - automatic
- Introduction (introduce the task and discuss the benefit of Exam Marks Calculator)
- User Guide:
  - Steps
  - Interface
  - Sample output of the test data (Use 3 methods of testing)
  - Screen shots of the App.
  - Screen shot of the code.
- **(both screen shots and exam mark app will be assessed as per the marking criteria)**
- Conclusion
- Reference – APA referencing (if applicable)
- Appendices

(***Note:*** *The document footer should include student's index number and page number on every page of the write-up. Save both the word document (student's name) and VB files in a folder on gdrive using student's name as folder name. Students are discouraged from copying information directly from the text books).*

[Due Date: Term 2: Week 7]

YEAR 12 COMPUTER STUDIES - MARKING CRITERIA

(Out of 100, Weighting = 40%)

No.	Page	Mark(s) allocated	Marks Awarded
1	Cover page	1	
2	Title page	1	
3	Aim & Objective	2	
4	Acknowledgement & Declaration(signed with date)	2	
5	Methodology	3	
6	Table of Contents (automatic)	3	
7	Introduction	3	
8	**Application Functionality** - Correctly calculates • **total marks** • **average marks** • **grade** based on the provided grading system. • Validation of input data (numeric, 0–100).	5 5 5 5	
9	**User Interface Design**		
	• Logical and user-friendly layout of input fields, buttons, and output labels	5	
	• Incorporates school logo and descriptive label	4	
	• Aesthetically pleasing design.	3	
10	**Code Implementation**		
	• Proper implementation of the `Calculate` and `Clear` button functionalities.	6	
	• Code is structured, readable, and follows programming best practices.	6	
11	**Testing and Debugging**		
	• Application is thoroughly tested using 3 testing methods to ensure all features work correctly.	6	
	• No significant bugs or crashes	4	
12	Conclusion	3	
13	References – APA referencing (in-text)	3	
14	Footer on all pages showing Student's index number & Page Number	3	
15	Write-up to be saved on Google Drive (or any other) and submitted to teacher using email.	2	
TOTAL		**80**	
FINAL TOTAL		**40%**	

FY12CE 2025 CS MS

MINISTRY OF EDUCATION

FIJI YEAR 12 CERTIFICATE EXAMINATION
COMPUTER STUDIES
INTERNAL ASSESSMENT PROJECT SUMMARY SHEET

District: _____ School: _____

Year Level: _____ No. of Students: _____ Subject Teacher: _____

NO	CODE NO. (Compulsory)	CANDIDATES NAME (Surname First and in alphabetical order as in FEMIS)	Y13 CAT (Rounded-off to whole number) TOTAL 40%
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VERIFICATION/ENDORSEMENT

Subject Teacher : Sign :_____ Date:_____

Computer Studies HOD: Sign :_____ Date:_____

IA Coordinator : Sign :_____ Date:_____

School Principal : Sign :_____ Date:_____

MOE TEST Advisor : Sign :_____ Date:_____

NOTE: I. Original to be submitted during centralized moderation workshop.
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MINISTRY OF EDUCATION

2025 COMPUTER STUDIES

Year 13 Common Assessment Task

PROJECT OUTLINE

Source: https://paragnachaliya.in/web-designing

> "There are three responses to a piece of design – yes, no, and WOW! Wow is the one to aim for"
>
> Milton Glaser

AIM:

Students will apply knowledge and skills learnt in CE 13.5.1 – Website Designing to develop a Detailed and Creative Student Portfolio Webpage.

Objectives:

After completing this task, you will be able to design and create a visually appealing and detailed portfolio webpage that highlights your personal and academic achievements, projects, and skills. This project will allow you to showcase your creativity, web development skills, and personality.

Task Overview:

You will create a multi-page student portfolio website that:

- Highlights your unique qualities (skills, achievements, interests).
- Showcases your projects, academic work, and activities.
- Demonstrates creative web design and development using HTML or CSS.
- Your portfolio will reflect who you are as a student and will serve as a digital resume for future opportunities.

TASK - PART A

Project Requirements:

Your portfolio must include the following:

1. Webpage Structure

Design a **multi-page** website with at least **4 pages**:

(i) Home Page

- Introduction: A warm welcome message and your name prominently displayed.
- A professional or creative profile picture.
- A short bio introducing yourself (your education, hobbies, and future goals).
- An engaging layout and visually attractive design.

(ii) About Me Page

- Detailed information about your background, achievements, and personal interests.
- **Education Timeline**: Highlight your education journey (schools, grades, and key accomplishments).
- **Skills Section:** Showcase technical, creative, and soft skills with progress bars, icons, or badges.

(iii) Projects/Portfolio Page

Include at least 3 projects you have worked on (school, hobbies, or personal projects).

For each project:

- **A title and description** explaining what the project is about.
- Screenshots, images, or links to the actual project.
- Tools or technologies used (e.g., PowerPoint, programming languages, Canva).

(iv) Contact Page

- A form for visitors to contact you (e.g., name, email, message).
- Add alternative contact options like email address, phone number, and social media links.

2. Design Elements

Your portfolio webpage should:

- Use HTML for content structure.
- Use CSS for styling, ensuring a clean, visually appealing layout.

Include the following design features:

- Consistent color scheme (use 2-4 main colors).
- Creative use of fonts (Google Fonts or CSS fonts).
- Attractive images/icons that enhance the content.
- Responsive design (the webpage should work on mobile, tablet, and desktop).

3. Interactivity

Add creative and interactive elements using CSS:

- A navigation bar that links all pages.
- Buttons with hover effects.
- An image carousel or slideshow on the Projects Page.
- A back-to-top button.

You are to apply your creativity and own judgement in the designing of the website so you are to choose your own background colour, font style, font colour etc. Website should be readable and user friendly.

Steps to Complete the Task

1. **Research and Inspiration:**
    - Explore other portfolio websites to understand layout and design ideas.
    - Create a list of sections and content you want to include.
2. **Plan the Layout:**
    - Sketch your webpages on paper and create wireframes using tools like **Figma** or **Canva**.
3. **Create the Webpages:**
    - Write code for your webpages using HTML, CSS, and optional JavaScript.
    - Use a code editor like **Visual Studio Code** or **Notepad++**.
4. **Add Content and Visuals:**
    - Include relevant text, images, icons, and links.
    - Ensure the content is well-organized and free of spelling/grammar errors.
5. **Test Your Website:**
    - Ensure all links work properly.
    - Test the responsiveness on different devices (desktop, mobile, tablet).
6. **Present and Submit:**
    - Submit your project files (HTML, CSS, JavaScript, and assets).
    - Present your website to the class, explaining its design, features, and content.

TASK - PART B

The project write-up should include:

- Cover page
- Title page
- Aim
- Objective
- Acknowledgement
- Declaration of originality
- Methodology
- Table of contents
- Introduction (introduce web design, your role as a web designer and Benefits of having an online portfolio)
- Explanation on how each of the phase will be carried out
- Wireframes (All four)
- Websites (screen shots of all four pages)
- Codes
- Conclusion
- Reference (Use APA format)

(***Note:*** *The document footer should include student's index number and page number on every page of the write-up.* ***Use Google drive to save all your documents and the final copy to be sent to your subject teacher through email.*** *Use your name as the file name).*

[Due Date: Term 2: Week 7]

No.	Page	Mark(s) allocated	Marks Awarded
1	Cover page	1	
2	Title page	2	
3	Aim & Objective	2	
4	Acknowledgement & Declaration(signed with date)	2	
5	Methodology	3	
6	Table of Contents (automatic)	3	
7	Introduction	3	
8	**Home Page** • Includes a warm welcome message • prominent display of name • professional/creative profile picture • short bio • engaging layout • visually attractive design.	 2 2 2 2 2 2	
9	**About Me Page**		
	• Detailed background information • achievements personal interests • education timeline • skills section (with progress bars, icons, or badges).	2 2 2 2	
10	**Projects/Portfolio Page**		
	• At least 3 projects with titles, descriptions, images/screenshots, links, and tools/technologies used.	6	
11	**Contact Page**		
	• Includes a functional contact form and alternative contact options like email, phone, and social media links.	6	
12	**Design Elements** • Proper use of HTML tags for a clear and organized content structure. • Consistent color scheme, creative fonts, attractive images/icons, and clean, visually appealing layout. • Ensures the webpage is functional and visually appealing on mobile, tablet, and desktop devices. • Unique design choices that reflect the student's personality and creativity.	 2 2 2 2	
13	**Interactivity** • Functional navigation bar that links all pages. • Buttons or elements with visually appealing hover effects. • Interactive image carousel or slideshow on the Projects Page. • Functional back-to-top button for improved user navigation.	 2 2 2 2	
14	**Content and Visuals** • Relevant, well-organized text and visuals (free of spelling/grammar errors). • Proper use of images, icons, and other media to enhance content and design.	 2 2	
15	Conclusion	3	
16	References – APA referencing (in-text)	3	
17	Footer on all pages showing Student's index number & Page Number	3	
18	Write-up to be saved on Google Drive (or any other) and submitted to teacher using email.	3	
TOTAL		**80**	
FINAL TOTAL		**40**	

THE END