S.4 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
Paper 1
SCORING GUIDE

ITEM I

Competency (Basis of assessment)	**Evidence: Skill/ability exhibited/Score**	**SCORE**
Provides a focused introduction	Produces a focused introduction	**01**
Describes a minimum number of ICT tools/software that are required to setup a functional system.	• Identifies and describes **5** or more of the listed ICT tools/Software to deliver the presentation Computer set Digital camera Scanner Printer Application Software • Identifies and describes **3-4** of the listed ICT tools/Software or more of the listed ICT tools/Software to deliver the presentation • Identifies and describes **1-2** or more of the listed ICT tools/Software or more of the listed ICT tools/Software to deliver the presentation • Identifies and describes **1** of the listed ICT tools/Software or more of the listed ICT tools/Software to deliver the presentation • No response	**04** 03 02 01 00
Explains maintenance of ICT tools in good working condition	• Identifies and explains **5 or more** management measures of the listed ICTs/software • Identifies and explains **3-4** management measures of the listed ICTs/software • Identifies and explains **1-2** management measures of the listed ICTs/software • Identifies only **1** management measure of the listed ICTs/software • No response	04 03 02 01 00
Conclusion	Provides a relevant conclusion *(solution/judgement/recommendation)*	**01**
Format of presentation	A formal document: Either a Report, a letter, a CV or Proposal	**01**

Competences	Basis of assessment	Expected responses
T1(a-c) T2(a-d) T15(a-c) T16(c) T9 (a) T10(a) T12(a)	Mentioning relevant tools Explaining how the tool is used Management/ maintenance	• Computer/Laptop - Data processing • Projector/smart board/screen/interactive white board – Displaying head teacher's speech on a bigger screen. • Printer- Producing copies of school rules and regulations. • Public address system - Output head teacher's speech during assembly and Micro phone - To capture head teacher's speech into a computer, mixer, amplifier. • Presentation software - To organize head teacher's slides for presentation / Word processor - Creating a document e.g. school rules and regulations. others • . Storage media e.g. flash disk - Transferring head teacher's presentation for either printing or displaying to the audience. • Photocopier - Duplicating head teacher's document. 8. Public Address system - To amplify the head teacher's speech • Scanner/Scanning app to capture hard copies of the head teacher's document into soft copy • Internet - Sharing information. • Digital camera - for capturing invests in school • Cover ICT tools to avoid dust • Installing antivirus to protect ICT against virus attacks. • Use UPS to protect ICT tools from unstable power supply. • Switch off ICT tools after use • Regular servicing of ICT tools to keep them in good working conditions. • Regular updating of software

ITEM 2

Competency (Basis of assessment)	**Evidence: Skill/ability exhibited/Score**	**Score**
Provides a focused introduction	Produces a focused introduction	**01**
Explains the causes of breaking into the lab and theft of computer lab equipment	• Identifies and explains ***6 or more*** causes/consequences of ICT usage from the listed categories. *(2 for each of the mentioned challenges)* -health issues, -data loss and -breach of privacy • Identifies and explains ***4-5*** causes/consequences of ICT usage from the listed categories. • Identifies and explains ***2-3*** causes/consequences of ICT usage from the listed categories. • Identifies and explains ***1*** cause/consequence of ICT usage from the listed categories. No response	**04** **03** **02** **01** **00** **01** **00**
Provides security measures and mitigation for improper-waste management	• Explains 3 measures, identifies key stake holders and their roles in e-waste management (1 measure for each listed stakeholder) o School Administration o Lab Attendant o Students o Community • Explains **less than 3** measures and identifies key stake holders in e-waste management of the listed stakeholders • Identifies and explains ***more than 4*** measures of insecurity in the laboratory. • Identifies and explains ***4*** measures of insecurity in the laboratory. • Identifies and explains ***2-3*** measures of insecurity in the laboratory. • Identifies and explains ***1*** measure of insecurity in the laboratory. • No response	**04** **03** **02** **01** **00**
Conclusion	Provides a relevant conclusion	**01**
Format of the presentation	A formal document	**01**

T1 d T14 (a-c) T16 (a&b)	**Explains the Health issues, causes and mitigation/preventions**	• Back ache caused by poor sitting posture, prolonged use, substandard furniture mitigated by Use of ergonomic furniture, Should sit upright, Always have frequent breaks • Headache caused by Prolonged use, Too much light, Noise due to vibrations of some ICT tools egg earphones/headsets mitigated by Having breaks, Regulate the light by using screen filters, Regulate the sound in the ears by reducing the volume of the head sets • Eye defects like blurred vision, itchy, dry or red eyes. Mitigation. Use anti – glare screens • Back pain, caused by sitting in a bad posture or for long • Mitigation. Sit upright and get poses or breaks while using a computer • Wrist pain, caused by injury, over use of the hand or repetitive stress. • Mitigation. Set your work station right to avoid • straining the hand, get breaks while using a computer and exercise the hand • Neck pain, caused by poor monitor position mitigated by parallel positioning of the monitor • Fatigue caused by prolonged use mitigated by having breaks • Skin cancer caused by EMR (electro-magnetic radiations) from monitor mitigated by adopting the use of green computing i.e., use of monitors that don't produce a lot of radiations, sit in a reasonable distance from the monitor • Deep vein thrombosis (Blood clot in the veins) caused by immobility (Not moving for a long time) mitigated by exercise

Approaches that can be taken to ensure proper e waste management and the how they can be applied		• Muscle twitching (involuntary contraction of the muscles) caused by prolonged sitting mitigated by exercise 1. Discarded computer components contain toxic substances like lead, mercury, etc. these pollute soil and water. The school administration/teachers can reuse some of these components e.g by crafting them onto display boards for demonstration. 2. Improper e-waste disposal may lead to data breaches and identity theft. You may not know who will pick on the hard disk, flash disk and any other storage media you throw to the dust bin. The lab attendant may first try to repair or take the component for repair to extract off the information. 3. Health risks; improper handling and discarding of e-waste can cause health issues such as skin disorders, respiratory disorders, etc. to people such as waste pickers, children. It's important therefore to sensitize the school community/students on the right means of handling e- wastes. 4. You can also donate the out of use computers and other components to ICT repair shops. 5. Air pollution. Once thrown at the garbage pit by say lab attendant, e-waste may be burnt which exposes the community to harmful gasses. The school administration may sell off or donate the hardware components that are no longer in use.

Competences	**Basis of assessment**	**Expected responses**

ITEM 3

Competency (Basis of assessment)	**Evidence: Skill/ability exhibited/Score**	**Score**
Provides a focused introduction	Produces a focused introduction	**01**
Explains the consequences of continuous use of ICT	• Identifies and explains ***more than 4*** causes of insecurity in the laboratory. • Identifies and explains ***4*** causes of insecurity in the laboratory. • Identifies and explains ***2-3*** causes of insecurity in the laboratory. • Identifies and explains ***1*** causes of insecurity in the laboratory. • No response •	**04** **03** **02** **01** **00**
Provides mitigation/measures	• Identifies and explains ***6 or more*** measures for the listed categories of challenges. *(2 for each of the listed challenges)* -health issues, -data loss and -breach of privacy • Identifies and explains ***4-5*** measures for the listed categories of challenges. • Identifies and explains ***2-3*** measures for the listed categories of challenges. • Identifies and explains ***1*** measure for the listed categories of challenges. • No response	**04** **03** **02** **01** **00**
	11..	
Conclusion	Provides a relevant conclusion	**01**
Format of the presentation	A formal document	**01**

Assesses system security, safely uses ICTs and manages E-waste *Topic 1 d* *Topic 7 c* *Topic 8 (a-c)* *Topic 16 (a-b)*	Consequences of exposure to ICTs and the mitigation strategies	**Possible Causes of the Incidents** 1. **Lack of Security Personnel:** The absence of guards or responsible staff to monitor the premises at night makes it easy for thieves to break in. 2. **Unprotected Windows and Doors:** Weak entry points can be exploited by intruders. 3. **No Alarm or Surveillance System:** Without CCTV or alarms, criminal activity goes unnoticed or unrecorded. 4. **No Inventory Management:** Equipment might not have been tracked or labelled, making it hard to detect or trace missing items. 5. **Unsecured Network Server:** Sensitive data may have been stored on computers with no encryption or security protocols. 6. **Careless Use of ICT by Users:** Users may leave devices on or connected, making data more vulnerable to loss or theft. 7. **Inadequate Lighting Around the Premises:** Poor visibility at night provides cover for burglars. 8. **Neglect of Safety Procedures:** No security policies or procedures were in place for handling ICT tools. 9. **Poor Community Involvement:** The local community may not be engaged in safeguarding public resources. 10. **Untrained Staff:** Staff may not be trained in data protection or physical equipment handling. **Recommended Preventive Measures** **Physical Security Measures** 1. Install **CCTV cameras** and ensure they are monitored regularly. 2. Use **strong metallic doors, locks**,

		and **window grills** in ICT rooms. 3. Employ **night guards** or use **community watch groups** to secure the premises. 4. Ensure the **ICT lab is locked** after hours and all devices are shut down properly. 5. Install **motion sensors** or **alarm systems** to detect intrusions. **Data & Information Security** 6. **Encrypt important files** and use **password protection** on all computers. 7. Perform **regular data backups** to external drives or secure cloud platforms. 8. Use **antivirus software** and **firewalls** to prevent data breaches. 9. Assign **different user accounts** with access restrictions for each user. 10. Educate users on **safe file storage**, **secure passwords**, and **avoiding malware**. **Responsible ICT Usage** 12. Set **time limits** for ICT use to prevent overuse and digital addiction. 13. Monitor internet usage and **block harmful or non-educational sites**. 14. Educate users about **cyber threats, digital responsibility, and online ethics**. 15. Draft and enforce an **Acceptable Use Policy (AUP)**.

ITEM 4

Competency (Basis of assessment)	**Evidence: Skill/ability exhibited/Score**	**Score**
Provides a focused introduction	Produces a focused introduction	**01**
Describes procedure	• Identifies ***6 or more*** relevant steps with the necessary ICT tools • Identifies ***4-5*** relevant steps with the necessary ICT tools • Identifies ***2-3*** relevant steps with the necessary ICT tools. • Identifies 1 relevant step • No response	04 03 02 01 00
Follows a logical flow	Complete logical flow. Partial/incomplete Logical flow No logical flow	02 01 00
Conclusion	Provides a relevant conclusion *(solution/judgement/recommendation)*	01

Competences	**Basis Of Assessment**	**Expected Responses**
T3 (a,b) **T7 (a,b)** **T11 a**	**Steps/processes/procedures Followed to apply online**	**- Stage 1: Converting academic documents from hard copy to soft copy** **Tools:** scanners, scanning apps like CamScanner (CS), PC **Application:** get the document open the flatbed scanner cover place it there and cover, then press the scan button and save the documents. **Stage 2: Creating a CV** **Tools:** PC, desktop publishing or word processing software **Application:** start the computer. Go to all programs, Choose the appropriate MS-Publisher, Choose Resume, blank, then create. Design according to the layout apply appropriate graphics save the publication as ***CV*** on a hard disk/flash

		disk/phone/CD/email. **Stage 3: Typing an application letter by use of Word processors** **Tools:** PC, Word processors **Application:** Start the computer. Go to all programs, Choose blank document, type the letter, edit, format and save the document as ***Application Letter*** on a hard disk/flash
		disk/phone/CD/email. **Stage 4: convert all documents to PDF Tools:** PC, word processor, Desktop publisher **Application:** Open the document of interest Select file, save as Set the save as type to pdf and save **Stage 5: creating an email Tools:** PC, web browser **Application:** Open a web browser like google chrome. Enter ***gmail.com*** in the web address Select create account. Choose the type of account (personal account) Enter your personal information e.g. surname, first name, user name and password, confirm password click next and enter your phone number verify your account with the code sent to your phone **Stage 6: attaching the files (application letter, academic documents and CV) on online platform i.e. email** **Tools:** PC, Web browser **Application:** Open your e mail Select compose Enter the recipient's address (info@sjs.ac.ug) Compose a greeting line Select the attach button and browse to find the files (application letter, CV and academic documents) Select send.

ITEM 5

Competency (Basis of assessment)	**Evidence: Skill/ability exhibited/Score**	**Score**
Provides a focused introduction	**Produces a focused introduction**	**01**
Describes procedure	• Identifies ***6 or more*** relevant steps with the necessary ICT tools • Identifies ***4-5*** relevant steps with the necessary ICT tools • Identifies ***2-3*** relevant steps with the necessary ICT tools. • Identifies 1 relevant step • No response	04 03 02 01 00
Follows a logical flow	Complete logical flow. Partial/incomplete Logical flow No logical flow	02 01 00
Conclusion	Provides a relevant conclusion *(solution/judgement/recommendation)*	01

Competences	**Basis Of Assessment**	**Expected Responses**
T3 a,b T7 a,b T11 a T13 a	Describes relevant steps	-Access a computer -Downloading the form from the web -Filling the form -Taking some photos about the project -Printing the photos and forms -Scanning the filled forms& photos -Uploading the to the website
	Describes ICT tools used.	- Computers - camera - printer - scanner - flash disks - CDs - Modem - Mobile phones

		-computer-(to access the website -camera-(to take pictures of the projects) -printer(print out the downloaded form and photos) -scanner(scanning the filled forms for uploading) -flash disk(storage of forms to fill just in case) -CD-(to store the soft copies for future use) -modem(connect to internet) -phone(taking mobile photos and communication)
	logical flow of steps	**Steps to Follow:** 1. **Scan Your National ID** o Use a scanner or smartphone to take a clear image of the front and back of your national ID. o Save it on the computer as a **.jpg** or **.pdf** file with a clear name like Kizito_NationalID.pdf. 2. **Open the Website** o Open the browser and go to: **www.ndagency.go.ug/certificates** 3. **Locate the Upload Section** o Look for the instructions or section titled **"Upload ID & Feedback"** or similar. 4. **Upload the National ID** o Click on the

		"Choose File" or **"Browse"** button. o Select your saved ID file from the computer. o Click **"Upload"** to send it to the system. 5. **Fill in the Feedback Form** o Enter your name, email, phone number, and comments about the training in the provided form fields. o Ensure all required fields are filled in correctly. 6. **Submit the Form** o After filling in the form and uploading the ID, click on the **"Submit"** button. 7. **Download the Certificate** o Once submission is successful, look for a **"Download Certificate"** button or link. o Click on it to download the certificate to the computer (usually in **PDF format**). o Open and verify the certificate, then save it on your flash drive or email it to yourself.