

# Assessment Event 1: In-class Test 1

Due Week 6/at the end of Unit 8

Time Allowed: 60 minutes

Weighting: 10%

## INSTRUCTIONS AND MARKING SHEET FOR TEACHERS

For this Assessment Event, students are required to work on their own. Their task is to create Vocabulary Logbook and Semester Planner templates using Word.

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions		Marks	Score																																																												
1.	New folder created called <i>Assessment Events</i> on desktop or as specified by Teacher.	1																																																													
2.	The following sub-folders created in <i>Assessment Events</i> folder: <ul style="list-style-type: none"><li>• <i>Event 1</i></li><li>• <i>Event 2</i></li><li>• <i>Event 3</i></li></ul>	3																																																													
3.	New Word document created and heading <b>Vocabulary Logbook</b> added in Times New Roman, 14pt, bold and center alignment.	1																																																													
4.	Page Orientation changed to Landscape.	1																																																													
5.	6 column x 10 rows table created.	1																																																													
6.	Correct headings added. <table border="1"><thead><tr><th>Word</th><th>Part of Speech</th><th>Definition</th><th>Paraphrased Definition</th><th>Example Sentence</th><th>Translation</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Word	Part of Speech	Definition	Paraphrased Definition	Example Sentence	Translation																																																							3	
Word	Part of Speech	Definition	Paraphrased Definition	Example Sentence	Translation																																																										
7.	Heading row formatted appropriately and shading added.	2																																																													
8.	Column spacing appropriately formatted.	1																																																													
9.	Document saved as <i>Vocabulary Logbook.docx</i> in the <i>Event 1</i> folder.	1																																																													
10.	Student name added to the end of the document and printed. Document saved and Word closed.	1																																																													



Instructions			
11.	New Word document created and heading <b><i>Semester Planner for Student Name</i></b> (student's name substituted) in Arial Narrow, 14pt, bold with center alignment.	1	
12.	A 9 column x 8 row table created and the data entered using Arial Narrow, 10pt, bold.	3	
13.	The cell on the top row over the last seven columns (the days of the week) has been merged.	1	
14.	The top two rows formatted appropriately and shading added.	1	
15.	Column spacing formatted appropriate with the days of the week having the same column width.	1	
16.	The eight rows are copied and pasted below the existing table and the "1" changed to a "2" (for Week 2).	1	
17.	Step 9 is repeated until 12 weeks have been added to the planner with the correct week number.	4	
18.	Table has been split at Week 7 so that Weeks 1-6 are on Page 1, and Weeks 7-12 are on Page 2.	1	
19.	The text "Semester Planner.../2" has been added at the top of page two and right aligned.	1	
20.	Document saved as <b><i>SemesterPlanner.docx</i></b> in the <b><i>Event 1</i></b> folder, and printed.	1	
<b>Raw Mark</b>		<b>/30</b>	
<b>FINAL MARK (Raw Mark/30 ÷ 3)</b>		<b>/10</b>	