

# Assessment by Observation



**Candidate Name:** ..... **Number:** .....

## 1.1 Assessment by Observation (4%)

Students are given the opportunity to be reassessed in any skills they fail to reach competency in on the first assessment.  
 If a student is judged competent in **ALL 15** listed observable skills, **4%** is awarded.  
 If the student is judged competent in a **minimum of 13** of the observable skills, then **2%** is to be awarded.  
 If the student is judged competent in **fewer than 13** of the observable skills, then **no mark** should be awarded.

1.1.3	<b>Show physical connections between components</b> <input type="checkbox"/> keyboard, mouse, floppy disk drive. <input type="checkbox"/> video display <input type="checkbox"/> floppy disk used correctly (ie. Handled without touching magnetic material, inserted in the drive the right way up.) <input type="checkbox"/> video display used correctly (brightness as appropriate level, contrast, vertical and horizontal controls correctly adjusted) <input type="checkbox"/> keyboard used correctly (no liquids present, light touch) <input type="checkbox"/> mouse used correctly (mouse pad in use, light use of buttons)
1.1.4	<b>Simple hardware faults identified</b> <input type="checkbox"/> power off <input type="checkbox"/> loose or disconnected plugs
1.1.4	<b>Hardware faults isolated to a component</b> <input type="checkbox"/> Power off on printer. <input type="checkbox"/> Screen not turned on. <input type="checkbox"/> Keyboard not plugged in.
1.5.1	<b>Power up and down</b> <input type="checkbox"/> Power on (cold start) and re-boot (warm start) <input type="checkbox"/> Power down (without loss of data)
1.6.3	<b>Run menu driven application</b> <input type="checkbox"/> Load Application <input type="checkbox"/> Exit Application

## 2.1 Word Processing (2%)

Students are given the opportunity to be reassessed in any skills they fail to reach competency in on the first assessment.  
 If a student is judged competent in **ALL 11** listed observable skills, **2%** is awarded.  
 If the student is judged competent in a **minimum of 9** of the observable skills, then **1%** is to be awarded.  
 If the student is judged competent in **fewer than 9** of the observable skills, then **no mark** should be awarded.

2.21	<b>The Student is Able to</b> <input type="checkbox"/> Load and quit application software;
2.6.1	<input type="checkbox"/> Load a document; <input type="checkbox"/> Save a document; <input type="checkbox"/> Save a document with another name
2.3.1	<b>The Student is able to</b> <input type="checkbox"/> Use the keyboard demonstrating cursor movement. <input type="checkbox"/> User the insert key for insert and type-over functions.
2.4.1	<b>The student must demonstrate ability to</b> <input type="checkbox"/> Use the help screens effectively
2.5.1 2.5.2	<b>The student must demonstrate they</b> <input type="checkbox"/> Save their work regularly while working <input type="checkbox"/> Backup their work regularly
2.7.2 2.7.3	<b>The student must be able to use</b> <input type="checkbox"/> Print Preview if available <input type="checkbox"/> Print selected pages



## 2.2 Spreadsheets (2%)

Students are given the opportunity to be reassessed in any skills they fail to reach competency in on the first assessment.  
 If a student is judged competent in **ALL 15** listed observable skills, **2%** is awarded.  
 If the student is judged competent in a **minimum of 13** of the observable skills, then **1%** is to be awarded.  
 If the student is judged competent in **fewer than 13** of the observable skills, then **no mark** should be awarded.

2.8.3	<b>The student is to demonstrate the ability to move the cursor to</b> <input type="checkbox"/> The bottom of a large spreadsheet <input type="checkbox"/> Return quickly to A1 <input type="checkbox"/> Go to a selected cell
2.9.1	<b>Show ability to</b> <input type="checkbox"/> Load a spreadsheet application <input type="checkbox"/> Quit a spreadsheet application
2.9.3 2.9.4	<b>Be able to</b> <input type="checkbox"/> Use the help facility <input type="checkbox"/> Create <input type="checkbox"/> Name <input type="checkbox"/> Save <input type="checkbox"/> Abandon changes to spreadsheet files; And using file management <input type="checkbox"/> Copy; <input type="checkbox"/> Rename; <input type="checkbox"/> Locate directories (folders); <input type="checkbox"/> Display directories (folder contents); <input type="checkbox"/> Locate files.

## 2.3 Databases (2%)

Students are given the opportunity to be reassessed in any skills they fail to reach competency in on the first assessment.  
 If a student is judged competent in **ALL 12** listed observable skills, **2%** is awarded.  
 If the student is judged competent in a **minimum of 10** of the observable skills, then **1%** is to be awarded.  
 If the student is judged competent in **fewer than 10** of the observable skills, then **no mark** should be awarded.

2.13.1	<b>Show ability to</b> <input type="checkbox"/> Load and <input type="checkbox"/> Quit a DB application
2.12.1 2.13.3	<b>Be able to</b> <input type="checkbox"/> Use the help facility <input type="checkbox"/> Create <input type="checkbox"/> Name <input type="checkbox"/> Save <input type="checkbox"/> Abandon changes to DB files <input type="checkbox"/> Copy; <input type="checkbox"/> Rename; <input type="checkbox"/> Locate directories (folders); <input type="checkbox"/> Display directories (folder contents); <input type="checkbox"/> Locate files.