

**Tonga School Certificate Computer Studies
Common Assessment Task – Word-processing
Marking Schedule**

Sample CAT 2

Section One

Question	Criteria	Mark
1.	5.1.1	(4)
2.	5.1.2	(2)
3.	5.1.5	(4)
4.	5.1.6	(6)
5.	5.1.7	(4)
6.	5.1.8	(12)
7.	5.1.9	(4)

Sub-Total

/36

Section Two

The CAT has to be assessed by using the student created word-processed document. The paper copy of the document is valid for only the printing portion of the marking schedule and is otherwise not applicable.

Where the school has specified a different font for the CAT exercise this must be stated in a letter with the submission of Sample papers and Candidate Result Sheet.

Activity	Criteria	Mark	Penalty
a. Evidence of word-processed document <i>assistance starting computer or word-processor</i>	5.2.1	1	-1
b. <i>assistance opening the .TXT file</i>	5.2.4	0	-1
c. Evidence of saved document "change.doc" <i>assistance saving/renaming the document</i>	5.2.1	2	-1
d. Use the word-processed document for marking except where the student has failed to save their work onto the floppy disk.			
1. Evidence of date at top of the page	5.2.3b	1	
Evidence of 2 blank lines between date & address	5.2.3c	1	
<i>assistance inserting the date</i>			-1
<i>assistance making 2 lines</i>			-1
2. Evidence address changed to: Sione Kalate, Piini College Hofo, Ha'apai <i>assistance</i>	5.2.3a 5.2.3b	2	
3. Evidence centre tab is used [Document must be opened to verify:- (i) <i>tab setting is used</i> (ii) <i>centre tab used</i> (iii) <i>spaces are not used</i>] <i>assistance setting tabs</i> <i>assistance specifying centre-tab</i>	5.2.2b	1 1	-1 -1
4. & 5. Evidence that printed margins are ± 0.5 cm of the specifications: Evidence top/bottom set at 2.5cm Evidence left/right margin set at 2cm <i>assistance setting top/bottom margin</i> <i>assistance setting left/right margin</i>	5.2.2a	1 1	-1 -1
6. Evidence <i>Si'i Sione</i> as salutation and Dear Greg is removed <i>assistance positioning cursor</i>	5.2.3a	1	-1

Sample CAT 2

7. Evidence "telephone" was inserted between our, and conversation <i>assistance positioning cursor</i>	5.2.3b	1	-1
8. Evidence the paragraph has been split into two paragraphs. Evidence a blank line separates the two new paragraphs <i>assistance splitting paragraph</i> <i>assistance making blank line</i>	5.2.3d	1	-1
9. Evidence "in the" has replaced "int he" <i>assistance positioning cursor</i>	5.2.3ab	1	-1
10. Evidence "For your reference" sentence has been deleted <i>assistance selecting selecting</i>	5.2.3a	1	-1
11. Evidence:	5.2.3b		
. "3 Hala ... " text was inserted	5.2.2d	1	
. Text is bold lettering	5.2.2b	1	
. Text is centred <i>assistance inserting text</i> <i>text prints on the 2nd page</i> <i>text is far away (more than 4cm) from bottom of page</i>		1	-1
12. Evidence	5.2.2b		
. Student details entered	5.1.8d	1	
. Text is centered <i>assistance centering text</i>		1	-1
13. Evidence of:	5.2.2a		
• Font-family is a san-serif font		1	
• Font-size approximates 12pt <i>assistance selecting text</i> <i>assistance selecting font-name</i> <i>assistance selecting font-size</i>		1	-1
14. Evidence of:	5.2.2c		
• line-spacing 1½ <i>assistance line spacing</i> <i>assistance selecting text</i>		1	-1
15. Evidence	5.1.6a	1	
complete letter's body-text is aligned justified (justification-full) <i>assistance setting alignment/justification</i>			-1
e. Evidence the changes are in the saved document <i>assistance saving the document</i>		1	-1
f. Evidence of print output of the document <i>assistance printing the document</i>		1	-1

Sub-total

/29

/-29

Raw Mark for Submission (Marks less Penalties)

/29