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| **Btec National Extended Diploma Level 3 in** **IT** | | |
| **Assignment no: 42.1**  **Assessment Title: Spreadsheet** | | |
| Assessor: Trevor Till | Student: | Group: Level 3 Yr 2 |
| Unit Number: 42 | Unit Title: Spreadsheet | |
| Hand out date:  Resubmission authorised by:  (BTEC only) | Hand in date:  Resubmission hand in date: | Date handed in:  Date handed in: |

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| **Scenario**  You work for software development company and have been asked to become involved with a new project for one of their clients “The Royal Theatre of Arts” based in Cardiff. Due to the complex nature of the ticket pricing structure The Royal Theatre of Arts are finding it difficult and time consuming to manage ticket sales using the existing manual system. Therefore, they have asked you to develop a spreadsheet model to help process and manage ticket sales for each of the performances.  **Tasks**  **Task 1 – P1**  The theatre is unsure about the proposed solution of a spreadsheet and has now requested that you provide information on how spreadsheets can be used to solve complex problems, and how to use tools to analyse data.  **You will need to include how spreadsheets can be used to**   * manipulating complex data; * presentation to requirements; * supporting decision making eg analysis of data, goal seeking, scenarios, regression, data mining   **and how they can aid complex problems such as**   * cash flow forecasting, * budget control, * what-if scenarios, * sales forecasting, * payroll projections,   **Task 2 - D1**  Write a report further to discuss how organisations can use interpretation methods to analyse data.  Please ensure you reference this report and include a bibliography.  *For example the use of* comparisons of totals, trend analysis & statistical |

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| **What to hand in:**   1. Task 1 – Word Processed document “ How spreadsheets solve complex problems” 2. Task 2 – Word Processed report “How organisations can use interpretation methods to analyse data” |

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| **How to hand in your assessment**  e.g. This assessment must be handed into / uploaded to the VLE assignment page by the hand in date on the front of the assignment brief. If you have a valid reason why you will not be able to hand in the work on time you will need to fill out and hand in an AE form to your assessor or the Head of School. |

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| **Student declaration:**  I have read the Assignment Submission Procedure. I agree that this is my own work or my own work and that of other members of my group. It has not been copied (plagiarised) from any other source e.g. the internet, a book, another student or group of students. I know that I may FAIL this assignment if the Head of School proves that this is not my own work. | | | |
| Student signature |  | Date: |  |

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| **Student feedback on what you liked and/or disliked about this assessment.**  Option 1 – delete this box if not using. | |
| **Answer Yes or No to the questions.** | |
|  | Yes / No |
| I enjoyed the task. |  |
| I understood the task. |  |
| The deadline was realistic. |  |
| I had enough support. |  |

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| **Student feedback on what you liked and/or disliked about this assessment.**  Option 2– delete this box if not using. |

For staff use only.

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| **Internal Verification** | This assessment has been erified and form IV8 completed: | IV name: | IV signature: | Date: |

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| **SMOG index:** | 18.1 |

Test for readability on scenario and tasks only OR workbooks tasks. Appropriate scores are: L3 = 16; L2 = 13/14; L1 = 11/12; entry level = 9/10

Link here: <http://www.readabilityformulas.com/free-readability-formula-tests.php>

**Assessor marking grid**

**Student name:**

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| Grading criteria | Grading criteria | Achieved  Not submitted  Fail  Resubmission | Comments/Feedback | Target date  for resubmission  (BTEC FE only - within 15 working days of receipt of results of assessment) |
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| P1 | explain how spreadsheets  can be used to solve complex  problems |  |  |  |
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| D1 | discuss how organisations can  use interpretation methods  to analyse data |  |  |  |
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| **General comments and feedback on English and maths** |

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| ***Actual Grade*** | ***Grading criteria*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Achieved?*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please note that the grade that you have been awarded is subject to confirmation following internal verification and external sampling by the Awarding Body.

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| I certify that the evidence submitted for this assignment - either via the VLE or other method - is the learner’s own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |

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| Assessor signature: | Date marked: |