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| **Btec National Extended Diploma Level 3 in** **IT** | | |
| **Assignment no: 42.3**  **Assessment Title: Testing and evaluation** | | |
| Assessor: Trevor Till | Student: | Group: Level 3 Yr 2 |
| Unit Number: 42 Spreadsheet Modelling | Unit Title: Testing the 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 designed a new project for one of their clients “The Royal Theatre of Arts” based in Cardiff.  You have now fully created the spreadsheet solution. However, before it is implemented they would like you to fully test and evaluate the system. The Theatre company would like to feel comfortable knowing that the spreadsheet model has been fully tested. You will also need to create user and technical documentation.  **Tasks**  Task 1 (P7)  You will need to create test plans for your completed spreadsheet solution. You will need to produce evidence that you have checked the model in terms of functionality, accuracy of calculations, data validation and to appropriate level of detail (ie columns to 2dp). You will need to test the formulas functions data forms and values including normal, extreme and erroneous data.  Task 2 (P8)  You will need to demonstrate converting a spreadsheet file into an alternative format and importing the converted file into relevant software for example an html file opened and printed in a browser.  Other suitable formats are csv,txt,xma,xml  Task 3 (P9 & M4)  You must produce user documentation with instructions in how to use the spreadsheet model especially when navigating the user interfaces and troubleshooting.  You are also required to include required hardware and software resources, instructions and an explanation of calculation used in the spreadsheet model e.g formulas, functions used or validation procedures.  Task 4 (D2)  You will need to evaluate your spreadsheet model and consider feedback from others. You will need to reflect on their performance in building a spreadsheet model and what hurdles they have overcome to achieve the desired result.  For example  Did they spreadsheet model meet the given requirements ?  What do people think of your spreadsheet solution ?  You must also include recommendations and improvements |
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| **What to hand in:**  Test Plans  User & Technical Documentation  Witness statement of file conversion and file uploaded in the new conversion format  Evaluation report |

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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:** | 17.2 |

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) |
| P7 | test a spreadsheet model to  ensure that it is fit for purpose |  |  |  |
| P8 | export the contents of the  spreadsheet model to an  alternative format |  |  |  |
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| P9 | produce user documentation  for a spreadsheet model. |  |  |  |
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| M4 | produce technical  documentation for a  spreadsheet model. |  |  |  |
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| D2 | evaluate a spreadsheet  model incorporating  feedback from others and  make recommendations for  improvements. |  |  |  |
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| **General comments and feedback on English and maths** |

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| ***Actual Grade*** | ***Grading criteria*** | *P7* | *P8* | *P9* | *M4* | *D2* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***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: |