

COMPUTER APPLICATIONS TECHNOLOGY

PRACTICAL ASSESSMENT TASK (PAT)

GRADE 11

2011

ASSESSMENT TOOLS

Phase 1: Task Definition, questions to guide research, evaluate sources, gather data and information

Name of learner: _____

Phase 1: Criteria					Maximum mark	Mark Obtained	
Task Definition							
1	The learner describes the task in his/her own words					4	
	4	3	2	1	0		
	Clear and unambiguous All eight questions (why, what, where, who, how and when) have been answered	Clear but with minor shortcomings At least six of the eight questions have been answered	Incomplete and/or vague At least four of the questions have been answered	Major shortcomings. Very vague and poorly expressed. Less than four of the questions have been answered	No task description		
Questions							
2	Learner has chosen at least four appropriate headings to organise questions					1	
3	Learner has at least 15 questions that address the problem/topic					1	
4	Possible, appropriate sources are listed for each question					1	
5	A table like Figure 1 are fully completed for each heading					1	
6	The level of each question is indicated					1	
Sources							
7	At least three websites were used.					1	
8	Copies of websites have been saved in the correct folder					1	
9	Internet sources are evaluated					4	
	A table like Figure 2 is completed for all Internet sources (Title, URL, Author/Publisher, Bias, Date updated, Target audience, Content organisation, Design)						
	4	3	2	1	0		
	Responses for all eight evaluation criteria are provided for all websites	Responses for at least six of the eight evaluation criteria are provided	Responses for at least four of the eight evaluation criteria are provided	Responses are provided for less than four of the evaluation criteria	No information provided		
10	The trustworthiness for each website is indicated					1	
11	Other source(s) evaluated					3	
	A table like Figure 2 is completed for all other sources (Title, Author/Publisher/Source name, Bias, Date of publication, Target audience)						
	3	2	1	0			
	Responses for all five evaluation criteria are provided for all other sources.	Responses for at least three of the eight evaluation criteria are provided	Responses are provided for less than three of the evaluation criteria	No information provided			
11	The usefulness for each other source(s) is indicated					1	
12	Evidence for other source(s) are available (hard copy or electronic copy)					1	
Questionnaire							
13	The questionnaire is completed					1	
14	The questionnaire uses appropriate headings to organise questions					1	
15	Relevant questions are grouped together under appropriate headings					1	
16	Clear instructions are given on how to use and complete the questionnaire					1	
17	The questionnaire kindly requests people to complete and thank them					1	
18	The questionnaire is only one page					1	
19	The questionnaire is well-formatted (Readable font and size, appropriate boxes to check used, lists are provided where necessary)					1	

Phase 1: Criteria				Maximum mark	Mark Obtained	
20	Appropriate data questions are used (as minimum to determine people's knowledge/awareness, behaviour/attitude regarding computer security issues and that will result in identifying security risks with high occurrence)				3	
	3	2	1	0		
	All questions are relevant Include questions that will provide information or data on all three issues listed	All questions are relevant Include questions that will provide information or data on two of the three issues listed	One or two questions not relevant Include questions that will provide information or data on one of the three issues listed	More than two questions are irrelevant No questions to included that will provide data on the issues listed		
21	At least 15 completed questionnaires are handed in				1	
	General					
22	An appropriate folder structure has been created				2	
	2	1	0			
	A folder has been created for each phase. A folder has been created in Phase 1 for saving websites	One folder is missing or folder names are not spelled correctly	Folder structure has not been created			
23	Appropriate file names are used				1	
24	Learner has handed in a single working document				1	
25	The learner has applied good word processing principles				3	
	3	2	1	0		
	Readable fonts are used. Font sizes are appropriate. No more than three font types used. Font size variation and styles are used for emphasis (e.g. headings). Font types are used consistently Spacing and margins ensure readability of text. Body text is left-aligned	Minor shortcomings such as more than three fonts used and/or fonts not used consistently or body text not left aligned.	Decorative fonts or fonts where text is all in capital letters used. Font size of body text is larger than 12 points. Headings not clearly distinguished	WordArt/Text Art used for headings Arty boarders or backgrounds are used. The space bar is used to align text. The enter key is used to insert new pages.		
26	The word processing document has been checked and is free of spelling and grammar errors				1	
Total Phase 1				40		

Phase 2: Evaluate, Use and analyse information and plan report

Name of learner: _____

Phase 2: Criteria					Maximum mark	Mark Obtained	
Quality of information							
1	A table like Figure 3 is completed for all sources (at least three websites and one other) (Date accessed, currency, accuracy, objectivity, coverage, summary provided)					4	
	4	3	2	1	0		
	Responses for all six evaluation criteria are provided for all websites	Responses for at least five of the six evaluation criteria are provided	Responses for at least three of the six evaluation criteria are provided	Responses are provided for less than three of the evaluation criteria	No information provided		
2	Information is summarised in learners own words					3	
	3	2	1	0			
	Summary gives information available on the site which is related to the topic. Summary is written in learners own words.	Summary gives an indication of the information available on the site but it is not always related to the topic. Summary is written in learners own words.	Summary gives an indication of the information available on the site but it is not related to the topic. Summary is written in learners own words.	No summary provided or learner has copied and pasted information directly from the website.			
3	All other information provided for all sources (Title, URL/ source name, Author/Publisher)					1	
4	Usefulness indicated for all sources					1	
5	Evidence of all sources is available					1	
Planning							
6	Use of database					2	
	2	1	0				
	Planning clearly indicates: Which information will be used with the database and what queries and reports to expect.	Indication is given of: Which information will be used in the database, but not of the queries and reports	No indication is given				
7	Planning of report by section (introduction, body, conclusion) and headings					3	
	3	2	1	0			
	Planning clearly indicates what one could expect in each section Each heading in the body is listed with a clear indication of what one could expect with each	Planning is done by section and heading but not all have a clear indication of what could be expected	Planning done, but not by section and heading There is no clear indication of what could be expected for most cases	No planning			
8	Learner used an appropriate format to plan the report (outline, mind map, etc.)					1	
Use of spreadsheet							
9	Capturing of survey results					2	
	2	1	0				
	Information in spreadsheet corresponds with information on survey forms	Most information captured accurately but some minor errors made.	Information on spreadsheet does not match information on survey forms.				
10	Formatting of spreadsheet					2	
	2	1	0				
	Formatting features used appropriately. It is easy to understand and read the information. Headings are easy to distinguish	Headings are formatted in the same way as other data or some information cannot easily be read/understood, e.g. cell background too dark	No attempt made to use formatting features of the spreadsheet				

Phase 2: Criteria				Maximum mark	Mark Obtained	
11	Functions/formulae				3	
	3	2	1	0		
	Functions/formulae are used to process the survey results/other data Functions/formulae are meaningful and contribute to the solution—answers data questions	Functions/formulae are used but in some cases do not contribute to the solution—answers data questions Use of some is forced/contrived	Functions/formulae are used but do not contribute to the solution or mostly forced/contrived	No formulae and/or functions used		
12	The results are summarised in a meaningful way that can be used in the report and/or presentation				1	
13	Use of graph(s)				2	
	2	1	0			
	Graph(s) included are meaningful and serve a purpose Correct type of graph(s) used for the specific data to represent information Definitely contribute to the solution.	Graph(s) does not always serve a purpose or contribute to the solution or wrong type of graph used for the specific information	No graph(s) included			
14	Design of graph(s)				2	
	2	1	0			
	Headings, labels, legends and formatting make it easy to interpret the graph Clear and easy to understand and interpret	Shortcomings make it difficult to understand and interpret	No graph(s) included			
15	Spreadsheet has an appropriate filename and is saved in the correct folder (Phase 2)				1	
	Use of Database					
16	Database has an appropriate filename and is saved in the correct folder (Phase 2)				1	
17	Information captured or imported				1	
18	All fieldnames are meaningful				1	
19	All data types are appropriate				1	
20	Database information				2	
	2	1	0			
	At least 15 records Information very relevant to topic and can definitely be used in report or presentation Will be able to support final report well	Less than 15 records Information is relevant to topic and can be used in report or presentation Will be able to support final report	No information or information irrelevant			
21	Queries				3	
	3	2	1	0		
	All queries (at least two) are very relevant, are correct and can definitely be used in final report Definitely answers data question(s) or will provide valuable and essential information or support other information well	One query very relevant, is correct and will definitely answer data question(s) or provide valuable information—can definitely be used (All) other query/ queries somewhat relevant—may be able to use as support—provide information not really essential or some are not correct	One query not relevant and cannot be used (All) other query/ queries somewhat relevant—may be able to use as support— provide information not really essential or some are not correct	No queries or queries are totally irrelevant—cannot be used		

Phase 2: Criteria				Maximum mark	Mark Obtained
22	Report(s)			2	
	2	1	0		
	All reports (at least one) are very relevant, are correctly done and can definitely be used in final report Will definitely provide valuable information and will support other information well Easy to read and interpret	At least one report is somewhat relevant, correctly done—may be able to use as support—provide information not really essential Easy to read and interpret	No report or report is totally irrelevant or report(s) are not correctly done		
23	Learner handed in a single document with the evaluation of information and the planning of the report			1	
24	The learner has applied good word processing principles			3	
	3	2	1		
	Readable fonts are used. Font sizes are appropriate. No more than three font types used. Font size variation and styles are used for emphasis (e.g. headings). Font types are used consistently Spacing and margins ensure readability of text. Body text is left-aligned	Minor shortcomings such as more than three fonts used and/or fonts not used consistently or body text not left aligned.	Decorative fonts or fonts where text is all in capital letters used. Font size of body text is larger than 12 points. Headings not clearly distinguished	WordArt/Text Art used for headings Arty borders or backgrounds are used. The space bar is used to align text. The enter key is used to insert new pages.	
25	The word processing document has been checked and is free of spelling and grammar errors			1	
Total Phase 2				45	

Phase 3: Report and Presentation

Name of learner: _____

Phase 3: Criteria				Maximum mark	Mark Obtained	
Report						
<i>Content</i>						
1	Introduction				2	
	2	1	0			
	Purpose of the report clearly stated and aligned to the initial problem statement, task description and main question Reader knows exactly what the report is about and what to expect No detail provided	Some shortcomings, e.g. Purpose not clearly stated or not aligned to the initial problem statement, task description and main question or too much detail provided	No introduction			
2	Headings and subheadings (where appropriate) are used to group related information and all headings are aligned with the planning done in phase 2				1	
3	Heading information				3	
	3	2	1	0		
	All information below each heading is relevant to the heading For each heading, information focuses on core/essential facts/information that are needed	All information below each heading is relevant to the heading Information does not always focus on core/essential facts/information for any of the headings	Irrelevant/unrelated information given with some headings	No headings or information mostly not relevant to headings		
4	Information includes as a minimum: description of security risk, 2 security issues as identified through the questionnaire, 2 other issues, precautionary measures, solutions, tips for the 4 security issues listed				3	
	3	2	1	0		
	Information includes all listed	One of the above omitted	Two of the above omitted	More than two omitted		
5	Plagiarism				3	
	3	2	1	0		
	Learner clearly uses own words for all information	Not sure if learner always uses own words/any one piece of information not learner's own words	Many parts not learner's own words	Large scale plagiarism		
6	Summary of information from survey included				2	
	2	1		0		
	Included and placed appropriately to convey information or emphasise/enhance/support other information – adds value where placed	Included but placed appropriately		Not included		
7	Graph(s) from spreadsheet pasted into report				2	
	2	1	0			
	Graph(s) from spreadsheet pasted into report. All graphs included are discussed in the report or support/enhance other information Graph(s) adds value to the report	Graph(s) pasted into the report but any one not discussed or does not support/enhance other information or does not add value	Graphs from spreadsheet not used			

Phase 3: Criteria				Maximum mark	Mark Obtained	
8	Queries from database included			2		
	2	1	0			
	At least two relevant queries included Both included where relevant to support/enhance other information or included as standalone and discussed	Only one relevant query included – (other not included or not relevant) One query included where not relevant Any one query included as standalone but not discussed	No queries included or included but all not relevant or included but all included where not relevant or all included as standalone and not discussed			
9	Report(s) from database included			2		
	2	1	0			
	At least one relevant report included Included where relevant to support/enhance other information or included and discussed as standalone	Any report included that is not relevant or any report included where not relevant or any report included as standalone but not discussed	No report included			
10	Summary of tips suggested that forum can use to inform community				3	
	3	2	1	0		
	Original list –learner integrated sources Highly relevant Includes tips for at least the two security risks with highest occurrence and two other regarded as important Aligned to questionnaire analysis Suitable for community	Original list that is relevant Minor shortcomings, e.g. does not include tips for one of the four security risks identified or not fully aligned to questionnaire analysis	List of tips simply repeats other people's ideas – no real attempt to integrate sources Major gaps, e.g. tips for more than one of the four risks not included or not aligned to questionnaire analysis	No list of tips		
11	Conclusion			2		
	2	1	0			
	Provides concise summary of investigation Includes concise summary of findings and ideas/information requested	Some shortcomings Summary not concise or does not include findings or ideas/information requested	No conclusion			
<i>Physical layout and handling of sources</i>						
12	List of references provided			1		
13	List of references follows Harvard or APA referencing style			1		
14	Document saved with a sensible file name			1		
15	Page numbers inserted into the document footer			1		
16	No page numbers of the first page of the document			1		
17	The learner has applied good word processing principles				3	
	3	2	1	0		
	Readable fonts are used. Font sizes are appropriate. No more than three font types used. Font size variation and styles are used for emphasis (e.g. headings). Font types are used consistently Spacing and margins ensure readability of text. Body text is left-aligned	Minor shortcomings such as more than three fonts used and/or fonts not used consistently or body text not left aligned.	Decorative fonts or fonts where text is all in capital letters used. Font size of body text is larger than 12 points. Headings not clearly distinguished	WordArt/Text Art used for headings Arty borders or backgrounds are used. The space bar is used to align text. The enter key is used to insert new pages.		

Phase 3: Criteria			Maximum mark	Mark Obtained
18	Spelling and grammar		2	
	2	1		
	Spelling and grammar checked and corrected. No evidence of obvious spelling and grammar errors	One or two errors	More than two errors	
Presentation				
<i>Physical appearance and content</i>				
19	Presentation has a title slide		1	
20	Presentation has a contents slide		1	
21	Presentation has an introduction that provides information on the purpose of the presentation		1	
22	Presentation has at least ONE slide to match each heading in the report		1	
23	Presentation has a slide(s) summarising the questionnaire results		1	
24	Presentation has at least one slide each discussing the two security risks with the highest occurrence according to the information from the questionnaire		1	
25	Presentation has at least one slide each discussing the two other security risks		1	
26	Presentation has a conclusion that summarises main points and suggests action or makes a recommendation		1	
27	Slides contain a keywords/concepts of information from the report		2	
	2	1		
	Keywords or key concepts only for all slides Additional information is provided in the notes section	Attempt made to use key words/concepts only with minor shortcomings	No attempt made to summarise information. Large sections of text pasted directly into any of the slides	
28	Appropriate graph(s) and/or graphics added to some slides		1	
29	Slides have a consistent appearance – similar elements are formatted in the same way		1	
30	Slide background allows text to be read easily		1	
31	ONE transition effect added to all slides except the title slide		1	
32	No more than ONE element animated on all slides		1	
33	Headings of slides are NOT animated		1	
34	Presentation suitable for use with committee forum members		1	
35	Presentation set up to be presented by a speaker		1	
36	Spelling and grammar		2	
	2	1		
	Spelling and grammar checked and corrected No evidence of obvious spelling and grammar errors	One or two errors	More than two errors	
Total Phase 3			55	