

COMPUTER APPLICATIONS TECHNOLOGY

PRACTICAL ASSESSMENT TASK (PAT)

GRADE 10

2011

ASSESSMENT TOOLS

Phase 1: Task Definition, questions to guide research, gather and summarise information

Name of learner: _____

Phase 1: Criteria					Maximum mark	Mark Obtained	
1	The learner describes the task in his/her own words					4	
	4	3	2	1	0		
	Clear and unambiguous All six questions (why, what, where, who, how and when) have been answered	Clear but with minor shortcomings At least four of the six questions have been answered	Incomplete and/or vague Only two or three questions have been answered	Major shortcomings. Very vague and poorly expressed. Only one question has been answered	No task description		
2	Learner has chosen at least three appropriate headings to organise questions					1	
3	Learner has at least ten questions that address the problem/topic					1	
4	Possible, appropriate sources are listed for each question					1	
5	A table like Annexure A has been fully completed for each heading					1	
6	A table like Annexure B has been fully completed for all Internet sources					1	
7	Copies of websites have been saved in the correct folder					1	
8	At least three Internet sources have been summarised					1	
9	Titles of all websites provided					1	
10	Author or publisher of all website provided					1	
11	URL of all websites provided					1	
12	Date website last updated has been provided for most websites					1	
13	Summary of information provided on website is provided					2	
	2	1	0				
	Summary gives information available on the site which is related to the heading/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 heading/topic. Summary is written in learners own words.	No summary provided or learner has copied and pasted information directly from the website.				
14	Learner has indicated whether information is trustworthy					1	
15	A summary of information found from another source/other sources is provided					1	
16	Information provided for other source(s) is complete					2	
	2	1	0				
	Complete reference information is provided. Title, author, date of publication, publisher, etc.	Reference information is provided but it is incomplete	No reference information is provided				
17	Ten completed surveys are handed in					1	

Phase 1: Criteria				Maximum mark	Mark Obtained
18	An appropriate folder structure has been created				
	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	2	
19	Appropriate file names are used			1	
20	Learner has handed in a single working document			1	
21	The learner has applied good word processing principles				
	3	2	1	0	
	Serif or sans serif fonts are used. Font sizes are appropriate. No more than three font types used Font size variation and styles are used for emphasis Font types are used consistently Spacing and margins ensure readability of text.	Minor shortcomings such as more than three fonts used and/or fonts not used consistently.	Decorative fonts or fonts where text is all in capital letters used. Font size of body text is larger than 12 points	WordArt/Text Art used for headings The space bar is used to align text. The enter key is used to insert new pages.	3
22	The word processing document has been checked and is free of spelling and grammar errors			1	
Total Phase 1				30	

Phase 2: Analyse information, fact sheet and presentation

Name of learner: _____

Phase 2: Criteria				Maximum mark	Mark Obtained	
Use of spreadsheet						
1	Capturing of survey results				2	
	2	1	0			
	Information in spreadsheet corresponds with information on survey forms Information captured in such a way that it is easy to interpret	Most information captured accurately but some minor errors made. It is not always easy to interpret the information in the spreadsheet	Information on spreadsheet does not match information on survey forms.			
2	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 Some information cannot easily be read/understood, e.g. cell background too dark	No attempt made to use formatting features of the spreadsheet			
3	Functions/formulae				3	
	3	2	1	0		
	Functions/formulae are used to summarise the survey results Functions/formulae are meaningful and contribute to the solution	Functions/formulae are used but in some cases do not contribute to the solution 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		
4	Use of graph(s)				2	
	2	1	0			
	Graph(s) included are meaningful and serve a purpose Definitely contribute to the solution.	Graph(s) does not always serve a purpose or contribute to the solution	No graph(s) included			
5	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			

Phase 2: Criteria				Maximum mark	Mark Obtained	
6	Information in spreadsheet summarised			2		
	2	1	0			
	Essential information, clear, can be used in fact sheet	Some information can be used in fact sheet. Not always clear	No summary			
Fact Sheet						
<i>Content</i>						
7	Introduction			2		
	2	1	0			
	Purpose of the fact sheet clearly stated and aligned to the initial problem statement	Some shortcomings, e.g. Purpose not clearly stated or not aligned to the initial problem statement	No introduction			
8	Alignment of headings			3		
	3	2	1			0
	For all headings Headings aligned to summary of information in phase 1	For most headings Headings aligned to summary of information in phase 1	For most headings – some omissions Headings not always aligned to summary of information in phase 1			
9	Summary of information			3		
	3	2	1			0
	For all headings Summary is concise and focus on core/essential facts/information	For most headings Summary is concise and focus on core/essential facts/information	For most headings Summary is concise but do not always focus on core/essential facts/information			No summary
10	Plagiarism			3		
	3	2	1			0
	Learner clearly uses own words for all headings	Not sure if learner always uses own words/some headings not learner's own words	Many parts not learner's own words			Large scale plagiarism
11	Summary of information from survey included			2		
	2	1	0			
	Included in correct place to emphasise/enhance/support other information – adds value where placed	Included but not in correct place	Not included			

Phase 2: Criteria				Maximum mark	Mark Obtained	
12	Graph(s) from spreadsheet pasted into fact sheet			2		
	2	1	0			
	Graph(s) from spreadsheet pasted into fact sheet. Graph(s) discussed in the fact sheet Graph(s) adds value to the fact sheet	Graph(s) pasted into the fact sheet but not discussed and/or does not add value	Graphs from spreadsheet not used			
13	List of tips for safe ICT use created by learner			3		
	3	2	1			0
	Highly creative and original Information from a number of different sources integrated Suitable for parents, teachers and learners Includes the info surveyed	Original list with some attempt to integrate from different sources. Minor shortcomings	List of tips simply repeats other people's ideas with not attempt to integrate different sources			No list of tips
<i>Physical layout and handling of sources</i>						
14	List of references provided			1		
15	List of references follows Harvard or APA referencing style			1		
16	Document saved with a sensible file name			1		
17	Page numbers inserted into the document footer			1		
18	No page numbers of the first page of the document			1		
19	Spelling and grammar			2		
	2	1	0			
	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>						
20	Presentation has a title slide			1		
21	Presentation has a contents slide			1		
22	Presentation has an introduction			1		
23	Presentation has at least ONE slide to match each heading in the fact sheet			1		
24	Presentation has a slide(s) summarising the survey results			1		
25	Presentation has slide(s) with tips for online safety			1		
26	Slides contain a summary of information from the Fact Sheet			2		
	2	1	0			
	Concise summaries made of information	Attempt made to summarise information with minor shortcomings	No attempt made to summarise information. Large sections of text pasted directly into slides			

Phase 2: Criteria			Maximum mark	Mark Obtained
27	Appropriate graph(s) and/or graphics added to some slides		1	
28	Slides have a consistent appearance – similar elements are formatted in the same way		1	
29	Slide background allows text to be read easily		1	
30	ONE transition effect added to all slides except the title slide		1	
31	No more than ONE element animated on all slides		1	
32	Heading of slides are NOT animated		1	
33	Presentation suitable for use by a teacher in the classroom		1	
34	Presentation set up to be presented by a speaker		1	
35	Spelling and grammar			
	2	1	0	
	Spelling and grammar checked and corrected No evidence of obvious spelling and grammar errors	One or two errors	More than two errors	2
Total Phase 2			45	