

Type: Creation & Manipulation of Spreadsheets – Extension range of skills			Total Marks Awarded: 33/40
FEATURES of SOFTWARE USED: Cell formatting; Calculations; Simple and advanced functions; Graphs and charts; Outputs in textual and graphical form; Hyperlinks; Menu structure; Automatic recalculation.			
GENERAL COMMENTS: A very good idea for a spreadsheet project achieving marks in the extension range. The lack of a specific end user, a detailed test plan and a backup strategy stopped this project from gaining higher marks. Separation of key tasks into the correct process sections is important.			
PROCESS	RANGE	EVIDENCE	COMMENTS
Identify 5 marks	0 – 5	<p>A clear problem has been stated together with a user who is assumed to be the general public.</p> <p>Reasons why ICT provides a suitable solution are given in terms of the objectives.</p> <p>A manual solution is also presented and then comparisons are given with other suitable types of software that could be used.</p> <p>Several objectives are stated.</p>	The hardware and detailed software discussion is not needed here as it expected at the start of the analyse section.
Analyse 7 marks	0 – 9	<p>Relevant hardware described, together with software discussion (in identify).</p> <p>Good description of data inputs, processing of the solution and outputs.</p> <p>Good data flow diagram and further explanation of the processing. Security issues discussed.</p>	<p>Outputs not fully detailed.</p> <p>No mention of backups in terms of media to be used and anticipated volume of data.</p>

Design 7 marks	0 – 9	<p>Initial designs included but not indicated. Detail on how the system is designed provided leading to final designs as screenshots.</p> <p>User comments received.</p> <p>Test plan created with good detail of each test.</p>	<p>Initial and final designs should be clearly labelled.</p> <p>User feedback should have been carried out after show user the initial designs.</p> <p>A discussion showing what changes were made and how the final designs were affected should be included.</p> <p>Screenshots not necessary in this section.</p> <p>Testing should show extreme and normal values and the expected outcomes.</p>
Implement 10 marks	0 – 12	<p>Detailed step by step creation of system included in design but marks awarded here.</p> <p>Tests carried out with full accurate and relevant annotation.</p> <p>Adequate number of tests and they show that the system works.</p>	<p>A table summarising the actual outcomes from the tests could have been added.</p> <p>A correction cycle should have been produced showing any errors or enhancements to the final system.</p> <p>Formulae should have been shown in the printouts although many were covered in the design section.</p>
Evaluate 4 marks	0 – 5	<p>Detailed discussion about the original objectives and the outcome of the solution.</p> <p>Suggestions for possible improvements provided.</p> <p>User feedback provided in the form of a questionnaire.</p>	<p>Some critical analysis of the solution could have been included.</p> <p>Suggestions for improvements could have been taken from the users' comments and through a survey with results analysed.</p>
TOTAL 33			
<u>Comments on the Quality of Written Communication:</u> Evidence poor spelling indicates a level 2.			