

SCORE SHEET FOR UCE 2025 INFORMATION AND COMMUNICATIONS TECHNOLOGY (840/2)

NAME: RANDOM NO:/.....

ITEM 1: Manipulates data using different applications (i.e. Word Processor, Spreadsheets, Presentation, DBMS)

Code	Competence	Weight	Score
PN ₁ (1)	Selects sufficient No. of application programs with relevant content (Word Processor, Spreadsheets, Presentation, DBMS) >=2 Applications	1	
	a) Enters Data (Saves members' financial records correctly in an electronic format)		
	b) Edits Data (Ensures accuracy in spelling, grammar, formatting, and correctness of financial records)		
	c) Formats Data (Changes text appearance; Modify paragraph layout; Inserts shapes/ images/, Appropriately formats Shapes/images in text), formatting worksheet, applies correct formatting to financial tables, charts, and loan reminders		
	d) Performs Basic Calculations (Uses functions such as SUM, AVERAGE, COUNT e.tc to analyze savings and loan records)		
	e) Performs Advanced Calculations (Uses functions such as IF, COUNTIF, SUMIF , or Creates Queries for Loan Balances and repayments (Access) Filters and sorts records to generate a list of members with outstanding loans)		
	f) Imports/Exports Data (Imports data from Access to Word to generate personalized loan reminders)		
	g) Uses Document Referencing (Page No., Footer/Header, Titles/Subtitles, Captions; Footnotes; Endnotes, Labelling Graphs, naming database objects, renaming worksheets,)		
MP ₁ (2)	(a - f) OR more More than sufficient	5	
MP ₁ (1)	(a - d) sufficient	4	
PD ₁ (2)	Generates Any Two appropriate products in both forms of output from (i) (i) List of members with outstanding balances (Access Query Output) (ii) Graphical summary of financial records (Excel Chart) (iii) Personalized loan reminders (Mail Merge in Word)	3	
PD ₁ (1)	Generates one appropriate product (either list, graph, or reminders) in any form of output	1	
TOTAL		9	

ITEM 2: Uses publishing software to design, produce and publish publications and websites

Code	Competence	Weight	Score
PN ₂ (1)	Selects appropriate application program with relevant content (Desktop Publishing tool) Appropriate Application (DTP)	3	
	a) Selects a particular page layout		
	b) Adds a name of the Event/ Purpose of the publication/ Inviting party		
	c) Adds proper language & Appropriate content (e.g. contacts, physical address, etc. concerning the workshop)		
	d) Uses appropriate pictures, logo & other design tools		
	e) Uses font variations (font size, style/face, color)		
	f) Organizes content on the pages. (lay out & Paper balance)		
	g) Uses appropriate Page Dimensions (should match the given publication)		
	h) Adds contrasting background		
MP ₁ (3)	(a - h) OR More than sufficient	5	
MP ₁ (2)	(a - f) sufficient	4	
MP ₂ (1)	Any 3 of (a - d) AND Learners who design using any other applications Less than sufficient	3	
PD ₂ (2)	Any product in both hard and softcopy encouraging residents to attend the workshop whether in the right or wrong application	4	
PD ₂ (1)	Generates any product in either soft copy or hard copy form of output communicating the topic to be discussed in the workshop	3	
TOTAL		12	