UGANDA NATIONAL EXAMINATIONS BOARD

Uganda Advanced Certificate of Education

S850/2 INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

SCORING GUIDE

FOR THE SAMPLE PAPER

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Item 1

The candidate is expected to.

- *Use 2 – 3 applications (Word processor, Desktop publishing software and Presentation)*
- *Apply all document manipulation skills to address the challenge in the scenario*
- *Produce the required number of products to fully address the challenge in the scenario. E.g a presentation for the workshop and a Document to distribute to those who did not attend the workshop as per the given scenario.*

Categories of possible Manipulation skills

1. Editing and Modifying Content
   a) Inserts, deletes, and replaces text or objects correctly.
   b) Cuts, copies, and pastes information between sections or documents.
   c) Rearranges text to flow in *(paragraphs, Slides)*
   d) Updates or modifies existing content without corrupting the document.
2. Formatting and Structuring Data
   a) Changes font type, size, and style appropriately.
   b) Modifies layout *(columns, slide layouts, paragraph styles, dropcap)*.
   c) Aligns and spaces text or objects properly.
   d) Applies Page Designs *(styles, themes, templates, backgrounds)* correctly.
3. Organizing Information
   a) Creates and organizes tables, lists, charts, text boxes**.**
   b) Lays out information logically (Slide order, bulleted/numbered lists, hierarchy lists, slide order).
   c) References information with *headers/footers, titles, captions, labels, page numbers e.t.c*
4. Integrating Different Types of Data
   a) Inserts and edits images, shapes, tables, charts, or SmartArt**.**
   b) Resizes, rotates, or crops objects appropriately.
   c) Combines text with graphics effectively.
   d) Links or objects where necessary.
5. Advanced Information Organization
   a) Hyperlink, set up slide show, modify slide orientation, add speaker notes, insert comments
   b) Design Personalized publications or documents
   c) Document sections, footnotes and Endnotes
   d) Group objects,
   e) Add Title and Sub Title styles
   f) Add *Table of Content*, *Index*, *List of tables & figures*.
   g) Heading & Sub headings

Item 2

The candidate is expected to;

- *Use data management application (spreadsheets and database management system) to solve the challenge in the scenario*
- *Exhibit/apply data management manipulation skills in solving the problem given in the scenario.*
- *Produce products needed in solving the problem/challenge given in the scenario. For example in this scenario, the expected products are:*

  i) Total Quantity of produce per item list/report

  ii) Total Revenue per vendor (daily/weekly/Net Revenue) list/report

  iii) Daily tax list/report

  iv) Receipt book colours report

  v) Women Vendors list/report

  vi) Best performing vendor list/report

Categories of possible data Manipulation skills

1. Data Entry and Organization

a) Correctly enters data into cells, table design, or fields.
b) Uses appropriate data types (text, numbers, dates, currency).
c) Organizes data into rows, columns, and structured tables.
d) Applies clear labels or field names.

2. Editing and Structuring Data

a) Modifies existing data accurately.
b) Inserts, deletes, resizes rows & columns appropriately
c) Formats entered data appropriately *(commas, decimal values, dates, currency symbols e.t.c).*
d) Corrects errors in datasets without affecting other data.
e) Maintains data consistency during updates.
f) Applies simple data validation or constraints to ensure correct entries

3. Using Formulas and Functions (Spreadsheets)

a) Uses formulas for calculations (e.g., totals, averages).
b) Applies built-in functions such as SUM, AVERAGE, COUNT, IF.
c) Correctly references cells when performing calculations.
d) Updates formulas when new data is added.

e) Retrieves specific records using correct queries or search tools.
f) Combines information from different tables where required.

4. Sorting and Filtering Data

a) Sorts data in ascending or descending order.
b) Applies filters OR uses any sorting or filtering conditions to display specific records.
c) Interprets filtered results correctly.

5. Data Summarization

a) Uses tools such as charts, pivot tables, or summary reports.
b) Groups and aggregates data for easier interpretation.
c) Presents summarized results clearly.