# Assignment Marking Criteria for Unit 05

## Required competence:

By the end of this unit the teacher should be able to use ICT to support class administration through the keeping of a digital class record system using a spreadsheet package and termly students report.

#### Assignment

#### Create a class Grade book in Excel that can be used to track student performance in tests and assignments

## Marking Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Is there evidence from the Excel grade book that the participant …** | Not proficient (0) | Partially Proficient (1) | Proficient  (2) |
| Can layout the spreadsheet (e.g. Class names vs. graded activities) |  |  |  |
| Can create a formula/function to find the SUM of a column/row of figures |  |  |  |
| Can create a formula/function to fins the AVG of a column/row of figures |  |  |  |
| Can create a formula to determine the PERCENTAGE of a column/row of figures |  |  |  |
| Can print out the Grade book |  |  |  |
| **Total out of 10** |  |  |  |
| \_\_/10 | | |