

EXAMINER'S REPORT

TALENT (SKILLS) CAPSTONE EXAMINATION – JANUARY 2016

(SS2) INFORMATION TECHNOLOGY SKILLS

This paper tested students overall knowledge and skills on Information Technology while giving more weight on databases, spread sheets, E-mail and Internet, Text Processing Software and Presentation Programmes. It should be noted that practical knowledge of IT applications in Office environment is vital to face this paper in a successful manner.

SECTION A

Twenty (20) compulsory questions
(Total 40 marks)

Section A consisted of twenty (20) Objective Test Questions and each carried 02 marks.

Question No. 01

Basic practical knowledge tested in simple manner. Almost all the students attempted the question and their performance is satisfactory. It was observed that students who have scored higher marks for this question have reached overall higher marks.

However some students obtained low marks due to their poor understanding about the IT applications in Office environment. Some students have not read the questions and understand them properly.

Some students have written the question and answer for question No.1. This is unnecessary time consuming effort. It shows they have not practiced any model / past papers before the exam.

SECTION B

Any four (04) questions only to be answered.
(Total 60 marks)

Section B consisted of 06 questions which carried 15 marks each and candidates had the liberty to answer any four questions.

Question No. 02

Students' knowledge on creating a presentation using PowerPoint software is tested. Very few students attempted this question. Students' performance for part (a), was poor, but answers for part (b) and (c) were satisfactory. They had basic knowledge while they were lacking of surrounding detailed knowledge. Some of the students have not read and understood the question correctly. Eg: In the question part (d) specifically states no network connection but students have assumed and answered contrary to the question itself.

Only few students stated the assumptions for part (d) even though it was clearly stated to mention the assumptions if any. They must mention the assumptions correctly when requested to do so by the question clearly.

Question No. 03

Knowledge regarding spreadsheet applications was tested while giving more concern on Charts / Formulas / Functions. Majority of students have attempted this question. Performance for part (a) was satisfactory, but for part (b) most of them could not give correct answers. The reason was direct answers expected from the candidates for part (b) and they did not have adequate practice and practical knowledge.

Students need to gain more practice on business oriented functions in order to face this type of question with confidence and accurately.

Question No. 04

The knowledge on Internet and its application related to an online bookstore was tested. Almost all the students attempted this question. Most of the students performed well. Average marks obtained for this question is higher than the average marks obtained for any other question in section B.

However performance for the parts (c) and (d) was not up to the expectation.

Candidates should learn the process of making an online transaction using a credit/debit card. It would be beneficial to know these processes by at least reading about these since these kinds of settlement modes are very common in the modern world.

Question No. 05

Ability to use word processing software has been tested by using an image which displays in a leaflet. The reason may be inadequate practice. This question was not preferred by many candidates and very poorly answered by those who have selected the question. The reason may be inadequate practice and lack of knowledge regarding word processing features.

They should devote more time to practice these types of basic word processing features to obtain high marks.

Question No. 06

The knowledge on sending emails especially in an office environment was tested.

Most of the students preferred this question and they performed well in part (a). However in part (b) majority of them have not correctly identified the difference between web based email clients and standalone email clients with examples for each category.

Question No. 07

The database related knowledge has been tested. Most students have answered this question. Almost everyone had correctly answered for part (a) and (b). But very few correctly answered part (c) and (d).

For part (b) some students filled with one row of data as given incorrectly in the table instead of data types.

For part (c) some students created four different tables.

They should understand concepts and practical issues relating to databases in order to answer this type of question.

General Comment

- Few students have numbered the answer booklet instead of numbering the answers. They have put the page number in the space allocated to put the question number.
- This paper has been prepared to test the practical aspects of Information Technology and it consisted of more practical questions. Candidates should be more familiar with the practical aspects of Information Technology and its applications in the accounting and business environment to obtain high marks from this paper. It should be emphasized that the hands on experience relating to Information Technology is essential to score high marks for this paper.

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Common points to consider for improving of the competency level of candidates:

- (1) Thorough study of the entire syllabus.
- (2) Candidates should read the question carefully a several times and should not write unnecessary explanations and details, when a direct and an accurate answer is expected from the question.
- (3) Refer study text, books, articles, magazines and other reading materials in relation to Information Technology.
- (4) It is important to present the theoretical concepts and practical knowledge in an organized manner and quote examples wherever necessary, when writing answers.
- (5) Make sure that the handwriting is legible and have numbered the answers, appropriately.
- (6) Follow the instructions given in the exam paper.
- (7) Study the past papers, pilot papers and answer to improve your knowledge.
- (8) Effective time management.
- (9) Check twice whether answers are numbered properly before submitting the answer scripts.
- (10) Face the exam with a good preparation and with the utmost hope of passing the exam.

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