

EXAMINER'S REPORT

TALENT (SKILLS) CAPSTONE EXAMINATION – JULY 2016

(SS2) INFORMATION TECHNOLOGY SKILLS

The main aim of this paper is to test the candidates' overall knowledge on Information Technology and skills on applying the same in an office environment while giving more concern on office application software. It should be noted that practical knowledge, how to use IT applications in Office environment is vital to face this paper more prudently.

SECTION A

Twenty (20) compulsory questions
(Total 40 marks)

Question 01

Basic IT knowledge was tested in an understandable manner. Almost all the candidates attempted the question and their performance was satisfactory. Majority of the candidates correctly answered for questions based on latest technologies. It is very much needed to score higher marks for this question in order to reach overall higher marks and overall understanding of the syllabus is vital for achieving this.

It was observed that many candidates have given incorrect answers for question No. **1.9** and **1.10** compared to the other sub questions of section A.

For question **1.9** many candidates have failed to select the ethically acceptable use of IT systems as answer (3) "Updating the Microsoft Office 2013 Software in your office desktop PC".

Majority of the candidates were unaware about the Computer Crimes Act No.24 of 2007 as the answer for question No. **1.10**. It is important to pay attention regarding the ethical and legal backgrounds of information technology.

Some candidates have written the full answer instead of the number of the selected answer for question **1.1** to **1.10**. This will be time consuming exercise without any value addition. Further it was observed that some candidates have marked "v" or "x" instead of writing "True" or "False" as instructed for question **1.16** to **1.20**.

It was very important to read and understand the instructions given in answering the "Objective Test Questions" (OTQs) in Section A.

SECTION B

Any four (04) questions only to be answered.

(Total 60 marks)

Question 02

The database related knowledge has been tested. Most of the candidates attempted this question and scored well for part (a) and (b). Many had good level of understanding and answered to the point and scored 10 marks easily. But answers for part (c) and (d) were not satisfactory. For part (b) in identifying most suitable data types, few candidates given incorrect answers such as “name” instead of text, “Rs.” or “price” instead of currency. Part (d) was misunderstood by many candidates. They have written how to create a database and fill data though it was asked to explain the procedure involved in creating a report for the given scenario.

Overall performance for this question was satisfactory. Candidates should understand concepts and practical usage relating to databases in order to obtain high marks for this type of question.

Question 03

The knowledge on creating a presentation using PowerPoint software was tested. Less number of candidates have chosen and attempted this question. Out of them many have answered correctly, but failed to give proper feature references and key words to explain them.

Just referring and studying about IT applications will not provide sufficient knowledge to answer for a question like this; candidates need to have hands on experience.

Question 04

Ability to apply formulas / functions in a Spreadsheet application was tested. Only few candidates have selected and attempted this question. Most of them have failed to perform where direct answers were expected. They need to gain more practice on spreadsheets in order to face this type of question more confidently.

Majority of the candidates have neglected the difference between relative references and absolute references.

Only a handful of students got high marks for this question.

Question 05

The knowledge on Internet and its application in banking activities have been tested. Many students preferred this question.

The performance was satisfactory. Most of the candidates have answered correctly for part (b) and (c). But lot of candidates have misunderstood part (a). The question was expecting to list connectivity technologies used to connect a computer at a residence to an internet service provider (ISP). Most of them have stated about connecting devices instead of connectivity technologies. In part (c) some students have mixed up internet banking systems with mere use of credit cards.

Candidates should carefully read and understand the question before attempting. Candidates should learn about the modern technology advancements such as internet banking systems at least by reading about them since they are very common in modern business environment.

Question 06

Knowledge about file transfer over internet and basic email usage were tested. Most preferred question out of optional questions. Appreciable standard question for candidates and equally well performed by them, although few students had misunderstood in part (d) (ii). Those candidates have mixed up types of data with data types.

Majority of the candidates were able to score high marks and performance is highly satisfactory.

Question 07

The question was prepared to test the knowledge on word processing software by way of writing short notes explaining the functionalities of selected features of Microsoft word. Moderate number of students selected this question. Out of them almost everyone had correctly answered for the part (a) and (b). But very few correctly answered for the part (c), (d) and (e).

Some students have given irrelevant lengthy answers. They have attempted to answer using general knowledge. Lack of understanding implies lack of exposure to practical usage. Candidates should devote more time to practice these types of basic word processing features to obtain high marks.

Only few candidates were able to obtain high marks for this question.

General Comment

- Few candidates 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 relating to information technology 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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