

## **EXAMINER'S REPORT**

**TALENT (SKILLS) CAPSTONE EXAMINATION – JULY 2015**

### **(SS2) INFORMATION TECHNOLOGY SKILLS**

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This paper has been prepared to test the practical aspects of Information Technology and it consisted of more practical questions. Candidates should be more familiarize 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.

#### **SECTION A**

Twenty (20) compulsory questions  
(Total 40 marks)

#### **Question No. 01**

Section A consisted of twenty (20) Objective Test Questions and each carried 02 marks. Practical knowledge had been tested in the majority of questions. Majority of the candidates had been answered successfully for this question, which was helped to reach the pass mark of the paper. However handful of candidates had scored full marks for this section.

Further some candidates had obtained low marks for this section due to following reasons.

- They have attempted to answer using general knowledge, instead using their knowledge on Information Technology.
- They have not read the questions and understand them properly.
- Lack of practical knowledge and not having the practical experience regarding the IT applications.

#### **SECTION B**

Answer any four (04) questions only.  
(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**

This question was based on Database and its application in an Accounting Environment. It was observed that the majority of the students had attempted this question and candidates' performance was average.

It was observed that the several candidates have just mentioned that the most suitable field to be considered as the key field randomly and have not explained the reason for selection. Therefore it is important to pay attention to the logics and reasons behind the various applications of databases.

### **Question No. 03**

It was expected to test the knowledge on the “Presentation and its key Features.” The performance for this question was moderate. It was an easy question for those who had some practical experience in creating a PowerPoint presentation

Many candidates have answered well for part (a) where it was required to List actions / steps that need to be performed in Microsoft PowerPoint to create a presentation that automatically starts when double clicking the file.

In Part (c), several candidates have obtained low marks since they have explained either the Slide Transitions or Animation in detail without differentiating the two features.

### **Question No. 04**

This was a practical question which was based on the knowledge of functions and formulas based on a Spreadsheet. Many students answered this question well except for part (f). However it was observed that the several candidates have not used the correct notations to identify functions for part (a) to (b). Therefore it is extremely important to use the notations correctly in these kinds of questions.

From the part (f) it was required to identify the steps involved in arranging the given Index numbers in the order of total marks obtained in the ascending order. It was observed that some students have given irrelevant lengthy answers without identifying the steps involved.

### **Question No. 05**

The overall performance for this question was satisfactory and the many candidates have chosen this question for answering. The knowledge on the Internet, its applications in an Accounting Environment and Security Aspects were tested from this question. Since the question was based on the day today context candidates have scored by applying the practical knowledge.

For Part (C), some students found it difficult in stating three data items included in the Credit Card that would need to provide when purchasing a book from an international online bookstore using the Credit Card. This may be due to lack of practical experience in using a credit card in online transactions. 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. 06

The majority of the candidates attempted for this question and overall performance was satisfactory since the question was based on sending emails.

A candidate who was familiar with sending an email could have easily obtained marks for part (a). However it was observed that some candidates have scored low marks for this part since they have not properly read the description given in the question and gathered the relevant details.

The majority of the candidates scored well for the part (b) by stating three advantages of using e-mails compared to traditional mails.

## Question No. 07

It was sought to test the knowledge on Word Processing Software by using an image which displayed a printed invoice. This question was not preferred by many students and very poorly answered by those who have selected the question. It is very important to have a sound knowledge on various functioning of Word Processing Applications to obtain high marks for these kinds of questions.

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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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