ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

EXAMINER'S REPORT

TALENT (SKILLS) CAPSTONE EXAMINATION – JANUARY 2017

(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 successfully.

SECTION A
Twenty (20) compulsory questions
(Total 40 marks)

Question 01

The entire IT Skills syllabus is tested in a summarized manner. Almost all the candidates attempted the question and their performance was satisfactory. Most of them were able to score exceeding half of allocated marks for section A. Few candidates have not correctly numbered the question no. 1.1 to 1.20 and they have not answered some questions in the middle. It was observed that number of answer scripts with full answers for question no.1.1 to 1.10 instead of putting number of the correct choice. It is very much advisable to do some model / past papers when preparing for the exam in order to familiarize with the question patterns & practice effective time management. It was observed those who gain higher marks for this question usually reached overall higher marks.

The overall performance for this question was satisfactory.

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

Question 02

The knowledge regarding how to create database was tested. Most of the candidates have selected this question. Out of them majority performed well in part (a) and (b). Many had identified key field correctly with proper justification. But answers for part (c) were not satisfactory. For part (b) Few candidates provided answers such as "name" instead of string, "Rs." or "price" instead of currency in identifying most suitable data types. Most of the candidates could not give proper answer for Part (c) even with the use of hint given in the question. Candidates have basic knowledge but they do not have understanding about relational databases.

The overall performance for this question was satisfactory.

Question 03

Ability to create a presentation using PowerPoint software was tested. Moderate number of candidates' have chosen this question. Out of them very few have answered correctly and obtained full marks for sub sections. In most occasions answers relating to feature references and menu navigation were incorrect. Candidates should devote more time to practice in preparing this type of basic presentation.

Only few candidates have obtained higher marks for this question.

Question 04

The question was prepared to test the knowledge on Spreadsheet application by way of briefly explaining the tasks performed by the selected functions. It was observed that a few number of candidates have selected this question. Few candidates have successfully answered for part (a) and (c) but answers for rest of the parts were very poor. Although it seems fairly reasonable question with the change of questioning pattern, candidates' performance was not up to the expectation. Inadequate practice is clearly visible and candidates should have a thorough knowledge on the tasks performed by the functions in Microsoft Excel.

Only handful of candidates got high marks for this question.

Question 05

It tested the Knowledge regarding the utilization of Internet and associated technologies for successful conduct of a small business. This was the most preferred question out of optional questions by the candidates.

The performance was highly satisfactory for part (a). But few candidates found it difficult to state services available on internet.

Majority of the candidates have scored high marks for this question.

Question 06

Basic configuration of email client, knowledge of protocols used for it and options available on sending emails were tested. Majority of candidates preferred this question. Answers for part (c) and (d) were successful. However some of the candidates were unable to provide proper answers for part (a) and (b) which were based on technical architecture of emails.

The performance for this question was moderate.

Question 07

This was prepared to test the competency on word processing by way of writing short notes explaining the functions performed by selected features. Majority of the candidates have attempted this question. Out of them almost everyone had correctly answered part (b) (i). But very few have correctly answered the remaining parts. Considerable number of candidates have mixed up Footnote with Footer and Hyphenation with Hyperlink.

Only few candidates have obtained high marks for this question.

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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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