

## MANILLA CENTRAL SCHOOL - ASSESSMENT TASK NOTIFICATION 2023

### Stage 4 Subject – J Galloway

**Task Number:** 1      **Notification Date:** Friday 19/05/23 Week 4 Term 2 2023  
**Weight:** 50%      **Due Date:** Monday 29/05/23 Week 6 Term 2 2023  
by 3:20pm To Mr Galloway



## WORD PROCESSING

### OUTCOMES ASSESSED

- TE4-1DP** designs, communicates and evaluates innovative ideas and creative solutions to authentic problems or opportunities  
**TE4-2DP** plans and manages the production of designed solutions

### TASK DESCRIPTION

For this task you are going to complete and submit the following **Google Classroom** work:

- #02 CS T2 U2 Word Processing
- #04 CS T2 U2 Word Processing
- #07 CS T2 U2 Word Processing
- #11 CS T2 U2 Word Processing

### TASK INSTRUCTIONS

#### Answer Exercise 2\_ Formatting text

From Practice IT Text Book (Module 3.4 Ex 2, pages 57-58)  
Found on Google Classroom: #02 CS T2 U2 Word Processing  
**'Turn in' on Google classroom when done 10 marks**

#### Answer Exercise 4\_ Insert page breaks and move text

From Practice IT Text Book (Module 3.6 Ex 4, pages 60-61)  
Found on Google Classroom: #04 CS T2 U2 Word Processing  
**'Turn in' on Google classroom when done 10 marks**

#### Answer Exercise 7\_ Combining tabs and indents

From Practice IT Text Book (Module 3.9 Ex 7, page 64)  
Found on Google Classroom: #07 CS T2 U2 Word Processing  
**'Turn in' on Google classroom when done 10 marks**

#### Answer Exercise 11\_ Using tabs within a letter

From Practice IT Text Book (Module 3.13 Ex 4, page 68-69)  
Found on Google Classroom: #011 CS T2 U2 Word Processing  
**'Turn in' on Google classroom when done 20 marks**

Teacher's signature: \_\_\_\_\_

Mr J Galloway

Head Teacher's signature: \_\_\_\_\_

Miss A Nott

Deputy Principal's signature: \_\_\_\_\_

Mrs A Lawrence

## Marking Guidelines

**Student's Name:** \_\_\_\_\_

**Course:** Stage 4 Computer Studies

**Task Number: 1**                      **Task Weight: 50%**



### MARKING CRITERIA

The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.	45-50
The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.	34-44
The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.	23-33
The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.	13-22
The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.	1-12

### Assessment Feedback                      Mark                      /50%

<b>#02 CS T2 U2</b> Formats text correctly in document	5 Always	4 Mostly	4 Usually	2 Sometimes	1 Minimally	0
<b>#04 CS T2 U2</b> Inserts page breaks and moves text correctly in document	5 Always	4 Mostly	4 Usually	2 Sometimes	1 Minimally	0
<b>#07 CS T2 U2</b> Combines tabs and indents correctly in document	10-9 Always	8-7 Mostly	6-5 Usually	4-3 Sometimes	2-1 Minimally	0
<b>#11 CS T2 U2</b> Formats text correctly in document Inserts page breaks and moves text correctly in document Combines tabs and indents correctly in document Uses tabs within a letter correctly in document	30-28 Always	27-23 Mostly	22-15 Usually	14-6 Sometimes	5-1 Minimally	0
<b>TASK TOTALS</b>						
<b>TOTAL MARK</b>						
<b>TASK RANK</b>						
<b>CUMULATIVE RANK</b>						

**Additional Feedback:**

Teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

