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840/2
INFORMATION AND
COMMUNICATIONS
TECHNOLOGY (ICT)
Paper 2
November 2024
2½ hours



KABS' ICT RESOURCES CENTER

Uganda Certificate of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Paper 2

Practical

2 hour 30 minutes

INSTRUCTIONS TO CANDIDATES:

This paper consists of two examination items.

Answer both items in this paper.

*You are provided with support files in the folder **Exam Support Files** on the computer desktop.*

Use the support files where applicable to supplement the items.

*You are provided with a **new blank Compact Disc (CD)**.*

*Use a **permanent marker** to write your name, random number and personal number on your CD.*

*You should **continuously save** your work.*

*You **must produce a hard copy** for each of your work to accompany a soft copy on the Compact Disc (CD).*

ITEM 1

In Kampala, a community-focused organization called **Uganda Digital Skills Foundation (UDSF)** has been dedicated to training Ugandans in ICT health and safety for the past eight years. Recently, Uganda Digital Skills Foundation was invited by **Ubuntu Tech Academy**, a growing tech company, to conduct a five-day ICT health and safety training for its team. This training, aimed at equipping employees with best practices for a safe digital workspace, successfully covered key areas relevant to the tech industry.

During the program, each of the 10 participants from Ubuntu Tech Academy received a daily allowance of **20,000 Uganda shillings**. In recognition of their performance, **certificates of excellence** were awarded to the **three most outstanding trainees**.

Task

Using the support files provided, Prepare a report on this training program and send it to the Training Manager. You are required to include all relevant documentation and summaries of the training outcomes.

ITEM 2

In Fort Portal, a local organization called **Green Uganda Initiative (GUI)** is dedicated to improving **information access and sharing** among residents on community development topics. As part of its mission, GUI has planned an **"Information Access and Sharing Campaign"** aimed at educating the public on using digital tools to access local resources, government services, and educational materials. This campaign will include workshops, information sessions, and one-on-one guidance over a two-week period.

The campaign organizers want to reach as many people as possible in the community through printed and digital materials shared via email and social media platforms like X and WhatsApp.

Task

Using the support files provided, create an offline Campaign Publication for the Green Uganda Initiative.

END

ITEM 1 SCORING GUIDE

ITEM 1	Competency (Basis of Assessment)	Evidence: Skill/ability exhibited/Score	Score
Planning: Selects appropriate application programs	Uses Word, Excel, and PowerPoint	- Uses all 3 required applications effectively: Word for report creation, Excel for data manipulation, and PowerPoint for presentation	02
		- Uses only 1 or 2 appropriate applications	01
		- Uses none of the required applications	00
Manipulation in Excel: Uses data manipulation and analysis tools	Applies essential Excel functions for data processing	- Calculates total allowance per participant (Days x 20,000 UGX), filters attendees with the highest participation, and creates an attendance chart using Excel's functions and charting tools	03
		- Completes most Excel manipulations but omits 1 key function	02
		- Performs only basic data entry or formatting without calculation or filtering	01
		- No data manipulation used in Excel	00
Design and Formatting in PowerPoint: Creates a multimedia presentation	Uses PowerPoint tools to format and present information	- Imports content from Word document into PowerPoint and formats each slide with appropriate text, images, transitions, and animations to enhance engagement	03
		- Imports content and applies basic formatting but lacks visual enhancements like images or animations	02
		- Limited use of PowerPoint, with minimal or unformatted slides	01
		- No PowerPoint presentation created	00
Report Creation in Word: Structures a detailed report based on	Uses Word processing skills to compile a	- Includes all required sections: Introduction , Training Overview , Financial Summary (imported from Excel), Certificates of Excellence , and Conclusion , with visuals or charts integrated from Excel and PowerPoint	04

provided information and data	comprehensive report	- Completes most sections but misses 1–2 key elements or lacks integration from Excel/PowerPoint	03
		- Provides a basic report with minimal structure and lacks data integration	02
		- Report is incomplete or lacks clear structure	01
		- No report generated	00
Product/Output: Completes required products in both forms (soft and hard copies)	Produces multimedia products in Word, Excel, and PowerPoint	- Generates all 3 products: a multimedia PowerPoint presentation, an Excel visual chart, and a comprehensive Word report, in both soft and hard copy formats	04
		- Generates all products but only provides one form of output (either soft or hard copy)	03
		- Completes at least one product in both forms of output	02
		- Completes only one product in one form of output	01
		- Generates incomplete or inappropriate products in any form	00

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ITEM 2: SCORING GUIDE

ITEM 2	Competency (Basis of Assessment)	Evidence: Skill/ability exhibited/Score	Score
Planning: Selects appropriate desktop publishing application	Uses desktop publishing software effectively	- Selects an appropriate desktop publishing software (e.g., Microsoft Publisher) to create the flyer or poster	02
		- Uses only basic document editing software (e.g., Word) but achieves a visually structured publication	01
		- Uses inappropriate software for a publishing task	00
Content and Layout: Includes		- Includes campaign title, introduction, key topics, event details, contact info, call	03

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essential campaign information and organizes it effectively	Incorporates all necessary elements for a flyer or poster	to action, and logo; organizes information in a balanced, clear layout	
		- Includes most elements but may lack 1–2 key details or have minor layout issues	02
		- Includes some elements but lacks multiple important details or has a cluttered layout	01
		- Lacks essential content and has poor organization	00
Design and Visual Appeal: Uses formatting and visuals to enhance engagement	Applies design principles for readability and engagement	- Uses appropriate fonts, color schemes, images/icons, and spacing for visual balance and readability; includes at least one relevant visual element (e.g., icon or image)	03
		- Uses basic formatting with some effort at visual appeal, though design may lack balance or polish	02
		- Limited design; lacks coherent formatting or effective use of visuals	01
		- No significant design effort, resulting in a plain or hard-to-read layout	00
Product/Output: Completes flyer or poster in both forms (soft and hard copies)	Produces finished publication in both print and digital formats eg pdf or jpeg	- Generates flyer/poster in both hard copy (print-ready) and digital format for sharing on social media or email	02
		- Generates flyer/poster but provides only one form of output (either print or digital)	01
		- Does not complete the publication in any appropriate format	00

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