ITEM 1

Competences	Basis of assessment	Expected responses
T1 T2 T15 T16 T9 T10 T`1	Identifies the appropriate ICT tools. and Describes how the tool is used.	- Needs a computer / laptop with at least 500GB hard disk,4 GB of RAM and score processor. This will be capable of handling the kind of work Yona does at a fast rate. - Digital camera with high resolution rate to increase the clearness hence the quality of photos of the clients. - Photo scanner – a better photo scanner that can give better output of clients photos. - Speedlight / strobe light / flashlights to provide the appropriate amount of the light required for the photos. - High quality printers; these devices convert soft copy into hardcopy. Digital coloured printers of high speed and correct color collaborations. - Tripods stands which should be strong enough to enable Yons take focused photos. - Storage devices – these are components used to hold or keep data for future reference. Yona take focused photos. - Camera lens.Yona will need quality lenses to help him have clear and focused images to be taken. - Photo editing software e.g. Adobe photoshop to improve on the output of the photos of clients. - Modem / Mifi Router / wireless router. This will enable Yona to improve on his services e.g. delivert of photos could be online. - Soft boxes - Customer feedback tools.
Maintenance and management		- Covering devices after use to avoid dust. - Regular cleanings to prevent accumulation of dust. - Hardware maintenance ie turning off devices after use and routine hardware checks. - Power management by use of e.g. UPS, stabilizers etc. - Software upgrade and routine hardware checks. - Power management by use of UPS, stabilizers. - Software upgrade and updates - User training - Data backup - Trouble shooting - Data security.

		- Use of ati virus software.
		- Use of firewall
		- Use of intrusion detection / s/w
		- Proper storage of ICT tools used in the studio.

ITEM 1: Competency (Basis of assessment) BOA

BOA 1	04	03	02	01	00
Identify (i) describe(d)	Identifies 5 or more. Describes 5 or more.	3 – 4 i 3 – 4 d	1 – 2 i 1 – 2 d	Identifies only	No response
BOA 2 Measures suggested. Measures described.	Suggests 5 or more measures (m). Describes 5 or more measures (md).	3 – 4 m 3 – 4 md	1 – 2 m 3 – 4 md	Suggests measures only	No response
BOA 3 - Introduction (int) - Conclusion (cn) - Format (F)		If a learner has all the three.	Has any of the two.	Has only one	None.

Note:
i – A learner identifies
d – A learner describes
m – Suggested measure
md – measure described
int – Introduction
Cn – conclusion
F – Format

ITEM 2

Competences	Basis of assessment BOA	Expected responses
T1 T12 T15	Challenges and Solutions	- Use of strong password to avoid unauthorized access to the computer devices. - Data backup and recovery. Data backup is storing of data on different storage media. This will help the school not to lose all work in case of total failure of the machine. - Anti-virus software; installation of the anti-virus, update it and scan the device regularly to remove viruses from the computer system. - Firewalls; could be hardware or software. This will solve the issue of intrusion into the system. - Stable power supply; use of uninterruptible power supply (UPS), stabilizers. The UPS regulates the voltage reaching the devices and this provides a reliable source.

		- Data encryption; Data can be lost in various ways like hacking etc. hence encrypting data is a security measure from theft.
		- Training of users on how to use the systems to minimize errors in data entry.
		- Use of intrusion detection system
		- Hardware upgrade.
		- Regular software updates and upgrades.
		- Network optimization
		- Data validation.
	Approaches that can be taken to ensure proper e-waste management and how they can be applied.	- Sensitization of the school community / students on the right means of handling e – waste since e- waste can cause health issues like skin disorders etc.
		- Repair; the lab attendant may first try to repair or take the component for repair to extract off component for repair to extract off the information.
		- Donation; the out of use computers and other components to ICT repair shops.
		- The school administration may sell off the hardware components that are no longer in use.
		- Reuse; the school administration or components or teachers can reuse some of these components e.g. by crafting them onto display boards for demonstration.
		- Refurbish; the school administration can take the computers to technicians for refurbishing.
		- Monitoring the life span of hardware.
		- Secure storage
		* Relevant conclusion
		* Format

ITEM 2: Competency (Basis of Assessment) BOA

	05	04	03	02	001	00
BOA 1		6 or more management measures. 6 or more management measure description.	4 – 5mm 4 – 5mmd	2 – 3 mm 2 – 3md	Only gives management measures.	No response
BOA 2	6 or more measures. 6 or more management measure description.	4 – 5mm 4 – 5mmd	3mm 3mmd	2mm 2mmd	Only one measure.	None

BOA 3			If a learner has all the three i.e. (int, Cn and F)	Has any of the two.	Has only one.	None

TOTAL = 12

ITEM 3: Competency (Basis of Assessment) BOA.

	05	04	03	02	01	00
BOA 1		6 or more management measures. 6 or more measures described.	4 – 5m 4 – 5md	2 – 3m 2 – 3md	Only identifies measures	No response
BOA 2	6 or more measures. 6 or more management measure described.	4 – 5mm 4 – 5mmd	3mm 3mmd	2mm 2mmd	Only measures identified	None
BOA 3			If a learner has all the three i.e. (Int, Cn and F)	Has any of the two.	Has only one.	None

Note: Item 2 and 3 codes.

mm – management measure

mmd – management measure described

int – Introduction

Cn – Conclusion

F – Format

Competences	Basis of assessment	Expected responses
11 114 115 116	Identifies challenges while using a variety of security techniques and measures involved.	- Aging of hardware; This leads to malnutrition of the computer. Mitigation: Replacing components after a specific period of time. - Unstable Power Supply Mitigation: Implementing power management plans like connecting a stabilizer, UPS etc. - Poor aeration that leads to overheating. Mitigation: Installation of cooling systems like fans, ACs etc. - Malware attacks like computer viruses which copy themselves and corrupt the system. Mitigation: Install an anti-virus, regularly update of and scan to detect and delete viruses. - Exposure to dust. Mitigation: Covering computers after use and also blowing dust out using dust blowers. Dust can also be removed using dust purging / vacuum cleaners. - Power surges / Power fluctuations. - Destruction from vectors. - Poor operation / user error: sensitize users or train them. - Electromagnetic interference. - Manufacturing defects. - Corrosion (exposure to moisture and chemicals.)

	Managing hardware that is no longer in use.	- Improper e-waste disposal leads to data breaches. The lab attendant may repair or take the computer for repair to extract off information.
		- Health risks; improper handling of e-waste can cause health issues such as skin disorders etc. to people who pick. Therefore sensitize the school community on right means of handling e-waste.
		- Donate the out of use computer and other components to ICT repair shops.
		- School administration may sell off or donate the hardware components that are in use.
		- Re-use; the school administration or teachers can reuse some of these onto display boards.
		- Refurbishing
		- Monitoring the life span of hardware.
		- Secure storage
		   * Relevant conclusion
		   * Format

ITEM 4

Competences	Basis of assessment	Expected responses
T3(a) T7(a, b) T11 (a)	Procedures followed to apply online.	**Procedure 1:** Converting academic documents from hard copy to soft copy. Tools: Scanner, Scanning applications like Cam scanner (cs), smartphone, digital camera, personal computer with scanning software. Description: - Place the document into the scanner. - Open the scanning software on the computer. - Locate and click on the scan button to scan. Option 2 (Using a camera) - Open the Cam scanner app on a smartphone. - Locate and tap on the camera icon to scan the document. Note: Allow the use of a plain phone camera and converting document into a soft copy. **Procedure 2:** Creating a CV and application letter. Tools: Computer with appropriate software like / Word processing soft wares and DTP. Description: Open the appropriate software. Type set the document Save on known storage Location like desktop, external storage with a clear file name. **Procedure 3:** Converting all documents into a single pdf file. Tools: Computer with appropriate software, smartphone with appropriate software like Cam scanner (cs). Description: Locate the saved files with appropriate software. Combine the files into one single file and save on a storage medium. **Procedure 4:** Establishing Internet connection: Tools: Computer / smartphone, Sim card with data bundle, Mifi., Router, modem. Description: 1. With a computer. - Power on the internet serving device such as MiFi or router. - Locate the internet access icon on the desktop.

- Click on it to access and activate the
  internet connection.
2. With a smartphone.
   - Locate the setting icon.
   - Tap into connections.
   - Activate Wi-Fi or data connection.

Procedure 5: Creating an email account.
Tools: Computer / smartphone, web browsing
software like Microsoft edge, Firefox
Description:
- Locate the web browsing software on a PC.
- In the address bar, type "gmail sign in".
- Follow the prompts to feed in all the
  required data.

Procedure 6: Compose an email
Tools: emailing software, website.
Description: Log into your email account.
Locate and click on the compose icon.
Enter the recipient's address.
Enter the subject.

Procedure 7: Attaching documents.
Tools: emailing software.
Description: Click on the attach icon.
Locate the file from the storage.
Open to attach the files to the email.

Procedure 8: Send / submit
Tool: Emailing software
Description: Locate and click on the send /
submit button.

ITEM 5

Competences	Basis of Assessment	Expected responses
T3 (a) T7 (a, b)	Steps/ Processes / procedures followed to apply online.	Step 1: Establishing an internet connection. Tools: Smart phone / Pc / laptop. Application: - Go to settings – Wi-Fi (or mobile data). - Toggle WiFi (or mobile data) ON. - Select a nearby wifi network and enter the password. - Wait for the connection to establish. - Once connected, open a web browser or app to access the internet.

Step 2: Accessing the e-mail account.
Tools: - Smart phone with an email application e.g. gmail, yahoo mail etc.
- Email account created by the friend.
- Web browser.
Application:
- Open the email application on the smart phone.
- Tap on add account or log in and enter the email address and password created by the friend.
- OR, on the desktop computer or Pc, open the web browser and enter the domain name of the email service provider e.g. gmail. com and enter the user name and password.

Step 3: Composing the email.
Tools: - Smartphone with an email application.
- Email account
- Web browser
Application:
- Tap on compose or new e-mail button.
- Enter the email address provided by James in the "To" field.
- Write a clear and concise subject line e.g. JOB APPLICATION FOR [Position].
- In the email body, write a brief introduction, , mentioning Jame's referral and your interest in the job.

Step 4: Attaching documents.
Tools: Documents stored on the smart phone.
Application:
- Tap the attach file "or paper clip" icon.
- Select the documents stored on the smartphone. (Academic documents and application letter).
- Attach all the required documents.

Step 5: Sending the email.
Tools: Smartphone with email application.
Application:
- Review the email for accuracy and completeness.
- Tap the send button.

Step 6: Confirm email sent.
Application:
- After sending, you should see a confirmation message saying that your e-mail has been sent.
- You can also check your "sent" folder to ensure the email was successfully sent.

Score guide.

		04	03	02	01	00
BOA 1	Description of procedure with tools (Pt.)	6 or more with relevant tools.	4 – 5 With relevant tools.	2 – 3 With relevant tools.	1 With relevant tools.	No response
BOA 2	Logical flow (Lf.)			Complete logical flow. (Cf.)	Partial logical flow (Pt.)	No flow
BOA 3	Introduction (int) Conclusion (Cn)			Intro and Conc	Any of the two	None

A1	04	
A2	02	
A3	02	
A3	08	

END

WAKISSHA JOINT MOCK EXAMINATIONS

840/2 ICT- SCORE SHEET
Uganda Certificate of Education
UCE August 2024

Name: _____

School: _____

Ref No _____

ITEM: 1

Basis of Assessment	PN-1 Planning	MP-1 Manipulation	PD-1 Product	Total mark
Code	Planning	Manipulation	Product	
Maximum Score	02	03	04	09
Actual Score				

ITEM: 2

Basis of Assessment	PN-1 Planning	MP-1 Manipulation	PD-1 Product	Total mark
Code	Planning	Manipulation	Product	
Maximum Score	01	03	03	07
Actual Score				

ITEM 1
PLANNING   PH-1
If a learner:

1. Selects two appropriate applications *from* Ms. Excel, Ms. Word and Ms. Access (DBMS)
                 (02scores)

2. Selects One appropriate application *from* Ms. Excel, Ms. Word and Ms. Access (DBMS)
                 (01score)

3. Fails to use one application *from* Ms. Excel, Ms. Word and Ms. Access (DBMS) *(00score)*

MANIPULATION   MP-1
If a learner is able to:
1. Enter/load data
2. Edit data
3. Format data
4. Perform calculations on data (Basic)
5. Perform calculations on data (advanced)
6. Import / exports data
7. Primary document
8. Recipient list
9. Merged document

If a learner is able to perform:
✓ *More Sufficiently*	= 07 and above indicators of manipulation	*03 scores*
✓ *Sufficiently*	= 4 - 6 indicators of manipulation	*02 scores*
✓ *Insufficient*	= 1 - 3 indicators of manipulation	*01 score*
✓ *No evidence of manipulation Data*		*00 score*

PRODUCT / OUTPUT   PD-1
If a learner produces: -
All softcopy & hard copy
- ➢ Primary document
- ➢ Merged letters
- ➢ Performance sheet
- ➢ Recipient list
- ➢ Graph (relevant data) – *(Subject Performance or Total Mark)*

Output/Product
Identifiers

If a learner:
1. Produces edited a Hard copy and softcopy according to the scenario with five (05) and above product/output indicators   **(04 Scores)**
2. Produces a Hard copy and softcopy according to the scenario with three (03) product/output indicators   **(03 Scores)**
3. produces a Hard copy and softcopy according to the scenario with two (02) product/output indicators   **(02 Scores)**
4. Produces either Hard copy or softcopy according to the scenario with any One (01) product/output indicator.   **(01 Score)**
5. Fails to produce a Hard copy and softcopy according to the scenario.   **(00Score)**