



ITAS 1 AND ITIB SS

**Updating Combined
Assessment**

Outcome 1

Learners will need to provide evidence to demonstrate their Knowledge and/or skills by showing that they can:

- ◆ Design and create a spreadsheet comprising of three interconnected worksheets for application in a business context. T2
- ◆ the spreadsheet must include two complex formulas (using the principles of BODMAS) T2
- ◆ in formulas and/or functions apply two occurrences from the following forms of cell referencing: relative, absolute, named cell, named range, 3-D. T2
- ◆ apply four functions from the following, =SUM, =IF, =SUMIF, =COUNT, =COUNTIF, =COUNTIFS, =DCOUNTA, =CONCATENATE, =LEFT, =RIGHT, =NOW(), =TODAY(). F2 + T3
- ◆ apply appropriate cell formatting which must include the use of conditional formatting. T2
- ◆ apply a spreadsheet feature to control the worksheet view and/or layout. T2
- ◆ record and run one macro to assist with repetitive tasks. T2
- ◆ protect cell and worksheet data. T2

Outcome 2

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by using statistical functions within a spreadsheet application to:

- ◆ perform calculations using one of the three methods of averaging — mean, median, mode within the same data set. T3
- ◆ summarise data using one of the three functions to calculate: Largest number in a range; Smallest number in a range; Number of entries in a range. T3
- ◆ prepare a frequency distribution table. T3
- ◆ calculate one standard deviation. T3

Outcome 3

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ create an appropriate chart to represent a single data series. T2 / T3
- ◆ create an appropriate chart to represent a multiple data series. T2 / T3
- ◆ apply two chart elements. T4
- ◆ evaluate the statistical and graphical information acquired and explain its implications for the business. T4

Assessment of all outcomes may be undertaken in open-book conditions.

- ◆ create a spreadsheet using three interconnected worksheets to solve a business problem
- ◆ create four simple formulas and two complex formulas to include one occurrence of each of the following: add, subtract, multiply, divide X
- ◆ in formulas and/or functions apply one occurrence of the following forms of cell referencing: relative, absolute, named cell, named range, 3-D *
- ◆ apply two functions: =SUM and =IF *
- ◆ apply appropriate cell formatting to assist the analysis/reading of the worksheets using one occurrence of the following: number, font enhancement, conditional formatting *
- ◆ apply two spreadsheet features to control the worksheet view *
- ◆ record and run one macro to assist with repetitive tasks
- ◆ protect data using two different built in security features *

- ◆ perform calculations using three methods of averaging — mean, median, mode within the same data set *
- ◆ summarise data using three functions to calculate: Largest number in a range; Smallest number in a range; Number of entries in a range *
- ◆ prepare a frequency distribution table and represent the results graphically *
- ◆ calculate one standard deviation
- ◆ analyse all data results providing a description, an explanation of the relevance of the evidence and draw conclusions supported by the information to resolve a business problem X

- ◆ create an appropriate chart to represent a single data series
- ◆ create an appropriate chart to represent a multiple data series
- ◆ apply two chart enhancements (the two enhancements can be in the same chart)
- ◆ analyse each chart providing a description of the chart, an explanation of the relevance of the evidence and draw conclusions supported by the information to resolve a business problem X

MINOR CHANGES

Assessment 2

- Task 2
- Task 3
- Task 4

TASK 2

- ❑ Removed requirement
 - ❑ to include final row adding manager's salary and bonus
 - ❑ to insert a comment
- ❑ Altered instructions
 - ❑ enhancements of the worksheet

Possible future changes:

- Further reduce instructions in terms of required enhancements to the worksheet
- Remove requirement to name cell ranges
- Alter instructions in relation to protections

- Remove requirement to name a cell – give option to use absolute reference or named cell (?)
- Charts – state requirement to have included two chart elements (?)

TASK 3

- ❑ Instructions changed – students only asked to calculate mean & standard deviation

Possible future changes:

- ❑ Remove requirement to create histogram

TASK 4

- ❑ Changes to instructions for page with Staff Training information
 - ❑ only required to copy mean and standard deviation into document
 - ❑ only required to comment on mean/standard deviation
 - ❑ Removed requirement to make comments on the impact of flexibility and customer satisfaction

WHAT NEXT...

- Reflect on experience of using updated assessment
- Further amendments
- Internal Verification
- Prior Verification from SQA