

Annual Examinations for Secondary Schools 2018

Year 10

Information and Communication Technology

Teacher's Paper

General Comments

This examination is to be carried out during the scheduled session of the Annual Year 10 ICT Examination.

The practical exercises have to be prepared before the examination starts. The respective ICT teachers should carry out this examination exercise in the ICT lab.

This practical exercise consists of a 10-15 minutes interview covering the three (3) units, with a 40% weight on the global assessment mark.

The set of questions/tasks may be read by the invigilator/examiner.

The Teacher's Sheet contains both the text of the student's tasks and the corresponding marking scheme.

The marks are given as soon as the task is completed as follows:

- The student was able to complete the task unaided. 2 marks
- The teacher helped the student to complete the task. 1 mark
- The teacher had to do the entire task. 0 marks

Instructions to the teacher:

1. Prepare the lab with the working folder loaded on the desktop.
2. To minimise waiting time, it is recommended to open the files and applications as indicated in the Teacher's Sheet, before the start of the examination session.
3. The teacher can translate / re-phrase the task statement as appropriate to assist the student taking the examination. This should not penalise the student.
4. If a student takes long to accomplish the task, the teacher should prompt or help the student to complete the task and assign the appropriate mark.

Before the task starts, the teacher is required to prepare the computer by opening the PowerPoint presentation “Parrots.pptx” from the working folder.

Tasks		Marks
1.	Select slide 2 and apply the transition Wind .	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. Help: indicate the tab Transitions. The teacher had to do the entire task. 	<p>2</p> <p>1</p> <p>0</p>
2.	In slide 3 , the picture of the birds appears in front of two blue arrows. Format the picture to appear behind the blue arrows .	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. Help: indicate the picture of the budgies. The teacher had to do the entire task. 	<p>2</p> <p>1</p> <p>0</p>
3.	In slide 4 , change the fill colour of the yellow rectangle to blue .	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. Help: indicate the yellow rectangle. The teacher had to do the entire task. 	<p>2</p> <p>1</p> <p>0</p>
4.	In slide 5 , rotate the picture clockwise by 90° (Rotate Right 90°).	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. Help: help the student to select the picture. The teacher had to do the entire task. 	<p>2</p> <p>1</p> <p>0</p>

5.	Save your modified presentation in the working folder and name it “A Parrot for life.pptx”.		
	<ul style="list-style-type: none"> The student was able to complete the task unaided. Help: indicate the Save As button OR indicate where to type the filename. The teacher had to do the entire task. 	2 1 0	
		Total (10 marks)	

Task 2 – Word Processing

Teacher’s Sheet

Before the task starts, the teacher is required to prepare the computer by opening the document “**Sicily.docx**” from the working folder.

Tasks		Marks	
1.	Select the title ‘ <i>Sicily’s hidden gems: The town between the dragon’s teeth</i> ’ and change the font size to 18 .		
	<ul style="list-style-type: none"> Student was able to complete the task unaided. Help: <ul style="list-style-type: none"> Select the title OR Change the font size. The teacher had to do all the task. 	2 1 0	
2.	Justify all the text in the document.		
	<ul style="list-style-type: none"> Student was able to complete the task unaided. Help: <ul style="list-style-type: none"> Select the whole document OR Apply justify. The teacher had to do all the task. 	2 1 0	

3.	Insert the <i>text</i> 'Visit Sicily 2018' as header.		
	<ul style="list-style-type: none"> • Student was able to complete the task unaided. • Help: <ul style="list-style-type: none"> ○ Click Insert...Header OR ○ Type text. • The teacher had to do all the task. 	2	
		1	
		0	
4.	Apply single line spacing (1.0) to the first paragraph starting ' <i>Caltabellotta...</i> ' and ending ' <i>...rock formations.</i> '		
	<ul style="list-style-type: none"> • Student was able to complete the task unaided. • Help: <ul style="list-style-type: none"> ○ Select the paragraphs OR ○ Apply single line spacing. • The teacher had to do all the task. 	2	
		1	
		0	
5.	Insert the image town.jpg at the end of the document just below the caption 'Town of Caltabellotta'.		
	<ul style="list-style-type: none"> • Student was able to complete the task unaided. • Help: <ul style="list-style-type: none"> ○ Place cursor at end of paragraph OR Click Insert...Pictures OR ○ Locate image • The teacher had to do all the task. 	2	
		1	
		0	
	Total (10 marks)		

Task 3 – Publisher

Teacher’s sheet

Before the task starts, the teacher is required to prepare the computer by opening the Publisher publication “**Bookmarks.pub**” from the working folder.

Tasks		Marks
1.	Delete the image of the cat.	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. <i>Help</i> : Indicate the image. The teacher had to do all the task. 	<p>2</p> <p>1</p> <p>0</p>
2.	Add a “ Metal Frame ” picture style to the image of the man in the green bookmark.	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. <i>Help</i> : Indicate the Picture Styles in the Format tab. The teacher had to do all the task. 	<p>2</p> <p>1</p> <p>0</p>
3.	Insert the image “ <i>Square_face.jpg</i> ”.	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. <i>Help</i> : Indicate where to click to insert the Picture. The teacher had to do all the task. 	<p>2</p> <p>1</p> <p>0</p>
4.	Resize the <i>Square_face</i> image to 1.25 inches by 1.28 inches and move it to the top of the red bookmark.	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. <i>Help</i> : Indicate where to click to resize. The teacher had to do all the task. 	<p>2</p> <p>1</p> <p>0</p>
5.	Add a text box in the red bookmark and write the name “Bill Gates”.	
	<ul style="list-style-type: none"> The student was able to complete the task unaided. <i>Help</i> : Insert the Text Box in its position. The teacher had to do all the task. 	<p>2</p> <p>1</p> <p>0</p>
Total (10 marks)		