

**WAKISSHA JOINT MOCK EXAMINATIONS
SCORE SHEET**

Uganda Certificate of Education
Information and Communications
Technology 840/2
July/August 2025



NAME:..... PERSONAL NO...../

ITEM 1: Manipulates data using different applications (i.e Word Processor, Spreadsheets)

Code	Competence	Weight	Score
PN ₁ (1)	Selects sufficient No. of application with relevant content (Word Processor, spreadsheets) > = 2Applications Database	1	
	a) Load Data		
	b) Edits Data (Ensures accuracy in spelling, grammar, formatting and correctness of sales data)		
	c) Formats Data (Changes text appearance; Modify paragraph layout; Inserts shapes/ images/, Appropriately formats shapes/images in text), formatting worksheet, applies correct formatting to sales tables, charts.		
	d) Performs Basics Calculations (Uses functions such as SUM, AVERAGE, MULTIPLICATION. (Gross pay/ Deductions)		
	e) Performs Advanced Calculations (Uses functions such as IF, COUNTIF, SUMIF, or staff rates / Net pay) Filtering Data, RANK, Vlookup		
	f) Exports Data (Export data from Excel to Word to generate a report on how to overcome the issue.		
	g) Uses Document Referencing (Page No. Footer / Header, water mark, Titles/ subtitles, Labelling Graphs, renaming worksheets.)		
MP ₁ (2)	(a – f) OR more More than sufficient A candidate has to follow the order to qualify for the marks.	6	
MP ₁ (1)	(a – d) sufficient	4	
PD ₁ (2)	Generates Any Two appropriate products in both forms of output from Soft copy only 01 score, Hardcopy only 01 score (i) Allowances to be paid to each sales Agent. (Excel) (ii) Graphical summary showing their net pay. (Excel) (iii) Report on how to overcome the issue. (word doc) any two 3 scores	3	

PD ₁ (1)	Generates one appropriate product (either list, graph or report) in any form of output .	1	
TOTAL		10	

ITEM 2: Uses publishing software to design, produce and publish publications.

Code	competence	weight	score
PN ₂ (1)	Selects appropriate application program with relevant content (Desktop Publishing tool) <i>Appropriate Application (DTP)</i> Inappropriate application 00mk	3	
	a) Selects a particular page layout. Page layout, Advertisement, Banner, Flyers, Calender, Hews letter, Postcards, Blank.		
	b) Adds a name of the Event / Purpose of the publication /Inviting party		
	c) Adds proper language & Appropriate content(e.g. contacts, physical address, etc. concerning the workshop)		
	d) Uses appropriate pictures, logo & other design tools.		
	e) Uses font variations (font size, style / face, color)		
	f) Organizes content on the pages. (lay out & Paper balance)		
	g) Uses appropriate Page Dimensions (should match the given publication)		
	h) Adds contrasting background.		
MP ₁ (3)	(a – h) OR More than sufficient	6	
MP ₁ (2)	(a – f) sufficient	4	
MP ₂ (1)	Any 3 of (a – d) AND learners who design using any other applications Determine from a – d to qualify for 3 scores Less than sufficient a – c 01 mk	3 00	
PD ₂ (2)	Any product in both hard and soft copy communicating to community members about the school.	4	
PD ₂ (1)	Generates any product in either soft copy or hard copy form of output communicating to community about the school.	3	
TOTAL		13	

END