ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

EXAMINER'S REPORT

TALENT (SKILL) CAPSTONE EXAMINATION - JANUARY 2020

(SS2) INFORMATION TECHNOLOGY SKILLS

The main objective of this paper is to test the theoretical and practical knowledge of the candidates on Information Technology and skills. Practical knowledge on how to use IT applications in an Office environment would help to get through this paper successfully. This subject is rapidly developing subject in the world and studying for this paper would update the knowledge on new concepts / developments in the areas of information technology.

Section A
Twenty (20) compulsory questions
(Total 40 marks)

Question No. 01

This question tested the entire IT and skills syllabus in summarised manner.

Almost all the candidates had attempted this question. Most of the candidates were able to score average marks out of full marks of 40. But limited number of candidates had not answer the Questions related to MS Access, Ms Excel and MS PowerPoint. Further,it was noted that some candidates did not have adequate knowledge on legal and ethical aspects of an IT environment.

The overall performance for this question was at an average level.

Section B
Any four (04) questions only to be answered.
(Total 60 marks)

Question No. 02

This question tested the knowledge on database management system and Microsoft Access. Almost all the candidates had attempted to this question.

Part (a)

This part tested the advantages of database management system. Majority of candidates had given correct answer and scored full marks. However, some candidates had written characteristics of DBMS instead of advantages.

Part (b)

This part tested the purpose of given elements of Ms Access. Considerable number of candidates had written correct answers for the first three parts which are Tables, Forms and Reports. However, majority of candidates could not correctly mention the purpose of Queries and Macros.

The overall performance for this question was at an average level.

Question No. 03

This question aimed to test the knowledge on application of spreadsheet by way of writing appropriate function / formula to extract the required information. Limited number of candidates had attempted this question due to testing the Practical experience of candidates.

Limited number of candidates had given correct formulas for **part (b)** and **(d)** and scored marks. However, majority of candidates had not attempted to **part (a), (c)** and **(e)** or given irrelevant answers.

The overall performance for this question was not at satisfactory level.

Question No. 04

This question tested the candidates' ability to use email communication in an office environment. This was the most preferred question out of the optional questions. Almost all the candidates had selected this question and they had scored full marks.

However, few candidates had missed to send a carbon copy to Anne as requested.

Further, few students were unable to mention the attachment.

The overall performance for this question was at satisfactory level.

Question No. 05

This question is tested the knowledge on system controls and physical controls relating to information systems. Almost all the candidates had selected this question.

Part (a) asked to write steps to be taken to protect illegal access to social media. Majority of candidates had given correct answers and scored full marks.

Part (b) asked on physical controls used to protect information system. Correct answers were given by majority of candidates and scored full marks.

Part (c) asked the justification for infecting the computers by unknown malware due to internet access, considerable number of candidates had rationally justified this.

Part (d) this part was directly tested from study text. But, only very few students have answered correctly. It seems that majority of candidates had not referred the study text well.

The overall performance for this question was at satisfactory level.

Question No. 06

This question tested the Knowledge on text processing software related to Ms Word. Majority of candidates had attempted to this question.

Part (a) asked to explain the tasks performed by given features in Microsoft Word. Majority of candidates were able to give correct answers for sub sections (i) print preview, (iii) auto text and (vi) superscript. However very few candidates were able to explain the track changes, restrict editing and navigation pane. It was noticeable that majority of candidates did not have adequate practical knowledge.

Part (b) asked to mention agree / not for the given statement and justify, i.e. "the number of words and characters in a Microsoft word document can be found easily". This is a practical question. However, correct answers were given only by very few candidates.

The overall performance for this question was at an average level.

Question No. 07

This question tested the Knowledge on presentation software related to Ms PowerPoint. Average number of candidates had attempted this question.

Part (a) asked to explain the tasks performed by given features in Microsoft PowerPoint. Majority of candidates were able to give correct answers for sub sections (i) slide template, (iii) slide transitions and (iv) side animations. However, majority of candidates had not explained about clipboard, slide size and slide library. It was noticeable that majority of candidates did not have adequate practical knowledge on Ms PowerPoint.

Part (b) is a practical question and expected a solution to given mini scenario. Majority of candidates were able to give the proper solution and get full marks.

The overall performance for this question was at an average level.

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Hints to Improve the Performance:

(1) Entire syllabus should be thoroughly studied.

(2) Candidates should read the question carefully and should not write unnecessary/irrelevant explanations and details when a direct answer is expected from the question.

(3) Refer study text, books, articles, magazines and other reading materials in relation to Information Technology.

(4) It is important to present the theoretical concepts and practical knowledge relating to information technology in an organized manner and quote examples wherever necessary, when writing answers.

(5) Make sure that the handwriting is legible and properly numbered the answers.

(6) Follow the instructions given in the exam paper.

(7) Study the past papers and answers to improve your knowledge.

(8) Practice the effective time management.

(9) Check twice whether the answers were numbered properly before submitting the answer scripts.

(10) Face the exam with a good preparation and with the utmost hope of passing the exam.

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