ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

EXAMINER'S REPORT

TALENT (SKILLS) CAPSTONE EXAMINATION – JULY 2018

(SS2) INFORMATION TECHNOLOGY SKILLS

The main aim of this question paper was to test the candidates' overall knowledge on Information Technology and skills on applying the same in an office environment while giving more concern on office application software. It should be noted that practical knowledge, i.e. knowledge on IT applications is vital to face this paper more successfully.

SECTION A

Twenty (20) compulsory questions
(Total 40 marks)

Question 01

This question mainly focused on generic Information Technology and office work related modules. Almost all the candidates attempted the question and majority of them were able to score between 20 to 30 marks from the allocated marks. It appeared that majority of the candidates were successful in choosing the correct word from the given words questions. i.e. from question No. **1.11** to **1.16.** Those who got through the subject with much ease were the candidates who obtain high marks for this question.

The overall performance for this question was at a satisfactory level.

SECTION B

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

Question 02

This Question was prepared to test candidates' knowledge relating to database management. Majority of the candidates attempted this question. Out of them, many were able to correctly answer the **part (a)** and **(b)**. They have identified the key field correctly with proper justification. Only a very few candidates could not identify the correct data type for "NIC number" and "Maximum overtime hours" fields. They have erroneously stated "Number" for NIC number and "Date/Time" for maximum overtime hours.

For **part (c)** majority of the candidates were unable to explain how Queries can be useful for databases. They did not have a clear understanding about Queries. The Candidates must pay special attention to study the database technologies.

The overall performance for this question was satisfactory.

Question 03

It was expected from this question to test the candidates' ability to identify formulae to perform basic calculations on a given spreadsheet. Most of the candidates' have attempted this question. For **part (a),** only a very few candidates were able to correctly state the absolute references in the applicable formula. For **part (b)** and **(c),** some candidates found it difficult to correctly identify the formula and perform the logical test using IF function. There were number of errors noted in this formulae for **part (b)** and **(c)**.

For **part (d)** also, majority of the candidates were unable to identify the resulting values for the given functions. More practical knowledge in Microsoft Excel is recommended for candidates.

The overall performance for this question was moderate.

Question 04

It is expected from this question to test candidates' ability of sending emails to communicate in an office environment. Almost all the candidates attempted this question. Further this was the most satisfactorily performed question out of the 6 optional questions. Many were able to score full marks, while few others lost some marks due to not stating a proper email signature text. Few candidates have mentioned name of the same attachment file in the question as the attachment applicable for reply also i.e. "GCELAL.PDF".

Practical knowledge in engaging in email communications will further improve candidates' awareness about the same.

The overall performance for this question was remarkable.

Question 05

The candidates' knowledge related to various areas such as Browsing windows, VPNs, Internet Banking and QR codes have been tested. Majority of the candidates attempted this question.

The performance is satisfactory for **part (a)**, **(b)** and **(c)** but only a very few candidates were able to correctly answer **part (d)** and **(e)**.

For the **part (b)** there were number of answers stating that "reload" feature is used for adding money for the mobile phone connections.

In **part (d),** many candidates were disagreed with the given statement. The candidates' knowledge should be up to date in this regard. It was noted from the answers that most of them were unaware about the finger print authentication used in online banking transactions.

For **part (e),** only a very few candidates were able to correctly identify the answer as QR code / 2D Barcode. But majority of the candidates were able to give examples for their usage.

As new things are added to the technological environment very frequently, candidates must be vigilant in making their knowledge up to date.

The overall performance for this question was satisfactory.

Question 06

It was required to identify the features in Microsoft word that are used to convert each of the given elements of the given leaflet. Almost all the candidates have attempted this question. However, some of the candidates have misunderstood the instructions given in the question. Though it was clearly given an example to understand the question requirement, without paying attention to those instructions and example, candidates have tried to create the leaflet from the beginning. For an example, for **part (a)**, it was only required to change the appearance of the text "REEMIX MID – Year Clearance Sale", however, candidates have stated steps to change the entire leaflet.

It is a pre-requisite to read and understand the question carefully before attempt it. However, for **part (b)** and **part (f),** majority of the candidates were able to score allocated marks. It was noted from the answers that most of the candidates were unaware of the features like "Drop Cap" and tools like "Crop" in Microsoft word.

The overall performance for this question was not up to the expected level.

Question 07

Candidates' knowledge on presentation software was tested from this question. Only a lesser number of candidates have attempted this question. Out of them, only a very few were able to score some reasonable marks. The candidates were able to answer only for the **part (a),** sub sections   **part (iv)** & **part (vi)**. That is also by guessing the meaning of the name of the respective feature. But answers for the remaining sub sections were not satisfactory.

For **part (b),** some candidates have written that the presentation could be started using the key board but they were unable to state the specific key combination. Need to improve the understanding about PowerPoint features with more attention to key words.

The overall performance for this question was poor.

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Common points to consider for improving of the competency level of candidates:

(1) Thorough study of the entire syllabus.

(2) Candidates should read the question carefully a several times and should not write unnecessary 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 have numbered the answers, appropriately.

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

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

(8) Effective time management.

(9) Check twice whether the answers are 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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