OBSERVATION CHECKLIST:

|  |  |  |
| --- | --- | --- |
| **ACTION** | **DID THE LEARNER….** | √/X |
| **SPECIFIC OUTCOME 2: Create database tables and data entry forms to solve the given problem.**  ALL ASSESSMENT CRITERIA are COVERED | | |
| 1 | One or more database tables are created to solve the given |  |
| . | problem? |
| 1 | Range: |
| At least 5 fields are included in one of the database tables created. |
| The table definition data types needs to include at least the |
| following: text, numeric, date, and currency. |
| A form is created for each database table. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Formats of form fields are modified?  Range: Font style, size and colour, background colour. | |  |
| Added a header to a form? | |  |
| Added footer to a form? | |  |
| re-arranged Fields of the form | |  |
| A data entry form is saved and closed? | |  |
| Entered Data into a database table using the form? | |  |
| Deleted a data entry form? | |  |
| **SPECIFIC OUTCOME 3: Retrieve information from a database by applying a filter. - OUTCOME RANGE: FILTER/QUERY & SPECIFIC OUTCOME 4: Sort data in a database query. - ALL ASSESSMENT CRITERIA ARE COVERED** | | | | |
|  | A filter is applied to the database table to filter out specific records? Range: Filter by selection, excluding selection, input, form, form window. | | |  |
| Remove a filter? | | |  |
| Create queries to select specific records to be extracted from a database table? Range: Single-field query, multi-field query, using the toolbar, using a wizard? | | |  |
| Retrieve information by running a query? | | |  |
| A query is saved? | | |  |
| Modify an existing query?. | | |  |
| A field is added to a query? | | |  |
| A field is removed from a query? | | |  |
| Fields in a query are hidden? | | |  |
| Sort data in a database query.? Range: Ascending and descending | | |  |
| **SPECIFIC OUTCOME 5: Create a report for a database table. - ALL ASSESSMENT CRITERIA ARE COVERED** | | | | |
|  | A report is designed to address the requirement of the given problem? | |  | |
| A report is created that meets the design? | |  | |
| A report is modified?  Range: Header, Footer, font (size, type, colour). | |  | |
| Data is grouped in a report? | |  | |
| A selection is resized in a report? | |  | |
| A report is saved? | |  | |
| A report is deleted? | |  | |

***PRODUCT SAMPLE:***

The Product Sample represents physical evidence or proof of work completed. You will be required to submit actual evidence of work completed in full. This evidence provides your assessor with material proof of you having completed certain work activities required for this assessment. In this situation products are real plans, print outs etc.

(For assessor use only) VERIFIED DOCUMENTS:

|  |  |  |
| --- | --- | --- |
| QUESTION | DID THE LEARNER…. | √/X |
| **SPECIFIC OUTCOME 1: Prepare a database to provide a solution to a given problem - COVERED ALL ASSESSMENT CRITERIA** | | |
| 2.1 | The plan includes a basic outline of the database specifications and/or features required to provide a solution, with reasons for choices made? |  |
| The plan identifies the purpose of the database? |  |

|  |  |  |
| --- | --- | --- |
|  | A working plan is developed to meet the requirements of a supplied brief? |  |
| **SPECIFIC OUTCOME 6: Perform advanced print options for a database. - COVERED ALL ASSESSMENT CRITERIA** | | |
| 2.2 | A database form is printed? |  |
| A query result is printed? |  |
| A database report is previewed to check that the presentation is in accordance with the given specification? |  |
| A database report is printed? |  |

Assessment Review

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME of LEARNER** | | | | **NAME of ASSESSOR** | | | |
| **VENUE** | | | | **DATE of REVIEW** | | | |
| **UNIT STANDARD** | 116936 | | | | | | |
| **Review Dimension** | | | **ASSESSOR** | | **LEARNER/ CANDIDATE** | | **ACTION** |
| The principles/criteria for good assessment were achieved? | | | Agree Disagree | | Agree Disagree | |  |
| The assessment related to the registered unit standard? | | | Agree Disagree | | Agree Disagree | |  |
| The assessment was practical? | | | Agree Disagree | | Agree Disagree | |  |
| It was time efficient and cost- effective and did not interfere with my normal responsibilities? | | | Agree Disagree | | Agree Disagree | |  |
| The assessment instruments were fair, clear and understandable | | | Agree Disagree | | Agree Disagree | |  |
| The assessment judgments was made against set requirements | | | Agree Disagree | | Agree Disagree | |  |
| The venue and equipment was functional? | | | Agree Disagree | | Agree Disagree | |  |
| Special needs were identified and the assessment plan was adjusted | | | Agree Disagree | | Agree Disagree | |  |
| Feedback was constructive against the evidence required | | | Agree Disagree | | Agree Disagree | |  |
| An opportunity to appeal was given | | | Agree Disagree | | Agree Disagree | |  |
| The evidence was recorded | | | Agree Disagree | | Agree Disagree | |  |
| **LEARNER”S DECLARATION OF UNDERSTANDING** | | | | | | | |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid | | | | | | | |
|  | |  | | | |  | |
| **Learner Date** | | **Assessor Date** | | | | **Moderator Date** | |

***Candidate Feedback Report***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | ID No. |  |
| Assessor's Name |  | | | | Reg. No. |  |
| Unit Standard Title | 116936,117929 | | | | | |
| **ASSESSMENT DECISION** | | | | | | |
| Source of Evidence | | C | NYC | Comments | | |
| Assessment instruments | |  |  |  | | |
| Product | |  |  |  | | |
| Indirect Evidence | |  |  |  | | |
| Overall Assessment Decision | | | |  | | |
| Additional Notes | | | |  | | |
| Date | | | |  | | |
|  | | | |  | | |
| Signature of Assessor | | | | Signature of Candidate | | |

***Candidate Appeal Form***

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name: | | ID No. |  |
| Assessor's Name: | | Reg. No. |  |
| Unit Standard Title: | | | |
| Date: | | | |
| **SECTION 1** | | | |
| Candidate's reason for disagreeing with the assessment decision |  | | |
| Assessor's rationale for the assessment decision |  | | |
| Candidate's signature |  | | |
| Assessor's signature |  | | |
| **SECTION 2** | | | |
| Moderator's decision |  | | |
| Moderator's signature |  | | |

**Assessor's Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | ID No. |  |
| Assessor's Name |  | | | | Reg. No. |  |
| Unit Standard Title | 116936 | | | | | |
| **ASSESSMENT DECISION** | | | | | | |
| **116936** | |  |  |  | | |
| Specific Outcome | | C | NYC | Comments | | |
| Understand the principles of databases | |  |  |  | | |
| Open and save a simple existing databases | |  |  |  | | |
| Produce and edit a simple database table from given specifications: At least 5 fields | |  |  |  | | |
| Data is entered into a simple database table from given specifications: At least 5 fields | |  |  |  | | |
| Modify the design of a database table | |  |  |  | | |
| Sort and search for records in a database table | |  |  |  | | |
| Print from a simple database | |  |  |  | | |
|  | |  |  |  | | |
| Overall Assessment Decision | |  | | | | |
| Comments | |  | | | | |
| Date | |  | | | | |
| Signature of Assessor | | Signature of Candidate | | | | |

***Moderator's Report***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Moderator's Name |  | | | | Reg. No. | |  |
| Assessor's Name |  | | | | Reg. No. | |  |
| Candidate's Name |  | | | | ID No. | |  |
| Unit Standard Title | 116936 | | | | | | |
| **MODERATION DECISION** | | | | | | | |
| Specific Outcome | | | C | NYC | | Comments | |
| Understand the principles of databases | | |  |  | |  | |
| Open and save a simple existing databases | | |  |  | |  | |
| Produce and edit a simple database table from given specifications: At least 5 fields | | |  |  | |  | |
| Data is entered into a simple database table from given specifications: At least 5 fields | | |  |  | |  | |
| Modify the design of a database table | | |  |  | |  | |
| Sort and search for records in a database table | | |  |  | |  | |
| Print from a simple database | | |  |  | |  | |
|  | | |  |  | |  | |
|  | | |  |  | |  | |
| Overall Moderation Decision | |  | | | | | |
| Feedback to Assessor | |  | | | | | |
| Action Required | |  | | | | | |
| Date of Moderation | |  | | | | | |
| Signature of Moderator | |  | | | | | |
| Signature of Assessor | |  | | | | | |
| Signature of Candidate | |  | | | | | |

***Candidate Feedback Report***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | ID No. |  |
| Assessor's Name |  | | | | Reg. No. |  |
| Unit Standard | 117927 | | | | | |
| **ASSESSMENT DECISION** | | | | | | |
| Source of Evidence | | C | NYC | Comments | | |
| Assessment instruments | |  |  |  | | |
| Product | |  |  |  | | |
| Indirect Evidence | |  |  |  | | |
| Overall Assessment Decision | | | |  | | |
| Additional Notes | | | |  | | |
| Date | | | |  | | |
|  | | | |  | | |
| Signature of Assessor | | | | Signature of Candidate | | |

Candidate Appeal Form

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name: | | ID No. |  |
| Assessor's Name: | | Reg. No. |  |
| Unit Standard Title: | | | |
| Date: | | | |
| **SECTION 1** | | | |
| Candidate's reason for disagreeing with the assessment decision |  | | |
| Assessor's rationale for the assessment decision |  | | |
| Candidate's signature |  | | |
| Assessor's signature |  | | |
| **SECTION 2** | | | |
| Moderator's decision |  | | |
| Moderator's signature |  | | |

Please send this form to: The Training Provider

Assessor's Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | ID No. |  |
| Assessor's Name |  | | | | Reg. No. |  |
| Unit Standard | 117927 | | | | | |
| **ASSESSMENT DECISION** | | | | | | |
| Specific Outcome | | C | NYC | Comments | | |
| Prepare a database to provide a solution to a given problem | |  |  |  | | |
| Create database tables and data entry forms to solve the given problem | |  |  |  | | |
| Retrieve information from a database by applying a filter. | |  |  |  | | |
| Sort data in a database query. | |  |  |  | | |
| Create a report for a database table | |  |  |  | | |
| Perform advanced print options for a database. | |  |  |  | | |
|  | |  |  |  | | |
| Overall Assessment Decision | |  | | | | |
| Comments | |  | | | | |
| Date | |  | | | | |
|  | |  | | | | |
| Signature of Assessor | | Signature of Candidate | | | | |

***Moderator's Report***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Moderator's Name |  | | | | Reg. No. | |  |
| Assessor's Name |  | | | | Reg. No. | |  |
| Candidate's Name |  | | | | ID No. | |  |
| Unit Standard | 117927 | | | | | | |
| **MODERATION DECISION** | | | | | | | |
| Specific Outcome | | | C | NYC | | Comments | |
| Prepare a database to provide a solution to a given problem | | |  |  | |  | |
| Create database tables and data entry forms to solve the given problem | | |  |  | |  | |
| Retrieve information from a database by applying a filter. | | |  |  | |  | |
| Sort data in a database query. | | |  |  | |  | |
| Create a report for a database table | | |  |  | |  | |
| Perform advanced print options for a database. | | |  |  | |  | |
| Overall Moderation Decision | |  | | | | | |
| Feedback to Assessor | |  | | | | | |
| Action Required | |  | | | | | |
| Date of Moderation | |  | | | | | |
| Signature of Moderator | |  | | | | | |
| Signature of Assessor | |  | | | | | |
| Signature of Candidate | |  | | | | | |