Digital Skills Standardisation Activity

7th January 2021

**In Attendance**: Gillian Newton, Sonja Rose, Sharon Hall

**Feedback from standardisation activities for spreadsheets (Maintenance 1-4)**

Sharon’s Feedback

**Spreadsheets L1**

Maintenance 1:  This partially meets 1.2 - Would like more data entered for this task

Maintenance 2:  This meets 1.2, 3.1 and 1.3

Maintenance 3: This meets 2.2 and 3.4

Maintenance 4: This meets 3.3, 3.4 if landscape and 3.2 if they had to independently select the chart

Sonja’s Feedback

Maintenance 1: Partial 1.2 depending on the question. If this was, all learners had asked to enter, it has numbers and information and it looks accurate.

2.1 - If asked to plan/design and create this workbook.

Maintenance 2: 1.2 – edited and accurate, 1.3 – screen shot 2, 3.1 formatted

Maintenance 3: meets 2.2

Maintenance 4: 2.1 – if learners have chosen the chart themselves.

2.3 – I can see Totals and charts i.e.: summaries and displays of information.

3.2 - If learners have chosen the chart themselves.

3.3 – generate and develop charts – the chart of the right.

**Feedback from standardisation activities for Word Processing (Maintenance 1-4)**

Sharon’s Feedback

Example 4:  This assessment criteria meets 1.2 only

Example 5: This assessment criteria meets 23 and 2.4 only

Sonja’s Feedback

Example 4: Does meet any LO (I disagree with Sharon – does not currently meet 1.2 as it has grammar errors so is not accurate.)

Example 5: After discussion I agree that this meets 2.3 – Columns, 2.4 – Styles, 1.2 - If there was no other evidence provided between this and the previous example 4 as the text is now accurate.