

Unit 6 – Spreadsheets design and use – Checklist for Moderation

Candidates – page reference in Column A, Teacher confirm in column B, Moderator column C

Pass	A	B	C	Merit	A	B	C	Distinction	A	B	C
AO1											
Candidates will produce a basic design for a spreadsheet in line with identified user requirements.				Candidates will produce a design for a spreadsheet in line with identified user requirements.				Candidates will produce detailed designs for a spreadsheet in line with identified user requirements.			
The design will include basic details of: spreadsheet layout, cell formats, formulae including at least two of +, -, * and /, and different functions from at least two categories.				The design will include details of: spreadsheet layout, cell formats, formulae including +, -, * and /, and different functions from at least three categories. This will include the use of one IF statement.				The design will include comprehensive details of: spreadsheet layout, cell formats, formulae including +, -, *, /, and brackets and different functions from at least four categories. This will include the use of one IF statement.			
Relative cell referencing will be used.				Relative or absolute cell referencing will be used.				Relative and absolute cell referencing will be used.			
Not all choices will be appropriate.				Most choices will be appropriate.				All choices will be appropriate.			
AO2											
Candidates will create a functional spreadsheet.				Candidates will create a functional spreadsheet.				Candidates will create a functional spreadsheet.			
The spreadsheet may contain only one sheet.				The spreadsheet will contain more than one sheet.				The spreadsheet will contain more than one linked sheet.			
Candidates will use text and background colour and cell borders although these may not show the different types of cell in the most helpful way.				Candidates will use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate).				Candidates will appropriately use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate).			
They will adjust row height or column width and will merge cells.				They will adjust row height or column width, hide and show rows or columns and will merge cells.				They will adjust row height or column width, hide and show rows or columns and will merge cells.			
They will set the direction of text in a cell.				They will set the direction of text in a cell and will set some text to wrap in a cell.				They will set the direction of text in a cell and will set some text to wrap in a cell.			
They will add at least one example of help for the user, such as an instruction on the sheet, a cell				They will add help for a new user. This help will include at least one cell comment and appropriate				They will add sufficient help to enable a beginner to use it with ease. This help will include suitable cell comments and			

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comment, an input message or validation, although this may not be of a high quality.			validation in at least one row/column.			validation with useful feedback to users			
			They will use conditional formatting.			They will use conditional formatting to make the output clearer.			
						They will set cells for input from a dropdown list.			
						They will use worksheet protection to prevent a user changing/deleting formula.			
A03									
Candidates will sort data using one field.			Candidates will sort data using at least two fields.			Candidates will sort data using at least two fields.			
They will filter data using one field.			They will filter data using at least two fields.			They will filter data using at least two fields.			
						They will customise at least one filter.			
A04									
Candidates will change variables in their spreadsheet and make simple predictions.			Candidates will change variables in their spreadsheet and make predictions and/or decisions.			Candidates will change variables in their spreadsheet and make suitable predictions and decisions.			
			They will write about their investigation and the results they find.			They will write about their investigations and the results they find.			
A05									
Candidates will create at least two different types of graph/chart.			Candidates will create at least one example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values.			Candidates will create at least one good example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values.			
These may not be the most appropriate type of chart for the data and may not be well labelled.			Graphs should be given titles and appropriate axis labels.			Graphs should be given titles and appropriate axis labels.			
A06									
Candidates will record a simple macro to			Candidates will record a macro to automate a sequence of at least			Candidates will record two macros to automate a sequence of tasks.			

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automate at least one task.			two tasks.						
They will enable this macro to be run by either keyboard shortcut or a button on the sheet or on the toolbar.			They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar.				They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar.		
They will access the macro code and print it out.			They will access the macro code and print it out.				They will access the macro code and print it out.		
			They will describe what the macro does and how it can be run.				They will describe what the macro does and how it can be run. They will annotate the macro code to show the function of at least three items of code.		