| **Pupils Name:** | **Form / Group:** |
|---|---|
| | |

**Unit 1 = ICT Skills for Business**

In this unit you should have completed 6 assessment objects which incorporate: File Management, Internet, E-Mail, Presentation, Desktop Publishing, Spreadsheet and Database.

| *You have completed ……* | |
|---|---|
| Assessment Object 1: File Management | ☐ |
| Assessment Object 2: Internet and E-mail | ☐ |
| Assessment Object 3: Business Presentation | ☐ |
| Assessment Object 4: Business Documents | ☐ |
| Assessment Object 5: Spreadsheets | ☐ |
| Assessment Object 6: Databases | ☐ |

Pupil comments on the work produced:

Targets:

Teacher comments on the work you have produced:

Teacher Signature:

| **1** | **2** | **3** | **4** | **5** |
|---|---|---|---|---|
| Excellent effort. You have produced the best work you could. | Very good effort. You have made a good attempt at all parts of the work. | Satisfactory effort. You have done most of the work you were asked to do. | Poor effort. You have not worked hard enough to produce the work you are capable of. | Unsatisfactory. Many parts are not attempted. You are capable of much better. |

**Created by Miss Woodhall**