

AS Coursework tick sheet

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Introduction

All extracts from the course specification and marking scheme are in italics. Pay attention to them and make sure they fully describe the work you have done. Below is the spread of the marks from the specification. Aim to spread your time and efforts evenly.

The following categories are to be used in the assessment of the project. The criteria for marking these categories are listed below.

The project is marked out of a total of 60.

<i>Specification</i>	<i>13 marks 21.666%</i>
<i>Implementation</i>	<i>20 marks 33.333%</i>
<i>Testing</i>	<i>12 marks 20%</i>
<i>Evaluation</i>	<i>6 marks 10%</i>
<i>User Documentation</i>	<i>9 marks 15%</i>
Total	60 marks.

The rest of these notes are separated into the different sections of the mark scheme. I suggest that you use some or all the headings and sub headings in your own report. Follow the same order unless you particularly believe that due to the nature of your project you can better describe your work and understanding differently. Invariably many projects will cover areas that aren't on this sheet, don't forget to include them somewhere appropriate in your report.

You can use this sheet throughout the project to make sure you have done every section. Keep in mind that there is a difference between you ticking something off and your teacher ticking something off.

Remember to include a **table of contents** and **page numbers** in your report.

Candidate Name:	
Candidate number:	

Specification (13 marks/21.666%)

Task		Done	Teacher tick
Introduction			
Who you are working for	Note: the specification demands: <i>A detailed requirements specification has been produced for the identified problem, which matches the needs of the stated end-user(s).</i> (This appears all through the mark scheme, make sure this section is thorough and you reference it)		
What they/their company does			
What they want you to do			
Analysis			
What the current system does			
How the current system works			
Users ICT skill level			
Users available hardware/software/budget for getting new stuff in.			
Specification			
A detailed list of requirements that the system has to fulfil <i>A detailed requirements specification has been produced for the identified problem, which matches the needs of the stated end-user(s).</i>			
Discuss what software package you are going to use and why you are going to use it.			
The next few sections refer to this statement: <i>The input, processing and output needs, which match the requirements specification, are clearly stated.</i> The inputs & their data types that the system will use (note how they reflect the requirements)			
The Processes that are going to be performed by the system Including data types of all variables & constants involved (note how they reflect the requirements)			
The on screen Outputs of the system (note how they reflect the requirements)			
The physical print out Outputs of the system (note how they reflect the requirements)			
Design			
The next few sections refer to this statement: <i>Effective designs have been completed which would enable an independent third party to implement the solution.</i> Note: Look ahead at the implementation and make sure you use enough aspects of the package available to maximise your marks.			
All Formulae (simple and complex) must be described and demonstrated using normal mathematical notation.			
All validation must be described. If you can perform some kind of validation then do it. Some types of validation are: • Presence check (Must be there) • Type check (e.g. must be a number) • Range check (e.g. must be between 1 and 10)			

Implementation (20 marks/33.333%)

Task	Done	Teacher tick
Putting the system together		
The next few sections refer to this statement: <i>Generic and package specific skills have been fully employed in an effective and appropriate manner.</i>		
Detail how you made the layout of the worksheets including: • Layout • Use of colour • Use of images (clipart or other)		
All the formulae you used in excel referencing your formula designs. Describing how each of the functions in excel work.		
Point out all the different data types you used (and how you implemented them) such as: • General • Currency • Accounting • Percentage • Etc...		
Detail how you made your macros (referencing the macro designs).		
Show changes you made, If you realise that something in your design wasn't appropriate or you found a better way of doing something don't go back and change your design. Comment on what you changed, why you changed it and how you changed it.		
Detail how you made a dialog box or other visual controls (required for the very top end of the marks) and linked it into a sheet or item, I recommend using this for a "quick edit" rather than for your general data input.		
If you changed/modified any VBA code then comment it fully and describe what you changed.		
Data validation & protection		
The next few sections refer to this statement: <i>Appropriate data capture and validation procedures, data organisation methods, output contents and formats and user interface(s) have been used.</i> Note: You may have to go back to your design to make sure you have all these in your system.		
Detail all your input sheets and how they work.		
Detail how you have organised your inputs (input sheets or odd boxes in other sheets)		
Comment on locking worksheets except for certain cells allowing users to only change what you want them to be able to change and not accidentally alter formulae. (If you haven't already look at the properties for locking worksheets & workbooks, You can specify		

some cells to not lock so the user can only input in 1 or 2 cells in a sheet and the rest can only be looked at) There are marks for doing and fully documenting this.		
Reference your design for validation. Show a list of items that have had to be validated (I recommend grouping by validation type/method) and demonstrate the workings of implementing your validation. E.g.: • A list of all items that are going to have a range check on. • How to use excel to enforce a range check • What error messages you used • How you implemented the error messages in excel		
Justification of choices		
The next few sections refer to this statement: <i>The selection of the chosen hardware and software facilities has been fully justified in relation to the solution developed.</i>		
Compare the hardware that you used to create the system with the hardware the end user will use.		
Discuss why you chose to use excel and how it has been the right choice.		
Compare the software's "hardware requirements" with the hardware that you and the end user are using.		
Overview of created system		
The next few sections refer to this statement: <i>An effective solution has been developed which is operable in the proposed environment by the intended end-user.</i>		
Annotated Screen shots of every worksheet dialog etc... demonstrating that they have been made. Referencing their designs.		
A description and some evidence of running through the full system.		
Reference the user requirements and how aspects of the system fulfil these requirements.		
Comment how the system fits the "environment" and the hardware available.		

Testing (12 marks/20%)

Task	Done	Teacher tick
Following the test plan		
The next few sections refer to this statement: <i>The test strategy and test plan previously devised have now been followed in a systematic manner, using typical, erroneous and extreme (boundary) data.</i>		
Show how you have worked through the tests in numerical order using the data specified in the plan.		
Demonstrate the results using descriptions and screen grabs where appropriate.		
Compare your results with the original plan and the expected results. <i>The results of testing are fully documented, with outputs crossreferenced to the original plan.</i>		
Show any changes/corrections made to the system due to errors found in testing.		
User testing		
Show comments from an end user to demonstrate that you have done end user testing.		
Include areas that the user liked		
Include small changes requested by the user: • Can you make this font larger • Can you change/add an imager there • Can you provide more help • Change error message		
Include any major changes requested by the user including addition of: • Dialog boxes • Worksheets • Printouts		
Changes made		
Document all changes made to the system from both areas of testing. <i>Corrective action taken due to test results is clearly documented.</i> Note: Some changes have to be made as a result of testing.		

Evaluation (6 marks/10%)

Task	Done	Teacher tick
Document how well the solution fulfils the requirements. <i>The effectiveness of the solution in meeting the detailed requirements specification has been fully assessed.</i> Note: I'd recommend taking each of the key headings from the specification to make sure that you discuss every aspect of your system and say how well it met the objectives.		
Make sure that you document the success of the project by a variety of criteria. <i>...with the candidate showing full awareness of the criteria for a successful information technology solution.</i> Include in this: • Validation • Security • Ease of use (especially if you mentioned it in your specification) and discuss HCI aspects.		
Comment on any weak areas of the solution. <i>The limitations of the solution have been clearly identified.</i>		
Comment on what you could do to improve the solution.		
Comment on ideas for if you were to redo the project how would you tackle it and what would you do differently.		

User documentation (9 marks/15%)

Task	Done	Teacher tick
Write an introduction to the system detailing what it is and what it is for.		
Produce instruction on how to do <i>all</i> tasks in the system even stating the obvious. Make guidelines on using relevant aspects of Excel as well as the individual parts of your system. <i>There is extensive user documentation for the solution which covers all relevant aspects, including normal operation...</i>		
Make sure you have information on problems that could be encountered. <i>...and common problems</i> This can include dealing with error messages about macros, or cells coming up with “#####” where the number is too big to fit in the space.		
Make sure your user guide is sufficiently idiot proof. <i>...and is appropriate to the needs of the end-user.</i>		