

**There are two summative assessments for this module:**

- A1 – MS Excel task (50%)
- A2 – In-class numeracy test (50%)

This assessment will take place over weeks 6,13

Students will have opportunities to submit their assessment drafts for formative feedback **in week 4 for A1 (MS Excel)** and in **week 11 for A2 (In-class numeracy test)**. Students will then modify their assessments based on the tutor's feedback before final submission for A1 via **Blackboard** at the end of **week 6**. The grade for this assessment will be based on fulfilling all assessments criteria.

Formative assessment support will take place in **weeks 4,5, 11, and 12**. Summative assessment will take place in **weeks 6 and 13**. Students must achieve a minimum **mark of 40%** to pass the module and achieve **20 academic credits** at Level 3.

For guidance on online submission of assignments, including how to submit and how to access online feedback, please refer to the UWL Blackboard student- help pages at: <http://www.uwl.ac.uk/blackboardhelp>

**Assessment 1: Ms Excel**

Starting from week one, students will be taught through lectures and seminar workshops the concepts of using excel for business activities. Students will learn how to use Microsoft Excel functions, to solve business transactional problems and will keep improving their excel capabilities through tutor's feedback as you develop skills in preparing, presenting and processing data using business software.

**Assessment 1 Details:****Ms Excel tasks (LO1, LO2, LO3, LO4)**

**Weighting:** 50%

Date/time/method of submission: Week 6

Based on the interested topic, you are required choose relevant raw data from the three choices provided. You then use MS Excel to manipulate the data obtained and present the solution, including your name and ID.

**Tasks:**

- Based on the chosen research topic or case study from the list **provided on Blackboard**, choose the relevant raw data for sampling and analysis.
- Use MS Excel to manipulate the raw data with various statistical techniques.
- Communicate the information and solution using relevant chart(s)

**Assessment Criteria:**

Assessment criteria	Maximum Marks %
<b>Understanding of topic</b> Brief description on what this data is about.	10%
<b>Raw Data Presentation</b> Choose appropriate data for sampling. Present the raw data on the spreadsheet, using Excel function, such as <b>auto-format</b> . Label the raw data accordingly.	20%
<b>Statistical Techniques</b> Convert the raw data into meaningful information, using <b>mean, median</b> and <b>mode</b> .	20%
<b>Data Manipulation</b> Using Excel functions such as <b>Auto-sum formula</b> (Sum, Average, Count, Max and Min). <b>Percentage/Decimal/Fraction/Ratio</b> (whichever is appropriate) to manipulate the data <b>Communicate the information using Visual</b> .	20%
<b>Representations</b> Present the data in appropriate types of chart(S)	20%
<b>Conclusions</b> Discuss the conclusions by interpreting the obtained data using the above information.	10%
<b>Total</b>	100%

**Additional Notes:**

- Spreadsheet must be professionally designed with required formulas/features and formulae must be evidenced. **Advanced feature/functions** of Excel used appropriately if required.

- **Labels of the columns and rows of Excel spreadsheet(s)**, must be clearly shown
- Table(s) must be professionally displayed.
- Chart(s) must be clearly labelled with correct headings and legend.
- Any commentary or analysis must be specific.
- Headings/Sub-heading must be used when appropriate.

### **Assessment 2: In-class Test**

**Weighting:** 50%

- Date/time/method of submission: Week 13
- The in-class numeracy test will cover various numerical subjects covered during the sessions from Week 1 to Week 10.
- The test can be in written *and/or* multiple-choice formats. It could also be run online.

**There would be MCQ practice test to support your preparation for the final test in week 13.**