

Programme for CA2 Module

Day One

Time	Session
09.30–9.45	<p><i>Registration and coffee</i></p> <p><i>Check identity as for other examinations</i></p>
9.45–10.00	<p>1. Introductions</p> <p>Aims and format for the two day Module</p>
10.00–10.30	<p>2. What can go wrong?</p> <ul style="list-style-type: none"> • Consider the main reasons for students failing • Handout Assessor's Comments
10.30–11.00	<p>3. Feedback from pre-module work on Excel techniques mini-modules</p> <ul style="list-style-type: none"> • Issues • Pitfalls • Hints and tips (to include any special techniques needed during the rest of the module/assessment)
11.00–11.15	Coffee
11.15–13.00	<p>4. Spreadsheet design and audit trail exercise</p> <ul style="list-style-type: none"> • Work on assignment P1 individually (½ hour) • Try to follow/ correct/ work on the spreadsheet (¼–½ hour) • Discuss in pairs/small groups (¼ hour) • Some groups to give feedback; comments from rest (¼–½ hour) • Importance of planning and brief discussion of Actroids exercise
13.00–14.00	Lunch
14.00–14.30	<p>5. Discussion of what makes a good spreadsheet design and audit trail</p> <ul style="list-style-type: none"> • Handout "Good Practice" tips for spreadsheet work
14.30–15.00	<p>6. Discussion of what makes a good summary</p> <ul style="list-style-type: none"> • Group discussions using assignment "Lucy's flat" • Some groups to give feedback; comments from rest • Examination requirements outlined by assessor
15.00–16.15	<p>7. Review pre-module assignment</p> <ul style="list-style-type: none"> • Explain marking schedule (¼ hour) • Students mark a sample 'borderline fail' solution against marking schedule and discuss in groups, drawing on own attempts (¾ hour) • Feedback and correct approach to marking demonstrated by assessor (¼ hour)
16.15–16.30	Tea
16.30–17.00	<p>Continued</p> <ul style="list-style-type: none"> • How to improve sample solution to a 'pass' standard (¼ hour) • Brief review of sample 'pass' solution • Practise saving material to CD
17.00–17.15	8. Summary and outline of tomorrow's examination format

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Day Two

Time	Session
To 08.40	<i>Registration and coffee</i> <i>Security as for examinations</i>
08.45–09.00	Examination instructions issued followed by reading time
09.00–09.15	Planning time (without work on PCs)
09.15–13.00	Individuals work under examination conditions
11.00–11.15	Coffee
13.00–13.45	Lunch (mandatory ½ hour break)
13.45–16.30	Continue individual work under examination conditions
15.00–15.15	Tea
16.30 or earlier	Hand in exam material