

Specimen Programme for CA2 Module

Day One

Time	Session
09.30-9.45	<i>Registration and coffee</i> <i>Check identity as for other examinations</i>
9.45-10.00	1. Introductions Aims and format for the two day Module
10.00-10.30	2. Feedback from pre-course work on Excel techniques mini-modules <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	Coffee (during next session)
10.30-12.30	3. Spreadsheet design and audit trail exercise <ul style="list-style-type: none"> • Work on assignment P1 individually (1/2 hour) • Coffee break at 11.00 • Work in pairs to follow/ correct/ work on the spreadsheets (1/4 – 1/2 hour) • Discuss approaches in pairs/small groups (1/4 hour) • Some groups to give feedback; comments from rest (1/4 – 1/2 hour) • Handout P1 sample solution
12.30 – 13.00	4. Discussion of what makes a good spreadsheet design and audit trail <ul style="list-style-type: none"> • Handout 'Good Practice' tips for spreadsheet work
13.00–14.00	Lunch
14.00-14.30	5. Discussion of what makes a good summary <ul style="list-style-type: none"> • Group discussions using assignment 'Lucy's flat' • Some groups to give feedback; comments from rest • Handout Discussion points • Examination requirements outlined by assessor
14.30-15.45	6. Review pre-course assignment <ul style="list-style-type: none"> • Explain marking schedule (1/4 hour) • Good and less good features of sample solution (1/4 hour) • Students mark each other's (hard copy) output on mark sheets against marking schedule and discuss in pairs (3/4 hour)
15.45 – 16.00	Tea
16.00 – 16.30	continued <ul style="list-style-type: none"> • Feedback and correct approach to marking demonstrated by assessor (1/4 hour) • Practise saving material to CD
16.30 – 17.00	7. Why might I fail? <ul style="list-style-type: none"> • Consider the main reasons for students failing • Handout Assessor's Comments
17.00-17.15	8. Summary and outline of tomorrow's examination format

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 hard copy of summary and spreadsheet plus all on CD