

Guidelines for the Course Assignments

The aim of this paper is to assess the candidate's ability to complete a course assignment on Information Technology. Candidates are required to produce a report which will demonstrate their ability to analyze a problem, identify requirements, and make appropriate use of information technology in providing solutions which they will design, implement, test and evaluate.

1. Candidates should analyze a situation and decide on the tasks which will need to be completed. They should specify the input and output requirements and make appropriate use of information technology tools to solve the problem.
2. Candidates should clearly spell out the resources required, input format, output format, data collection and manipulation.
3. The report should include the following contents whenever applicable :
 - (a) Description of problem and identification of requirements
 - (b) Justification of choice of information technology tools
 - (c) Input format and output format
 - (d) User instructions
 - (e) Program structure and operational flowcharting
 - (f) Data manipulation and information handling
 - (g) Testing and evaluation
 - (h) Conclusion and discussion
4. Candidates must include in their report the sources from which they chose information technology tools and acknowledge any reference materials which they used.
5. Their report should be written or printed on A4 size paper. All pages should be numbered and then bound together. The length of the report should be about 100 words. Graphs, drawing and diagrams must be clearly labeled and inserted in appropriate places in the text. On the cover of the report, the candidate's number should be the only source of identification.

Notes : A candidate who wholly or partially reproduces another candidate's work is liable to be disqualified from the examination.