

Grade 7 EMS Worksheet

Assessment Task: Storing documents

Safely storing documents (Pair activity)

Work with a partner. Collect pictures of different ways of safely storing paper-based and electronic documents.

a) Compile a poster in which you describe the different characteristics of paper-based and electronic filing (at least four facts on each). Decorate your poster with the pictures you have collected.

b) Present your poster to the class and give an oral presentation of about two minutes about storing documents in a small business. Look at the assessment rubric to see how you will be assessed.

[Total: 20 marks]

Teacher assessment rubric

Criteria					Marks
Format and style [Marks out of 4]	The poster uses various colours and variation in fonts and font sizes to grab the attention. [4 marks]	The poster uses two to three colours and little variation in fonts and font sizes to grab the attention. [3 marks]	The poster uses one colour and very little variation in font and font size. The poster does not really grab the attention. [2 marks]	The poster is dull and uninteresting. It does not grab the attention at all. [1 mark]	
Information included in poster: description of storing paper-based documents [Marks out of 4]	The poster includes at least four correct facts about storing paper-based documents. [4 marks]	The poster includes three correct facts about storing paper-based documents. [3 marks]	The poster includes two correct facts about storing paper-based documents. [2 marks]	The poster includes one or no correct facts about storing paper-based documents. [1 mark]	
Information included in poster: description of storing electronic	The poster includes at least four correct facts about storing electronic documents. [4 marks]	The poster includes three correct facts about storing electronic documents. [3 marks]	The poster includes two correct facts about storing electronic documents. [2 marks]	The poster includes one or no correct facts about storing electronic documents. [1 mark]	

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documents [Marks out of 4]	[4 marks]	[3 marks]	[2 marks]	[1 mark]	
Attractiveness of poster [Marks out of 4]	The poster is very attractive and neat. [4 marks]	The poster is attractive and neat. [3 marks]	The poster is somewhat attractive, but not neat. [2 marks]	The poster is unattractive and untidy. [1 mark]	
Presentation [Marks out of 4]	Excellent presentation given with confidence. Very well prepared. [4 marks]	Very good presentation. Good preparation. [3 marks]	Satisfactory presentation. Preparation could have been better. [2 marks]	Poor presentation. Clearly very little preparation. [1 mark]	
Total marks out of 20:					

Level 4: 15–20 marks (70–100%) – Outstanding

Level 3: 10–14 marks (50–69%) – Achieved

Level 2: 7–9 marks (35–49%) – Partially achieved

Level 1: 1–6 marks (1–34%) – Not achieved

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Suggested Solutions

Not applicable.

Appendix of Assessment Tools

Teacher assessment rubric

Criteria					Marks
Format and style [Marks out of 4]	The poster uses various colours and variation in fonts and font sizes to grab the attention. [4 marks]	The poster uses two to three colours and little variation in fonts and font sizes to grab the attention. [3 marks]	The poster uses one colour and very little variation in font and font size. The poster does not really grab the attention. [2 marks]	The poster is dull and uninteresting. It does not grab the attention at all. [1 mark]	
Information included in poster: description of storing paper-based documents [Marks out of 4]	The poster includes at least four correct facts about storing paper-based documents. [4 marks]	The poster includes three correct facts about storing paper-based documents. [3 marks]	The poster includes two correct facts about storing paper-based documents. [2 marks]	The poster includes one or no correct facts about storing paper-based documents. [1 mark]	
Information included in poster: description of storing electronic documents [Marks out of 4]	The poster includes at least four correct facts about storing electronic documents. [4 marks]	The poster includes three correct facts about storing electronic documents. [3 marks]	The poster includes two correct facts about storing electronic documents. [2 marks]	The poster includes one or no correct facts about storing electronic documents. [1 mark]	
Attractiveness of poster [Marks out of 4]	The poster is very attractive and neat. [4 marks]	The poster is attractive and neat. [3 marks]	The poster is somewhat attractive, but not neat. [2 marks]	The poster is unattractive and untidy. [1 mark]	
Presentation [Marks out of 4]	Excellent presentation given with confidence. Very well prepared. [4 marks]	Very good presentation. Good preparation. [3 marks]	Satisfactory presentation. Preparation could have been better. [2 marks]	Poor presentation. Clearly very little preparation. [1 mark]	
Total marks out of 20:					

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- Level 3: 10–14 marks (50–69%) – Achieved**
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- Level 1: 1–6 marks (1–34%) – Not achieved**