

Q1. [a] Type the following passage. as it appears, into a word processor and save it as DOC1 (22mks)

## **E**xamination hints and tips

### **E**xamination technique

Good grades in examination are usually the result of **good examination techniques**.  
Knowing the theory very well may not get you a good grade unless you know the **rules**.

#### **Examination jargon**

It is important to know what the examiners expect, and the list of **key words** produced by **KNEC** is essential reading. The **key terms**, referring to keywords in KNEC computing examinations are as follows.

**Name (What is the name of?).** Usually it requires a technical term or its equivalent. Answers to this type of question normally involve no more than one or two words.

**List.** A number of features or points, each often no more than a single word, with no elaboration or detail required.

**Define (What is meant by?).** Define' requires a statement giving the meaning of the particular term. 'What is meant by...?' is used more frequently as it emphasizes a formal definition as such is not required.

**Outline.** A brief summary of the main point as required. The best guide to the amount of details required lies in the mark allocation; approximately one to one and half minutes should be allowed per mark. This generally works out at around two or three lines in standard answer booklet for each mark.

**Describe.** Means more than it says. 'Give a description of ..' So, Describe one feature of a graphical user interface (GUI) which is likely to be helpful to a non technically minded user' requires a description of a feature such as a pictorial icon in terms of making a selection and execution of a program easier. 'Describe one relationship that can be inferred from the data requirements' means supplying its name and degree.

**Explain.** This creates major difficulties for many candidates. A reason or interpretation must be given, no a description. The term '**Describe**' answers the question '**What**': the term '**Explain**' answers the question '**Why**'.

**Suggest.** 'Suggest' is used when it is not possible to give the answer directly from the facts that form part of the subject material detailed in the specification. The answer should be based on the general understanding rather than on recall of learnt material. It also indicates that there may be a number of correct alternatives.

**Give evidence for (Using examples from....).** Answers to questions involving these phrases must follow the instruction. Marks are always awarded for appropriate references to the information provided. General answers, however comprehensive, will not gain maximum credit.

**Calculate.** This term is used where the only requirements is a numerical answer expressed in appropriate units.

**State.** 'State' falls short of Describing' and amounts to no more than making bullet points. For example, for State one advantage of writing a program as a collection of modules' the answer might be, 'Team of programmers are able to work on producing individual modules at the same time.'

### Computing content

Some computing questions are difficult to answer the following reasons:

- Innovation happens so quickly that old criteria may no longer apply.
- The number of ways of doing the same thing is so vast that is difficult to mark same material.

Examination boards have their work cut to make sure that all, questions are still relevant. Not many subjects have to check on the relevance of material so close to printing papers.

(b) Type the following passage, as it appears, into a word processor and save it as DOC2. (10marks)

### Use the obvious answers

Don't try to be too clever when you answer questions. and go for obvious answers if you have a choice. Consider, for example, the following question:

State three *differences* between a **hard disk** and a **floppy disk**.

Three 'correct' answers could be as follows:

- A hard disk might use a F.A.T; floppy disk never does.
- The heads of a floppy disk move in and out in a straight line, on a hard disk they move in and out on rotating arm.
- A hard disk is sealed: a floppy disk is open to the elements.

Better, answer, containing **more obvious differences**, would be as follows:

- A hard disk is able to store a huge amount of information compared to floppy.
- You are able to read data from a hard disk at a much faster rate compared to a floppy.
- A hard disk is usually fixed; a floppy disk is portable, thus allowing easy data transfer between computers.

All bulleted points above are 'correct', but the *ones below* would *probably be in the marking scheme*, along with others like the hard. disk is much more reliable than the floppy.

[c] Type the following passage, as it appears into a word processor and save it as D.1C3 (5 marks)

### Why is this so?

Students at starehe, especially those who have always done well in their academics, think that the 'obvious answer, are So *obvious and simple* than they do not seem much different to those required for KCSE examinations. They argue that KCSE' answers must be looking for something a lot technical. Some of the topics, like the disk example above, are not! Some even think that the more technical their answers are the more they impress the examiner. It is important to bear in mind that **intricacies of the hardware** and not required in the subject specifications. Only the **characteristics of the devices** in terms of **speed, common usage and data transfer rates** are needed, and that is that the examiners are looking for.

Check what you actually need in your subject specification, it seems unfair, but '*right answers often gain no marks because they are not in the syllabus specifications. and hence not in the marking scheme*'.

Perhaps some examination questions should be more specific, but many sensitive alternatives are usually catered for.

Remember, carefully following the guidance given **could gain you a grade or even two!**.

[d] Type the following passage, as it appears, into word — processor and save it as DOC4 (5 marks)

**Examination Practice.**

There is no substitute for undertaking actual examination question in the intended time. Sit down in a quiet environment, then spend 1 hours doing a real examination paper from KNEC. You must then mark it according to the marking scheme; marking the 'right answers' wrong if they are not specifically allowed in the marking scheme. This is the only way that you will get a good condition of how you will do in the real examination.

- [c] Copy the contents of doc2 onto doc 1 as the last paragraph then save doc 1 as doc 5 (2mks)
- [f] Copy the content of doc3 onto doc5 as the last paragraph then save doc 5 as doc6 (2mks)
- [g] Copy the content of doc4 onto doc6 as the last paragraph then save doc 6 as doc 7 (2mks)
- [h] Spell check doc 7 (2mks)
- [i] Print doc1, doc 5, doc 6, doc 7.

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