

Student Name: _____**Class:** _____**Student ID:** _____**Date:** _____

Assessment Details

Duration: 2 hours	Total Marks: 100
Topics Covered:	<ul style="list-style-type: none">• IT Tools for Productivity• Digital Distractions• Time Management• Collaboration Tools

Instructions to Students:

1. Read all questions carefully before attempting.
2. Show all working out - marks are awarded for method.
3. Calculator use is permitted except where stated otherwise.
4. Write your answers in the spaces provided.
5. If you need more space, use the additional pages at the end.
6. Time management is crucial - allocate approximately 1 minute per mark.

Section A: Multiple Choice [20 marks]

Question 1

[2 marks]

What is the primary function of a project management tool?

A) To manage digital distractions

B) To collaborate with peers

C) To assign tasks and track progress

D) To evaluate productivity

Question 2

[2 marks]

Which of the following is an example of a digital distraction?

A) Social media

B) Email

C) Project management tool

D) Task management tool

Question 3

[2 marks]

What is the purpose of a password manager?

A) To generate strong passwords

B) To store passwords securely

C) To share passwords with others

D) To reset passwords

Question 4

[2 marks]

How can IT tools help individuals manage their time more effectively?

A) By providing reminders and notifications

B) By automating repetitive tasks

C) By tracking progress and setting goals

D) All of the above

Question 5

[2 marks]

What is the difference between a cloud-based storage service and a local storage device?

A) Cloud-based storage is more secure

B) Local storage is more accessible

C) Cloud-based storage is accessible from anywhere

D) Local storage is more expensive

Question 6

[5 marks]

Describe a situation where you would use a project management tool to manage a group project. How would you use the tool to assign tasks and track progress?

Question 7

[5 marks]

Explain how you would use IT tools to minimize digital distractions while working on a task. Provide at least two examples.

Question 8

[5 marks]

Describe a situation where you would use a time management tool to schedule tasks and set reminders. How would you use the tool to prioritize tasks and manage your time?

Question 9

[5 marks]

Explain how you would use IT tools to collaborate with peers on a project. Provide at least two examples of collaboration tools you would use.

Question 10

[5 marks]

Describe a situation where you would use a productivity tool to evaluate your progress and identify areas for improvement. How would you use the tool to set goals and track your progress?

Question 11

[20 marks]

Design a productivity system using IT tools that would help you manage your time and tasks more effectively. Include at least three IT tools in your system and explain how you would use each tool to manage your time and tasks. Provide a diagram or flowchart to illustrate your system.



Additional Space for Answers

