

13. Assessments

Assessment Number	1
Assessment Type (and weighting)	Written Report (100%)
Assessment Name	Valuemart Report
Assessment Submission Date	13 th April 2018

Learning Outcomes Assessed:

Learning Outcomes	Assessment
LO1: Make basic calculations and explain the results of these	Assessments 1
LO2: Make recommendations based on basic analysis of data	Assessment 1
LO3: Use spreadsheets to create tables and charts	Assessment 1
LO4: Demonstrate word processing skills and write a report	Assessments 1
LO5: Produce a PowerPoint to show key findings	Assessment 1

Assessment Brief

You have been asked to research and analyse the shopping habits and preferences of customers at the *Valuemart Supermarket* located near the centre of Bolton.

The supermarket has conducted a survey using a questionnaire. You should use this data (see next page) to produce a report and PowerPoint slides for the supermarket managers.

You should:

1. Calculate percentages for each question on the questionnaire.
2. Create a spreadsheet of the data and produce charts for each question on the questionnaire.
3. Analyse the data and produce a report in Microsoft Word that outlines the results, with tables and graphs included, and provides recommendations for improving the supermarket's services.
4. Produce a set of PPT slides for the supermarket managers with the key points from the report.

Your report must include a title page, contents page, page numbers, appendices and be formatted correctly using size 12 Arial font, double spaced and fully justified.

You should submit your report and PPT slides via Moodle (Turnitin). You do not need to hand in a paper copy.