MARK SCHEME for the 2004 question paper

CAMBRIDGE INTERNATIONAL DIPLOMA IN ICT

5181 Core, maximum mark 100

This mark scheme is published as an aid to teachers and students, to indicate the requirements of the examination. It shows the basis on which Examiners were initially instructed to award marks. They do not indicate the details of the discussions that took place at an Examiners' meeting before marking began. Any substantial changes to the mark scheme that arose from these discussions will be recorded in the published *Report on the Examination*.

All Examiners are instructed that alternative correct answers and unexpected approaches in candidates' scripts must be given marks that fairly reflect the relevant knowledge and skills demonstrated.

Mark schemes must be read in conjunction with the question papers and the *Report on the Examination*.

- CIE will not enter into discussion or correspondence in connection with these mark schemes.

CAMBRIDGE INTERNATIONAL DIPLOMA

Foundation Level

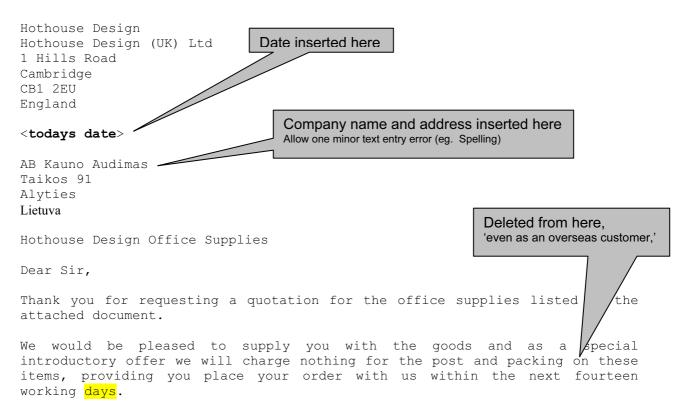| |
|---|
| MARK SCHEME |
| MAXIMUM MARK: 100 |
| PAPER: 5181/A

ICT (Core) |

Printout of the e-mail prepared and ready to send to autoresponder

Check the send to address: **design.h@ucles.org.uk**
Check the subject line **ICTCOREX**
Check the body text for **I have saved the files.**
Allow only one data entry error in text but none in the address line or subject line
Check for candidate name and today's date

www.xtremepapers.net

```
Hothouse Design
Hothouse Design (UK) Ltd
1 Hills Road
Cambridge
CB1 2EU
England
```

<todays date>

```
AB Kauno Audimas
Taikos 91
Alyties
```
Lietuva

Hothouse Design Office Supplies

Dear Sir,

Thank you for requesting a quotation for the office supplies listed the attached document.

We would be pleased to supply you with the goods and as a special introductory offer we will charge nothing for the post and packing on these items, providing you place your order with us within the next fourteen working days.

We would also like to draw your attention to our range of computer consumables which are probably the cheapest branded products available at the current time. For many brands we can offer bulk discount prices which are better that those offered to you by the manufacturers.

If you wish to take advantage of this offer, or indeed have any questions, please contact Radhika Tamaiya, or any of our sales team at the above address.

Yours sincerely

A. Student

Hothouse Design
Hothouse Design (UK) Ltd
1 Hills Road
Cambridge
CB1 2EU
England

<todays date>

AB Kauno Audimas
Taikos 91
Alyties
Lietuva

Hothouse Design Office Supplies

This line only
24 point
sans-serif font
centre aligned
italic

Dear Sir,

Thank you for requesting a quotation for the office supplies listed on the attached document.

We would be pleased to supply you with the goods and as a special introductory offer we will charge nothing for the post and packing on these items, providing you place your order with us within the next fourteen working days.

We would also like to draw your attention to our range of computer consumables which are probably the cheapest branded products available at the current time. For many brands we can offer bulk discount prices which are better that those offered to you by the manufacturers.

If you wish to take advantage of this offer, or indeed have any questions, please contact Radhika Tamaiya, or any of our sales team at the above address.

Yours sincerely

All body text
12 point
serif font
left aligned
single line spacing

A. Student

Medium
Cells right aligned

Size
Cells centre aligned

Data entry – Cost column
100% accuracy essential
Formatted as US$ to 2 dp

Total
Calculated & replicated correctly
Formatted as US$ to 2 dp

Code	Name	Medium	Size	Pack	Cost	Number	Total
BITSS-12	Transparency	Inkjet	A4	120	$9.99	5	$49.95
BITSS-13	Transparency	Laser	A4	120	$12.99	8	$103.92
BITSS-25	Paper	Laser	A5	500	$2.38	2	$4.76
BITSS-26	Paper	Laser	A4	500	$2.64	14	$36.96
BITSS-27	Paper	Photographic	10x15	20	$8.00	3	$24.00
BITSS-28	Paper	Inkjet	A3	100	$28.68	1	$28.68
BITSS-29	Paper	Inkjet	A4	100	$8.99	4	$35.96
BITSS-33	Post-it	notes - rainbow	76x76	500	$3.99	6	$23.94
BITSS-34	Post-it	notes - yellow	76x76	500	$3.49	30	$104.70
BITSS-35	Post-it	notes - pink	76x76	500	$3.49	4	$13.96
BITSS-56	Copier labels	Laser	70x37	2400	$8.00	5	$40.00
BITSS-57	Copier labels	Laser	105x37	1600	$8.00	2	$16.00
BITSS-58	Copier labels	Laser	105x71	800	$8.00	1	$8.00
BITSS-59	Copier labels	Laser	105x149	400	$15.00	1	$15.00
BITSS-60	Copier labels	Laser	210x297	100	$15.00	3	$45.00
BITSS-61	Copier labels	Laser	105x58	1000	$15.00	1	$15.00
BITSS-106	Post-it	note tray	76x76	1	$1.99	2	$3.98
BITSS-109	Post-it	fax notes	105x38	1200	$13.99	1	$13.99
							$583.80

Column Total (SUM)
Calculated & replicated correctly
Formatted as US$ to 2 dp

Data entry – last 2 full rows
100% accuracy essential
Any order – inserted above or between other rows is acceptable

Check candidate's name is printed
Position is immaterial

www.xtremepapers.net

Code	Name	Medium	Size	Pack	Cost	Number	Total
BITSS-12	Transparency	Inkjet	A4	120	9.99	5	=F2*G2
BITSS-13	Transparency	Laser	A4	120	12.99	8	=F3*G3
BITSS-25	Paper	Laser	A5	500	2.38	2	=F4*G4
BITSS-26	Paper	Laser	A4	500	2.64	14	=F5*G5
BITSS-27	Paper	Photographic	10x15	20	8	3	=F6*G6
BITSS-28	Paper	Inkjet	A3	100	28.68	1	=F7*G7
BITSS-29	Paper	Inkjet	A4	100	8.99	4	=F8*G8
BITSS-33	Post-it	notes - rainbow	76x76	500	3.99	6	=F9*G9
BITSS-34	Post-it	notes - yellow	76x76	500	3.49	30	=F10*G10
BITSS-35	Post-it	notes - pink	76x76	500	3.49	4	=F11*G11
BITSS-56	Copier labels	Laser	70x37	2400	8	5	=F12*G12
BITSS-57	Copier labels	Laser	105x37	1600	8	2	=F13*G13
BITSS-58	Copier labels	Laser	105x71	800	8	1	=F14*G14
BITSS-59	Copier labels	Laser	105x149	400	15	1	=F15*G15
BITSS-60	Copier labels	Laser	210x297	100	15	3	=F16*G16
BITSS-61	Copier labels	Laser	105x58	1000	15	1	=F17*G17
BITSS-106	Post-it	note tray	76x76	1	1.99	2	=F18*G18
BITSS-109	Post-it	fax notes	105x38	1200	13.99	1	=F19*G19
							=SUM(H2:H19)

Formulae – for this column & SUM
Formulae must be used and produce correct results
Formulae must include cell referencing or named references
Different formulae/methods may be applied but results must be correct (see previous page)

Check candidate's name is printed
Position is immaterial

www.xtremepapers.net

Code	Name	Medium	Size	Pack	Cost	Number	Total
BITSS-106	Post-it	note tray	76x76	1	$1.99	2	$3.98
BITSS-34	Post-it	notes - yellow	76x76	500	$3.49	30	$104.70
BITSS-35	Post-it	notes - pink	76x76	500	$3.49	4	$13.96
BITSS-33	Post-it	notes - rainbow	76x76	500	$3.99	6	$23.94
BITSS-109	Post-it	fax notes	105x38	1200	$13.99	1	$13.99

Code	Name	Medium	Size	Pack	Cost	Number	Total
BITSS-26	Paper	Laser	A4	500	$2.64	14	$36.96
BITSS-34	Post-it	notes - yellow	76x76	500	$3.49	30	$104.70

www.xtremepapers.net

CAMBRIDGE INTERNATIONAL DIPLOMA

Foundation Level

MARK SCHEME

MAXIMUM MARK: 100

PAPER: 5181/B

ICT (Core)
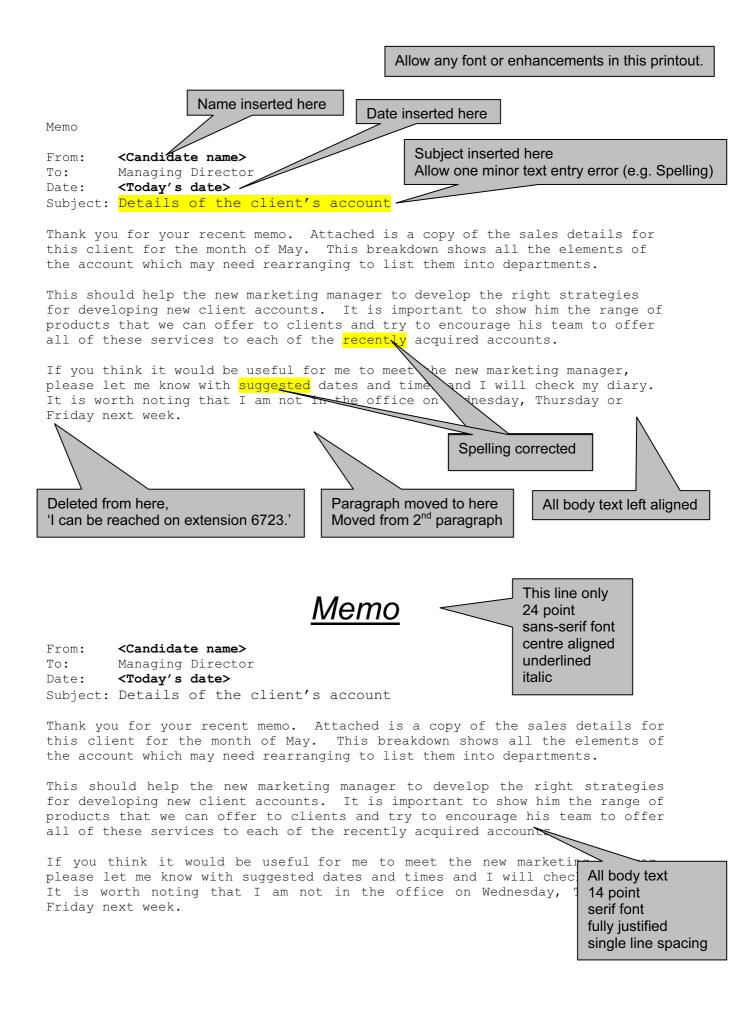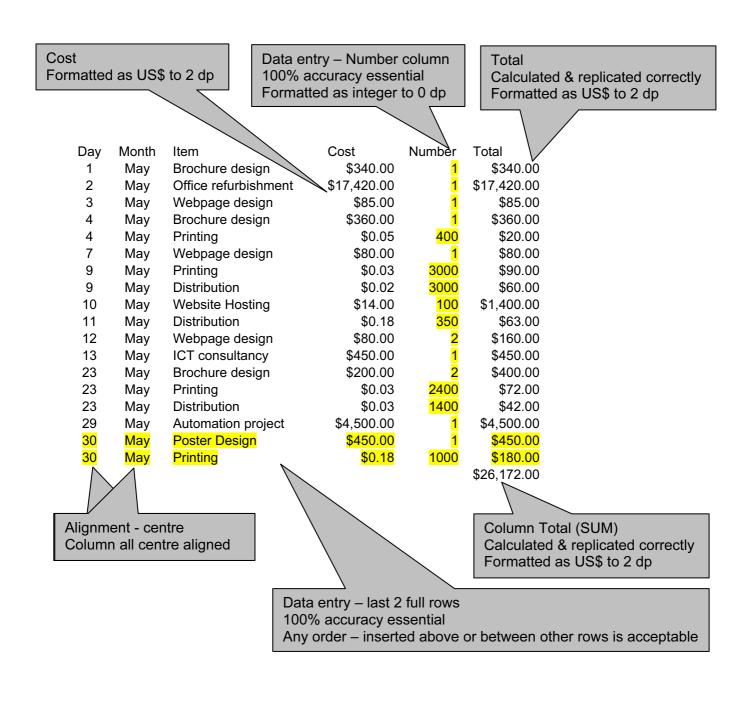
Printout of the e-mail prepared and ready to send to autoresponder

Check the send to address: **design.h@ucles.org.uk**
Check the subject line **ICTCOREX**
Check the body text for **I have saved the files.**
Allow only one data entry error in text but none in the address line or subject line
Check for candidate name and today's date

Name inserted here

Date inserted here

Subject inserted here
Allow one minor text entry error (e.g. Spelling)

Memo

From: **<Candidate name>**
To: Managing Director
Date: **<Today's date>**
Subject: Details of the client's account

Thank you for your recent memo. Attached is a copy of the sales details for
this client for the month of May. This breakdown shows all the elements of
the account which may need rearranging to list them into departments.

This should help the new marketing manager to develop the right strategies
for developing new client accounts. It is important to show him the range of
products that we can offer to clients and try to encourage his team to offer
all of these services to each of the recently acquired accounts.

If you think it would be useful for me to meet the new marketing manager,
please let me know with suggested dates and times and I will check my diary.
It is worth noting that I am not in the office on Wednesday, Thursday or
Friday next week.

Spelling corrected

Deleted from here,
'I can be reached on extension 6723.'

Paragraph moved to here
Moved from 2nd paragraph

All body text left aligned

Memo

This line only
24 point
sans-serif font
centre aligned
underlined
italic

From: **<Candidate name>**
To: Managing Director
Date: **<Today's date>**
Subject: Details of the client's account

Thank you for your recent memo. Attached is a copy of the sales details for
this client for the month of May. This breakdown shows all the elements of
the account which may need rearranging to list them into departments.

This should help the new marketing manager to develop the right strategies
for developing new client accounts. It is important to show him the range of
products that we can offer to clients and try to encourage his team to offer
all of these services to each of the recently acquired accounts.

If you think it would be useful for me to meet the new marketing manager,
please let me know with suggested dates and times and I will check
It is worth noting that I am not in the office on Wednesday, T
Friday next week.

All body text
14 point
serif font
fully justified
single line spacing

Day	Month	Item	Cost	Number	Total
1	May	Brochure design	$340.00	1	$340.00
2	May	Office refurbishment	$17,420.00	1	$17,420.00
3	May	Webpage design	$85.00	1	$85.00
4	May	Brochure design	$360.00	1	$360.00
4	May	Printing	$0.05	400	$20.00
7	May	Webpage design	$80.00	1	$80.00
9	May	Printing	$0.03	3000	$90.00
9	May	Distribution	$0.02	3000	$60.00
10	May	Website Hosting	$14.00	100	$1,400.00
11	May	Distribution	$0.18	350	$63.00
12	May	Webpage design	$80.00	2	$160.00
13	May	ICT consultancy	$450.00	1	$450.00
23	May	Brochure design	$200.00	2	$400.00
23	May	Printing	$0.03	2400	$72.00
23	May	Distribution	$0.03	1400	$42.00
29	May	Automation project	$4,500.00	1	$4,500.00
30	May	Poster Design	$450.00	1	$450.00
30	May	Printing	$0.18	1000	$180.00
					$26,172.00

Day	Month	Item	Cost	Number	Total
1	May	Brochure design	340	1	=D2*E2
2	May	Office refurbishment	17420	1	=D3*E3
3	May	Webpage design	85	1	=D4*E4
4	May	Brochure design	360	1	=D5*E5
4	May	Printing	0.05	400	=D6*E6
7	May	Webpage design	80	1	=D7*E7
9	May	Printing	0.03	3000	=D8*E8
9	May	Distribution	0.02	3000	=D9*E9
10	May	Website Hosting	14	100	=D10*E10
11	May	Distribution	0.18	350	=D11*E11
12	May	Webpage design	80	2	=D12*E12
13	May	ICT consultancy	450	1	=D13*E13
23	May	Brochure design	200	2	=D14*E14
23	May	Printing	0.03	2400	=D15*E15
23	May	Distribution	0.03	1400	=D16*E16
29	May	Automation project	4500	1	=D17*E17
30	May	Poster Design	450	1	=D18*E18
30	May	Printing	0.18	1000	=D19*E19
					=SUM(F2:F19)

Formulae – for this column & SUM
Formulae must be used and produce correct results
Formulae must include cell referencing or named references
Different formulae/methods may be applied but results must be correct (see previous page)

Check candidate's name is printed
Position is immaterial

www.xtremepapers.net

Day	Month	Item	Cost	Number	Total
12	May	Webpage design	$80.00	2	$160.00
7	May	Webpage design	$80.00	1	$80.00
3	May	Webpage design	$85.00	1	$85.00

Day	Month	Item	Cost	Number	Total
29	May	Automation project	$4,500.00	1	$4,500.00
30	May	Poster Design	$450.00	1	$450.00
30	May	Printing	$0.18	1000	$180.00