

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge International Diploma Foundation Level

MARK SCHEME for the 2005 question paper

CAMBRIDGE INTERNATIONAL DIPLOMA IN ICT

5181

Document Production, Data Manipulation, Communication, 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.

CIE is publishing the mark schemes for the November 2005 question papers for most IGCSE and GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

2005

CAMBRIDGE INTERNATIONAL DIPLOMA
Foundation Level

MARK SCHEME

MAXIMUM MARK: 100

PAPER: 5181/A

ICT (Document Production, Data Manipulation, Communication)

| | | |
|---------------|---|-----------------|
| Page 1 | Mark Scheme | Syllabus |
| | CAMBRIDGE INTERNATIONAL DIPLOMA - 2005 | 5181/A |

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

| | | |
|---------------|---|-----------------|
| Page 2 | Mark Scheme | Syllabus |
| | CAMBRIDGE INTERNATIONAL DIPLOMA - 2005 | 5181/A |

Hothouse Design

1 Hills Road

Cambridge

CB1 2EU

England

<today's date>

Date inserted here

Company name and address inserted here
Allow one minor text entry error (eg. Spelling)

Aus-style Publications

195 Howard Road

Mount Eliza

Melbourne

Victoria 3765

Australia

Demographic Study Brochure

Dear Sir,

Thank you for **your** order for the advertising leaflets on world population growth.

The draft document has been e-mailed to you as an attachment to my last message. We would like you to proof read this document to ensure that it is 100% correct, before we go to print. Errors at this stage of the process would be extremely costly. I have also attached to this letter hard copies of the final proofs of the document and a brief summary of some of the demographic figures on a region by region basis.

I hope to receive written confirmation that the final proofs are correct within **your** deadline. We will be able to organise the printing in order to meet **your** final deadline.

1.5 line spacing
10 point
left aligned
sans-serif font (e.g. Arial)

Spelling corrected

Deleted from here,
'These are the figures that you requested'

We value your custom and are pleased that you selected Hothouse Design as your chosen supplier. I hope that we can continue to work for you.

Yours sincerely

Paragraph moved to here
Moved from 1st paragraph

<A. Student >

Name inserted here

| | | |
|---------------|---|-----------------|
| Page 3 | Mark Scheme | Syllabus |
| | CAMBRIDGE INTERNATIONAL DIPLOMA - 2005 | 5181/A |

Hothouse Design
1 Hills Road
Cambridge
CB1 2EU
England

<today's date>

Aus-style Publications
195 Howard Road
Mount Eliza
Melbourne
Victoria 3765
Australia

This line only
24 point
sans-serif font (e.g. Arial)
centre aligned
italic

Demographic Study Brochure

Dear Sir,

Thank you for your order for the advertising leaflets on world population growth.

The draft document has been e-mailed to you as an attachment to my last message. We would like you to proof read this document to ensure that it is 100% correct, before we go to print. Errors at this stage of the process would be extremely costly. I have also attached to this letter hard copies of the final proofs of the document and a brief summary of some of the demographic figures on a region by region basis.

I hope to receive written confirmation that the final proofs are correct within the next two weeks. This will enable us to organise the printing in order to meet your final deadline.

We value your custom and are pleased that you selected Hothouse Design as your chosen supplier. I hope that we can continue to work for you.

Yours sincerely

All body text
Single line spacing
12 point
fully justified
serif font(e.g. Times New Roman)

<A. Student >

Continent
Cells right aligned

Data entry
Population column
100% accuracy essential

Density
Calculated & replicated correctly
Formatted to 0 dp

Urban
Formatted as % to 0 dp

| Continent | Region | Population | Area | Density | Urban |
|-----------|---------------|------------|---------|---------|-------|
| Africa | Northern | 188 | 3286031 | 22 | 45% |
| Africa | Western | 256 | 2370015 | 42 | 35% |
| Africa | Eastern | 263 | 2456184 | 41 | 20% |
| Africa | Middle | 104 | 2553151 | 16 | 33% |
| Africa | Southern | 50 | 1032730 | 19 | 50% |
| America | North | 323 | 7699508 | 16 | 79% |
| America | Central | 144 | 957452 | 58 | 68% |
| Caribbean | | 38 | 90653 | 162 | 62% |
| America | South | 358 | 6898579 | 20 | 79% |
| Oceania | | 32 | 3306741 | 4 | 69% |
| Asia | East | 1519 | 4546050 | 129 | 45% |
| Europe | Northern | 95 | 675794 | 54 | 83% |
| Europe | Western | 185 | 427702 | 167 | 78% |
| Europe | Eastern | 301 | 7264035 | 16 | 68% |
| Europe | Southern | 147 | 508337 | 112 | 70% |
| Asia | Western | 204 | 1823873 | 43 | 62% |
| Asia | South Central | 1563 | 4157320 | 145 | 30% |
| Asia | South East | 544 | 1735448 | 121 | 37% |
| | | 6314 | | | |

Check column widths to
ensure no data is hidden
Data includes labels

Column Total (SUM)
Calculated & replicated correctly

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

| | | |
|---------------|---|-----------------|
| Page 5 | Mark Scheme | Syllabus |
| | CAMBRIDGE INTERNATIONAL DIPLOMA - 2005 | 5181/A |

| | A | B | C | D | E | F |
|----|-----------|---------------|--------------|---------|-----------------|-------|
| 1 | Continent | Region | Population | Area | Density | Urban |
| 2 | Africa | Northern | 188 | 3286031 | =C2*386103/D2 | 0.45 |
| 3 | Africa | Western | 256 | 2370015 | =C3*386103/D3 | 0.35 |
| 4 | Africa | Eastern | 263 | 2456184 | =C4*386103/D4 | 0.2 |
| 5 | Africa | Middle | 104 | 2553151 | =C5*386103/D5 | 0.33 |
| 6 | Africa | Southern | 50 | 1032730 | =C6*386103/D6 | 0.5 |
| 7 | America | North | 323 | 7699508 | =C7*386103/D7 | 0.79 |
| 8 | America | Central | 144 | 957452 | =C8*386103/D8 | 0.68 |
| 9 | Caribbean | | 38 | 90653 | =C9*386103/D9 | 0.62 |
| 10 | America | South | 358 | 6898579 | =C10*386103/D10 | 0.79 |
| 11 | Oceania | | 32 | 3306741 | =C11*386103/D11 | 0.69 |
| 12 | Asia | East | 1519 | 4546050 | =C12*386103/D12 | 0.45 |
| 13 | Europe | Northern | 95 | 675794 | =C13*386103/D13 | 0.83 |
| 14 | Europe | Western | 185 | 427702 | =C14*386103/D14 | 0.78 |
| 15 | Europe | Eastern | 301 | 7264035 | =C15*386103/D15 | 0.68 |
| 16 | Europe | Southern | 147 | 508337 | =C16*386103/D16 | 0.7 |
| 17 | Asia | Western | 204 | 1823873 | =C17*386103/D17 | 0.62 |
| 18 | Asia | South Central | 1563 | 4157320 | =C18*386103/D18 | 0.3 |
| 19 | Asia | South East | 544 | 1735448 | =C19*386103/D19 | 0.37 |
| 20 | | | =SUM(C2:C19) | | | |

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)

Row and column headings must be shown.

Check candidate's name is printed

Position is immaterial

Sorted into ascending order of 'Density'
 All data must be sorted
 Incorrect if heading row is within the sorted table

| Continent | Region | Population | Area | Density | Urban |
|-----------|---------------|------------|---------|---------|-------|
| Asia | Western | 204 | 1823873 | 43 | 62% |
| Asia | South East | 544 | 1735448 | 121 | 37% |
| Asia | East | 1519 | 4546050 | 129 | 45% |
| Asia | South Central | 1563 | 4157320 | 145 | 30% |

Searching
 Continent = Asia
 Must be 4 rows
 All details must be shown

Check candidate's name is printed
 Position is immaterial

| Continent | Region | Population | Area | Density | Urban |
|-----------|---------------|------------|---------|---------|-------|
| Africa | Eastern | 263 | 2456184 | 41 | 20% |
| Africa | Middle | 104 | 2553151 | 16 | 33% |
| Asia | South Central | 1563 | 4157320 | 145 | 30% |

Searching
 Urban < 0.35
 Must be 3 rows
 All details must be shown

Check candidate's name is printed
 Position is immaterial

2005

CAMBRIDGE INTERNATIONAL DIPLOMA
Foundation Level

MARK SCHEME

MAXIMUM MARK: 100

PAPER: 5181/B

ICT (Document Production, Data Manipulation, Communication)

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Hothouse Design

1 Hills Road

Cambridge

CB1 2EU

England

Date inserted here

<today's date>

Company name and address inserted here
Allow one minor text entry error (eg. Spelling)

Aus-style Publications

247 Bridge Avenue

Endeowon Hills

Brisbane

Victoria 5269

Australia

Population Growth Brochure

Dear Sir,

1.5 line spacing
10 point
left aligned
sans-serif font (e.g. Arial)

Thank you for your order for the advertising materials on demographic trends.

Spelling corrected

Attached to this letter is a **copy** of a brief summary of some of the population figures on a region by region basis. These are the figures that you requested in your e-mail to Lilia dated the 5th. We would like you to proof read **this** document to ensure that it is 100% correct, before we go to print.

Could you confirm in writing that the final proofs will be corrected within the next 5 working days? This will enable us to organise the printing in order to meet your final deadline.

You are a valued customer and as a loyalty bonus we will offer an additional 5% discount on this order. I hope that you continue to select our products.

Yours sincerely

Deleted from here,
'wide range of specialist'

Paragraph moved to here
Moved from 1st paragraph

<Candidate's Name>

Name inserted here

| | | |
|---------------|---|-----------------|
| Page 3 | Mark Scheme | Syllabus |
| | CAMBRIDGE INTERNATIONAL DIPLOMA - 2005 | 5181/B |

Hothouse Design
1 Hills Road
Cambridge
CB1 2EU
England

<today's date>

Aus-style Publications
247 Bridge Avenue
Endeowon Hills
Brisbane
Victoria 5269
Australia

This line only
18 point
sans-serif font (e.g. Arial)
centre aligned
bold & underscored

Population Growth Brochure

Dear Sir,

Thank you for your order for the advertising materials on demographic trends.

Attached to this letter is a copy of a brief summary of some of the population figures on a region by region basis. These are the figures that you requested in your e-mail to Lilia dated the 5th. We would like you to proof read this document to ensure that it is 100% correct, before we go to print.

Could you confirm in writing that the final proofs will be corrected within the next 5 working days? This will enable us to organise the printing in order to meet your final deadline.

You are a valued customer and as a loyalty bonus we will offer an additional 5% discount on this order. I hope that you continue to select our products.

Yours sincerely

Single line spacing
14 point
fully justified
serif font (e.g. Times New Roman)

<Candidate's Name>

Continent
Cells centre aligned

Data entry
Population column
100% accuracy essential

Density
Calculated & replicated correctly
Formatted to 0 dp

Urban
Formatted as % to 0 dp

| Continent | Region | Population | Area | Density | Urban |
|-----------|---------------|------------|---------|---------|-------|
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| Africa | Southern | 50 | 1032730 | 19 | 50% |
| Caribbean | | 38 | 90653 | 162 | 62% |
| America | South | 358 | 6898579 | 20 | 79% |
| Asia | East | 1519 | 4546050 | 129 | 45% |
| Europe | Northern | 95 | 675794 | 54 | 83% |
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| Europe | Southern | 147 | 508337 | 112 | 70% |
| Asia | Western | 204 | 1823873 | 43 | 62% |
| Asia | South Central | 1563 | 4157320 | 145 | 30% |
| Asia | South East | 544 | 1735448 | 121 | 37% |
| America | North | 323 | 7699508 | 16 | 79% |
| America | Central | 144 | 957452 | 58 | 68% |
| | | 6282 | | | |

Check column widths to ensure no data is hidden
Data includes labels

Column Total (SUM)
Calculated & replicated correctly

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

| | | |
|---------------|---|-----------------|
| Page 5 | Mark Scheme | Syllabus |
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|----|-----------|---------------|--------------|---------|-----------------|-------|
| 1 | Continent | Region | Population | Area | Density | Urban |
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| 3 | Africa | Western | 256 | 2370015 | =C3*386103/D3 | 0.35 |
| 4 | Africa | Eastern | 263 | 2456184 | =C4*386103/D4 | 0.2 |
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| 6 | Africa | Southern | 50 | 1032730 | =C6*386103/D6 | 0.5 |
| 7 | Caribbean | | 38 | 90653 | =C7*386103/D7 | 0.62 |
| 8 | America | South | 358 | 6898579 | =C8*386103/D8 | 0.79 |
| 9 | Asia | East | 1519 | 4546050 | =C9*386103/D9 | 0.45 |
| 10 | Europe | Northern | 95 | 675794 | =C10*386103/D10 | 0.83 |
| 11 | Europe | Western | 185 | 427702 | =C11*386103/D11 | 0.78 |
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| 19 | | | =SUM(C2:C19) | | | |

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Formulae must include cell referencing or named references

Different formulae/methods may be applied but results must be correct (see previous page)

Row and column headings must be shown.

Check candidate's name is printed

Position is immaterial

Sorted into ascending order of 'Density'
 All data must be sorted
 Incorrect if heading row is within the sorted table

| Continent | Region | Population | Area | Density | Urban |
|-----------|---------|------------|---------|---------|-------|
| America | North | 323 | 7699508 | 16 | 79% |
| America | South | 358 | 6898579 | 20 | 79% |
| America | Central | 144 | 957452 | 58 | 68% |

Searching
 Continent = America
 Must be 3 rows
 All details must be shown

Check candidate's name is printed
 Position is immaterial

| Continent | Region | Population | Area | Density | Urban |
|-----------|----------|------------|---------|---------|-------|
| America | South | 358 | 6898579 | 20 | 79% |
| Europe | Northern | 95 | 675794 | 54 | 83% |
| Europe | Western | 185 | 427702 | 167 | 78% |
| America | North | 323 | 7699508 | 16 | 79% |

Searching
 Urban >0.7
 Must be 4 rows
 All details must be shown

Check candidate's name is printed
 Position is immaterial