



*Rewarding Learning*

**ADVANCED SUBSIDIARY (AS)**

**General Certificate of Education**

**2014**

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**Applied Information and  
Communication Technology**

**Assessment Unit AS 2**

*assessing*

**Unit 2: Software Applications and Tools**

**[A3J21]**

**MONDAY 12 MAY–FRIDAY 16 MAY**

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**MARK  
SCHEME**

## **General Marking Instructions**

### **Introduction**

Mark schemes are published to assist teachers and students in their preparation for examinations. Through the mark schemes teachers and students will be able to see what examiners are looking for in response to questions and exactly where the marks have been awarded. The publishing of the mark schemes may help to show that examiners are not concerned about finding out what a student does not know but rather with rewarding students for what they do know.

### **The Purpose of Mark Schemes**

Examination papers are set and revised by teams of examiners and revisers appointed by the Council. The teams of examiners and revisers include experienced teachers who are familiar with the level and standards expected of students in schools and colleges.

The job of the examiners is to set the questions and the mark schemes; and the job of the revisers is to review the questions and mark schemes commenting on a large range of issues about which they must be satisfied before the question papers and mark schemes are finalised.

The questions and the mark schemes are developed in association with each other so that the issues of differentiation and positive achievement can be addressed right from the start. Mark schemes, therefore, are regarded as part of an integral process which begins with the setting of questions and ends with the marking of the examination.

The main purpose of the mark scheme is to provide a uniform basis for the marking process so that all the markers are following exactly the same instructions and making the same judgements in so far as this is possible. Before marking begins a standardising meeting is held where all the markers are briefed using the mark scheme and samples of the students' work in the form of scripts. Consideration is also given at this stage to any comments on the operational papers received from teachers and their organisations. During this meeting, and up to and including the end of the marking, there is provision for amendments to be made to the mark scheme. What is published represents this final form of the mark scheme.

It is important to recognise that in some cases there may well be other correct responses which are equally acceptable to those published: the mark scheme can only cover those responses which emerged in the examination. There may also be instances where certain judgements may have to be left to the experience of the examiner, for example, where there is no absolute correct response – all teachers will be familiar with making such judgements.

**DB1 NEWTABLE**

Table named PAYSCALE [1]

**PayPerHour field**

Data Type = Currency [1]

**PayScaleLevel field**

Primary Key [1]

Data Type = Number [1]

Field Size = Byte [1]

**TOTAL DB1 [5]****DB2 DEFAULT**

= NOW () [2]

(Accept today's date or = Date ())

(for = NOW () in wrong place – [1])

**TOTAL DB2 [2]****DB3 FORMDESIGN**

Title: Staff Details [1]

## Fields from STAFF Table:

StaffID, StaffSurname, StaffFirstName, StaffEmail,  
StaffContactNumber, StaffJobTitle, StaffStartDate,  
StaffLeavingDate [1]Labels Modified: Staff ID, First Name, Email,  
Contact Number, Job Title, Start Date, Leaving Date [1]

New Text Box: Days Of Service [1]

Shading for Days Of Service Text Box [1]

Correct Layout and Format of Fields (missing box lose [1]) [2]

## Correct Record Displayed:

Susan Smith (**StaffID STF004**) [1]

## Modification of Leaving Date for

Susan Smith (**StaffID STF004**) to 01/05/2014 [1]

## Calculation of Days Service for

Susan Smith (**StaffID STF004**) as 1876 [1]**TOTAL DB3 [10]****AVAILABLE  
MARKS**

## DB4 QUERYDESIGN

Correct Fields Selected from CUSTOMER:

CustSurname, CustFirstName, CustContactNumber [1]

Correct Fields Selected from SERVICE:

ServiceNo, RequestDate, CompletionDate [1]

Correct Fields Not Displayed: CompletionDate [1]

CompletionDate Criteria: IS NULL or NOT LIKE [1]

Sort Criteria Ascending on CustSurname [1]

Criteria for RequestDate

>=#01/01/2014# [2]

(or any suitable alternative)

**TOTAL DB4 [7]**

## DB5 REPORTDESIGN

Title: [1]

Grouping by TypeOfService [2]  
(other group – 1)

New/Modified Labels:

Type of Service, No of Job Hours, Service Charge

GRAND TOTAL [2]

Calculations:

- No of Job Hours (48, 266..etc,) [1]
- Service Charges (£858, £5089..etc.) [1]
- Grand Total No of Job Hours (518) [1]
- Grand Total Service Charge (£17,296.00) [1]

**Bold [1]**

**TOTAL DB5 [10]**

AVAILABLE  
MARKS

## SS1 CHANGELABELS

Sheet1 renamed as PAYMENTS	[1]	
Labels A1..H1 correct (simple text error – lose 1) (Poor column width – lose 1)	[3]	
All data showing (fits on one page) (rows 1..30)	[1]	
		<b>TOTAL SS1</b>
		<b>[5]</b>

## SS2 JOBS

Correct data pasted	[1]	
All data visible	[1]	
		<b>TOTAL SS2</b>
		<b>[2]</b>

## SS3 FREEZE

Freeze pane set (Row 20 under row 1) (Any other row –1)	[2]	
		<b>TOTAL SS3</b>
		<b>[2]</b>

## SS4 FORMULA

Main =IF	[2]	
Condition 1 G2<5 Result 1 = 0	[2] [1]	
Next IF	[1]	
Condition 2 G2<10 20% 30%	[2] [1] [1]	
		<b>TOTAL SS4</b>
		<b>[10]</b>

AVAILABLE  
MARKS

## SS5 DISCOUNTS

Text added	
% Discount & Actual Discount	[1]
Copy I2 down	[1]
Column H, J currency	[1]
Column I is %	[1]
Calculate correct discount	[2]
Copy down Actual Discount (£)	[1]

**TOTAL SS5**

**[7]**

## SS6 AVERAGES

F31 – Totals	
F32 – Average	
H31: =SUM(H2:H30)	[2]
J31: =SUM(J2:J30)	[2]
H32: =AVERAGE(H2:H30) or H31/COUNT(H2 : H30) or H31/29	[2]

**TOTAL SS6**

**[6]**

## WP1 ADVERTISEMENT

Correct graphics	[2]
“Special Offers” centred > and text	[1] [2]
“Loyalty Discount” and text	[1] [2]
Page Border	[1]
Other borders	[2]

**TOTAL WP1**

**[11]**

**AVAILABLE  
MARKS**

**WP2 MERGEFIELDS**

**Screenshot has:**

Correct Fields	[3]
Space	[1]
Positioning	[1]
Accurate Data Entry	[4]

**WP2 THIRD**

**Printout has**

Correct third record – (Any other record – [1])	[2]
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Brian Williamson  
 40 Rose Avenue  
 Dungannon  
 Tyrone  
 BT71 7BB

**TOTAL WP2 [11]**

**TASK MM1 SLIDES**

Place correct Best Design 2011 logo in correct position on Slide 1	[1]
Choose suitable slide format to allow text and graphics to be added consistently	[1]
Choose correct titles and images	[3]
Use six evaluative comments	[6]
Use two slides per page	[1]

**TOTAL MM1 [12]**

**TOTAL 100**

AVAILABLE MARKS
<b>[11]</b>
<b>[12]</b>
<b>100</b>