

Please read the instructions printed overleaf before completing this form. One of these cover sheets, suitably completed, should be attached to the assessed work of **each** candidate in the moderation sample.

|                            |             |
|----------------------------|-------------|
| <b>Examination session</b> | <b>June</b> |
|----------------------------|-------------|

|             |          |          |          |          |
|-------------|----------|----------|----------|----------|
| <b>Year</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>8</b> |
|-------------|----------|----------|----------|----------|

|                    |  |
|--------------------|--|
| <b>Centre name</b> |  |
|--------------------|--|

|                      |  |  |  |  |  |
|----------------------|--|--|--|--|--|
| <b>Centre number</b> |  |  |  |  |  |
|----------------------|--|--|--|--|--|

|                       |  |                         |  |  |  |  |
|-----------------------|--|-------------------------|--|--|--|--|
| <b>Candidate name</b> |  | <b>Candidate number</b> |  |  |  |  |
|-----------------------|--|-------------------------|--|--|--|--|

| <b>Task</b>            | <b>Mark</b> |
|------------------------|-------------|
| <b>1 (max 32)</b>      |             |
| <b>2 (max 27)</b>      |             |
| <b>3 (max 27)</b>      |             |
| <b>4 (max 34)</b>      |             |
| <b>Total (max 120)</b> |             |

Please give a detailed breakdown of marks in the table overleaf.

**Authentication**

Teachers should ensure that an OCR Candidate Declaration Sheet is completed for every Candidate and that an OCR Centre Declaration is completed by the Centre. The Centre Declaration sheet should be sent with the structured tasks to the moderator.

**Instructions for completion of this form**

- 1 One form should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Enter the mark awarded for each Assessment Criterion in the appropriate box.
- 4 Add together the marks for the Assessment Criteria to give a total out of 120. Enter this total in the relevant box.

| Detailed breakdown of marks |  | Max. Mark  | Centre Mark | Moderator Mark |
|-----------------------------|--|------------|-------------|----------------|
| <b>Task 1</b>               | (a)(i) Sharpen the image of the wheel                      | 1          |             |                |
|                             | (a)(ii) Description of sharpening                          | 2          |             |                |
|                             | (a)(iii) Removing red and yellow areas                     | 2          |             |                |
|                             | (a)(iv) Transparency                                       | 1          |             |                |
|                             | (b) (i) Standard Template                                  | 4          |             |                |
|                             | (b) (ii) Header and Footer                                 | 2          |             |                |
|                             | (b) (iii) Saving as a template                             | 1          |             |                |
|                             | (c) Improving letter                                       | 3          |             |                |
|                             | (d) (i) Linking to data source                             | 1          |             |                |
|                             | (d) (ii) Merge field codes                                 | 2          |             |                |
|                             | (d) (iii) Evidence of only merging some letters            | 2          |             |                |
|                             | (e) Testing the mail merge                                 | 2          |             |                |
|                             | (f) (i) Including date automatically                       | 1          |             |                |
|                             | (f) (ii) Word field for date                               | 2          |             |                |
| (g) Help sheet              | 6  |            |             |                |
| <b>Task 2</b>               | (a)(i) Design overall structure of website                 | 6          |             |                |
|                             | (a)(ii) Design layout of home page including specification | 10         |             |                |
|                             | (b)(i) Evidence of three web pages                         | 6          |             |                |
|                             | (b)(ii) Evidence of hyperlinks                             | 2          |             |                |
|                             | (b) (iii) Evidence of file names and folders               | 3          |             |                |
| <b>Task 3</b>               | (a) (i) Completed spreadsheet                              | 4          |             |                |
|                             | (a) (ii) Formulae and functions                            | 5          |             |                |
|                             | (a) (iii) Validation rules                                 | 1          |             |                |
|                             | (b) (i) Test Plan for formulae / functions                 | 5          |             |                |
|                             | (b) (ii) Test Plan for invalid data                        | 3          |             |                |
|                             | (c) User documentation                                     | 9          |             |                |
| <b>Task 4</b>               | (a) Design of entities                                     | 9          |             |                |
|                             | (b) Security design  | 3          |             |                |
|                             | (c) (i) Entity relationship diagram                        | 1          |             |                |
|                             | (c) (ii) Evidence of data                                  | 3          |             |                |
|                             | (d) Test data  | 2          |             |                |
|                             | (e) (i) Evidence of data entry screen                      | 4          |             |                |
|                             | (e) (ii) Evidence of drop down lists                       | 2          |             |                |
|                             | (e) (iii) Validation rule for quantity                     | 1          |             |                |
|                             | (e) (iv) Annotated calculations                            | 6          |             |                |
|                             | (f) Testing  | 3          |             |                |
| <b>Total</b>                |  | <b>120</b> |             |                |