

# ICT FOUNDATION LEVEL AND OFFICE ADMINISTRATION FOUNDATION LEVEL

## Paper 5181

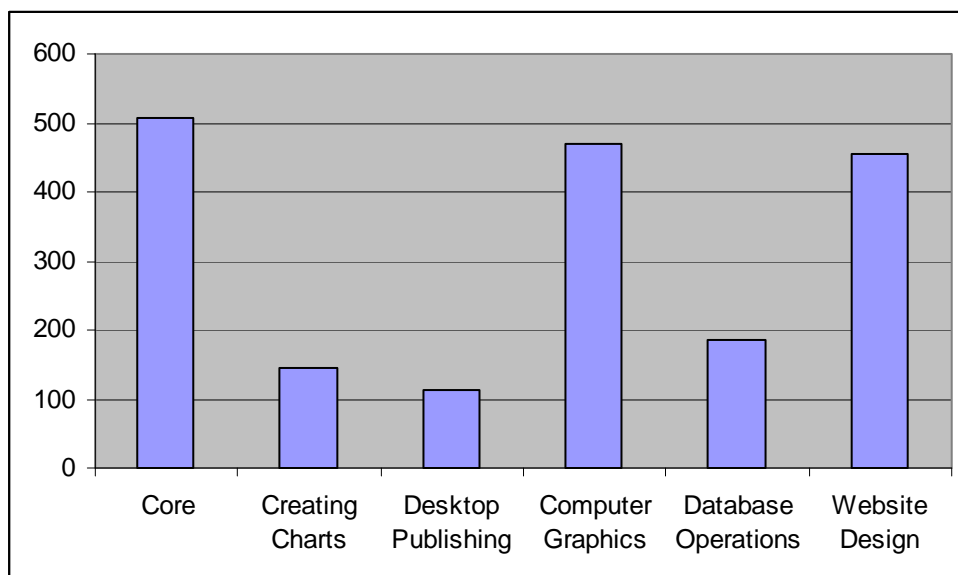
### Communication, Document Production, Data Manipulation

#### General

The scheme had 7509 English entries and 355 in Spanish. The total numbers of entries at each level in English were 1875 entries at Foundation Level, 4147 were at Standard Level and 1487 at Advanced Level. This indicates a 28% increase in Foundation entries, 4% increase in standard level entries and 36% increase in advanced entries. Spanish entries declined significantly from the previous year.

#### Foundation Level

This level comprised a Core module and five enhancement modules.



The overall pass rate for these modules was in line with last year with candidates showing a good understanding of the subject knowledge and practical skills. The quality of work received from Centres in all modules was generally very high.

#### **5181 Foundation Core**

The overall standard of entries for this module was excellent. The most common errors found this year included:

- The failure to correct the spelling errors introduced into the source file to test this skill.
- The failure to produce formulae printouts from the spreadsheet. The most common package used was Excel and many candidates did not know how to use Tools, Options and tick the Formulas box prior to printing.
- The loss of data integrity during sorts. Many candidates failed to highlight all the data prior to sorting by a specified field which meant that the data became irrelevant to the task in hand.
- The failure to left align or fully justify text.

# ICT FOUNDATION LEVEL

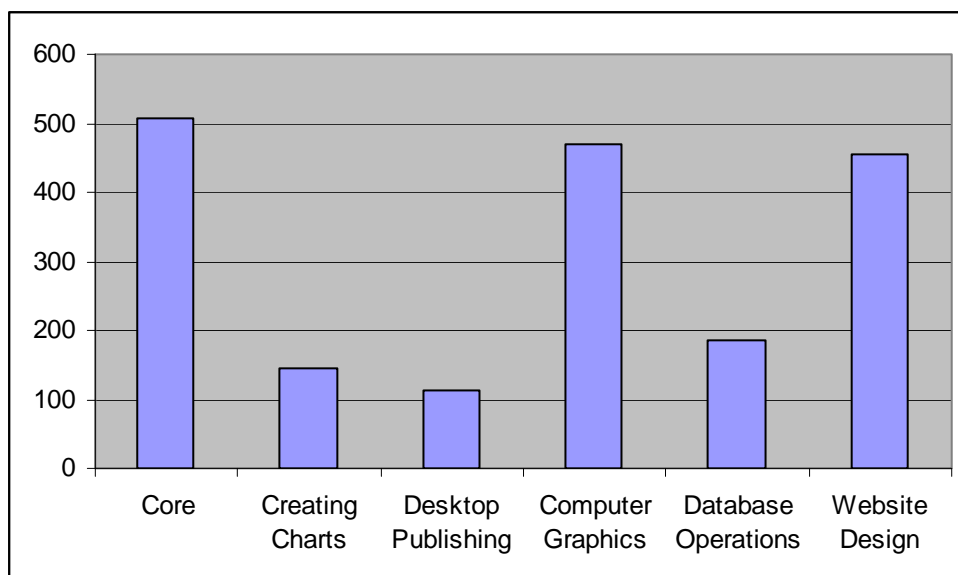
## Paper 5182 Creating Charts

### General

The scheme had a entries of 7509 English entries and 355 in Spanish. The total numbers of entries at each level in English were 1875 entries at Foundation Level, 4147 were at Standard Level and 1487 at Advanced Level. This indicates a 28% increase in Foundation entries, 4% increase in standard level entries and 36% increase in advanced entries. Spanish entries declined significantly from the previous year.

### Foundation Level

This level comprised a Core module and five enhancement modules.



The overall pass rate for these modules was in line with last year with candidates showing a good understanding of the subject knowledge and practical skills. The quality of work received from Centres in all modules was generally very high.

### **5182 Foundation Creating Charts**

The overall standard of entries for this module was excellent. The most common errors included:

- Selecting the wrong data series, especially when the data is not in adjacent rows or columns.
- Careless errors in the labelling of the charts or axis, sometimes where candidates are allowing the software (wizards) to generate the charts, without consideration of the requirements of the question paper.

# ICT FOUNDATION LEVEL

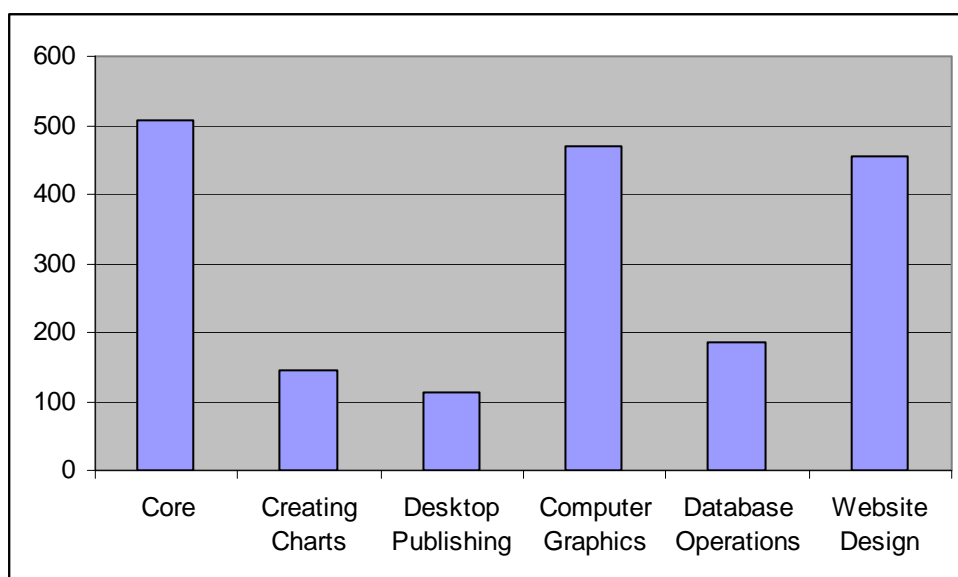
<p><b>Paper 5183</b> <b>Desktop Publishing</b></p>
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## General

The scheme had 7509 English entries and 355 in Spanish. The total numbers of entries at each level in English were 1875 entries at Foundation Level, 4147 were at Standard Level and 1487 at Advanced Level. This indicates a 28% increase in Foundation entries, 4% increase in standard level entries and 36% increase in advanced entries. Spanish entries declined significantly from the previous year.

## Foundation Level

This level comprised a Core module and five enhancement modules.



The overall pass rate for these modules was in line with last year with candidates showing a good understanding of the subject knowledge and practical skills. The quality of work received from Centres in all modules was generally very high.

## **5183 Foundation Desktop Publishing**

The overall standard of entries for this module was high. The most common errors included:

- The failure to understand the generic terms serif, and sans-serif. Many candidates tried to locate these as font styles rather than understanding that fonts such as Times New Roman contain short strokes or serifs on each letter, and that sans-serif fonts, are without these.
- Headings left at the bottom of a column where the body text for that section starts at the top of the next column.
- The failure to place and resize graphics as specified.
- The failure to align text as specified.
- The failure to set up all four margins as specified.

# ICT FOUNDATION LEVEL

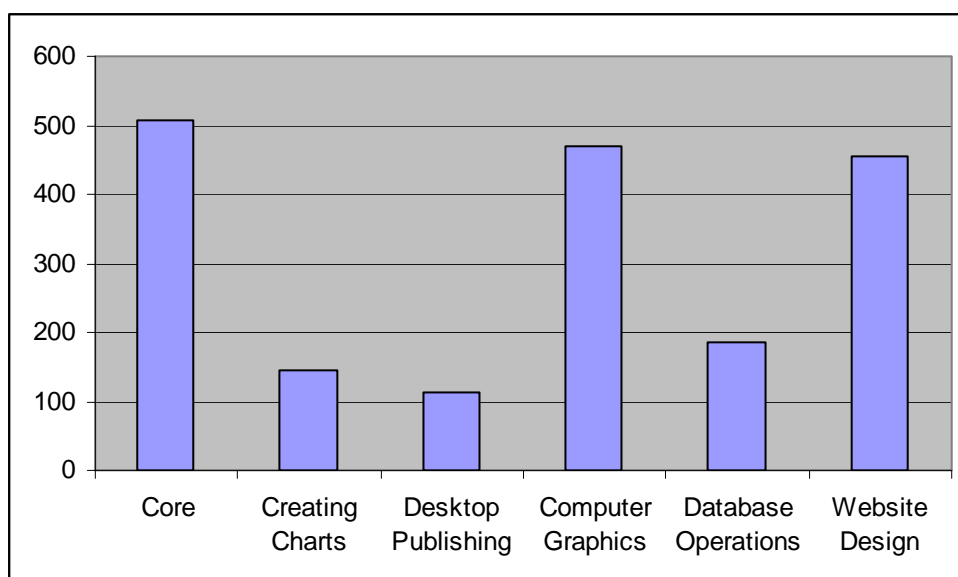
<p><b>Paper 5184</b> <b>Computer Graphics</b></p>
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## General

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## Foundation Level

This level comprised a Core module and five enhancement modules.



The overall pass rate for these modules was in line with last year with candidates showing a good understanding of the subject knowledge and practical skills. The quality of work received from Centres in all modules was generally very high.

## **5184 Foundation Computer Graphics**

The overall standard of entries for this module was very high. The most common errors included:

- The ability to maintain a graphic images aspect ratio (some candidates had distorted images as they tried to resize the image/s).
- Problems rotating an image through 180 degrees.
- The failure to copy, manipulate and paste elements of the image, several candidates redrew and then resized some images rather than copying and pasting as instructed on the question paper.

# ICT FOUNDATION LEVEL

## Paper 5185

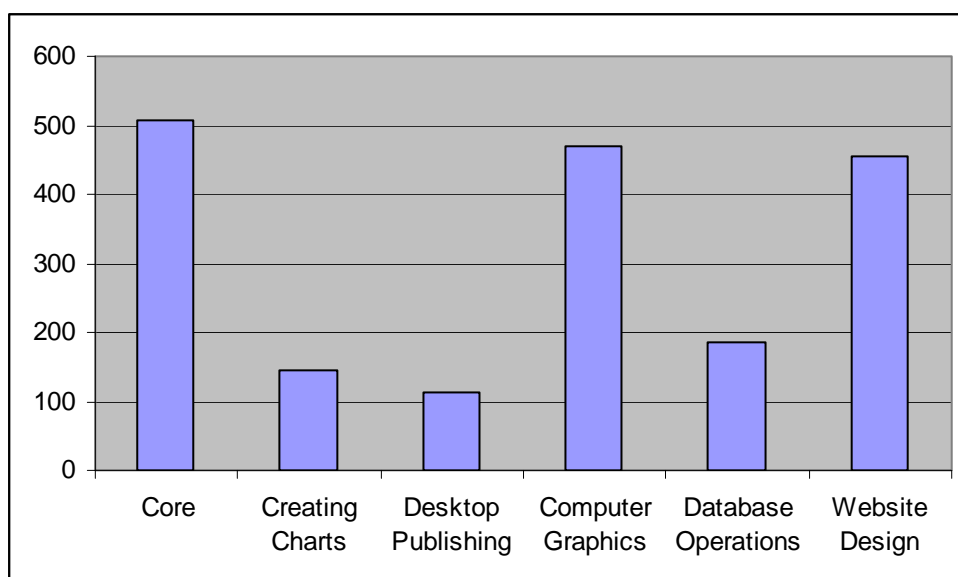
### Database Operations

#### General

The scheme had 7509 English entries and 355 in Spanish. The total numbers of entries at each level in English were 1875 entries at Foundation Level, 4147 were at Standard Level and 1487 at Advanced Level. This indicates a 28% increase in Foundation entries, 4% increase in standard level entries and 36% increase in advanced entries. Spanish entries declined significantly from the previous year.

#### Foundation Level

This level comprised a Core module and five enhancement modules.



The overall pass rate for these modules was in line with last year with candidates showing a good understanding of the subject knowledge and practical skills. The quality of work received from Centres in all modules was generally very high.

#### **5185 Foundation Database Operations**

The overall standard of entries for this module was high. The most common errors found in this module included:

- The failure to select the correct search criteria.
- The failure to sort the required data as specified.
- The failure to insert record/s into the database.
- The failure to use the given fieldnames when importing the .csv file into the database software.
- The failure to edit the data as specified in the question paper.
- The failure to show all fields, or only specified fields in the printouts as required by the particular question.

# ICT FOUNDATION LEVEL

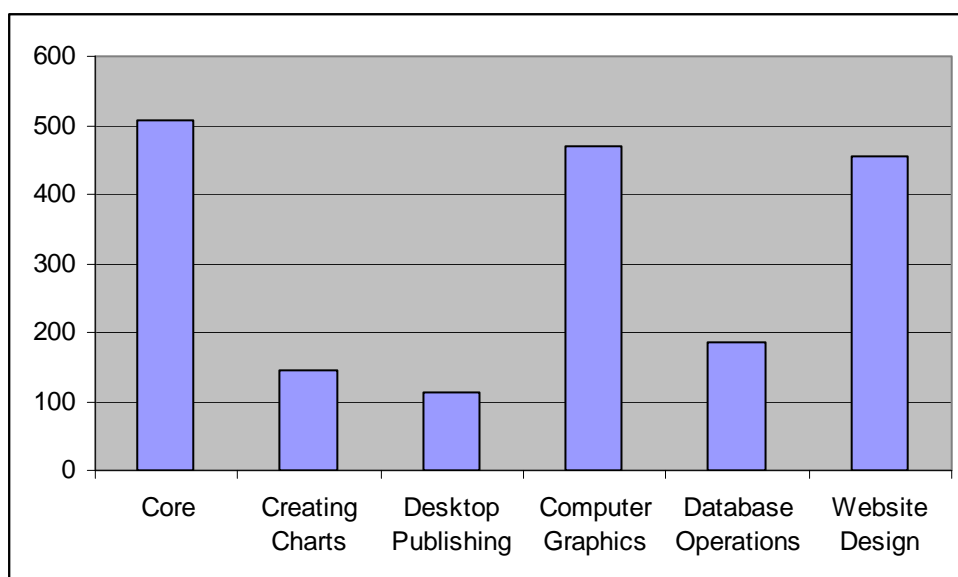
**Paper 5186**  
**Website Design**

## General

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## Foundation Level

This level comprised a Core module and five enhancement modules.



The overall pass rate for these modules was in line with last year with candidates showing a good understanding of the subject knowledge and practical skills. The quality of work received from Centres in all modules was generally very high.

## **5186 Foundation Website Design**

The overall standard of entries for this module was excellent. The most common errors included:

- The failure to direct the routing for graphics images to the correct place, leaving all the web pages devoid of graphics.
- The failure to set an anchor and hyperlink to link back to the top of the page as specified in the question paper.