

GCSE

**Applied Information and
Communication Technology**

**Double Award
Summer 2009**

Mark Scheme

Issued: October 2009

**NORTHERN IRELAND GENERAL CERTIFICATE OF SECONDARY EDUCATION (GCSE)
AND NORTHERN IRELAND GENERAL CERTIFICATE OF EDUCATION (GCE)**

MARK SCHEMES (2009)

Foreword

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 16- and 18-year-old 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 a 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.

The Council hopes that the mark schemes will be viewed and used in a constructive way as a further support to the teaching and learning processes.

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Rewarding Learning

**General Certificate of Secondary Education
2009**

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 11 MAY – FRIDAY 15 MAY

**MARK
SCHEME**

		AVAILABLE MARKS
Word Processing		
Activity P1 LETTER		
Correct document opened	[1]	
Address moved	[1]	
To correct place	[1]	
Date added	[1]	
In correct place	[1]	
Right align address	[1]	
Right align date	[1]	
Change font of title	[1]	
Change size of title	[1]	
Logo added	[1]	
In correct place	[1]	
Professional appearance	[1]	
All visible on one A4 page	[1]	13
Activity P2 MORNING		
Booking Ref field added	[1]	
Date field added	[1]	
Both in correct place	[2]	
All visible	[1]	5
Activity P3 LETTER1 LETTER2		
Correct first letter	[1]	
Correct second letter	[1]	2
Databases		
Activity D1 LOOKUP		
Correct field used	[1]	
Correct data added to field	[1]	
Screen shot of lookup table	[1]	3
Activity D2 ARCHERY		
Filter for Archery	[1]	
Date in ascending order	[1]	
All visible on one A4 page	[1]	3
Activity D3 LEADERINFO		
Correct fields	[7]	
Leaderinfo title	[1]	
Less than 2851	[1]	
Ascending order of Date	[1]	
Design view (not the finished query)	[1]	11

		AVAILABLE MARKS
Activity D4 LEADERROTA		
Correct results	[1]	
One A4 page	[1]	
All data visible	[1]	3
Activity D5 ROTAS		
Correct fields	[1]	
Grouped by leader	[1]	
Ascending order of Booking Ref	[1]	
All data visible	[1]	
On one A4 page	[1]	5
Spreadsheets		
Activity S1 PROFIT		
Add correct text	[7]	
Make changes	[2]	
All visible on one A4 page with grid lines and references	[1]	10
Activity S2 FORMULAE		
Formula in C12	[1]	
Correct formula	[1]	
Correct formula in F12	[1]	
Correct formula in C14	[1]	
Correct formula in G10	[1]	
Correct text added to B13	[1]	
Correct formula in C13	[1]	
All visible on one A4 page with grid lines and cell references	[1]	8
Activity S3 VALUES		
Insert row	[1]	
Correct text added to A1	[1]	
Cells merged title centred	[1]	
Cell C6 changed	[1]	
Money as currency	[1]	
Correct value in C15	[1]	6
Activity S4 EXPENSES		
Chart type (Bar)	[1]	
Correct titles	[1]	
Correct data	[1]	
Correct x axis values	[1]	
Only the chart printed	[1]	5

		AVAILABLE MARKS
Multimedia		
Activity MM1 SAFETY		
Title added	[1]	
Accurate (reasonable)	[1]	
Suitable font and size	[1]	
Graphics added	[1]	
From M09image.doc	[1]	
Professional appearance	[1]	6
Activity MM2 SLIDES		
Slide 2 text added	[1]	
Accuracy of text	[1]	
Graphic – M09water.jpg	[1]	
Position of graphic	[1]	
Slide 3 text added accurately and graphic in position	[1]	
Slide 4 text added accurately and graphic in position	[1]	
Slide 5 text added accurately and graphic in position	[1]	
Suitable button added to each slide	[1]	
Professional appearance	[1]	
All four on one A4 page	[1]	10
Activity MM3 LINK		
Four buttons added	[1]	
On the bottom of slide one	[1]	
How link was added to button	[1]	3
Activity MM4 LABEL		
Suitable text on each button	[1]	
How text was added	[1]	2
Activity FM2 FOLDERS		
Exam folders created (staff and redridge)	[1]	
File moved	[1]	
To correct folder	[1]	
Correct original files in staff folder (letter2, lookup, profit, expenses, values)	[1]	
Correct original files in redridge folder (morning, safety, link, label)	[1]	5
Total		100

