



**General Certificate of Secondary Education  
January 2014**

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**Applied Information and  
Communication Technology**

**Double Award**

Unit 1: ICT Tools and Applications

**[GDJ11]**

**MONDAY 13 JANUARY – FRIDAY 17 JANUARY**

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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.

## Word Processing

### Activity P1 ADVERT

A5 size	[1]
Correct text added	[1]
Accurately	[1]
Graphics added	[1]
Graphics from images file	[1]
Graphic added (logo)	[1]
Professional appearance	[1]

**Total marks for activity P1**

7

### Activity P2 JOB

Job card no bigger than 10 cm by 15 cm	[1]
Company logo added	[1]
Text added	[1]
Suitable text	[1]
Merge fields added	[1]
Fields in correct place	[1]

**Total marks for activity P2**

6

### Activity P3 JOB1 & JOB9

Correct first document	[1]
Correct second document	[1]

**Total marks for activity P3**

2

AVAILABLE  
MARKS

## Databases

### Activity D1 LOOKUP

Correct table used	[1]
Lookup added	[1]
To correct field	[1]
Correct data added	[1]

**Total marks for activity D1**

4

### Activity D2 SERVICE7

Form created	[1]
New data added	[1]
Data added accurately	[1]
All data visible on one A4	[1]

**Total marks for activity D2**

4

### Activity D3 HOURS

Create a query	[1]
Correct fields from <b>services</b> table	[1]
Correct fields from <b>bookings</b> table	[1]
Query title – hours	[1]
Criteria for <b>Hours &lt; 6</b>	[1]
Ascending order of Contact Name	[1]
In design view	[1]
All visible on one A4 page	[1]

**Total marks for activity D3**

8

### Activity D4 6HOURS

Correct results	[1]
All data and field names visible	[1]
On one A4 page	[1]

**Total marks for activity D4**

3

AVAILABLE  
MARKS

## Activity D5 TYPE

Report created	[1]
Correct fields from <b>customers</b> table	[1]
Correct fields from <b>services</b> table	[1]
Grouped by type	[1]
Ascending order of Contact Name	[1]
Correct title "type" (or other suitable)	[1]
All data and field names visible	[1]
All on one A4 page	[1]

**Total marks for activity D5**

8

AVAILABLE  
MARKS

## Spreadsheets

### Activity S1 INVOICE243

Text added accurately in	B10	[1]
	E9	[1]
	A5	[1]
Grid lines and cell references		[1]
All data visible on one A4 page		[1]

**Total marks for activity S1** 5

### Activity S2 CALCULATION

Formula in F8		[1]
Correct formula in F8		[1]
Similar formula in F9 – F11		[1]
Correct formula in F12		[1]
Correct formula in F13		[1]
Correct formula in F14		[1]
Formula in F18		[1]
Correct formula in F18		[1]
Similar formulae in F19 – F21		[1]
All formulae visible		[1]
Gridlines and cell references		[1]
All on one A4 page		[1]

**Total marks for activity S2** 12

### Activity S3 INVOICE TOTAL

All money values only formatted as currency		[1]
Data changed to “5” in E8		[1]
All data visible		[1]
On one A4 page		[1]

**Total marks for activity S3** 4

### Activity S4 PIECHART

Pie chart created		[1]
Correct data used		[1]
Title added accurately		[1]
Labels added		[1]
Values added		[1]
Pie chart only on one A4 page		[1]

**Total marks for activity S4** 6

AVAILABLE  
MARKS

## Multimedia

### Activity MM1 DISPLAY

Text added	[1]
Text added accurately	[1]
Graphics added	[1]
Graphics from images document	[1]
Professional appearance	[1]

**Total marks for activity MM1**

5

### Activity MM2 SLIDES

Slide 2 text added	[1]
Text accurate	[1]
Bullets added	[1]
Correct graphics added	[1]
Slide 3 text added accurately	[1]
Pie chart added from activity S4	[1]
Graphic added top left	[1]
Correct graphic	[1]
Only 2 slides on one A4 page	[1]

**Total marks for activity MM2**

9

### Activity MM3 CONTACT

Slide 4 text added	[1]
Text from correct document	[1]
Correct graphics added	[1]
Graphic logo added	[1]
Logo in correct place	[1]
Slide 4 only printed on one A4 page	[1]

**Total marks for activity MM3**

6

### Activity MM4 BUTTONS

Buttons added	[1]
Link dialogue box shown	[1]

**Total marks for activity MM4**

2

AVAILABLE  
MARKS

**Activity MM5 TEXT**

How text is added	[1]
Text on each button	[1]
Suitable text added	[1]

**Total marks for activity MM5**

AVAILABLE MARKS
3



## File Management

### Activity FM2 MOVE

Move file called advert	[1]
Advert file added to business folder	[1]
Contents of business folder shown	[1]
All information visible	[1]
Contents of promotions folder shown	[1]
All information visible	[1]

**Total marks for activity FM2**

6

**Total**

**100**

AVAILABLE  
MARKS