Rewarding Learning

General Certificate of Secondary Education

2014

Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 12 MAY – FRIDAY 16 MAY

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 FOLLOWUPMAY

Centre title	[1]
Different font style	[1]
Different font size	[1]
Address aligned to the right	[1]
Date added below address	[1]
Text justified	[1]
First paragraph only	[1]
Bullets added	[1]
Reference code made bold	[1]
Web address, email and telephone left aligned	[1]
On one A4 page	[1]

Total marks for activity P1   11

Activity P2 FOLLOWUPCONTACT

Merge field added	[1]
Field in correct place	[1]
On one A4 page	[1]

Total marks for activity P2   3

Activity P3 FIRST & SECOND

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

Total marks for activity P3   2

Databases

Activity D1 BELFAST

Correct table used [1]
Only Belfast [1]
All data visible on one A4 page [1]

Total marks for activity D1 3

Activity D2 ANTRIM

Query created [1]
Correct fields from customers table [1]
Query saved as – Antrim [1]
Correct fields from booking table [1]
Data showing only Antrim in 'county' field [1]
Sort in ascending order of Customer ID [1]
All data visible on one A4 in query design [1]

Total marks for activity D2 7

Activity D3 COANTRIM

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

Total marks for activity D3 3

Activity D4 DURATION

Correct table [1]
Validation rule added [1]
To correct field [1]
Correct validation rule [1]
Error message added [1]

Total marks for activity D4 5

Activity D5 ERROR

Error message displayed [1]
Correct error message [1]

Total marks for activity D5 2

Activity D6 START

Report created [1]
Correct fields added [1]
Report grouped by Start Time [1]
Sorted in ascending order of Job Date [1]
Saved as start [1]
All data visible [1]
On one A4 page [1]

Total marks for activity D6 7

Spreadsheets

Activity S1 PAYSLIP12443

Correct value in   B8   [1]
                                  B9   [1]
                                  B10   [1]
Value changed in cell C9 [1]
Grid lines and cell references [1]
All data visible on one A4 page [1]

Total marks for activity S1   6

Activity S2 CALCULATIONS

Formula in D8 [1]
Correct formula in D8 [1]
Similar formula D9 and D10 [1]
Correct formula in D12 [1]
Correct formula in D13/D14 [1]
Correct text in C15 [1]
Correct formula in D15 [1]
All formulae visible [1]
Gridlines and cell references [1]
All on one A4 page [1]

Total marks for activity S2   10

Activity S3 VALUES

Merge the cells [1]
Name centred [1]
Name highlighted [1]
All money values only formatted as currency [1]
Data changed to "22%" in C18 [1]
All data visible [1]
On one A4 page [1]

Total marks for activity S3   7

Activity S4 HOURS

Bar chart [1]
Correct data used [1]
Correct title [1]
Correct title for y-axis [1]
Correct data labels and title on x-axis [1]
Only bar chart on A4 page [1]

Total marks for activity S4   6

Multimedia

Activity MM1 SERVICES

Slide 1: Text added [1]
Text added accurately [1]
Slide 2: Text added accurately [1]
Graphics added [1]
Graphics from images document [1]
Slide 3: Text added accurately [1]
Correct graphics added [1]
Graphics added in the correct place [1]
Slide 4: Text added accurately [1]
Graphics added from images document [1]
Slide 5: Text added accurately [1]
Graphics added from images document [1]
Professional appearance [1]

Total marks for activity MM1 13

Activity MM2 MASTER

Graphic added [1]
Correct graphic (logo) [1]
In correct place [1]
Slide master used [1]

Total marks for activity MM2 4

Activity MM3 TIMING

Timing added [1]
Added to slide 3 or 4 [1]
Correct time added (3 seconds) [1]

Total marks for activity MM3 3

Activity MM4 REPLAY

Automatic loop added [1]

Total marks for activity MM4 1

File Management

AVAILABLE
MARKS

Activity FM2 PASSWORD

File renamed   [1]
Password added   [1]

Total marks for activity FM2   2

Activity FM3 CONTENTS

Management folder screen shot   [1]
All files included   [1]
Media folder screen shot   [1]
All files included   [1]
All file names visible   [1]

Total marks for activity FM2   5

Total   **100**