

VGCSE

Mark Scheme

**GCSE in Applied Information & Communication
Technology**

Unit One: ICT Tools & Applications (5331)

January 2004

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 1: Using Word Processing Software		
WP1			
	Correct logo imported	1	
	Logo size and proportions	1	
	Logo position, top or bottom, left, right or centre	1	
	Company name as given, initial caps only or all caps Smarts Leisure Park	1	
	Company name stands out	1	
	Address as given: Little Stanley Nr Southampton SP92 6JX All caps or initial caps on each line	1	
	Contact details as given Tel/Telephone: 01844 5463222 Fax: 01844 5463221 Email: enquiries@smartsleisure.co.uk All caps or initial caps on each line	1	
	Consistency and suitability of font style for address and consistency and suitability of font style for contact details	1	
	Sensible layout of components for a letterhead	1	
	All 9 points above and overall fitness for purpose as a company letterhead template	1	
	Total for Activity 1		10

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 2: Using Spreadsheet Software		
SP1			

	A	B	C	D
1	Snowboarder	Run 1	Run 2	Total
2	Warren Miller	8.7	8	=B2+C2
3	Vik Azurdia	7	8	=B3+C3
4	Sheff Britner	9.1	8.4	=B4+C4
5	Si Barrow	9	8.7	=B5+C5
6	Matt Kendal	6.4	7	=B6+C6
7	Abe O'Shea	6.8	7	=B7+C7
8	Li Chong	8	8	=B8+C8
9	Manjet Tignes	7	7.8	=B9+C9
10	Ross Freeman	7.7	8.2	=B10+C10
11	Kurt Pennington	6.6	6.9	=B11+C11

	Col D labelled 'Total' – all caps or initial caps (ignore bold)	1	
	=B2+C2 or =C2+B2 (= may be @)	2	
	SUM(B2+C2) or anything else that works	1	
	Replicated for all 10 snowboarders only	1	
	SP1 in header	1	
			5

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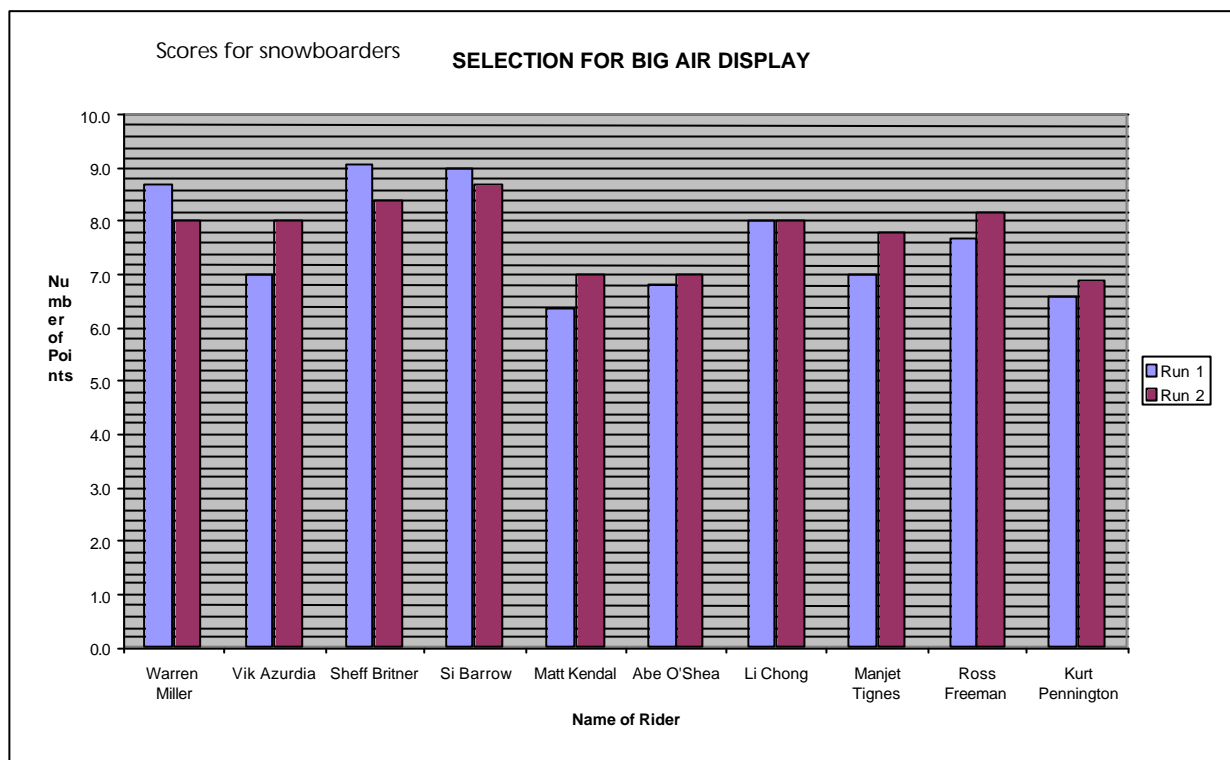
Printout Label	ANSWER	POSS. MARK	MAX
SP2			

COMPETITION RESULTS			
Snowboarder	Run 1	Run 2	Total
Warren Miller	8.7	8.0	16.7
Vik Azurdia	7.0	8.0	15.0
Sheff Britner	9.1	8.4	17.5
Si Barrow	9.0	8.7	17.7
Matt Kendal	6.4	7.0	13.4
Abe O'Shea	6.8	7.0	13.8
Li Chong	8.0	8.0	16.0
Manjet Tignes	7.0	7.8	14.8
Ross Freeman	7.7	8.2	15.9
Kurt Pennington	6.6	6.9	13.5

		All values shown for Run 1, Run 2 and Total and all formatted to 1 d.p.	1	
		All values shown and centred	1	
		New row 1 inserted	1	
		Title as given, in new row: COMPETITION RESULTS All caps or initial caps, ignore bold	1	
		Fit for purpose for inclusion in leaflet. Ignore centering, title must be bold	1	
				5

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Printout Label	ANSWER	POSS. MARK	MAX
SP3	Must be a chart/graph to gain marks (not a table)		



		Column/bar chart	1
		Suitable title including 'Snowboard' and scores/results/competition/etc, check spelling	1
		Snowboarder names correctly spelt and in correct position	1
		Scores for each of two runs for each snowboarder	1
		No unnecessary information (eg Total score, unnecessary legend, names on legend and on chart, etc)	1
		Sensible axis labels (check spelling – allow f.t., ignore case)	1
		Sufficient gridlines to read scores (intervals 0.2/0.1)	1
		Overall fitness for purpose (first four points) (all above)	1
			8

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Printout Label	ANSWER	POSS. MARK	MAX
SP4			

	E
1	
2	Selected?
3	=IF(D3<15,"Reserve","Selected")
4	=IF(D4<15,"Reserve","Selected")
5	=IF(D5<15,"Reserve","Selected")
6	=IF(D6<15,"Reserve","Selected")
7	=IF(D7<15,"Reserve","Selected")
8	=IF(D8<15,"Reserve","Selected")
9	=IF(D9<15,"Reserve","Selected")
10	=IF(D10<15,"Reserve","Selected")
11	=IF(D11<15,"Reserve","Selected")
12	=IF(D12<15,"Reserve","Selected")

Allow other valid formats such as:

IF(D3<=14.9,"Reserve","Selected")

IF(D3>=15,"Selected","Reserve")

IF(D3>14.9,"Selected","Reserve")

	Column E only with row numbers and column E header	1	
	A correct criterion (such as those above) in sensible position for first snowboarder	1	
	Both messages correct in relation to criterion (intention clear)	1	
	Complete IF statement that does not produce an error message	1	
	Replicated for all 10 given snowboarders only	1	
			5
	Total marks for Activity 2		23

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 3: Using WP/Mailmerge software		
	Note: If both MG1 and MG2 but no WP1, can mark MG2 as WP1 if worth more If either MG1 or MG2 but no WP1, can mark as WP1 if worth more		
	If only MG2 submitted, mark as MG1		
MG1	First 10 points can be marked from evidence in MG1/2		
	Use of own letterhead as submitted for WP1	1	
	Date in sensible position before salutation, left or right any acceptable date format, ignore day if correct or system date	1	
	Date within exam window 12-16 January 2004	1	
	Recipient details in correct position, top or bottom, left only	1	
	Suitable salutation Dear FirstName LastName or Dear Title LastName or Dear FirstName NOT Dear Title FirstName LastName or If no contact name in recipient details, accept Sir/Madam	1	
	Subject present left or centre position after salutation and before body of letter (must have either salutation or body of letter present)	1	
	Subject Open Day Invitation as given	1	
	Text for letter as given Any additional text must make sense and be spellchecked	1	
	Consistent bullet points for prizes	1	
	A correct complimentary close correctly matches salutation	1	
	Last 4 points only if merge fields present		
	Any 2 merge fields from CONTACTS file or address block only provided that MG2 is present and shows more than one address field.	1	
	Appropriate use of merge fields for recipients name and address and for salutation	1	
	Consistent font (ignore letterhead contents but must have some body text and a merge field)	1	
	Overall fitness for purpose (all above plus no unnecessary info such as subheadings from data file, ignore letterhead details)	1	
			14

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Printout Label	ANSWER	POSS. MARK	MAX
MG2	MG1 must be present with merge fields to gain marks If so, check first 10 points for MG1 and credit if possible		
	Successful mailmerge of their MG1 with CONTACTS	2/0	
	1 mailmerged letter only submitted	1	
			3
	Total for Activity 3		17

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 4: Using Database Software Penalise once only in this activity for extra (ID) field		
DB1	Must be EVENTS Table Candidate details may be handwritten, if not mark if initials correct in one record		

EventCode	EventName	EventType	StartTime	MinAge	Venue	MaxNo	StaffID
FA1	5-a-side	Football	11:30	6	Sports Hall	30	ERT
FA2	5-a-side	Football	14:30	6	Sports Hall	30	DHA
AC1	Assault Course	Adventure	11:00	12	Forest	0	CAB
BC1	Boardercross	Skiing	12:00	12	Ski slope	20	JMC
BB1	Body Beautiful	Fitness	13:00	18	Studio	25	SJO
BB2	Body Beautiful	Fitness	15:00	18	Studio	25	SJO
DT1	Dirt Track	Cycling	11:00	12	Forest	25	CAB
DT2	Dirt Track	Cycling	13:00	12	Forest	0	JRO
BA1	Display	Snowboarding	16:00	0	Ski slope	200	ERT
FF1	Fit is Fun	Circuits	11:00	18	Gym	25	SJO
FF2	Fit is Fun	Circuits	16:00	18	Gym	25	SJO
FS2	Fun Swim	Swimming	15:00	12	Pool	20	ETO
FS1	Fun Swim	Swimming	12:00	12	Pool	20	JMA
SG1	Games	Snowboarding	14:00	12	Ski slope	20	WAS
HH1	Halfpipe Halfhour	Snowboarding	11:00	12	Ski slope	10	SBA
KT1	Knockout	Football	10:30	12	Sports Hall	30	DHA
KT2	Knockout	Football	15:30	12	Sports Hall	30	DHA
SB2	Lesson	Snowboarding	12:00	12	Ski slope	20	WAS
SK3	Lesson	Skiing	15:00	5	Ski slope	20	JMC
SK2	Lesson	Skiing	13:00	5	Ski slope	20	SBA
SK1	Lesson	Skiing	11:00	5	Ski slope	20	JMC
SB3	Lesson	Snowboarding	14:00	12	Ski slope	20	SBA

EventCode	EventName	EventType	StartTime	MinAge	Venue	MaxNo	StaffID
SB1	Lesson	Snowboarding	10:00	12	Ski slope	20	WAS
CY2	Off-Road special	Cycling	11:00	12	Forest	12	DKI
PT3	Pony Trekking	Riding	13:00	12	Forest	10	TTA
PT2	Pony Trekking	Riding	10:00	5	Forest	5	ERT
PT1	Pony Trekking	Riding	10:00	12	Forest	10	TTA
PP1	Pool polo	Swimming	14:00	10	Pool	20	JMA
CY1	Racing	Cycling	10:00	6	Forest	12	JRO
SI1	Snorkelling Intro	Swimming	11:00	12	Pool	12	JMA
TH1	Treasure Hunt	Riding	11:30	5	Forest	20	SHE

	Initials entered in StaffID for FA1, BA1, PT2 (shaded rows)	1	
	Sorted on EventName, all 31 records only and 8 fields only	1	
	EventName in ascending order	1	
			3

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Printout Label	ANSWER	POSS. MARK	MAX
DB2	<p>Must clearly be results of a search on EVENTS as given Check initials for BA1 (shaded) Candidate details may be handwritten, if not mark if initials correct in one record</p>		

EventCode	EventName	EventType	StartTime	Min Age	Venue	MaxNo	Staff ID
BA1	Display	Snowboardi ng	16:00	0	Ski slope	200	ERT
SB1	Lesson	Snowboardi ng	10:00	12	Ski slope	20	WAS
SB2	Lesson	Snowboardi ng	12:00	12	Ski slope	20	WAS
SB3	Lesson	Snowboardi ng	14:00	12	Ski slope	20	SBA
SK1	Lesson	Skiing	11:00	5	Ski slope	20	JMC
SK2	Lesson	Skiing	13:00	5	Ski slope	20	SBA
SK3	Lesson	Skiing	15:00	5	Ski slope	20	JMC
HH1	Halfpipe Halfhour	Snowboardi ng	11:00	12	Ski slope	10	SBA
BC1	Boardercross	Skiing	12:00	12	Ski slope	20	JMC
SG1	Games	Snowboardi ng	14:00	12	Ski slope	20	WAS

	Exactly 8 fields	1	
	Correct 10 records only	1	
			2

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Printout Label	ANSWER	POSS. MARK	MAX
DB3	Must be a report created in database software Check initials for BA1 If candidate details/task name in incorrect position, ignore except where specified		
	Correct title – Open Day Ski Slope Events as given, all caps or initial caps	1	
	Sensible labels/headings for StartTime, EventName, EventType, StaffID (may have extras)	1	
	Start times, event names, event types, staff ID only in each record	1	
	Correct 10 records only OR allow followthrough from DB2 but do not give fitness for purpose MUST include the fields StartTime, EventName, StaffID	1	
	Footer showing candidate name, candidate number and centre number in footer area	1	
	DB3 in header	1	
	Overall fitness for purpose and fits on one A4 sheet	1	
			7

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Printout Label	ANSWER	POSS. MARK	MAX
DB4	<p>Must clearly be results of a search on EVENTS as given Check initials for PT2 Candidate details may be handwritten, if not mark if initials correct in one record</p>		

FOREST							
Venue	StartTime	EventType	EventName	EventCode	MinAge	Max No	StaffID
Forest	10:00	Cycling	Racing	CY1	6	12	JRO
Forest	10:00	Riding	Pony Trekking	PT2	5	5	ERT
Forest	10:00	Riding	Pony Trekking	PT1	12	10	TTA
Forest	11:00	Adventure	Assault Course	AC1	12	30	CAB
Forest	11:00	Cycling	Dirt Track	DT1	12	25	CAB
Forest	11:00	Cycling	Off-Road special	CY2	12	12	DKI
Forest	11:30	Riding	Treasure Hunt	TH1	5	20	SHE
Forest	13:00	Cycling	Dirt Track	DT2	12	0	JRO
Forest	13:00	Riding	Pony Trekking	PT3	12	10	TTA

		Correct 9 records for Forest only	1	
		Sorted on StartTime, ascending	1	
		Must be an attempt at sorting start time to get further marks		
		Sorted on EventType within StartTime, ascending	2	
		Sorted on EventType within StartTime, descending	1	
		Complete table sorted – all 8 fields shown (check AC1)	1	
				5

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Printout Label	ANSWER	POSS. MARK	MAX
DB5	Check initials for FA1 Candidate details may be handwritten, if not mark if initials correct in one record		

DB5							
EventCode	EventName	EventType	StartTime	MinAge	Venue	Max No	StaffID
PP1	Pool polo	Swimming	14:00	10	Pool	20	JMA
FA1	5-a-side	Football	11:30	6	Sports Hall	30	ERT
FA2	5-a-side	Football	14:30	6	Sports Hall	30	DHA
FS1	Fun Swim	Swimming	12:00	12	Pool	20	JMA
FS2	Fun Swim	Swimming	15:00	12	Pool	20	ETO
KT1	Knockout	Football	10:30	12	Sports Hall	30	DHA
KT2	Knockout	Football	15:30	12	Sports Hall	30	DHA
SI1	Snorkelling Intro	Swimming	11:00	12	Pool	12	JMA

		Correct 8 records only and correct 8 fields only	2/0	
				2

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Printout Label	ANSWER	POSS. MARK	MAX
DB6			
	Screen shot of search/query design	1	
	Correct use of OR shown in design with clear intention to search for Sports Hall OR Pool Allow valid designs other than that shown in samples, including 'Sports Hall OR Pool' on one line (criteria) Ignore case.	2/0	
	Correct search on Venue in design	1	
	Screen shot of query design/results pasted into wp document with header/footer as requested	1	
			5
DB7	Must clearly be results of a search on tables as given Check initials for Jones and Jones Candidate details may be handwritten, if not mark if initials correct in one record		

DB7				
LastName	FirstName	TelNo	EventName	StaffID
Jones	Peter	05825 333777	Pony Trekking	ERT
Jones	Deborah	05825 333777	Pony Trekking	ERT
Bray	Timothy	02266 544021	Lesson	WAS
Johnson	Emily	02789 456321	Lesson	WAS
Johnson	Eric	02789 456321	Lesson	WAS

		Correct 5 records (at least LastName and FirstName)	2/0	
		Correct 5 fields only	2	
		Correct except either last name or first name omitted	1	
		Correct 5 fields plus any one additional field	1	
				4

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Printout Label	ANSWER	POSS. MARK	MAX
DB8	<p>Must clearly be results of a search on tables as given Check initials for Display bookings Candidate details may be handwritten, if not mark if initials correct in one record</p>		

DB8					
LastName	FirstName	Age	EventCode	EventName	StaffID
Kilbride	Adrian	8	BA1	Display	ERT
Kilbride	Destiny	4	BA1	Display	ERT
Smith	Ashley	15	BA1	Display	ERT
Smith	India	8	BA1	Display	ERT
Agassi	Laura	9	BA1	Display	ERT
Ramesh	Shobha	13	BA1	Display	ERT
Ramesh	Raoul	12	BA1	Display	ERT
Bray	Timothy	12	BA1	Display	ERT
McEmery	Astrid	11	BA1	Display	ERT
Reichelt	Bonny	12	BA1	Display	ERT
Rowlinson	Kier	14	BA1	Display	ERT
Rowlinson	Warwick	11	BA1	Display	ERT
Jones	Peter	8	BA1	Display	ERT
Jones	Deborah	6	BA1	Display	ERT
Rodrigues	Rafael	5	BA1	Display	ERT
Bray	Timothy	12	SB1	Lesson	WAS
Rowlinson	Kier	14	SB3	Lesson	SBA
McEmery	Astrid	11	SK1	Lesson	JMC
Rowlinson	Warwick	11	SK2	Lesson	SBA
Tani	Saverio	9	SK3	Lesson	JMC
Smith	India	8	HH1	Halfpipe Halfhour	SBA
Ramesh	Shobha	13	HH1	Halfpipe Halfhour	SBA
Ramesh	Raoul	12	HH1	Halfpipe Halfhour	SBA
Copeland	Bob	15	SG1	Games	WAS

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Printout Label		ANSWER	POSS. MARK	MAX
	DB8	(Continued)		
		Search for ski slope (should have 24 records, or 29 if U16 criterion not also used)	1	
		Search for U16 (should have 24 records, or 33 if ski slope criterion not also used)	1	
		Correct search on both fields - exactly 24 correct records	1	
		Correct 6 fields only	1	
				4
		Total marks for Activity 4		32

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 5: Using DTP/Word Processing software		
DP1			
	Suitable snowboarding picture (GRAPHICS file or clipart)	1	
	Picture sensible size and proportions retained	1	
	Picture position	1	
	Snowboarding Display details from SNOWINFO may not be complete but must make sense and include correct date 31 January snowboarding display competition	1	
	All text about the display fully justified	1	
	Text wraps around snowboarding picture with sensible arrangement of text	2	
	Text wraps around the picture but text is not arranged sensibly	1	
	Own spreadsheet from SP2 imported	1	
	Spreadsheet appropriate size and position in relation to text and All contents visible	1	
	Raffle details from RAFFLE may omit some non-essential information or add additional information the whole must make sense and be spellchecked	1	
	Picture of aircraft, Reality logo or Escapade logo from GRAPHICS file	1	
	Consistent and sensible layout of prize information	1	
	'Snowboarding' in title for snowboarding details, makes sense and consistent font and 'Raffle' in title for grand raffle details, makes sense and consistent font	1	
	Information for both display and raffle and would fit on one A4 page without manipulation	1	
	Layout and use of white space - must have information for both the display and the raffle on one A4 page	1	
	Consistency of font for display info and sensible use of font(s) for raffle info	1	
	Overall fitness for purpose with sensible hyphenation	2	
	Overall fitness for purpose except for errors in hyphenation	1	
			18
	Total for Activity 5		18
•			
	Total marks for Examination 100		

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