

GCSE

Examiners' Report

**GCSE
Applied Information & Communication
Technology**

January 2004

UG014510

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June 2003

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Chief Examiner's Report

General

This was the second time that the externally-assessed unit of this modular qualification was examined, with twice as many candidates as the Summer 03 series. A number of candidates demonstrated a far greater understanding of what was required from them than in the last series.

Last summer all candidates had completed just one year of the course and it was felt that this had an impact on the overall level of achievement. Certainly it was clear that some candidates had been entered too soon and were ill-prepared. In this series, most candidates were year 11 and there has been a significant improvement (around 10%) in the mean mark. There were far fewer candidates who did not know how to import from the data files or could not access them. However, many still had significant gaps in their knowledge/skills and there were some whose competence in some areas indicated potential that might be realised in a later examination.

Application of Skills

Whilst most candidates seemed to have acquired at least some of the ICT skills listed on pages 13 and 14 of the specification, there were many who were unable to apply these skills in vocational contexts. It is worth repeating the following paragraph from last year's report.

The specification states 'For GCSE Double Awards the skills, knowledge and understanding must be applied in vocationally-related contexts and this will generally include a greater degree of involvement with ICT practice beyond the educational environment'. Marks were frequently lost because documents did not 'meet their intended purpose' and were not 'appropriate for their target audience'.

For example, letters, charts and leaflets were frequently unsuitable for use within the given context. There was often little evidence of design considerations or of checking/testing output. In order to maximise achievement, candidates must have evaluated a range of business documents and be able to incorporate relevant features into documents of their own (see page 15 of the specification, particularly 'Developing business documents').

The Activity Booklet and associated website are integral parts of the unit, providing opportunities to familiarise themselves with the scenario, to explore all aspects of the specification and in particular to practise applying ICT skills to the context by producing documents that are fit for purpose.

For the next series, candidates will have two past papers to provide further examples of the types of document required.

Time Management

The examination was un-tiered and designed to test all abilities with each activity being generally progressive. Although there were still candidates for whom time management was a problem, there was evidence that many were moving on to the next activity rather than struggling with later tasks in the previous one. However, Candidates should be reminded to check later tasks for any possible marks before moving on to the next activity/ The specimen paper and past papers can, of course, be used to practise these techniques if sat under examination conditions.

Checking Output

There were many instances where candidates had clearly not checked the printouts for obvious errors - incorrectly copied data, truncated cells, inconsistent fonts, etc.

Candidates must use wizards with care. There was a tendency to use wizards to create charts, reports and slides without customisation, resulting in inappropriate layout or content.

There were fewer instances of the inappropriate use of Wordart but many again attempted to improve documents by adding text of their own thereby introducing spelling and grammar errors.

Labelling printouts

Many candidates did not label printouts as instructed and ownership was unclear. There was clearly some confusion as to what was required and in the light of experience and valuable feedback from centres, there are new instructions for the next series. **In future, every printout MUST have the candidate's name, number, centre number and task name entered before printing.** Any printout not clearly identified in this way will NOT be marked. It is vital that candidates are aware of this requirement and practise the required skills for each software type. Please refer to the ICE document for May 2004 and to the document 'Instructions for labelling of printouts' enclosed.

Printing

There was a significant improvement in the quality of printouts with far fewer screen shots. Where candidates did not produce printouts directly from the software used for the activity when required, there was a tendency to produce inappropriate screen shots with illegible content.

Collation

Most candidates collated their printouts in the correct order (task order within activity order) but many did not attach their work to the cover sheet as instructed. There will be a similar cover sheet for the next examination and further instructions will be included in the *Instructions for the Conduct of the Examination (ICE)* which will be published on the Edexcel website in March. Please ensure that candidates are equipped with a short treasury tag and that they realise the importance of submitting ordered printouts attached as specified.

The ICE document

The ICE document is essential reading for all centres as these instructions supplement the JCGQ Instructions for the Conduct of Examinations and MUST be adhered to.

Data files

Data files must be downloaded or created prior to the examination and stored in appropriate formats in the candidates' user areas. In some instances, centres failed to check that the file formats were readable using the available software. Some centres re-created the files from scratch and in doing so introduced errors. File content must be exactly as given. Some centres did not attempt to set up the user areas until the week of the exam.

Activity 1- Using Word Processing Software

This activity required candidates to assemble text and graphics from the data files to create a company letterhead. They were not required to enter any other details.

Task WP1

The activity allowed all candidates to gain some credit and some gained full marks. The majority of candidates inserted the correct logo and maintained correct proportions although some stretched it inappropriately. Most inserted the correct company name although many did not make it clearly visible.

The accuracy of the address and contact details varied. Where candidates imported directly from the data files, the information was generally error-free although some *were unable to* select only the text they require from the data files, including subheadings such as 'Company Name:'. Some took the information from the leaflet, including an SMS number but omitting the fax number or email. Others did not capitalise initial letters, did not use a consistent font style or introduced spelling errors.

Although most candidates were able to include at least some of the given information a **significant number** did not seem to understand what is meant by the term letterhead, filling the whole page with the given components. Very few candidates used the header area of the page.

Some of the letterheads looked more like posters, with the components spaced out across the page – and it may be that the candidates had been prepared to expect a flyer or poster as the first task. Most candidates appeared to save the letterhead in a satisfactory manner, as they were later able to recover the file for use in Task MG1.

Key areas for improvement:

- Retain proportions of graphics when re-sizing
- Include only necessary information
- Import text from data files rather than key in to avoid data entry errors
- Incorporate knowledge of standard components and features of business documents
- Check the accuracy (spelling, grammar) of any text that is incorporated into documents
- Consider balance and/or use of white space
- Before printing, check that their 'product' would be commercially acceptable



Company name: Smarts Leisure Park
Company address: Little Stanley
Nr Northampton
SP926JX

Contact details: Telephone: 01844 5463222
Fax: 01844 5463221

Comments: The company logo has been imported but has been stretched without retaining proportions. The email address has been omitted from the contact details (given in the data file) and the subheadings have been included. The overall layout is not suitable for a letterhead – apart from anything else it takes up too much space. Clearly it is not fit for purpose as a company letterhead. 5/10

Activity 2 - Using Spreadsheet Software

The spreadsheet activities were generally tackled more successfully than in Summer '03.

Some candidates produced screenshots of their spreadsheets to enable identification rather than use the header/footer function in the spreadsheet software, losing marks because the formulae could not be read or were truncated.

Many did not show row and column headings and some attempted to fulfil this requirement either by pasting into a word processing document and entering a new column and row or by using column A and row 1 in the spreadsheet. Although this skill may not be commonly required in the workplace it is essential that candidates are able to this.

Candidates should be reminded that if formula view is required, most of the marks are likely to be for the formulae in this view and that it is not acceptable to retype the formula in a new column next to the values. Neither is it acceptable to calculate the results and type them in.

Task SP1

This was a straightforward task requiring a column heading and a simple formula replicated for all snowboarders.

Many candidates scored well here. Some did not capitalise "Total". A number of candidates multiplied instead of adding the scores. Some used SUM despite being told not to use a function, indicating a lack of understanding of the term.

Once again, significant numbers lost marks for failing to show the formulae used on the spreadsheet. Although the values were correct, it was not possible to establish whether the correct formulae had been entered.

Task SP2

This task required candidates to improve the spreadsheet by formatting and the addition of a title.

A high proportion of candidates did not format to 1dp. Centring was generally more satisfactory although many candidates lost marks by not formatting all the required data.

Many candidates failed to spell "Competition" correctly or used lower case throughout the title even though it was given in the task. There were some centres where inserting a row (as opposed to a column) was common.

Some did not follow the instruction and put the title somewhere else they considered more suitable.

It should be noted that many of the errors would have been picked up and resolved if candidates had proofread their printouts and used a spellchecker with fitness for purpose in mind.

Task SP3

Charts were generally much better than in the last series with many candidates adding correct details and leaving out unnecessary information.

Some candidates did not think about fitness for purpose and merely 'produced a chart' instead of thinking about the qualities that would be needed for a chart on a noticeboard – it should have a suitable title (one that includes the fact that it showed competition results for a snowboarding activity), as well as suitable axis labels (not Series 1, 2 etc). Some candidates obviously felt that a title was not needed or that the chart header (SCORES) was sufficiently informative.

A small minority failed to offer a column chart, sometimes including another copy of the original table. Just a few presented a line graph or pie chart. Few gave a suitable title and many axis labels were missing or inappropriate. A significant number had additional material, such as the total being charted or unnecessary legends, although there was a great improvement compared with last summer.

Some put the chart on same sheet as data (immediately losing marks because names etc were illegible) then compounded it by not highlighting the chart before printing so the resultant printout showed the data as well.

Task SP4

Few gave column E only, and many of those who did omitted row and column headings. Where candidates gave a suitable IF statement they were generally able to follow this up to obtain the remaining marks.

The majority of candidates made a brave attempt at this. Many were able to construct an IF statement that did not cause an error message when run. However a proportion of candidates failed to construct the correct criterion and did not consider what would happen to the candidate who scored exactly 15 points.

Some candidates appeared to have successfully applied the IF statement but failed to show the formulae used

Many candidates lost out on full marks because they had not altered the grid lines so that values could be read.

Key areas for improvement

- Be able to switch to and from formula view
- Be careful not to truncate cell contents in formula view
- Know how to show row/column headers and gridlines
- Know how to format cells
- Know how to edit charts/graphs to be fit for purpose, especially if using a wizard
- Check that the criterion is correct, particularly the operator
- Check that the messages are spelt correctly
- Know how to select an area for printing

SP1

Snowboarder	Run 1	Run 2	Total
Warren Miller	8.7	8	16.7
Vik Azurdia	7	8	15
Sheff Britner	9.1	8.4	17.5
Si Barrow	9	8.7	17.7
Matt Kendal	6.4	7	13.4
Abe O'Shea	6.8	7	13.8
Li Chong	8	8	16
Manjet Tignes	7	7.8	14.8
Ross Freeman	7.7	8.2	15.9
Kurt Pennington	6.6	6.9	13.5

Comment: This candidate pasted the original spreadsheet into Word and then typed in the formulae 1/5

SP2

COMPETITON RESULTS

Snowboarder	Run 1	Run 2	Total
Warren Miller	8.7	8	16.7
Vik Azurdia	7	8	15
Sheff Britner	9.1	8.4	17.5
Si Barrow	9	8.7	17.7
Matt Kendal	6.4	7	13.4
Abe O'Shea	6.8	7	13.8
Li Chong	8	8	16
Manjet Tignes	7	7.8	14.8
Ross Freeman	7.7	8.2	15.9
Kurt Pennington	6.6	6.9	13.5

Comment: This candidate has successfully centred the values and inserted a new row but has a spelling mistake in the title which could have been spotted by proof reading and has not formatted the values to 1 decimal place. 2/5

Snowboarder	Run 1	Run 2	Total	<u>COMPETITION RESULTS</u>
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	

Comment: This candidate has formatted the values correctly but has not followed the instruction to insert a new row before entering the title. 3/5

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Activity 3 - Using Word Processing/Mailmerge Software

Although this activity involved a mailmerge, it also required the creation of a standard business letter using the letterhead from the first activity and most of the marks for MG1 were for this.

Task MG1

A number of candidates omitted this task altogether, losing some easy marks, possibly because they were put off by the mention of mailmerge and did not read through the rest of the task. However, even where merge fields were entered, they were frequently not in a sensible position and it would seem that layout of standard documents at least as much as a problem as mail merge.

The majority used their own letterhead and gained some credit for the activity, most commonly for a correct date and subject, although dates appeared any and everywhere.

The letter text and bullet points also gained reasonable marks, although a small number of candidates lost credit for adding extra text that was mis-spelt or non-grammatical.

Letter conventions such as placement of recipient details and subject or correct use of salutations and complimentary close were followed by very few candidates. Many gave a capital 'S' for sincerely and often did not given any complimentary close at all.

Only a small proportion of candidates managed to create a mail merge document. Those candidates who were able to merge the document gained good marks for the last four mark points and some good practice was noted indicating that some candidates had had some substantial training in this area. There were some who attempted to create merge field lookalikes by entering < and > symbols. Some imported the whole contacts table into the document.

Fitness for purpose marks were rare. Even when conventions were followed and the merge fields were correct, the font of the merge text was frequently different from that in the body of the letter.

Task MG2

Many of the candidates who completed MG1 gained 2 marks for this part of the activity but a surprising number failed to gain the 3rd mark by submitting all three merged letters. In a number of cases the recipients address magically appeared - presumably the candidates had simply typed in the address details and not used the mailmerge facility.

Key areas for improvement

- Correct use of merge fields eg space between the fields
- Sensible placement of components for a letter eg date, recipient details, and salutation/complimentary close
- Appropriate selection of given information – ie not using inappropriate subheadings. Candidates need to be sensible about that they leave in/out

MG1

Monday, 12 January 2004

«Title» «FirstName» «LastName»
«Company»
«Address1»
«Address2»
«Town»
«Postcode»

Open Day Invitation

dear «Title» «FirstName» «LastName»

On behalf of the management of Smarts Leisure Park, I am writing to invite you to our Open Day featuring the opening of our new dry ski slope. A leaflet is enclosed.

During the day we shall be holding a Grand Charity Raffle and if you would kindly donate a prize your company's name will appear on the programme. The following prizes have been donated by others:

- 30 minute flight in light aircraft over Isle of Wight (Reality Aircraft Ltd)
- Weekend break in Norfolk with free rides at Adventure Quest theme park (Johnson's Removals)
- Family meal at BurgersAway! (Southampton branch)

Your sincerely

A Candidate

Comments: This candidate had used their own letterhead. The date, recipient details gained, body text and bullets are all correct. The subject is as given but placed incorrectly above the salutation. The salutation is incorrect and the candidate has used their own name (changed here) rather than Mike Redhead's. This was one of a minority where merge fields were not only included but used correctly with appropriate spacing and in a font consistent with the body of the letter. Unfortunately, the subject and complimentary close are not consistent. 9/14

Activity 4 - Using Database Software

This was an extensive activity and, as expected, many candidates only submitted the first 3 or 4 tasks. Many pasted into a word processing document in order to enter headers/footers but there were many marks lost as a result. Candidates wishing to use this method (allowed for database tables and search/sorts results only) are advised to practise proofreading skills to check that the information is clear and legible.

Task DB1

The majority of candidates correctly inserted their initials, but some repeated the event code. Although the majority of candidates sorted the table in ascending order, some sorted by EventCode.

Task DB2

Most candidates attempted DB2 and most of those who did picked up both marks. The most common loss of one of the marks was for extra or fewer fields than required.

Task DB3

Very few candidates gained full marks for this activity. A number of candidates successfully produced a report but failed to add the header and/or footer or to insert the correct title. Some lost the mark for a page footer by using the report footer facility in Access which did not print at the bottom of the page. Many who did not submit a correct DB2 managed to produce the correct data here.

Task DB4

The majority successfully searched for events in the Forest and many sorted on time. However, the majority of candidates were unable to correctly sort on two fields with many re-sorting on the second field only.

Task DB5

Most of those who submitted this task scored both marks, indicating a good understanding of the term 'logical operator' and of 'OR' in particular. A few candidates submitted two separate queries - one for pool and one for sports hall.

Task DB6

Again, the majority of candidates who attempted this task gained full credit. Some produced a screen shot of the results of the query rather than the design view, with one examiner reporting that "one or two hid their search with a paperclip!"

Task DB7

Most candidates who attempted this got some marks either for the correct records or for the correct selection of fields from both tables.

Some produced a full page of records. Those producing correct query results often presented too many fields.

Task DB8

Candidates generally struggled with the requirement to search on two fields with most finding either 29 or 33 records because they had only searched on one of the fields. Some searched for 16 and under (≤ 16) rather than under 16 (< 16). A small minority of candidates gained full marks for this task.

Key areas for improvement

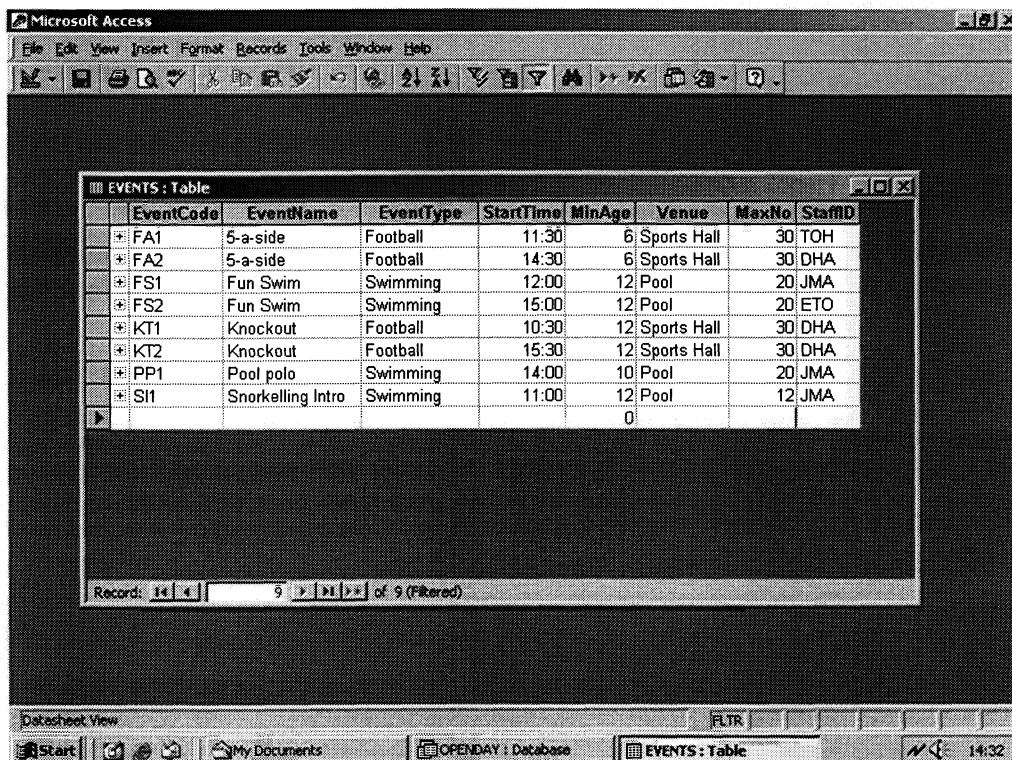
- Check that output/results of sorts and searches are as expected
- Check that only required fields are shown
- Use page header and footer for database reports
- Know a method to print tables and search/sort results with printed candidate details
- Produce a screen shot that is legible
- Check that a search or sort is exactly as required

DB4

DB4							
EventCode	EventName	EventType	StartTime	MinAge	Venue	MaxNo	StaffID
AC1	Assault Course	Adventure	11:00	12	Forest	30	CAB
CY1	Racing	Cycling	10:00	6	Forest	12	JRO
DT1	Dirt Track	Cycling	11:00	12	Forest	25	CAB
CY2	Off-Road special	Cycling	11:00	12	Forest	12	DKI
DT2	Dirt Track	Cycling	13:00	12	Forest	25	JRO
PT2	Pony Trekking	Riding	10:00	5	Forest	5	HLM
PT1	Pony Trekking	Riding	10:00	12	Forest	10	TTA
TH1	Treasure Hunt	Riding	11:30	5	Forest	20	SHE
PT3	Pony Trekking	Riding	13:00	12	Forest	10	TTA

Comments: This candidate has correctly found records for events in the forest but has sorted on EventType with a secondary sort on StartTime.

DB6



Comment: This candidate did not score any marks because there is no design view. The filter option has been used rather than a query as requested.

DB8					
FirstName	LastName	Age	EventCode	EventName	StaffID
Timothy	Bray	12	SB1	Lesson	WAS
Adrian	Kilbride	8	BA1	Display	
Destiny	Kilbride	4	BA1	Display	
Astrid	McEmery	11	SK1	Lesson	JMC
Ashley	Smith	15	BA1	Display	
India	Smith	8	BA1	Display	
Bonny	Reichelt	12	FS1	Fun Swim	JMA
James	Hopper	7	DT1	Dirt Track	CAB
Jacques	Moim	14	CY2	Off-Road special	DKI
Kier	Rowlinson	14	SB3	Lesson	SBA
Warwick	Rowlinson	11	SK2	Lesson	SBA
Laura	Agassi	9	BA1	Display	
Peter	Jones	8	PT2	Pony Trekking	
Deborah	Jones	6	PT2	Pony Trekking	
Petra	Urquhart	7	TH1	Treasure Hunt	SHE
Bob	Copeland	15	SG1	Games	WAS
Rafael	Rodrigues	5	FS2	Fun Swim	ETO
Shobha	Ramesh	13	BA1	Display	
Raoul	Ramesh	12	BA1	Display	
Saverio	Tani	9	SK3	Lesson	JMC
Timothy	Bray	12	BA1	Display	
Adrian	Kilbride	8	FA1	5-a-side	
Astrid	McEmery	11	BA1	Display	
Ashley	Smith	15	AC1	Assault Course	CAB
India	Smith	8	HH1	Halfpipe Halfhour	SBA
Bonny	Reichelt	12	BA1	Display	
Kier	Rowlinson	14	BA1	Display	
Warwick	Rowlinson	11	BA1	Display	
Peter	Jones	8	BA1	Display	
Deborah	Jones	6	BA1	Display	
Rafael	Rodrigues	5	BA1	Display	
Shobha	Ramesh	13	HH1	Halfpipe Halfhour	SBA
Raoul	Ramesh	12	HH1	Halfpipe Halfhour	SBA

Comments: In common with many other candidates, this candidate has sorted on just one of the fields, in this case Age <16 - 2/4

Activity 5 - Using Desktop Publishing/Word Processing Software

This activity required candidates to produce the inside pages of a leaflet. They were given the cover pages as a loose leaf document with the examination paper. The instructions were such that candidates could choose to produce one A4 page in portrait if they did not feel able to tackle two A5 pages using columns.

Task DP1

Many candidates began well. Most candidates attempted to create the leaflet on one A4 although some created two full A4 sheets and a few thought they had to produce all 4 pages!

Most added at least one suitable graphic and imported some of the text. Some used clipart when a picture from the GRAPHICS file was specifically requested. Others used an inappropriate picture from the GRAPHICS file. Many did not add a title for either Snowboarding or the Grand Charity Raffle.

The majority of candidates imported their own SP2 spreadsheet although many did not relate its position to the text. Some candidates were unable to import the spreadsheet and used cropped screenshots.

Text for the snowboarding display was rarely right justified. Few managed good text wrapping with many splitting the text on either side of a picture thereby reducing legibility.

Many successfully imported the text for the raffle and a suitable graphic but some candidates failed to gain credit for the raffle information by adding their own text which was not spelt/punctuated correctly. A minority changed the poor (bullet) layout of the raffle prizes.

Almost invariably, there were some errors in consistency of font and layout/use of white space. Few marks were awarded for fitness for purpose. However, there were some centres where overuse of different fonts had much improved since the summer.

Although it was obvious that some candidates did not have time to complete this activity, submitting evidence only for the snowboarding display, there were many instances where candidates had clearly spent time adding unnecessary information at the expense of proofreading and checking that the document was appropriate for the inside pages of the leaflet.

Key areas for improvement

- Choose (possibly sketch) a suitable layout bearing in mind the purpose
- Retain proportions of graphics when re-sizing
- Include only necessary information
- Check the accuracy (spelling, grammar) of any text that is incorporated into documents
- Check positioning of graphics/objects in relation to text
- Consider balance and/or use of white space
- Check consistency of font, style and spacing
- Before printing, check that the product is fit for purpose

DP1

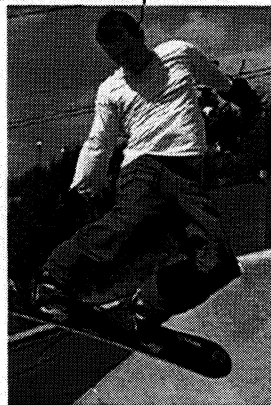


Saturday 31 January is a date for your diary!

Snowboarding is the fastest-growing winter sport for young people and our OPEN DAY is a unique opportunity to become involved in this new facility.

The fun-packed day will include opportunities for 100 people to try either skiing or snowboarding – for free!!

The day will reach a breathtaking finish with a snowboarding display, to be held under the floodlights of the Smarts dry slope centre. 10 local riders have already taken part in a competition to earn a place in the display. The results are shown in this spreadsheet::



Those with totals of 15 or more points will take part in the display. The six finalists are busy practising their tricks and sharpening up their style so book your place early to avoid disappointment!

COMPETITION RESULTS

Snowboarder	Run 1	Run 2	Total
Warren Miller	8.7	8	16.7
Vik Azurdia	7	8	15
Sheff Britner	9.1	8.4	17.5
Si Barrow	9	8.7	17.7
Matt Kendal	6.4	7	13.4
Abe O'Shea	6.8	7	13.8
Li Chong	8	8	16
Manjet Tignes	7	7.8	14.8
Ross Freeman	7.7	8.2	15.9
Kurt Pennington	6.6	6.9	13.5

Comments: The snowboarding text is correct and is fully justified but the second paragraph is in a different font. The graphic is a sensible choice and has retained proportions but the text is not wrapped around it. The spreadsheet has been imported but is not positioned in relation to the text. The logo is unnecessary as it appears on the cover. This candidate only managed the snowboarding information and no further marks could be awarded. 6/18.

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Snowboarding Display

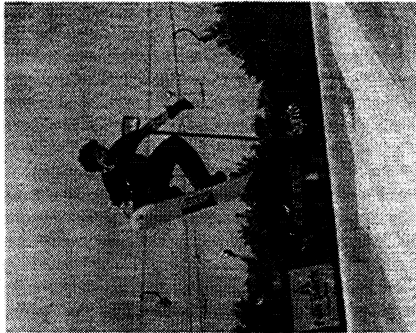
Saturday 31 January is a date for your diary!

Snowboarding is the fastest-growing winter sport for young people and our OPEN DAY is a unique opportunity to become involved in this new facility.

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Those with totals of 15 or more points will take part in the display. The six finalists are busy practising their tricks and sharpening up their style so book your place early to avoid disappointment!



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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

Grand Charity Raffle

In aid of local charity 'Hope for Children'.

The top three prizes are:

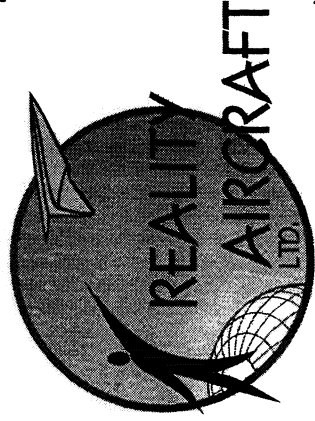
1. 30 minute flight in light aircraft over Isle of Wight (Reality Aircraft Ltd)
2. Weekend break in Norfolk with free rides at Adventure Quest theme park (Johnson's Removals)
3. Family meal at BurgersAway! (Southampton branch)

Tickets cost just 25p.

Draw takes place after the Snowboarding Display.



Escapade



DP1 –

This candidate did not right-align the text or wrap it around a picture. The layout could be improved and the font is inconsistent. 12/18.

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GRADE BOUNDARIES JANUARY 2004

Unit No		A*	A	B	C	D	E	F	G
5331	Upper	100	89	76	63	50	42	34	27
	Lower	90	77	64	51	43	35	28	21

Material available to support the delivery of GCSEs in Vocational subjects

Materials currently available on Edexcel website (www.Edexcel.org.uk)

- **Specimen Papers and Mark Schemes**
- **January 2004 question papers and mark schemes**
Available on Edexcel website at:
<http://www.edexcel.org.uk/qualifications/QualificationNoticeboardItem.aspx?id=80620&ciid=179513>
- **Subject specific marking guidance**
- **Moderation of Portfolio Guidance for the May/June 2004 moderation series**

Material available shortly (Printed copy) in centres

- **Candidate resource pack for students:**
provides advice to students preparing for summer moderation and tests. One folder per subject containing teacher guide and photocopiable student materials.
- **Subject specific CD Rom:**
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