

Mark Scheme (Results) January 2010

GCSE

GCSE Applied ICT (5331) 01

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January 2010

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Printout Label	ANSWER	POSS MARK	MAX
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Activity 1 - Using word processing software

WP1



1	Smarts Leisure Park Logo In top quarter of page with nothing above Size - minimum: text readable, maximum: 1/3 page wide Proportions retained. No truncation.	1	
2	Suitable title which must include "sports hall" Allow "Purpose of meeting ..." but not "Title..." No full stop	1	
3	AGENDA On a line with no other text - no full stop or colon. As given. Suitable font (not WordArt), size (no larger than GCSE on front cover) and position (above agenda items, if present, but sensible, eg not between date/time/venue). Allow vertical overlap with logo position. Allow if above logo.	1	
4	(Wednesday) 3 February (2010) 10.00 am Spelling/capitalisation correct, allow sensible date and time formats Above agenda items, if present	1	
5	Boardroom Above agenda items, if present. Correct spelling	1	
6	Apologies for absence, Minutes of last meeting, Matters arising as first 3 items in agenda list (any order). Allow if spelling errors	1	
7	Any other business & Date of next meeting at bottom of list (either order). Allow if spelling errors	1	
8	All items completely correct (4, 5, 6 & 7 are interchangeable)	1	
9	Numbered list for all items present , consistent style	1	
10	Fitness for purpose, including last 8 marks and layout (ignore logo). Do not allow repeated text or inappropriate additions. No spelling errors.	1	
		10	
Total for Activity 1: 10 marks			

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Activity 2 - Using spreadsheet software

SP1

	A	B	C	D	E	F
1	TEMPORARY PART TIME STAFFING				Uniform Cost	£5.00
2						
3	First Name	Social Fund	Hours per Week	Hourly Rate		
4	Alison	Yes	7	£8.80		
5	Anna	No	4	£8.50		
6	Christopher	Yes	5	£8.00		
7	Colin	Yes	4	£8.50		
8	Daniel	No	6	£8.10		
9	Emma	Yes	5	£9.40		
10	Fiona	Yes	4	£8.40		
11	Jenni	No	6	£8.80		
12	John	Yes	7	£8.00		
13	Jonathan	Yes	7	£9.50		
14	Kathryn	Yes	3	£8.60		
15						
16	Total					

	1	TEMPORARY PART TIME STAFFING as given entered in A1	1	
	2	Title made bold and size 16	1	
	3	Values in column D formatted to currency with 2 decimal places	1	
				3

SP2

	A	B	C	D	E	F
1	TEMPORARY PART TIME STAFFING				Uniform Cost	5
2						
3	First Name	Social Fund	Hours per Week	Hourly Rate	Gross Pay	
4	Alison	Yes	7	8.8	=C4*D4	
5	Anna	No	4	8.5	=C5*D5	
6	Christopher	Yes	5	8	=C6*D6	
7	Colin	Yes	4	8.5	=C7*D7	
8	Daniel	No	6	8.1	=C8*D8	
9	Emma	Yes	5	9.4	=C9*D9	
10	Fiona	Yes	4	8.4	=C10*D10	
11	Jenni	No	6	8.8	=C11*D11	
12	John	Yes	7	8	=C12*D12	
13	Jonathan	Yes	7	9.5	=C13*D13	
14	Kathryn	Yes	3	8.6	=C14*D14	
15						
16	Total				=SUM(E4:E14)	

	1	Gross Pay as given in cell E3. Ignore bold and centred.	1	
	2	=C4*D4 in cell E4	2	
	3	=SUM(C4*D4) or other formula which gives correct answer in E4	1	
	4	Formula in cell E4 replicated down for all staff	1	
	5	= SUM(E4:E14) in cell E16	2	
	6	=E4+E5+E6+E7+E8+E9+E10+E11+E12+E13+E14 in cell E16	1	
		=SUM(E4:E15) in cell E16	1	
		=SUM(E4:E14) in cell E15 or E17	1	
				6

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SP3	Marking points 3, 4 & 5 should not be awarded if marking point 2 is not awarded.		
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	A	B	C	D	E	F
1	TEMPORARY PART TIME STAFFING				Uniform Cost	5
2						
3	First Name	Social Fund	Hours per Week	Hourly Rate	Gross Pay	Uniform
4	Alison	Yes	7	8.8	=C4*D4	=IF(C4>4,\$F\$1,0)
5	Anna	No	4	8.5	=C5*D5	=IF(C5>4,\$F\$1,0)
6	Christopher	Yes	5	8	=C6*D6	=IF(C6>4,\$F\$1,0)
7	Colin	Yes	4	8.5	=C7*D7	=IF(C7>4,\$F\$1,0)
8	Daniel	No	6	8.1	=C8*D8	=IF(C8>4,\$F\$1,0)
9	Emma	Yes	5	9.4	=C9*D9	=IF(C9>4,\$F\$1,0)
10	Fiona	Yes	4	8.4	=C10*D10	=IF(C10>4,\$F\$1,0)
11	Jenni	No	6	8.8	=C11*D11	=IF(C11>4,\$F\$1,0)
12	John	Yes	7	8	=C12*D12	=IF(C12>4,\$F\$1,0)
13	Jonathan	Yes	7	9.5	=C13*D13	=IF(C13>4,\$F\$1,0)
14	Kathryn	Yes	3	8.6	=C14*D14	=IF(C14>4,\$F\$1,0)
15						
16	Total				=SUM(E4:E14)	

	1	Uniform as given in cell F3. Ignore bold and centred.	1	
	2	=IF(C4>4 or =IF(C4<=4	1	
	3	\$F\$1 in correct position in relation to correct criteria	2	
	4	F1 in correct position in relation to correct criteria	1	
	5	0 in correct position in relation to correct criteria Do not accept "0"	1	
	6	Complete IF statement which does not produce an error. Must be able to see closing brackets	1	
	7	Formula including absolute cell reference replicated down for all staff	1	
	8	Printed in landscape view	1	
	9	Gridlines and row and column headers displayed	1	
				9

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SP4 Marking points 3, 4 & 5 should not be awarded if marking point 2 is not awarded.

	A	B	C	D	E	F	G
1	TEMPORARY PART TIME STAFFING				Uniform Cost	5	
2							
3	First Name	Social Fund	Hours per Week	Hourly Rate	Gross Pay	Uniform	Social Fund
4	Alison	Yes	7	8.8	=C4*D4	=IF(C4>4,\$F\$1.0)	=IF(B4="Yes",E4*8%,0)
5	Anna	No	4	8.5	=C5*D5	=IF(C5>4,\$F\$1.0)	=IF(B5="Yes",E5*8%,0)
6	Christopher	Yes	5	8	=C6*D6	=IF(C6>4,\$F\$1.0)	=IF(B6="Yes",E6*8%,0)
7	Colin	Yes	4	8.5	=C7*D7	=IF(C7>4,\$F\$1.0)	=IF(B7="Yes",E7*8%,0)
8	Daniel	No	6	8.1	=C8*D8	=IF(C8>4,\$F\$1.0)	=IF(B8="Yes",E8*8%,0)
9	Emma	Yes	5	9.4	=C9*D9	=IF(C9>4,\$F\$1.0)	=IF(B9="Yes",E9*8%,0)
10	Fiona	Yes	4	8.4	=C10*D10	=IF(C10>4,\$F\$1.0)	=IF(B10="Yes",E10*8%,0)
11	Jenni	No	6	8.8	=C11*D11	=IF(C11>4,\$F\$1.0)	=IF(B11="Yes",E11*8%,0)
12	John	Yes	7	8	=C12*D12	=IF(C12>4,\$F\$1.0)	=IF(B12="Yes",E12*8%,0)
13	Jonathan	Yes	7	9.5	=C13*D13	=IF(C13>4,\$F\$1.0)	=IF(B13="Yes",E13*8%,0)
14	Kathryn	Yes	3	8.6	=C14*D14	=IF(C14>4,\$F\$1.0)	=IF(B14="Yes",E14*8%,0)
15							
16	Total				=SUM(E4:E14)		

	1	Social Fund as given in cell G3. Ignore bold and centred.		1
	2	=IF(B4="Yes" or =IF(B4="No" in cell G4 Accept =IF(B4>\$B\$5 (must have \$ signs for mark		1
	3	E4*8% or E4*0.08 or E4*8/100 in correct position in relation to correct criteria SUM(E4*8%) or similar alternatives in correct position in relation to correct criteria		2
	4			1
	5	0 in correct position in relation to correct criteria Do not accept "0"		1
	6	Formula replicated down for all staff		1
				6

SP5

	A	B	C	D	E	F	G	H
1	TEMPORARY PART TIME STAFFING				Uniform Cost	5		
2								
3	First Name	Social Fund	Hours per Week	Hourly Rate	Gross Pay	Uniform	Social Fund	Net Pay
4	Alison	Yes	7	8.8	=C4*D4	=IF(C4>4,\$F\$1.0)	=IF(B4="Yes",E4*8%,0)	=E4-F4-G4
5	Anna	No	4	8.5	=C5*D5	=IF(C5>4,\$F\$1.0)	=IF(B5="Yes",E5*8%,0)	=E5-F5-G5
6	Christopher	Yes	5	8	=C6*D6	=IF(C6>4,\$F\$1.0)	=IF(B6="Yes",E6*8%,0)	=E6-F6-G6
7	Colin	Yes	4	8.5	=C7*D7	=IF(C7>4,\$F\$1.0)	=IF(B7="Yes",E7*8%,0)	=E7-F7-G7
8	Daniel	No	6	8.1	=C8*D8	=IF(C8>4,\$F\$1.0)	=IF(B8="Yes",E8*8%,0)	=E8-F8-G8
9	Emma	Yes	5	9.4	=C9*D9	=IF(C9>4,\$F\$1.0)	=IF(B9="Yes",E9*8%,0)	=E9-F9-G9
10	Fiona	Yes	4	8.4	=C10*D10	=IF(C10>4,\$F\$1.0)	=IF(B10="Yes",E10*8%,0)	=E10-F10-G10
11	Jenni	No	6	8.8	=C11*D11	=IF(C11>4,\$F\$1.0)	=IF(B11="Yes",E11*8%,0)	=E11-F11-G11
12	John	Yes	7	8	=C12*D12	=IF(C12>4,\$F\$1.0)	=IF(B12="Yes",E12*8%,0)	=E12-F12-G12
13	Jonathan	Yes	7	9.5	=C13*D13	=IF(C13>4,\$F\$1.0)	=IF(B13="Yes",E13*8%,0)	=E13-F13-G13
14	Kathryn	Yes	3	8.6	=C14*D14	=IF(C14>4,\$F\$1.0)	=IF(B14="Yes",E14*8%,0)	=E14-F14-G14
15								
16	Total				=SUM(E4:E14)	=SUM(F4:F14)	=SUM(G4:G14)	=SUM(H4:H14)

	1	Net Pay as given in cell H3. Ignore bold and centred.		1
	2	=E4-F4-G4 in cell H4. Allow E4 - (F4+G4) Do NOT accept =SUM(E4-F4-G4) or similar		1
	3	Replicated down for all staff and totals replicated across to cells F16, G16 and H16 No truncation		1
				3

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SP6			
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TEMPORARY PART TIME STAFFING					Uniform Cost	£5.00
First Name	Gross Pay	Uniform	Social Fund	Net Pay		
Alison	£61.60	£5.00	£4.93	£51.67		
Anna	£34.00	£0.00	£0.00	£34.00		
Christopher	£40.00	£5.00	£3.20	£31.80		
Colin	£34.00	£0.00	£2.72	£31.28		
Daniel	£48.60	£5.00	£0.00	£43.60		
Emma	£47.00	£5.00	£3.76	£38.24		
Fiona	£33.60	£0.00	£2.69	£30.91		
Jenni	£52.80	£5.00	£0.00	£47.80		
John	£56.00	£5.00	£4.48	£46.52		
Jonathan	£66.50	£5.00	£5.32	£56.18		
Kathryn	£25.80	£0.00	£2.06	£23.74		
Total	£499.90	£35.00	£29.16	£435.74		

	1	Columns E, F, G and H formatted to currency with 2dp. Must have numerical answers in columns F, G, H to gain marks.	1	
	2	Columns A, E, F, G and H only printed in data sheet view. Must show all rows (1 - 16). Printout in portrait view on one A4 sheet with no truncation	1	
	3	Gridlines and row and column headers removed	1	
				3

Total for Activity 2: 30 marks				
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Activity 3 - Using desktop publishing/word processing software

DP1

SMARTS LEISURE PARK - QUESTIONNAIRE

Please complete and return to the Fitness Suite by the end of February 2010

FIRST NAME: DATE OF BIRTH: □□/□□/□□□□

LAST NAME: GENDER: Male Female

SCHOOL NAME: TODAY'S DATE: □□/□□/□□□□

1. Which of the following facilities at Smarts Leisure Park have you used in the last 6 months?
(Please tick all relevant boxes and state any other facilities used)

Archery:

Canoeing:

Six slope:

Other (please state):

2. Which of these facilities would you use if they were available at Smarts Leisure Park?
(Please tick all relevant boxes)

Five-a-side football:

Basketball:

Fitness Suite:

3. How much would you be prepared to pay for using the Smarts Leisure Park sports facilities?
(Please tick one box or state how much you would be prepared to pay)

Up to £2 a visit:

Between £2 and £3 a visit:

Between £3 and £5 a visit:

Other (please state):

4. How often do you take part in sporting activities outside school hours?
(Please tick one box)

Less than once a week:

About once a week:

About twice a week:

5. Do you have any additional comments about sporting activities at Smarts Leisure Parks?

.....

.....

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE!

1	Use of file SURVEY (check for basic information)	1	
2	Fits on one A4 sheet	1	
3	All question 2 responses included - ignore spelling, position and boxes	1	
4	All question 3 responses included - ignore spelling, position and boxes/dotted line	1	
5	All question 4 responses included - ignore spelling, position and boxes	1	
6	Responses text inserted in the correct position (ignore layout)	1	
7	Responses text - spelling and caps as given. Must include colons and space before dotted lines. E.g. Check Basketball Any additional text must be spelt correctly and make sense.	1	
8	Subheadings not included with responses text	1	
9	Responses tick boxes added after text	1	
10	Suitable dotted line added after "Other (please state): " in question 3 - should extend to same distance as in section 1	1	
11	Tick boxes aligned at 8 cm and lists indented at 2 cm (in line with original)	1	
12	3 dotted lines for additional comments (must extend to same distance as question 1 response)	1	
13	Dotted lines double line spaced	1	
14	Consistency of font, size and style (may have different consistent size and style for headings). Ignore final line in italics.	1	
15	Any other appropriate changes, eg boxes instead of dotted line for dates	1	
16	Fitness for purpose (including all of above except marking point 15) and overall consistent layout	1	
			16

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	Total for Activity 3: 16 marks		
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Activity 4 - Using database software

DB1

RefNo	LastName	FirstName	SchoolID	DoB	Gender	FacilityUsed
20	Bancroft	Alex	MAR	23/10/1994	M	O
27	Banks	James	STG	20/03/1993	M	O
9	Boil	Lucy	WOO	07/05/1994	F	A
30	Bond	Charlotte	MAR	22/07/1995	F	Q
19	Brean	Pierre	BAD	15/08/1993	M	C
12	Carter	Charlotte	BAD	19/11/1995	F	C
2	Cray	Mark	STG	06/06/1993	M	S
31	Davies	Angharad	MAR	17/12/1994	F	C
14	Davis	Joe	WOO	06/03/1995	M	S
21	Drake	Nicholas	MAR	13/12/1993	M	S
10	Drew	Lorna	BAD	29/12/1995	F	A
6	Ellis	Sofia	WOO	10/11/1993	F	S
25	Finch	Julie	STG	29/03/1996	F	C
17	Gold	Jonathan	MAR	29/05/1994	M	Q
16	Grant	Rebecca	MAR	05/08/1994	F	Q
1	Jones	Sally	MAR	20/06/1995	F	O
15	King	Phillip	WOO	23/06/1996	M	A
26	Leggett	Kate	BAD	11/10/1995	F	O
29	Lockyer	Connor	MAR	31/01/1996	M	Q
13	Murray	Shaun	STG	22/10/1994	M	Q
22	Nicholls	Anna	STG	20/04/1996	F	A
28	Paine	Laura	WOO	17/12/1992	F	S
24	Parker	Chns	BAD	12/01/1996	M	S
5	Peters	Stuart	BAD	17/11/1993	M	Q
7	Philips	Matthew	STG	09/03/1995	M	O
11	Renard	Emily	WOO	11/02/1995	F	Q
18	Russell	Rose	MAR	13/05/1994	F	O
23	Simpson	Edward	BAD	18/01/1994	M	Q
3	Smith	Noah	WOO	04/02/1996	M	C
4	Stomp	Emma	BAD	29/12/1995	F	O
8	White	Jill	STG	30/07/1996	F	S

	1	Data entered correctly with no errors.	2	
	2	Data entered with one field error	1	
	3	Table sorted on LastName. All fields, no truncation.	1	
	4	Table sorted in ascending order of LastName. All fields, no truncation.	1	
				4

DB2 Must be the results of a search/query on the RESPONSES table.

RefNo	LastName	FirstName	SchoolID	DoB	Gender	FacilityUsed
28	Paine	Laura	WOO	17/12/1992	F	S
6	Ellis	Sofia	WOO	10/11/1993	F	S
9	Boil	Lucy	WOO	07/05/1994	F	A
11	Renard	Emily	WOO	11/02/1995	F	Q
14	Davis	Joe	WOO	06/03/1995	M	S
3	Smith	Noah	WOO	04/02/1996	M	C
15	King	Phillip	WOO	23/06/1996	M	A

	1	Correct 7 records only	1	
	2	All 7 fields shown (no truncation)	1	
	3	Sorted in order of DoB (at least DoB and RefNo fields)	1	
	4	Sorted in ascending order of DoB (all 7 fields)	1	
				4

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DB3	Must be a report produced from database software - no credit for any other response. Credit can be awarded for screenshots where evidence matches the mark scheme.																										
<div style="border: 1px solid yellow; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: blue; font-style: italic;">Students who responded to questionnaire</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-decoration: underline;">First Name</th> <th style="text-decoration: underline;">Last Name</th> <th style="text-decoration: underline;">Date of Birth</th> </tr> </thead> <tbody> <tr><td>Laura</td><td>Paine</td><td>17/12/1992</td></tr> <tr><td>Sofa</td><td>Ellis</td><td>10/11/1993</td></tr> <tr><td>Lucy</td><td>Boil</td><td>07/05/1994</td></tr> <tr><td>Emily</td><td>Renard</td><td>11/02/1995</td></tr> <tr><td>Joe</td><td>Davis</td><td>06/03/1995</td></tr> <tr><td>Noah</td><td>Smith</td><td>04/02/1996</td></tr> <tr><td>Philip</td><td>King</td><td>23/06/1996</td></tr> </tbody> </table> </div>				First Name	Last Name	Date of Birth	Laura	Paine	17/12/1992	Sofa	Ellis	10/11/1993	Lucy	Boil	07/05/1994	Emily	Renard	11/02/1995	Joe	Davis	06/03/1995	Noah	Smith	04/02/1996	Philip	King	23/06/1996
First Name	Last Name	Date of Birth																									
Laura	Paine	17/12/1992																									
Sofa	Ellis	10/11/1993																									
Lucy	Boil	07/05/1994																									
Emily	Renard	11/02/1995																									
Joe	Davis	06/03/1995																									
Noah	Smith	04/02/1996																									
Philip	King	23/06/1996																									
	¹ Suitable title (ignore Task Name, DB3) including Students and Questionnaire . Sensible capitalisation. No full stop.	1																									
	² Correct 7 records only (allow f/t from DB2 only if there is evidence of a search, ie not all records)	1																									
	³ FirstName, LastName and DoB fields only in correct order.	1																									
	⁴ Sensible customisation for at least one field.	1																									
	⁵ Candidate name, candidate number and centre number in footer area at bottom of the page using database software	1																									
	⁶ Report printed in portrait on one A4 sheet. (Do not accept a screen shot)	1																									
			6																								

DB4	Must be the results of a search/query on the related tables.																																																		
<div style="border: 1px solid yellow; padding: 10px; margin: 10px auto; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>FacCode</th> <th>Facility</th> <th>LastName</th> <th>FirstName</th> <th>DoB</th> <th>SchoolName</th> </tr> </thead> <tbody> <tr><td>S</td><td>Ski slope</td><td>Cray</td><td>Mark</td><td>06/06/1993</td><td>St Giles RC School</td></tr> <tr><td>S</td><td>Ski slope</td><td>Ellis</td><td>Sofia</td><td>10/11/1993</td><td>Woolston Community College</td></tr> <tr><td>S</td><td>Ski slope</td><td>White</td><td>Jill</td><td>30/07/1996</td><td>St Giles RC School</td></tr> <tr><td>S</td><td>Ski slope</td><td>Davis</td><td>Joe</td><td>06/03/1995</td><td>Woolston Community College</td></tr> <tr><td>S</td><td>Ski slope</td><td>Drake</td><td>Nicholas</td><td>13/12/1993</td><td>Mark Hall College</td></tr> <tr><td>S</td><td>Ski slope</td><td>Parker</td><td>Chris</td><td>12/01/1996</td><td>Badger Hill Comprehensive School</td></tr> <tr><td>S</td><td>Ski slope</td><td>Paine</td><td>Laura</td><td>17/12/1992</td><td>Woolston Community College</td></tr> </tbody> </table> </div>				FacCode	Facility	LastName	FirstName	DoB	SchoolName	S	Ski slope	Cray	Mark	06/06/1993	St Giles RC School	S	Ski slope	Ellis	Sofia	10/11/1993	Woolston Community College	S	Ski slope	White	Jill	30/07/1996	St Giles RC School	S	Ski slope	Davis	Joe	06/03/1995	Woolston Community College	S	Ski slope	Drake	Nicholas	13/12/1993	Mark Hall College	S	Ski slope	Parker	Chris	12/01/1996	Badger Hill Comprehensive School	S	Ski slope	Paine	Laura	17/12/1992	Woolston Community College
FacCode	Facility	LastName	FirstName	DoB	SchoolName																																														
S	Ski slope	Cray	Mark	06/06/1993	St Giles RC School																																														
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	¹ Correct 7 records only.	1																																																	
	² FacCode, Facility, LastName, FirstName DOB and SchoolName only in any order	1																																																	
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			3																																																

5331 - Mark Scheme, January 2010

Printout Label	ANSWER	POSS MARK	MAX
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DB5	Must be a report produced from database software - no credit for any other response. Credit can be awarded for screenshots where evidence matches the mark scheme.																																		
<div style="border: 1px solid yellow; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center; color: blue; font-style: italic;">Students who have used the ski slope</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-decoration: underline;">First Name</th> <th style="text-decoration: underline;">Last Name</th> <th style="text-decoration: underline;">Date of Birth</th> <th style="text-decoration: underline;">School Name</th> </tr> </thead> <tbody> <tr><td>Mark</td><td>Cray</td><td>06/06/1993</td><td>St Giles RC School</td></tr> <tr><td>Joe</td><td>Davis</td><td>06/03/1995</td><td>Woolston Community College</td></tr> <tr><td>Nicholas</td><td>Drake</td><td>13/12/1993</td><td>Mark Hall College</td></tr> <tr><td>Sofa</td><td>Ellis</td><td>10/11/1993</td><td>Woolston Community College</td></tr> <tr><td>Laura</td><td>Paine</td><td>17/12/1992</td><td>Woolston Community College</td></tr> <tr><td>Chris</td><td>Parker</td><td>12/01/1996</td><td>Badger Hill Comprehensive School</td></tr> <tr><td>Jill</td><td>White</td><td>30/07/1996</td><td>St Giles RC School</td></tr> </tbody> </table> </div>				First Name	Last Name	Date of Birth	School Name	Mark	Cray	06/06/1993	St Giles RC School	Joe	Davis	06/03/1995	Woolston Community College	Nicholas	Drake	13/12/1993	Mark Hall College	Sofa	Ellis	10/11/1993	Woolston Community College	Laura	Paine	17/12/1992	Woolston Community College	Chris	Parker	12/01/1996	Badger Hill Comprehensive School	Jill	White	30/07/1996	St Giles RC School
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	¹ Suitable title (ignore Task Name, DB3) including Students and ski slope. Sensible capitalisation. No full stop.	1																																	
	² Correct 7 records only (allow f/t from DB4 only if there is evidence of a search) Accept all records if Name and SchoolName are present	1																																	
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	⁴ Sensible customisation for all fields.	1																																	
	⁵ List sorted in ascending order of LastName .	1																																	
	⁶ Candidate name, candidate number and centre number in footer area at bottom of the page using database software	1																																	
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5331 - Mark Scheme, January 2010

Printout Label	ANSWER	POSS MARK	MAX
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MG1



«HeadTitle» «HeadInitial» «HeadLastname»
«SchoolName»
«Address»
«Town»
«Pcode1» «Pcode2»

15 January 2010

Dear «HeadTitle» «HeadLastname»

Opening of Smarts Leisure Park Sports Facilities

Smarts Leisure Park is pleased to announce the opening of improved sports facilities in the park. The changes include a refurbished gymnasium, a new sports hall, improved swimming areas and a new climbing wall.

As a token of our gratitude for the support that «SchodName» has given to Smarts Leisure Park, I would like to invite you to attend the opening ceremony. The opening will be carried out by Max Smarts, owner of Smarts Leisure and will take place on Saturday 3 April 2010 at 2.30 pm. After the ceremony there will be an opportunity for you to have a personal tour of the facilities.

Included within this letter is a ticket to the ceremony and a free pass to use the facilities at your convenience during April.

I do hope you are able to join us Saturday 3 April to help us celebrate this opening.

Please contact me to confirm your attendance either by telephone on 01844 5463222 or by email to caitlin.donavon@smartsleisure.co.uk. I look forward to hearing from you.

Yours sincerely

Caitlin Donavon
Manager of Smarts Leisure Park

MG2



Ms E Greene
Badger Hill Comprehensive School
Badger Hill
Fawley
SO86 1TS

15 January 2010

Dear Ms Greene

Opening of Smarts Leisure Park Sports Facilities

Smarts Leisure Park is pleased to announce the opening of improved sports facilities in the park. The changes include a refurbished gymnasium, a new sports hall, improved swimming areas and a new climbing wall.

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Manager of Smarts Leisure Park

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Printout Label	ANSWER	POSS MARK	MAX
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Activity 3 - Using database/word processing software

MG1	Merge fields should be identified by « and not <<	POSS MARK	MAX
	¹ Use of letterhead as given - must have logo in header and address details in footer. Penalise if sender's address details added.	1	
	² Date positioned below letterhead and before salutation, left or right, before or after recipient's details if present. Clear line space between date and other text if similarly aligned.	1	
	³ Date within exam window (11 - 15 January 2010). Must have year. Any acceptable format. Do not accept TH format eg 11 TH Ignore day if correct	1	
	⁴ Attempt at recipient details, top or bottom, left only	1	
	⁵ Yours sincerely as complimentary close	1	
	⁶ Caitlin Donavon below text of letter	1	
	⁷ Manager (of) Smarts Leisure (Park) Below text of letter. Can be on same line as Caitlin Donavon. No full stop	1	

Must be at least one merge field from SCHOOLS table to gain further marks for MG1

	⁸ Any 2 merge fields from SCHOOLS table in address and salutation. Address block/Greeting line provided that MG2 shows use of two fields	1	
	⁹ «HeadTitle» «HeadInitial» «HeadLastname» «SchoolName» «Address» «Town» «Pcode1» «Pcode2» Check MG2 if Address block used. Must have spaces between HeadTitle HeadInitial and HeadLastName and between Pcode1 and Pcode2.	1	
	¹⁰ Dear «HeadTitle» «HeadLastname» - check that brackets are removed and space left after Dear and between fields	1	
	¹¹ «SchoolName» merge field used correctly in body of letter, placeholder deleted. Correct spacing.	1	
	¹² Consistent font for letter	1	
	¹³ Overall fitness for purpose (all above plus no unnecessary info). Must have space for signature between "Yours sincerely" and "Caitlin Donavon".	1	
			13

MG2	MG1 must be present with at least one merge field to gain any marks	POSS MARK	MAX
	¹ Successful mailmerge of their MG1 with SCHOOLS table. ² Accept changes to candidate and task details only.	2/0	
	³ One mail-merged letter only submitted.	1	
			3
Total for Activity 5: 16 marks			

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