Mark Scheme (Results)

January 2012

GCSE Applied ICT (5331)
Paper 1 ICT Tools & Applications

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Activity 1: Using word processing software

WP1			
1	SmartAparts logo added		**1**
2	Logo at top of page above text items without distortion or truncation		**1**
3	Suitable title entered. Must include "Redecoration" and "SmartAparts". Do not accept WordArt.		**1**
4	Date, time and place of meeting (8th February, 10:00 am, boardroom) entered above agenda items and below title		**1**
5	Agenda entered on a line with no other text. Allow AGENDA. Must be less than size 20 font.		**1**
6	Apologies, Minutes and Matters arising as first three agenda items (correct order)		**1**
7	Date of next meeting and Any other business as last two items (correct order)		**1**
8	Consistent numbering of all agenda items		**1**
9	Consistent alignment and "professional" layout (heading MEETING removed)		**1**
		Total for Task WP1	**9**

WP2	**Labels must be present for first 4 marks with at least one space between the label and the data. For the first 4 marks allow with or without a colon.**		
1	To: Jane (Brandon, Editor of SmartsIssues)		**1**
2	From: Kate (Maddison, Manager of SmartAparts)		**1**
3	Date: (day) 9 – 13 January (2012). Within exam window. Anywhere on page but must have label. Suitable UK date format.		**1**
4	Re: Redecoration of SmartAparts. May have Subject: in place of Re:. Anywhere above message. Must include the label. Sensible capitalisation.		**1**
5	To and From as first items in any order on one or two lines. May be present without labels.		**1**
6	Suitable message including Wednesday, 8 February, 10.00 (am) Boardroom. Must include "meeting" unless present in subject line.		**1**
7	Fitness for purpose, including spelling and grammar, consistency of labels with colon. No additional text e.g. Dear, Yours. Accept appropriate closure e.g. "Thank you"		**1**
		Total for Task WP2	**7**

	Total for Activity 1: 16 marks	

Activity 2: Using database software

DB1		
1	30 records sorted in order of **Rent**	1
2	At least 8 records sorted in **ascending** order of **Rent**	1
3	All 8 fields – no truncation	1
4	Oak6 identified as cheapest (either by hand or electronically)	1
	Total for Task DB1	4

DB2	**Must be evidence of a search for marking point 3**	
1	6 correct records which are not more than 100 metres from Reception	2
2	4 records which are less than 100 metres from Reception	1
	2 records which are 100 metres from Reception	1
3	All 8 fields with no truncation	1
	Total for Task DB2	3

DB3	**Marking points 2, 3, 4 and 5 may be awarded from results view**	
1	Screen shot of query design Must be able to see all 8 fields and search criteria section.	1
2	Criterion **Sleeps**=4	1
3	Criterion **Cot**="Yes"	1
4	Criterion **BBQ**="Yes"	1
5	Criteria are shown as **AND** (all on same line in Access)	1
	Total for Task DB3	5

DB4	**Must be a report produced and printed from database software. Accept screen shot for marks if the marking point is visible.**	
1	Suitable title including "**Apartment**", "**sleep**", "**4**" "**cot**" and "**BBQ/barbecue**"	1
2	Correct 2 records only (Ash 3 and Pine 1). Allow follow through from DB3 provided not all records.	1
3	Correct fields only (**ApartName**, **Rent**, **Dist**)	1
4	**ApartName** or **Dist** customised appropriately	1
5	Name, candidate number, centre number and task number entered in page footer. (bottom 5 cm of page)	1
6	Report printed in portrait on one side of A4	1
7	Fitness for purpose including sensible spacing of fields. Sensible capitalisation of title	1
	Total for Task DB4	7

DB5		
1	Correct 5 records	**3**
2	Correct 3 records for no BBQ and rent less than 400 Correct 2 records for no BBQ and rent equal to 400 Correct 8 records for rent not more than 400 Correct 3 records for rent less than or equal to 400 and have a BBQ	**2**
3	Correct 5 records for rent less than 400 Correct 3 records for rent equal to 400 Correct 10 records for no BBQ	**1**
4	Fields **FirstName**, **LastName**, **Phone**, **BBQ** and **Rent** only in any order	**1**
5	Fields **FirstName**, **LastName**, **Phone**, **BBQ** and **Rent** only in this order	**1**
	Total for Task DB5	**5**

DB6		
1	Correct 4 records	**1**
2	Fields **ApartName**, **Title**, **Initial**, **FirstName**, **LastName**, **Addr1**, **Addr2**, and **PCode** and **Sleeps** only (any order). Allow if **Sleeps** not included	**1**
3	Fields **ApartName**, **Title**, **Initial**, **FirstName**, **LastName**, **Addr1**, **Addr2**, and **PCode** only (in any order)	**1**
4	Fields **ApartName**, **Title**, **Initial**, **FirstName**, **LastName**, **Addr1**, **Addr2**, and **PCode** only (in this order)	**1**
	Total for Task DB6	**4**

Total for Activity 2: 28 marks	

Activity 3: Using word processing /DTP software

DP1		
1	Title for advert as given **– SmartAparts – the smartest place to stay** Position and emphasis suitable for title	**1**
2	SmartAparts logo included	**1**
3	Size, proportions and position of logo appropriate	**1**
4	Only 2 images from Graphics file included – allow any two of Lodge, Apartment, Cottage, SmartApart, A SmartApart, Kate Maddison	**1**
5	Size, proportions and position of images appropriate e.g. not larger than 9.0 x 6.0	**1**
6	No unsuitable items of text selected from OPENING file e.g. Max Smarts retired in June, Teenz Club Swimming gala, Quad bikes for sale	**1**
7	Important information stands out e.g. 20% off apartments if booked by 29 February, Apartments available from £275 per week	**1**
8	All text (including title) – font size and style suitable No WordArt	**1**
9	Contact details as given (at least name and email/phone)	**1**
10	Sensible layout of the text	**1**
11	Good use of white space	**1**
12	Fitness for purpose of advert	**1**
	Total for Task DP1	**12**

Total for Activity 3: 12 marks	

Activity 4: Using spreadsheet software

SP1		
1	Title in row 1 bold and size 16	**1**
2	Labels in row 3 italics and centred	**1**
3	Cells B4:G13 formatted to 2 dp and showing £	**1**
4	Spreadsheet printed in landscape with no truncation of data. Must show row/column headers.	**1**
	Total for Task SP1	**4**

SP2	**Marking points 1 and 2 may be awarded from value view**	
1	New row 5 inserted (between Activities and Cleaning)	**1**
2	**Babysitting, 25, 0, 20, 27.5, 0** entered correctly in new row	**1**
3	=SUM(B5:F5) entered in cell G5. Allow follow through if new row not inserted but total for babysitting must be in appropriate location	**1**
4	Formula view of spreadsheet with no truncation	**1**
	Total for Task SP2	**4**

SP3		
1	Suitable graph type (bar/column or pie)	**1**
2	Correct data used for graph (columns A and G only)	**1**
3	Suitable title including "income". Correct spelling and sensible caps	**1**
4	Correct legend or category labels. (column A)	**1**
5	Fit for purpose including appropriate size and distinguishable segments. No unnecessary data (e.g. labels and legend)	**1**
	Total for Task SP3	**5**

SP4		
1	4,8,6,2,8 entered in row 16 (15 if no new row added)	**1**
2	**Per person** entered as given in cell **A18**. No follow through for location	**1**
3	=B14/B16 entered in cell **B18**. Allow follow through for formula but not location	**1**
4	Formula in **B18** copied to cells **C18 – F18**	**1**
	Total for Task SP4	**4**

SP5		
1	Attempt at IF formula entered into cell **B20.** Must include **=IF(**	**1**
2	**=IF(B18>30,)** entered in cell **B20**. Must be able to see closing bracket Allow **=IF(B18<=30,)**	**1**
3	**"Discount"** entered as given as **TRUE** response. Must include quotation marks Allow as false response if **IF(B18<=30,,)**	**1**
4	**"None"** entered as given as **FALSE** response. Must include quotation marks. Allow as TRUE response if **IF(B18<=30,,)**	**1**
5	**=IF(B20="Discount",)** or **=IF(B18>30,,)** entered in cell **B22**. Must be able to see closing bracket	**1**
6	**B14*9%** or **B14*9/100** or **B14*0.09** as **TRUE** response	**1**
7	**""** as **FALSE** response	**1**
8	Formulae in cells **B20** and **B22** copied to cells **C20 to F22**. No truncation	**1**
	Total for Task SP5	**8**

SP6	Row headers must be visible to award marking point 1	
1	Rows 3 and 14 to 22 only printed in data view on A4 sheet.	**1**
2	Data in row 16 (People) formatted to numeric with no decimal places	**1**
3	Data in rows 18 (Per person) and 22 (Discount) formatted to currency with 2 decimal places	**1**
	Total for Task SP6	**3**

Total for Activity 4: 28 marks	

Activity 5: Using word processing / database software

MG1	Marking points 1 to 8 can be awarded from either MG1 or MG2.	
1	Use of letter data file as given	**1**
2	Attempt at date in top left or top right below letterhead. Line space above and below on same alignment	**1**
3	Date within exam window in suitable UK format – may include correct day, must include 2012	**1**
4	Attempt at recipient's address below letterhead AND above greeting or below closure	**1**
5	Subject line below greeting and above body of letter. Must have blank line space above and below subject.	**1**
6	Subject line as given	**1**
7	**Yours sincerely** below body of letter with blank line above and sufficient blank lines below to allow space for signature. Left aligned	**1**
8	**Kate Maddison Manager (of) SmartAparts** below closure on one, two or three lines	**1**
9	Use of at least two merge fields from database file	**1**
10	**«Title» «Initial» «LastName»** **«Addr1»** **«Addr2»** **«PCode»** For recipient's address, check spacing	**1**
11	**Dear «Title» «LastName»** or **Dear «FirstName»** check spacing	**1**
12	Correct replacement of text including brackets with **«ApartName»** merge field	**1**
13	Consistency of font name and size for all text between letterhead and footer	**1**
	Total for Task	**13**

MG2	Mail merge letter must be merged from database and MG1. Must be no editorial changes except for changing task name.	
1	Letter MG1 merged with database (no changes from document presented as MG1 except task title)	**1**
2	Merge is from one of the customers identified in DB6 (no changes from document presented as MG1 except task title)	**1**
3	Only one copy of letter presented for assessment (no changes from document presented as MG1 except task title)	**1**
	Total for Task	**3**

Total for Activity : 16 marks

Total for Paper: 100 marks