

# Mark Scheme (Results)

## June 2008

GCSE

### GCSE Business & Communication Systems (1504.01)

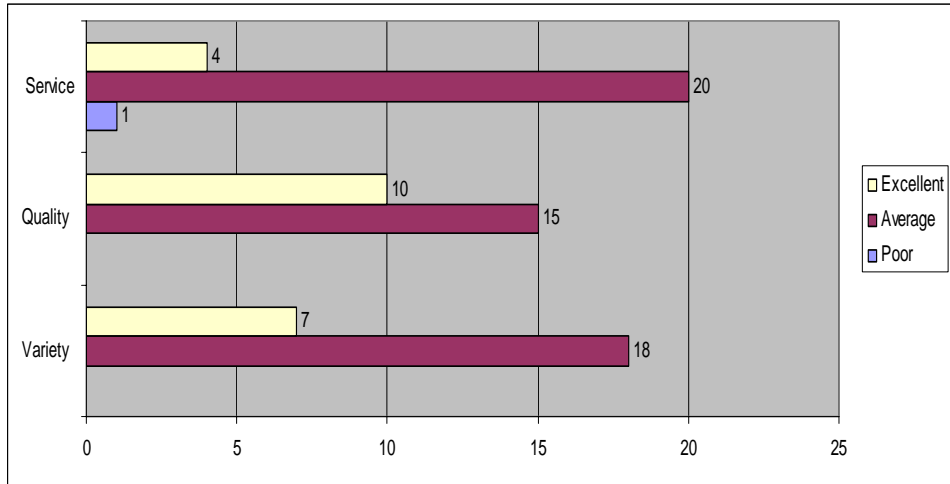
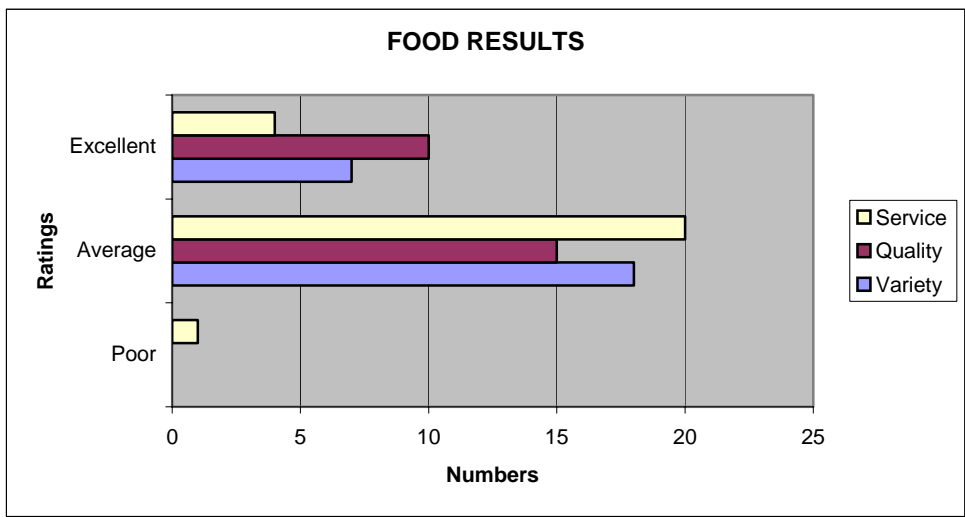
## General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

## 1504/01 Mark Scheme

Question Number	Answer	Mark
1	<p>Using appropriate software, prepare an A4 portrait information sheet. The heading, centred and in capital letters, should be Thames Luxury Dinner Cruise. The order of information and details must be: (AO1-Demonstrate = 4; AO2 -Apply = 8; AO3-Select=3)</p> <ol style="list-style-type: none"> <li>1. Heading - Thames Luxury Dinner Cruise (1) capital letters (1) centred (1)</li> <li>2. All 6 items present <ul style="list-style-type: none"> <li>• boarding point and time</li> <li>• the boat</li> <li>• dinner</li> <li>• set-down point and time</li> <li>• group sizes</li> <li>• prices</li> </ul> </li> <li>3. Correct sequence (whole sequence must be present)</li> <li>4. Boarding point and time correct - Embankment Pier (1) 1900 hrs (1) (<i>accept 1900/7.00 pm</i>)</li> <li>5. Boat details - Cleopatra (1) luxury cruiser with 3 exterior viewing decks (1) full wheelchair access (1)</li> <li>6. Dinner details - (a welcome drink, a four-course a la carte menu with coffee and chocolates to follow)</li> <li>7. Set-down point and time correct - Westminster Pier (1) 2245 hrs (1) (<i>accept 2245/10.45 pm</i>)</li> <li>8. Group sizes correct - 2 to 300 people</li> <li>9. Prices correct - £78.00 including drinks £62.00 excluding drinks</li> </ol>	<p>3 marks</p> <p>1 mark</p> <p>1 mark</p> <p>2 marks</p> <p>3 marks</p> <p>1 mark</p> <p>2 marks</p> <p>1 mark</p> <p>1 mark</p> <p><b>Total for Q1. (15)</b></p>

Question Number	Answer	Mark																																																
2 (a)	<p><b>Load the spreadsheet file PAY...</b> (AO1 - Demonstrate = 3; AO2 - Apply = 3; AO3 - Select =3)</p> <ol style="list-style-type: none"> <li>1. Correct spreadsheet title (WEEKLY PAID STAFF) Accept either all capitals or initial capitals</li> <li>2. All currency columns formatted to 2 decimal places (1) £ sign against each entry (1)</li> <li>3. All columns left justified</li> <li>4. 1 mark for each correct total</li> </ol> <table border="1" data-bbox="373 743 1385 1077"> <thead> <tr> <th>Payroll number</th> <th>Time-rate</th> <th>Hours worked</th> <th>Time-rate total</th> <th>Overtime rate</th> <th>Overtime hours worked</th> <th>Overtime rate total</th> <th>Total gross pay</th> </tr> </thead> <tbody> <tr> <td>L1748</td> <td>£5.50</td> <td>16</td> <td>£88.00</td> <td>£8.25</td> <td>1</td> <td>£8.25</td> <td>£96.25</td> </tr> <tr> <td>L1346</td> <td>£6.00</td> <td>12.5</td> <td>£75.00</td> <td>£9.00</td> <td></td> <td>£0.00</td> <td>£75.00</td> </tr> <tr> <td>L1154</td> <td>£5.35</td> <td>10</td> <td>£53.50</td> <td>£6.68</td> <td>4</td> <td>£26.72</td> <td>£80.22</td> </tr> <tr> <td>L1093</td> <td>£5.45</td> <td>15</td> <td>£81.75</td> <td>£6.80</td> <td></td> <td>£0.00</td> <td>£81.75</td> </tr> <tr> <td>L1671</td> <td>£6.15</td> <td>20</td> <td>£123.00</td> <td>£9.22</td> <td>5</td> <td>£46.10</td> <td>£169.10</td> </tr> </tbody> </table>	Payroll number	Time-rate	Hours worked	Time-rate total	Overtime rate	Overtime hours worked	Overtime rate total	Total gross pay	L1748	£5.50	16	£88.00	£8.25	1	£8.25	£96.25	L1346	£6.00	12.5	£75.00	£9.00		£0.00	£75.00	L1154	£5.35	10	£53.50	£6.68	4	£26.72	£80.22	L1093	£5.45	15	£81.75	£6.80		£0.00	£81.75	L1671	£6.15	20	£123.00	£9.22	5	£46.10	£169.10	<p>1 mark</p> <p>2 marks</p> <p>1 mark</p> <p>5 marks</p>
Payroll number	Time-rate	Hours worked	Time-rate total	Overtime rate	Overtime hours worked	Overtime rate total	Total gross pay																																											
L1748	£5.50	16	£88.00	£8.25	1	£8.25	£96.25																																											
L1346	£6.00	12.5	£75.00	£9.00		£0.00	£75.00																																											
L1154	£5.35	10	£53.50	£6.68	4	£26.72	£80.22																																											
L1093	£5.45	15	£81.75	£6.80		£0.00	£81.75																																											
L1671	£6.15	20	£123.00	£9.22	5	£46.10	£169.10																																											
(b)	<p><b>Using appropriate software and the data given above, create a fully labelled bar chart. The chart should have an appropriate title.</b> (AO1 - Demonstrate = 1; AO2 - Apply = 3; AO3 - Select 2)</p> <ol style="list-style-type: none"> <li>1. Bar chart created (do not accept column chart)</li> <li>2. Appropriate and accurately spelt title (to include Food)</li> <li>3. 7 accurate bars/columns</li> <li>4. Both axes appropriately labelled (1 mark each axis)</li> <li>5. Labels or key (must inform)</li> </ol>	<p>1 mark</p> <p>1 mark</p> <p>1 mark</p> <p>2 marks</p> <p>1 mark</p>																																																



**Total  
for  
Q2.  
(15)**

Question Number	Answer	Mark																																			
3(a)(i)	<p>Using this information, create a database with 5 fields (STAFF NO, SURNAME, INITIAL, AREA, DEPARTMENT) and enter the staff details. (A01 - Demonstrate = 2; A02 - Apply = 1; A03 - Select = 2)</p> <p>1. Database created</p> <p>2. 6 records present - do not accept Dept - accept No or number</p> <p>3. 5 fieldnames correct</p> <p>4. Accurate data entry (0 errors = 2; 1 error = 1; 2 errors = 0) (Do not penalise repeat errors eg capitalisation) (Accept Engineering with 3 'e's in Area column) Accept screen dump as no mark awarded for printout</p> <table border="1" data-bbox="371 815 1265 1070"> <thead> <tr> <th>STAFF NO</th> <th>SURNAME</th> <th>INITIAL</th> <th>AREA</th> <th>DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td>L2034</td> <td>Jines</td> <td>P</td> <td>Front Office</td> <td>Reservations</td> </tr> <tr> <td>L2016</td> <td>Christie</td> <td>J</td> <td>Housekeeping</td> <td>Florist</td> </tr> <tr> <td>L2024</td> <td>Karim</td> <td>S</td> <td>Engineering</td> <td>Maintenance</td> </tr> <tr> <td>L2021</td> <td>Maltz</td> <td>R</td> <td>Food</td> <td>Room Service</td> </tr> <tr> <td>L2012</td> <td>Sutcliffe</td> <td>S</td> <td>Front Office</td> <td>Reception</td> </tr> <tr> <td>L2029</td> <td>James</td> <td>M</td> <td>Security</td> <td>Security Guard</td> </tr> </tbody> </table>	STAFF NO	SURNAME	INITIAL	AREA	DEPARTMENT	L2034	Jines	P	Front Office	Reservations	L2016	Christie	J	Housekeeping	Florist	L2024	Karim	S	Engineering	Maintenance	L2021	Maltz	R	Food	Room Service	L2012	Sutcliffe	S	Front Office	Reception	L2029	James	M	Security	Security Guard	<p>1 mark</p> <p>1 mark</p> <p>1 mark</p> <p>2 marks</p>
STAFF NO	SURNAME	INITIAL	AREA	DEPARTMENT																																	
L2034	Jines	P	Front Office	Reservations																																	
L2016	Christie	J	Housekeeping	Florist																																	
L2024	Karim	S	Engineering	Maintenance																																	
L2021	Maltz	R	Food	Room Service																																	
L2012	Sutcliffe	S	Front Office	Reception																																	
L2029	James	M	Security	Security Guard																																	
(ii)	<p>S Sutcliffe has moved to another of CGH Ltd's hotels. Delete this record. (A02 - Apply = 1)</p> <p>Record deleted</p>	1 mark																																			
(iii)	<p>J Christie works in the Public Areas Department. Amend this record. (A02 - Apply = 1)</p> <p>Record amended</p>	1 mark																																			
(b)(i)	<p>Another member of staff has been employed. Create a new record for him. (A01 - Demonstrate = 1; A02 - Apply = 2)</p> <p>Correct fields and accurate data (5 = 3; 3-4 = 2; 1-2 = 1)</p> <table border="1" data-bbox="371 1727 1238 1765"> <tbody> <tr> <td>L2036</td> <td>Patel</td> <td>R</td> <td>Food</td> <td>Restaurant</td> </tr> </tbody> </table>	L2036	Patel	R	Food	Restaurant	3 marks																														
L2036	Patel	R	Food	Restaurant																																	

3b(ii)	<p>Carry out an ascending sort on the SURNAME field. (AO2 - Apply = 2)</p> <p>Sorted on the SURNAME field All fields in printout</p> <table border="1" data-bbox="371 353 1260 611"> <thead> <tr> <th>STAFF NO</th> <th>SURNAME</th> <th>INITIAL</th> <th>AREA</th> <th>DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td>L2016</td> <td>Christie</td> <td>J</td> <td>Housekeeping</td> <td>Public Areas</td> </tr> <tr> <td>L2029</td> <td>James</td> <td>M</td> <td>Security</td> <td>Security Guard</td> </tr> <tr> <td>L2034</td> <td>Jines</td> <td>P</td> <td>Front Office</td> <td>Reservations</td> </tr> <tr> <td>L2024</td> <td>Karim</td> <td>S</td> <td>Engineering</td> <td>Maintenance</td> </tr> <tr> <td>L2021</td> <td>Maltz</td> <td>R</td> <td>Food</td> <td>Room Service</td> </tr> <tr> <td>L2036</td> <td>Patel</td> <td>R</td> <td>Food</td> <td>Restaurant</td> </tr> </tbody> </table>	STAFF NO	SURNAME	INITIAL	AREA	DEPARTMENT	L2016	Christie	J	Housekeeping	Public Areas	L2029	James	M	Security	Security Guard	L2034	Jines	P	Front Office	Reservations	L2024	Karim	S	Engineering	Maintenance	L2021	Maltz	R	Food	Room Service	L2036	Patel	R	Food	Restaurant	1 mark 1 mark
STAFF NO	SURNAME	INITIAL	AREA	DEPARTMENT																																	
L2016	Christie	J	Housekeeping	Public Areas																																	
L2029	James	M	Security	Security Guard																																	
L2034	Jines	P	Front Office	Reservations																																	
L2024	Karim	S	Engineering	Maintenance																																	
L2021	Maltz	R	Food	Room Service																																	
L2036	Patel	R	Food	Restaurant																																	
(c)(i)	<p>Search the database for members of staff who work in the Food Area. (AO1 - Demonstrate = 1)</p> <p>Searched on FOOD field</p>	1 mark																																			
(ii)	<p>Sort this search on the DEPARTMENT field. Print out a copy showing the STAFF NO, SURNAME AND DEPARTMENT fields only. (AO3 - Select = 2)</p> <p>Sorted on DEPARTMENT field (accept descending) Printout of 3 specified fields (STAFF NO/SURNAME/DEPARTMENT)</p> <table border="1" data-bbox="371 1249 1141 1355"> <thead> <tr> <th>STAFF NO</th> <th>SURNAME</th> <th>DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td>L2036</td> <td>Patel</td> <td>Restaurant</td> </tr> <tr> <td>L2021</td> <td>Maltz</td> <td>Room Service</td> </tr> </tbody> </table>	STAFF NO	SURNAME	DEPARTMENT	L2036	Patel	Restaurant	L2021	Maltz	Room Service	1 mark 1 mark																										
STAFF NO	SURNAME	DEPARTMENT																																			
L2036	Patel	Restaurant																																			
L2021	Maltz	Room Service																																			
		Total for Q3. (15)																																			