

Mark Scheme (Final)

June 2010

GCSE

GCE Business & Communication Systems (1504/2H)

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.

Question Number	Answer	Mark
1(a) (i)	(AO1 Demonstrate = 4, AO2 – Apply = 4 AO3 – Select = 3 1 Correct and accurate spreadsheet title – accept all caps or initial caps – Sales Assistants’ Pay – April 2010 2 Currency columns right justified – including heading 3 £ sign against each entry 4 formatted to 2 decimal places 5 Name column left justified – including heading 6 Accurate data entry – mark from printout at (ii) ignoring shaded columns – accept consistent use of comma, space or no space as separator for thousands	1 mark 1 mark 1 mark 1 mark 1 mark 1 mark

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1(a) (ii)	1 Gross Pay correct for each sales assistant 2 Net Pay correct for each sales assistant <table border="1"> <thead> <tr> <th colspan="6">Sales Assistants’ Pay - April 2010</th> </tr> <tr> <th>Name</th> <th>Salary</th> <th>Commission</th> <th>Gross Pay</th> <th>Deductions</th> <th>Net Pay</th> </tr> </thead> <tbody> <tr> <td>C Roberts</td> <td>£1666.00</td> <td>£417.00</td> <td>£2083.00</td> <td>£502.35</td> <td>£1580.65</td> </tr> <tr> <td>L Yang</td> <td>£1846.50</td> <td>£361.50</td> <td>£2208.00</td> <td>£541.11</td> <td>£1666.89</td> </tr> </tbody> </table>	Sales Assistants’ Pay - April 2010						Name	Salary	Commission	Gross Pay	Deductions	Net Pay	C Roberts	£1666.00	£417.00	£2083.00	£502.35	£1580.65	L Yang	£1846.50	£361.50	£2208.00	£541.11	£1666.89	2 marks 2 marks
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Question Number	Answer	Mark
1(b)ii	AO2 – Apply = 3; AO3 – Select = 1 Date (30 April 2010) and L Yang included and correct – accept date in any style and format (DDMMYY) – accept both in either column 1 or column 2 All 7 details included and correct (allow OFR from s/s items) (7 = 3; 4-6 = 2; 1-3 = 1)	1 mark 3 marks

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	<p style="text-align: center;">PAYSLIP - APRIL 2010</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>NAME:</td> <td>L YANG</td> <td>NATIONAL INSURANCE NUMBER:</td> <td>AA267298A</td> </tr> <tr> <td>SALARY:</td> <td>£1846.50</td> <td>COMMISSION:</td> <td>£361.50</td> </tr> <tr> <td>GROSS PAY:</td> <td>£2208.00</td> <td>INCOME TAX:</td> <td>£341.11</td> </tr> <tr> <td>NATIONAL INSURANCE :</td> <td>£200.00</td> <td>NET PAY:</td> <td>£1666.89</td> </tr> <tr> <td>DATE:</td> <td>30 APRIL 2010</td> <td></td> <td></td> </tr> </tbody> </table>	NAME:	L YANG	NATIONAL INSURANCE NUMBER:	AA267298A	SALARY:	£1846.50	COMMISSION:	£361.50	GROSS PAY:	£2208.00	INCOME TAX:	£341.11	NATIONAL INSURANCE :	£200.00	NET PAY:	£1666.89	DATE:	30 APRIL 2010			(15)
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TOTAL FOR QUESTION 1: 15 MARKS

Question Number	Answer	Mark
2(a)	<i>(AO1 Demonstrate = 1, AO2 - Apply = 1)</i>	
	1 Creation of letterhead in suitable format - can be left or right aligned or centred	1 mark
	2 Inclusion of company name, address, phone number, e-mail address, web site	1 mark

Question Number	Answer	Mark
2(b)	<i>(AO1 Demonstrate = 4, AO2 - Apply = 6, AO3 - Select = 3)</i>	
	3 Bank reference must be present (H&L ODF 2010/TK)	1 mark
	4 Letter date (day/month/year - any style, any order (2 July 2010))	1 mark
	5 Fully blocked, open punctuation	1 mark
	6 Addressee - in correct place between date and salutation (Mr J Milford, Manager, Home & Loan Bank plc, 25 Longden Street, St George's, Bristol, BS95 5AX (must have minimum of Mr J Milford or manager, name of bank, street, post code)	1 mark
	7 Dear Mr Milford/Dear Sir/Dear James (do not accept Dear Mr J or James Milford)	1 mark
	8 Matching salutation and complimentary close	1 mark
	9 'committed' overdraft mentioned - must have single quote marks	1 mark
	10 overdraft interest charge mentioned	1 mark
	11 arrangement fee(s) mentioned	1 mark
	12 appointment on 9 July 2010 at 3.00 pm - year must be present (DDMMYY in any order and style)	1 mark
	13 T Kerr or Thomas Kerr or Tom Kerr and Finance Director present and in correct position	1 mark
	14 Accuracy (0 errors = 2; 1 error = 1; 2 errors = 0)	2 marks

TOTAL FOR QUESTION 2: 15 MARKS

Question Number	Answer	Mark
3	<i>(AO1 - Demonstrate = 3; AO2 - Apply = 7; AO3 - Select = 5)</i>	
	1 Suitable heading to include itinerary and John Kerr	1 mark
	2 Both days included with full dates and consistent (22 July/23 July 2010) (DDMMYY in any order and style)	1 mark
	3 Correct train selected for leaving Colchester on Thursday (0800 accept 8.00 am)	1 mark
	4 Taxi transfer indicated for Thursday	1 mark
	5 Correct train selected for leaving Paddington on Thursday (1000)	1 mark
	6 Hire car pick up indicated for Thursday - must have hire	1 mark
	7 Check in time (1215) and correct name for hotel for Thursday (Mercure Holland House)	1 mark
	8 Board meeting, WDP and start time all correct (1400)	1 mark
	9 Check out time from hotel correct for Friday (0930)	1 mark
	10 Departure from/meeting ends Sandy Golf Club time correct (1200)	1 mark
	11 Correct time for leaving hire car given (1330)	1 mark
	12 Correct train selected for leaving Bristol on Friday (1400)	1 mark
	13 Taxi transfer indicated for Friday	1 mark
	14 Consistent use of 'arrive' and 'depart' for train times	1 mark
	15 Suitable layout	1 mark
TOTAL FOR QUESTION 3: 15 MARKS		