

# Mark Scheme (Results)

June 2011

GCSE ICT 3185 Paper 2F  
Written Paper

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June 2011

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## 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.

## SECTION A

Question Number	Answer	Mark
Q01	B	1

Question Number	Answer	Mark
Q02	D	1

Question Number	Answer	Mark
Q03	D	1

Question Number	Answer	Mark
Q04	C	1

Question Number	Answer	Mark
Q05	B	1

Question Number	Answer	Mark
Q06	D	1

Question Number	Answer	Mark
Q07	A	1

Question Number	Answer	Mark
Q08	C	1

Question Number	Answer	Mark
Q09	D	1

Question Number	Answer	Mark
Q10	A	1

Question Number	Answer	Mark
Q11	C	1

Question Number	Answer	Mark
Q12	A	1

Question Number	Answer	Mark
Q13	D	1

Question Number	Answer	Mark
Q14	C	1

Question Number	Answer	Mark
Q15	C	1

Question Number	Answer	Mark
Q16	D	1

Question Number	Answer	Mark
Q17	C	1

Question Number	Answer	Mark
Q18	B	1

Question Number	Answer	Mark
Q19	D	1

Question Number	Answer	Mark
Q20	B	1

## SECTION B

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (a)	8 / eight (1)			1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (b) (i)	Sort (1)			1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (b) (ii)	10204 (1)			1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (c)	Search / query / filter (1)			1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (d)	Keyboard (1)			1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (e)	Printer (1)			1

Question Number	Answer	Do not accept	Additional Guidance	Mark										
QB1 (f)	<table border="1"> <thead> <tr> <th>Field</th> <th>Data Type</th> </tr> </thead> <tbody> <tr> <td>Membership Number</td> <td>Text</td> </tr> <tr> <td>Forename</td> <td>Logical</td> </tr> <tr> <td>Post Code</td> <td>Alphanumeric</td> </tr> <tr> <td>Gender</td> <td>Numeric</td> </tr> </tbody> </table>	Field	Data Type	Membership Number	Text	Forename	Logical	Post Code	Alphanumeric	Gender	Numeric	If more than one line drawn from each field		4
Field	Data Type													
Membership Number	Text													
Forename	Logical													
Post Code	Alphanumeric													
Gender	Numeric													

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (g) (i)	Proof read (1) Compare data with hand written forms (1) Check data with members(1) Double entry (1)		<b>Award mark for comparison only if comparison is with the original.</b>	2

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB1 (g) (ii)	Check by software / computer (1) On data entry (1) Follows a set of rules (1) To make sure data is acceptable / sensible / reasonable / of the right type (1)	valid / correct	<b>Allow data entered</b>	2

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB2 (a)	Word processing / DTP (1)			1

Question Number	Answer		Do not accept	Additional Guidance	Mark
QB2 (b)	<b>Improvement</b>	<b>How this would be done</b>	Anything to do with colour / pictures / borders / background / additional text	Award 1 mark for a sensible improvement and a 2 <sup>nd</sup> mark for a linked method	
	Make heading clear (1)	Bold / Underline centre / change font size (1)			
	All information in same order (1)	Cut & paste (1)			
	Align similar information (1)	Table / tabs (1)			
	Consistency (1)	Use superscript on all dates for 'th' or 'nd' / Change font on Birmingham and London/Use the same font throughout(1)			

6



Question Number	Answer	Do not accept	Additional Guidance	Mark
QB2 (c)	<p>Type in email address / select from contact list or address book/ select <u>recipient</u> (1)</p> <p>Enter <u>subject</u> (1)</p> <p><u>Compose</u> / <u>create</u> message (1)</p> <p>Select attachments / click attach file / click paper clip / insert attachment (1)</p> <p><u>Browse</u> / <u>locate</u> / <u>find</u> / <u>search</u> for file (1)</p> <p><u>Select</u> / <u>Attach</u> file (1)</p> <p>Send (1)</p>		<p><b>Order must be sensible for highlighted items</b></p> <p><b>Send must be at the end</b></p>	<b>4</b>
QWC	<p>Reasonable English (1) / Good English (2)</p> <p><b>1 mark</b> for 2 technical terms, spelt correctly, from:</p> <p>Technical terms underlined</p> <p>Good English for prose: Consistency – capitals and full stops &lt;3 spelling errors</p> <p>Good English for bullet points: Consistency - lower / upper case at start and with / without full stops &lt;3 spelling errors. One mark for a coherent answer that does not meet the above criteria</p>			<b>3</b>

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB2 (d)(i)	Any 2 of: People do not have to be in to receive the message (1) Hard copy / permanent record of the message. (1) Multi send / Don't have to spend time phoning individuals (1)	Doesn't cost anything		2

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB2 (d)(ii)	Not everyone has email / can't always access internet (1) People don't check emails regularly (1) Not always sure that the message has arrived (1) Not always sure that the message is understood (1)	viruses / junk mail		1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB3 (a)	Cell B2 – currency (1) Cell D3 – number (1)			2

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB3 (b)(i)	=D2 – E2 (1)		Allow without = =SUM(D2–E2)	1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB3 (b) (ii)	Replication (1)	Copy		1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB3 (c)	=SUM(G2:G8) (1)	G2+G3+G4+G5+G6+G7 +G8	Allow without =	1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB4 (a)(i)	LAN (1) / Local Area Network (1)			1

Question Number	Answer	Do not accept	Additional Guidance	Mark
QB4 (a)(ii)	Share documents / files / folders / data (1) Security can be centrally managed (1) Files (to share) can be uploaded centrally (1) Backup can be centrally managed (1) Software can be installed easily / faster / centrally (1) Can use any workstation / hot-desking (1) Communicate with other workstations without using the internet / internal email (1) Monitor / control users or workstations (1) Intranet (1) Only 1 internet connection needed (1)	Share software email	No marks for "access rights"	2

Question Number	Answer	Do not accept	Additional Guidance	Mark				
QB4 (b)	<table border="1"> <tr> <td data-bbox="250 226 506 536">Eye Strain (problems) or headaches (1)</td> <td data-bbox="506 226 1003 536">           Anti-glare screens / screen filter (1)            Suitable lighting (1)            Avoid sunlight reflecting on screen/ blinds at windows (1)            Swivelling screens (1)            Focus on distant objects (1)            Adjust brightness (1)         </td> </tr> <tr> <td data-bbox="250 536 506 683">RSI (1)</td> <td data-bbox="506 536 1003 683">           Wrist rests (1)            Appropriate Ergonomic furniture (1)            Hand/Wrist exercises (1)         </td> </tr> </table>	Eye Strain (problems) or headaches (1)	Anti-glare screens / screen filter (1) Suitable lighting (1) Avoid sunlight reflecting on screen/ blinds at windows (1) Swivelling screens (1) Focus on distant objects (1) Adjust brightness (1)	RSI (1)	Wrist rests (1) Appropriate Ergonomic furniture (1) Hand/Wrist exercises (1)	Comfortable chairs		<b>4</b>
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RSI (1)	Wrist rests (1) Appropriate Ergonomic furniture (1) Hand/Wrist exercises (1)							



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