

Mark Scheme

Sample Assessment Material (SAM2)

IGCSE

IGCSE ICT (4IT0/02)


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.

IGCSE ICT SAM2 Mark Scheme

Task	ANSWER	Poss Mark	Max Mark	L. Obj
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Activity 1: Using Art/Imaging and Graphics Software

AG1				
	 <p>The image NEWS.JPG would not be a suitable alternative because it has too many colours. Photographs do not make good logos because often the file size is quite large.</p>			
a (i)	1 Green area cropped correctly at top and bottom	1		27 crop
a (i)	2 Green area cropped at left hand side	1	2	27 crop
a (ii)	3 Letters A and P removed from newspaper image	1		27 alter
a (ii)	4 Letters F and J included in newspaper image	1	2	27 alter
a (iii)	5 Background of logo changed to a pale colour	1	1	27 alter
a (iv)	6 Petan News replaced by Fiojons	1		26 enter text
a (iv)	7 Font for Fiojons in a sans serif font	1		26 format font
a (iv)	8 Background of text same shade as background of rest of logo	1	3	27 alter
a (v)	9 Dark line round outside of logo	1	1	27 borders
b	10 Image imported into word processed document and occupies full margin width	1		
			1	30 image
c	11 Explanation includes any two of 12 too many colours, photographs do not make good logos, file size would be too big or suitable alternatives.	1		
		1	2	34 fitness for purpose
Total for Task AG1		12		

Total for Activity 1: 12 marks

IGCSE ICT SAM2 Mark Scheme

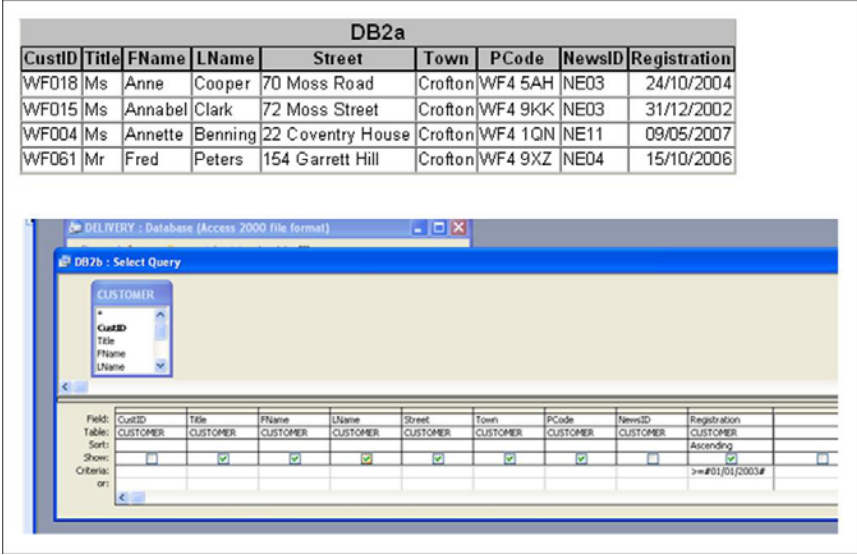
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Activity 2: Using Database Software

DB1																																																																																																																																																																																																																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th colspan="9" style="background-color: #cccccc;">CUSTOMER</th> </tr> <tr> <th>CustID</th> <th>Title</th> <th>FName</th> <th>LName</th> <th>Street</th> <th>Town</th> <th>PCode</th> <th>NewsID</th> <th>Registration</th> </tr> </thead> <tbody> <tr><td>WF007</td><td>Mr</td><td>Mark</td><td>Andrews</td><td>48 Eastgate St</td><td>Horbury</td><td>WF5 7JB</td><td>NE12</td><td>24/09/2001</td></tr> <tr><td>WF064</td><td>Mr</td><td>John</td><td>Banks</td><td>55 Edgeham Hollow</td><td>Kirkhamgate</td><td>WF2 1RL</td><td>NE04</td><td>23/10/2001</td></tr> <tr><td>WF004</td><td>Ms</td><td>Annette</td><td>Benning</td><td>22 Coventry House</td><td>Crofton</td><td>WF4 1QN</td><td>NE11</td><td>09/05/2007</td></tr> <tr><td>WF048</td><td>Ms</td><td>Elizabeth</td><td>Black</td><td>16 Edgeham Hollow</td><td>Ossett</td><td>WF6 5KG</td><td>NE09</td><td>05/03/2009</td></tr> 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Hill</td><td>Crofton</td><td>WF4 9XZ</td><td>NE04</td><td>15/10/2006</td></tr> <tr style="background-color: yellow;"><td>WF077</td><td>Ms</td><td>Althea</td><td>Robertson</td><td>1 Mount View</td><td>Sandal</td><td>WF7 9XA</td><td>NE04</td><td>07/05/2009</td></tr> <tr><td>WF044</td><td>Ms</td><td>Marie</td><td>Spenser</td><td>15 Theatre Way</td><td>Sandal</td><td>WF7 8UD</td><td>NE01</td><td>31/07/2004</td></tr> <tr><td>WF001</td><td>Mr</td><td>Roland</td><td>Sweeney</td><td>22 Avda Grove</td><td>Sandal</td><td>WF7 4OK</td><td>NE05</td><td>09/02/2008</td></tr> <tr><td>WF063</td><td>Ms</td><td>Paula</td><td>Welsh</td><td>43 Miner Rd</td><td>Horbury</td><td>WF5 9AF</td><td>NE03</td><td>01/01/2003</td></tr> <tr><td>WF060</td><td>Mr</td><td>Laurence</td><td>Williams</td><td>34 Miner Rd</td><td>Pontefract</td><td>WF8 4AW</td><td>NE09</td><td>18/07/2008</td></tr> </tbody> </table>					CUSTOMER									CustID	Title	FName	LName	Street	Town	PCode	NewsID	Registration	WF007	Mr	Mark	Andrews	48 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a (ii)	3 4	29 records (28 if new record not added) sorted in ASCENDING order of last name (minimum 3 fields including last name) Table sorted in order of last name (ascending or descending) (minimum 10 records and 3 fields including last name)	2/ 1	2	29 sort ascending																																																																																																																																																																																																																																																																																						
a (iii)	5	Table presented in landscape orientation word processed document	1		25 landscape																																																																																																																																																																																																																																																																																						
a (iii)	6	No truncation of data 9 fields, 29 records (28 if new record not added)	1	2	26 format table																																																																																																																																																																																																																																																																																						
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DB2				
				
a	1	Correct 4 records displayed (CustIDs WF018, WF015, WF004, WF061)	1	29 search single criterion
a	2	All 9 fields displayed without truncation (must be evidence of a search – i.e. not all records included)	1	25 columns
b (i)	3 4	Criteria shows <= 01/01/2003 in Registration field Criteria shows either <01/01/2003 or =01/01/2003 in Registration field	2/ 1	29 search relational operators
b (i)	5	Title, FName, LName, Street, Town, PCode and Registration fields only to be printed	1	29 fields
b (i)	6	Ascending sort on REGISTRATION field	1	4 29 sort ascending
b (ii)	7	Screen shot(s) of query design view	1	27 insert image
b (iii)	8	Screen shot(s) includes criteria, printing and sorting. No truncation of fields. Allow if screen shot does not include CustID and NewsID fields – but must have evidence that no other columns are “cropped”	1	2 34 fitness for purpose
Total for Task DB2			8	

DB3				
				
	1	Search includes only customers living in Horbury	1	29 search multiple
	2	Search includes customers ordering the “Informer”	1	29 search multiple
	3	Search includes customers ordering the “Daily Eye”	1	29 search logical
	4	Search results includes correct four records only	1	29 search multiple
	5	Search results show 11 fields (12 if NewsID is repeated). No truncation.	1	5 25 layout

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	Total for Task DB3	5		
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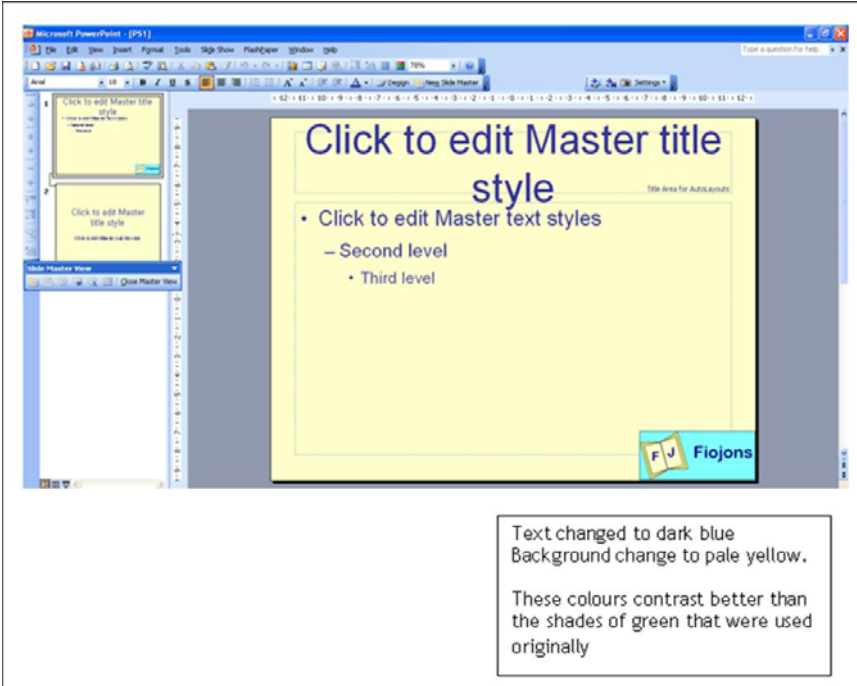
DB4																								
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;"><i>Customers from Horbury who receive Informer or Daily Eye</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><i>Newspaper</i></th> <th style="text-align: left; border-bottom: 1px solid black;"><i>First Name</i></th> <th style="text-align: left; border-bottom: 1px solid black;"><i>Last Name</i></th> <th style="text-align: left; border-bottom: 1px solid black;"><i>Post Code</i></th> </tr> </thead> <tbody> <tr> <td>Daily Eye</td> <td>Elizabeth</td> <td>Brown</td> <td>WF5 5VK</td> </tr> <tr> <td>Daily Eye</td> <td>Janet</td> <td>Levering</td> <td>WF5 8OD</td> </tr> <tr> <td>Informer</td> <td>Sally</td> <td>Evans</td> <td>WF5 3QE</td> </tr> <tr> <td>Informer</td> <td>Paula</td> <td>Welsh</td> <td>WF5 9AF</td> </tr> </tbody> </table> </div>					<i>Newspaper</i>	<i>First Name</i>	<i>Last Name</i>	<i>Post Code</i>	Daily Eye	Elizabeth	Brown	WF5 5VK	Daily Eye	Janet	Levering	WF5 8OD	Informer	Sally	Evans	WF5 3QE	Informer	Paula	Welsh	WF5 9AF
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1	Suitable title for report – includes “Horbury”, “Informer” and “Daily Eye”	1		29 report 34 fitness for purpose																				
2	Correct four records in report format (allow f/t from DB3)	1		29 report																				
3	Newspaper, FName, LName, and PCode in any order	1		29 fields																				
4	Newspaper, FName, LName, and PCode in correct order	1		24 organise tables																				
5	Records sorted in ascending order of LName within ascending order of Newspaper	1		29 Sort ascending																				
6	FName, LName and PCode field names suitably customised	1		34 fitness for purpose																				
7	Task DB4, candidate name, candidate number and centre number in the footer of the document	1	7	25 footer																				
Total for Task DB4		7																						

Total for Activity 2: 26 marks

IGCSE ICT SAM2 Mark Scheme







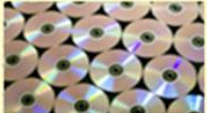
Task	ANSWER	Poss Mark	Max Mark	L. Obj
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Activity 3: Using Presentation Software

PS1				
				
a (i)	1 Colour combination in master slide changed and easier to read	1	1	34 fitness for purpose 24 templates
a (ii)	2 Logo replaced with amended logo from AG1	1	1	24 replace & templates
a (iii)	3 Text box added to label colour changes – must label text and background	1		30 text boxes
a (iii)	4 Explanation of contrast in colours making text stand out better	1	2	34 fitness for purpose

IGCSE ICT SAM2 Mark Scheme

Task	ANSWER	Poss Mark	Max Mark	L. Obj
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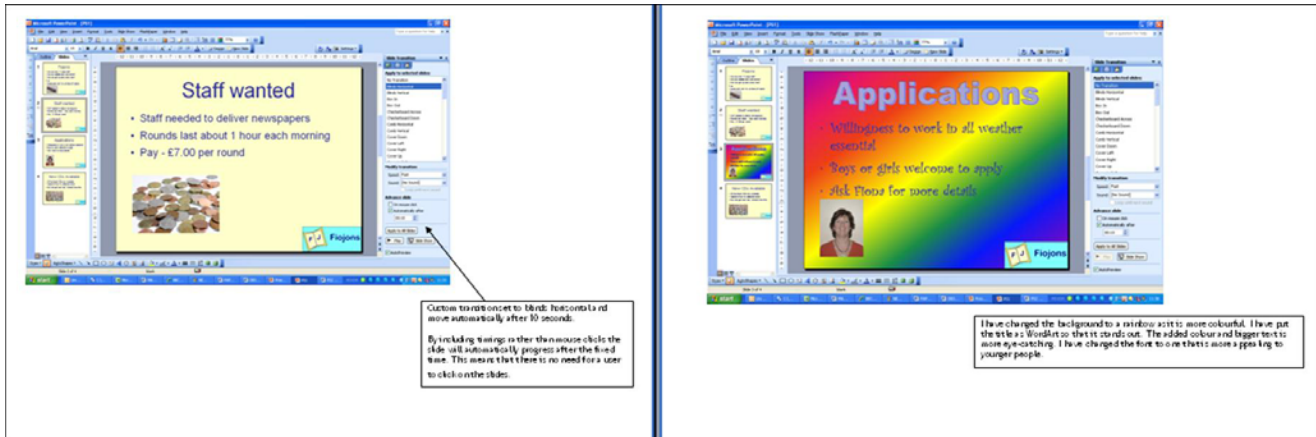
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <h3 style="text-align: center; color: blue;">Fiojons</h3> <ul style="list-style-type: none"> ▪ Are you over 14 years old? ▪ Are you reliable and trustworthy? ▪ Can you get up early every day? <p>If so</p> <ul style="list-style-type: none"> ▪ Come and work for us here at Fiojons <div style="display: flex; justify-content: space-between; align-items: center;">   </div> </div> <div style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center; color: blue;">Staff wanted</h3> <ul style="list-style-type: none"> ▪ Staff needed to deliver newspapers ▪ Rounds last about 1 hour each morning ▪ Pay - £7.00 per round <div style="display: flex; justify-content: space-between; align-items: center;">   </div> </div>	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <h3 style="text-align: center; color: blue;">Applications</h3> <ul style="list-style-type: none"> ▪ Willingness to work in all weather essential ▪ Boys or girls welcome to apply ▪ Ask Fiona for more details <div style="display: flex; justify-content: space-between; align-items: center;">   </div> </div> <div style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center; color: blue;">New CDs Available</h3> <ul style="list-style-type: none"> ▪ All the latest CDs now available ▪ Special offers for selected items ▪ Buy one get one free – limited time offer <div style="display: flex; justify-content: space-between; align-items: center;">   </div> </div>
1	2

b (i)	5	Text from SLIDETEXT used for slide 2 as given	1		26 enter text
b (i)	6	Text from SLIDETEXT used for slide 3 as given	1	2	26 enter text
b (ii)	7	Slide 4 title suitable for items for sale	1		24 enter information
b (ii)	8	Text for slide 4 includes items from scenario	1	2	34 fitness for purpose
c	9	Suitable image from GRAPHICS file applied to all four slides Suitable image from GRAPHICS file inserted in only 3 slides	2/		27 insert images
	10		1	2	
d	11	The four slides are consistent in fonts, styles and layout	1		34 fitness for purpose
d	12	The four slides are printed 2 to a page in handout format	1	2	32 layouts
Total for Task PS1			12		

IGCSE ICT SAM2 Mark Scheme

Task	ANSWER	Poss Mark	Max Mark	L. Obj
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PS2



a	1	Screen shot of slide 2 only	1		27 insert image
a	2	Screen shot shows evidence of removal of user interaction (custom animation/ transitions on timings rather than mouse/keyboard clicks)	1	2	30 transition / animation
b (i)	3	Text box added to the screen shot with link to animation/transition	1		30 use of text boxes
b (i)	4	Text box includes label identifying features of animation or transition	1	2	30 animation/ transition
b (ii)	5	Text box added which includes explanation of animation /transition	1		30 animation / transition
b (ii)	6	Mention of movement of slides being based in timings not on clicks	1	2	30 animation / transition
c (i)	7	Slide 3 produced as a screen shot showing evidence of changes from original slide	1		30 purpose
c (i)	8	Labels added to slide to identify changes made	1	2	30 purpose
c (ii)	9	Explanation includes any two of more eye-catching, more colourful, more animation, simpler language or other suitable alternatives	1		32 fitness for purpose
	10		1	2	
Total for Task PS2			10		

Total for Activity 3: 22 marks

IGCSE ICT SAM2 Mark Scheme

Task	ANSWER	Poss Mark	Max Mark	L. Obj
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Activity 4: Using Spreadsheet Software

SS1																																																																																																																									
<h3 style="margin: 0;">Fiojons Sales</h3>																																																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 15%;">Newspaper</th> <th style="width: 15%;">Price</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Tue</th> <th style="width: 10%;">Wed</th> <th style="width: 10%;">Thu</th> <th style="width: 10%;">Fri</th> <th style="width: 10%;">Sales</th> <th style="width: 10%;">Income</th> </tr> </thead> <tbody> <tr><td>Post</td><td>£0.22</td><td>46</td><td>60</td><td>45</td><td>49</td><td>17</td><td></td><td></td></tr> <tr><td>Independent</td><td>£1.20</td><td>22</td><td>59</td><td>30</td><td>12</td><td>39</td><td></td><td></td></tr> <tr><td>Informer</td><td>£0.39</td><td>27</td><td>10</td><td>25</td><td>18</td><td>51</td><td></td><td></td></tr> <tr><td>Mail</td><td>£0.33</td><td>55</td><td>16</td><td>27</td><td>56</td><td>59</td><td></td><td></td></tr> <tr><td>Star</td><td>£0.19</td><td>48</td><td>61</td><td>52</td><td>69</td><td>57</td><td></td><td></td></tr> <tr><td>Times</td><td>£0.99</td><td>11</td><td>61</td><td>12</td><td>52</td><td>35</td><td></td><td></td></tr> <tr><td>Daily Eye</td><td>£0.17</td><td>43</td><td>34</td><td>38</td><td>19</td><td>47</td><td></td><td></td></tr> <tr><td>Reporter</td><td>£0.23</td><td>23</td><td>48</td><td>28</td><td>37</td><td>22</td><td></td><td></td></tr> <tr><td>Clarion</td><td>£0.25</td><td>44</td><td>35</td><td>48</td><td>36</td><td>13</td><td></td><td></td></tr> <tr><td>Daily Nation</td><td>£0.29</td><td>27</td><td>18</td><td>23</td><td>49</td><td>42</td><td></td><td></td></tr> <tr><td>Tribune</td><td>£0.21</td><td>62</td><td>59</td><td>53</td><td>49</td><td>55</td><td></td><td></td></tr> <tr><td>Eastern Times</td><td>£1.00</td><td>63</td><td>38</td><td>22</td><td>16</td><td>23</td><td></td><td></td></tr> </tbody> </table>					Newspaper	Price	Mon	Tue	Wed	Thu	Fri	Sales	Income	Post	£0.22	46	60	45	49	17			Independent	£1.20	22	59	30	12	39			Informer	£0.39	27	10	25	18	51			Mail	£0.33	55	16	27	56	59			Star	£0.19	48	61	52	69	57			Times	£0.99	11	61	12	52	35			Daily Eye	£0.17	43	34	38	19	47			Reporter	£0.23	23	48	28	37	22			Clarion	£0.25	44	35	48	36	13			Daily Nation	£0.29	27	18	23	49	42			Tribune	£0.21	62	59	53	49	55			Eastern Times	£1.00	63	38	22	16	23		
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a (i)	1	Cells A1 to I1 merged					1		28 merge cells																																																																																																																
a (i)	2	Fiojons Sales entered into merged cell. Formatted bold and size 20					1	2	26 enter and format text																																																																																																																
a (ii)	3	Column titles in Row 3 bold and centred					1	1	26 format text																																																																																																																
a (iii)	4	Contents of C4 to H15 centred					1	1	26 alignment																																																																																																																
a (iv)	5	Appropriate shading and borders used to make contents easy to read					1		28 borders and shading																																																																																																																
a (iv)	6	Column widths and row heights adjusted so that all contents are visible					1	2	28 row height, column width																																																																																																																
b (i)	7 8	All prices entered correctly Error in entering one price					2/ 1	2	28 enter data																																																																																																																
b (ii)	9	Prices formatted to currency with 2 decimal places					1	1	28 format currency																																																																																																																
Total for Task SS1						9																																																																																																																			

* Screen shot updated 2nd June 2011

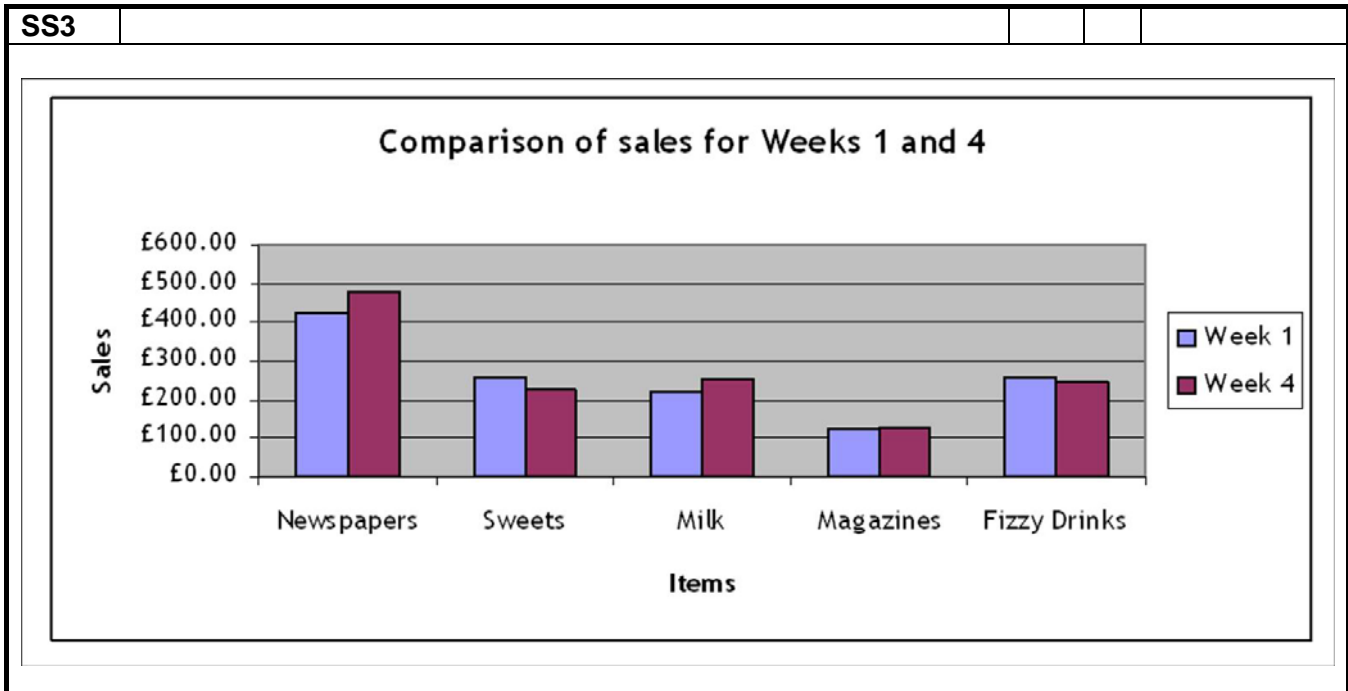
IGCSE ICT SAM2 Mark Scheme

Task	ANSWER	Poss Mark	Max Mark	L. Obj
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SS2																																																																																																																																																																																								
<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 5%;"></td> <td style="width: 10%;">A</td> <td style="width: 10%;">B</td> <td style="width: 10%;">C</td> <td style="width: 10%;">D</td> <td style="width: 10%;">E</td> <td style="width: 10%;">F</td> <td style="width: 10%;">G</td> <td style="width: 10%;">H</td> <td style="width: 10%;">I</td> </tr> <tr> <td>1</td> <td colspan="9" style="text-align: center;">Fiojons Sales</td> </tr> <tr> <td>2</td> <td colspan="9"></td> </tr> <tr> <td>3</td> <td style="text-align: center;">Newspaper</td> <td style="text-align: center;">Price</td> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tue</td> <td style="text-align: center;">Wed</td> <td style="text-align: center;">Thu</td> <td style="text-align: center;">Fri</td> <td style="text-align: center;">Sales</td> <td style="text-align: center;">Income</td> </tr> <tr> <td>4</td> <td>Clarion</td> <td>0.25</td> <td>44</td> <td>35</td> <td>48</td> <td>38</td> <td>13</td> <td>=SUM(C4:G4)</td> <td>=B4*H4</td> </tr> <tr> <td>5</td> <td>Daily Eye</td> <td>0.17</td> <td>43</td> <td>34</td> <td>38</td> <td>19</td> <td>47</td> <td>=SUM(C5:G5)</td> <td>=B5*H5</td> </tr> <tr> <td>6</td> <td>Daily Nason</td> <td>0.29</td> <td>27</td> <td>18</td> <td>23</td> <td>49</td> <td>42</td> <td>=SUM(C6:G6)</td> <td>=B6*H6</td> </tr> <tr> <td>7</td> <td>Eastern Times</td> <td>1</td> <td>83</td> <td>38</td> <td>22</td> <td>16</td> <td>23</td> <td>=SUM(C7:G7)</td> <td>=B7*H7</td> </tr> <tr> <td>8</td> <td>Independent</td> <td>1.2</td> <td>22</td> <td>59</td> <td>30</td> <td>12</td> <td>39</td> <td>=SUM(C8:G8)</td> <td>=B8*H8</td> </tr> <tr> <td>9</td> <td>Informer</td> <td>0.99</td> <td>27</td> <td>10</td> <td>25</td> <td>18</td> <td>51</td> <td>=SUM(C9:G9)</td> <td>=B9*H9</td> </tr> <tr> <td>10</td> <td>Mail</td> <td>0.33</td> <td>55</td> <td>18</td> <td>27</td> <td>58</td> <td>59</td> <td>=SUM(C10:G10)</td> <td>=B10*H10</td> </tr> <tr> <td>11</td> <td>Post</td> <td>0.22</td> <td>48</td> <td>80</td> <td>45</td> <td>49</td> <td>17</td> <td>=SUM(C11:G11)</td> <td>=B11*H11</td> </tr> <tr> <td>12</td> <td>Reporter</td> <td>0.23</td> <td>23</td> <td>48</td> <td>28</td> <td>37</td> <td>22</td> <td>=SUM(C12:G12)</td> <td>=B12*H12</td> </tr> <tr> <td>13</td> <td>Star</td> <td>0.19</td> <td>48</td> <td>61</td> <td>52</td> <td>69</td> <td>57</td> <td>=SUM(C13:G13)</td> <td>=B13*H13</td> </tr> <tr> <td>14</td> <td>Times</td> <td>0.99</td> <td>11</td> <td>61</td> <td>12</td> <td>52</td> <td>35</td> <td>=SUM(C14:G14)</td> <td>=B14*H14</td> </tr> <tr> <td>15</td> <td>Tribune</td> <td>0.21</td> <td>62</td> <td>59</td> <td>53</td> <td>49</td> <td>55</td> <td>=SUM(C15:G15)</td> <td>=B15*H15</td> </tr> <tr> <td>16</td> <td></td> <td></td> <td>=AVERAGE(C4:C15)</td> <td>=AVERAGE(D4:D15)</td> <td>=AVERAGE(E4:E15)</td> <td>=AVERAGE(F4:F15)</td> <td>=AVERAGE(G4:G15)</td> <td>Total Income</td> <td>=SUM(I4:I15)</td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						A	B	C	D	E	F	G	H	I	1	Fiojons Sales									2										3	Newspaper	Price	Mon	Tue	Wed	Thu	Fri	Sales	Income	4	Clarion	0.25	44	35	48	38	13	=SUM(C4:G4)	=B4*H4	5	Daily Eye	0.17	43	34	38	19	47	=SUM(C5:G5)	=B5*H5	6	Daily Nason	0.29	27	18	23	49	42	=SUM(C6:G6)	=B6*H6	7	Eastern Times	1	83	38	22	16	23	=SUM(C7:G7)	=B7*H7	8	Independent	1.2	22	59	30	12	39	=SUM(C8:G8)	=B8*H8	9	Informer	0.99	27	10	25	18	51	=SUM(C9:G9)	=B9*H9	10	Mail	0.33	55	18	27	58	59	=SUM(C10:G10)	=B10*H10	11	Post	0.22	48	80	45	49	17	=SUM(C11:G11)	=B11*H11	12	Reporter	0.23	23	48	28	37	22	=SUM(C12:G12)	=B12*H12	13	Star	0.19	48	61	52	69	57	=SUM(C13:G13)	=B13*H13	14	Times	0.99	11	61	12	52	35	=SUM(C14:G14)	=B14*H14	15	Tribune	0.21	62	59	53	49	55	=SUM(C15:G15)	=B15*H15	16			=AVERAGE(C4:C15)	=AVERAGE(D4:D15)	=AVERAGE(E4:E15)	=AVERAGE(F4:F15)	=AVERAGE(G4:G15)	Total Income	=SUM(I4:I15)	17									
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7	Eastern Times	1	83	38	22	16	23	=SUM(C7:G7)	=B7*H7																																																																																																																																																																															
8	Independent	1.2	22	59	30	12	39	=SUM(C8:G8)	=B8*H8																																																																																																																																																																															
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10	Mail	0.33	55	18	27	58	59	=SUM(C10:G10)	=B10*H10																																																																																																																																																																															
11	Post	0.22	48	80	45	49	17	=SUM(C11:G11)	=B11*H11																																																																																																																																																																															
12	Reporter	0.23	23	48	28	37	22	=SUM(C12:G12)	=B12*H12																																																																																																																																																																															
13	Star	0.19	48	61	52	69	57	=SUM(C13:G13)	=B13*H13																																																																																																																																																																															
14	Times	0.99	11	61	12	52	35	=SUM(C14:G14)	=B14*H14																																																																																																																																																																															
15	Tribune	0.21	62	59	53	49	55	=SUM(C15:G15)	=B15*H15																																																																																																																																																																															
16			=AVERAGE(C4:C15)	=AVERAGE(D4:D15)	=AVERAGE(E4:E15)	=AVERAGE(F4:F15)	=AVERAGE(G4:G15)	Total Income	=SUM(I4:I15)																																																																																																																																																																															
17																																																																																																																																																																																								
a (i)	1 2	=SUM(C4:G4) in cell H4 =C4+D4+E4+F4+G4 in cell H4 or other formula in H4 which gives correct answer using cell references	2/																																																																																																																																																																																					
			1	2	28 functions																																																																																																																																																																																			
a (ii)	3	=B4*H4 in cell I4. Do not accept =SUM(B4*H4)	1	1	28 formulae single operator																																																																																																																																																																																			
a (iii)	4	Formulae in cells H4 and I4 replicated for other newspapers	1	1	28 formulae																																																																																																																																																																																			
a (iv)	5	=SUM(I4:I15) in cell I16, I17 or I18	1		28 functions																																																																																																																																																																																			
a (iv)	6	Suitable label (e.g. Total Income) in cell immediately left or above formula	1	2	28 text																																																																																																																																																																																			
a (v)	7	=AVERAGE(C4:C15) entered in cell C16, C17 or C18	1		28 functions																																																																																																																																																																																			
a (v)	8	Correct average formula copied across from C4 to G4	1	2	28 functions																																																																																																																																																																																			
a (vi)	9	Complete spreadsheet sorted in ascending order of Newspaper	1	1	29 sort ascending																																																																																																																																																																																			
Total for Task SS2			9																																																																																																																																																																																					

IGCSE ICT SAM2 Mark Scheme

Task	ANSWER	Poss Mark	Max Mark	L. Obj
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1	Bar or column chart of sales data for weeks 1 and 4 only	1	28 bar chart
2	Suitable title for graph (e.g. Comparison of sales for weeks 1 and 4)	1	28 titles
3	Suitable axis label and category names for Items	1	28 axis labels
4	Suitable axis label and scale for Sales	1	28 axis labels
5	Suitable legend which distinguishes data series clearly	1	28 legend
6	Graph presented without data and suitable size for display (landscape and fills page width)	1	34 fitness for purpose
Total for Task SS2		6	

Total for Activity 4: 24 marks

IGCSE ICT SAM2 Mark Scheme


Task	ANSWER	Poss Mark	Max Mark	L. Obj
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Activity 5: Using Word Processing & DTP Software

WP1					
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p>Fiojons 190 High Street Holton London WC1V 7HR Phone: 020 7190 5070 Email sales@fiojons.co.uk</p> </div> </div> <hr style="width: 80%; margin: 20px auto;"/> <p>27 October 2009</p> <p>«Title» «Initial» «LName» «Street» «Town» «PCode»</p> <p>Dear «Title» «LName»</p> <p style="text-align: center;">SPECIAL OFFER FOR CUSTOMERS</p> <p>Recently, Anne and Peter Wakefield transferred Petan News to me and my husband Jonathan Peterson. My parents have now retired and moved to Pérols near Montpellier in southern France. Jonathan and I have decided to change the name of the shop to Fiojons to reflect the change in ownership. Whilst the name has been changed, may I assure you that we hope that you will continue to feel that the quality of our service has not deteriorated.</p> <p>Thank you for shopping with Petan News since «Registration». You are one of our earliest customers and my parents and I have been delighted to be of service to you. As a gesture of goodwill towards one of our most longstanding customers, we are delighted to be able to give you the benefit of a special offer.</p> <p>If you would like to come into the shop, you can select a CD/DVD of your choice. Just bring this letter with you and Jonathan or I will be delighted to assist you in making your selection.</p> <p>Yours sincerely</p> <p>Fiona Peterson</p>					
a (i)	1	Logo replaced by AG1 logo	1	1	24 replace
a (ii)	2	Correct date inserted into letter	1		28 enter date
a (ii)	3	Date inserted below letterhead and above text, left or right aligned	1	2	32 accepted conventions
a (iii)	4	Yours sincerely entered below text of letter	1		32 accepted conventions
a (iii)	5	Fiona Peterson entered below "Yours sincerely" with at least one blank line	1	2	32 accepted conventions
a (iv)	6	Subject centred between margins	1		30 alignment
a (iv)	7	Subject emboldened	1	2	26 font style
a (v)	8	Text of letter fully justified	1	1	26 alignment
b (i)	9	Attempt at address in top left or bottom left of letter	1		32 accepted conventions
b (i)	10	correct address using merge fields (include correct spaces) Title Initial LName,	1	2	29 mail merge

IGCSE ICT SAM2 Mark Scheme

Task	ANSWER	Poss Mark	Max Mark	L. Obj
	Street, Town, PCode			
b (ii) 11	<<enter title and last name>> replaced with appropriate merge fields with appropriate spacing	1	1	29 mail merge
b (iii) 12	<<enter registration date>> replaced with correct merge field	1	1	29 mail merge
c 13	All text below letterhead is consistent font and size	1	1	24 document layout
Total for Task WP1		13		

WP2	ANSWER	Poss Mark	Max Mark	L. Obj
	Only award first two marks if the merge letter has not been altered from MG1.			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p>Fiojons 190 High Street Holton London WC1V 7HR Phone: 020 7190 5070 Email sales@fiojons.co.uk</p> </div> </div> <hr style="margin: 10px 0;"/> <p>27 October 2009</p> <p>Mr M Andrews 48 Eastgate St Horbury WF5 7JB</p> <p>Dear Mr Andrews</p> <p style="text-align: center;">SPECIAL OFFER FOR CUSTOMERS</p> <p>Recently, Anne and Peter Wakefield transferred Petan News to me and my husband Jonathan Peterson. My parents have now retired and moved to Pérols near Montpellier in southern France. Jonathan and I have decided to change the name of the shop to Fiojons to reflect the change in ownership. Whilst the name has been changed, may I assure you that we hope that you will continue to feel that the quality of our service has not deteriorated.</p> <p>Thank you for shopping with Petan News since 9/24/2001. You are one of our earliest customers and my parents and I have been delighted to be of service to you. As a gesture of goodwill towards one of our most longstanding customers, we are delighted to be able to give you the benefit of a special offer.</p> <p>If you would like to come into the shop, you can select a CD/DVD of your choice. Just bring this letter with you and Jonathan or I will be delighted to assist you in making your selection.</p> <p>Yours sincerely</p> <p>Fiona Peterson</p>				
¹ / ₂	Successful mailmerge of their Task WP1 with LETTER table	2/0		29 mail merge
³	One mail merged letter only submitted	1	3	32 produce information
Total for Task WP2		3		

Total for Activity 5: 16 marks