



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE 2012

MARKING SCHEME

TYPEWRITING

HIGHER LEVEL

Question 1**Accuracy Test****25 marks**

Completed lines marked at 1.5 marks per full line.

Line number	Marks	Aggregate marks
1	1.5	1.5
2	1.5	3.0
3	1.4	4.4
4	1.3	5.7
5	1.5	7.2
6	1.5	8.7
7	1.5	10.2
8	1.5	11.7
9	1.3	13.0
10	1.5	14.5
11	1.5	16.0
12	1.5	17.5
13	1.5	19.0
14	1.5	20.5
15	1.5	22.0
16	1.5	23.5
17	1.5	25.0
Total:		25.0

Penalties	
Error	Deduction
Carbon omitted	2 marks
Incorrect line spacing (should be double)	2 marks
Inadequate margins	2 marks
Errors and omissions (incorrect letter, punctuation, capitalization and overtype)	0.5 each, up to a maximum of 12 marks

Question 2

Business Letter

20 marks

Section or line	Content or correction	Marks	Aggregate marks
Envelope		1.0	
Top margin		0.5	
Reference		0.5	
Date		0.5	
Address 1		0.5	
2		0.5	
3		0.5	
4		0.5	
Salutation	Upton	0.5	5.0
Paragraph 1	Corrections		
Line 1	enquiry, Barrow and Fall [0.5 × 3]	1.5	
Line 3	ingredients, Clay [0.5 × 2]	1.0	
Line 5	may [0.5 × 1]	0.5	
Line 6	as coverage [0.5 × 1]	0.5	8.5
Paragraph 2	Corrections		
Line 1	How Much to Order (centre and bold) [0.5 × 2]	1.0	
Line 2	Paint Type, Size Available, Approx Coverage [0.5 × 3]	1.5	
Line 3	Insert comma [0.5 × 1]	0.5	
Line 7	Gloss [0.5 × 1]	0.5	
Line 10	Distemper [0.5 × 1]	0.5	
Columns	Line up [0.5 × 3]	1.5	14.0
Paragraph 3	Corrections		
Line 1	you, buying [0.5 × 2]	1.0	
Line 2	to, hence [0.5 × 2]	1.0	16.0
Paragraph 4	Corrections		
Line 2	or, visit, as soon as possible (delete) [0.5 × 3]	1.5	
Complementary close	sincerely (no capitals) [0.5 × 1]	0.5	
Signature	correct presentation	1.0	
Letter layout	acceptable spacing between columns, margins, etc.	1.0	20.0
			Total: 20.0

Penalties	
Error	Deduction
Typing errors	0.5 per error up to a maximum of 6 marks
Words or lines omitted	0.5 up to a maximum of 6 marks

Question 3

Tabular Statement

25 marks

Line, etc	Content	Marks	Aggregate marks
1	Heading 1: centre or caps, emphasis [0.5 + 0.5]	1.0	1.0
2 - 3	Heading 2/3: centre, emphasis [0.5 + 0.5]	1.0	2.0
4	Heading 4 centered over 5 columns	1.0	3.0
5	Column titles or emphasis [0.5 × 5]	2.5	5.5
6 - 18	[1.0 × 13]	13.0	18.5
Alignment	Tabs [1.0 × 4]	4.0	22.5
Ruling	Clean ink	1.5	24.0
Layout	Four blank rows	1.0	25.0
Total:			25.0

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 12 marks
Presentation	0.5 each up to 3 marks

Question 4

Display Work

15 marks

Line, etc	Content	Marks	Aggregate marks
1	Capitals, emphasis [1.0 + 1.0]	2.0	2.0
2		0.5	2.5
3	Capitals, emphasis [0.5 + 0.5]	1.0	3.5
4		1.0	4.5
5		0.5	5.0
6		1.0	6.0
7		0.5	6.5
8 - 9	[1.0 × 2]	2.0	8.5
10		0.5	9.0
11		1.0	10.0
12 - 14	[1.0 × 3]	3.0	13.0
Effective display	Centering and left align [1.0 + 1.0]	2.0	15.0
Total:			15.0

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 8 marks

Question 5**Design Form****15 marks**

Line, etc	Content	Marks	Aggregate
1	Heading 1	1.0	1.0
2	Heading 2	1.0	2.0
3	Heading 3	1.0	3.0
4 - 15	Text and rules [0.5 × 12]	6.0	9.0
Display	Effective use of page (vertical, horizontal)	1.0	10.0
	Rules inserted to line up evenly at line ends	2.0	12.0
	Adequate line spacing to accommodate insertion of information	2.0	14.0
	Consistent letter case	1.0	15.0
			Total: 15.0

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 8 marks

