Coimisiún na Scrúduithe Stáit
State Examinations Commission

Junior Certificate 2014

Marking Scheme

Typewriting

Higher Level

Note to teachers and students on the use of published marking schemes

Marking schemes published by the State Examinations Commission are not intended to be standalone documents. They are an essential resource for examiners who receive training in the correct interpretation and application of the scheme. This training involves, among other things, marking samples of student work and discussing the marks awarded, so as to clarify the correct application of the scheme. The work of examiners is subsequently monitored by Advising Examiners to ensure consistent and accurate application of the marking scheme. This process is overseen by the Chief Examiner, usually assisted by a Chief Advising Examiner. The Chief Examiner is the final authority regarding whether or not the marking scheme has been correctly applied to any piece of candidate work.

Marking schemes are working documents. While a draft marking scheme is prepared in advance of the examination, the scheme is not finalised until examiners have applied it to candidates' work and the feedback from all examiners has been collated and considered in light of the full range of responses of candidates, the overall level of difficulty of the examination and the need to maintain consistency in standards from year to year. This published document contains the finalised scheme, as it was applied to all candidates' work.

In the case of marking schemes that include model solutions or answers, it should be noted that these are not intended to be exhaustive. Variations and alternatives may also be acceptable. Examiners must consider all answers on their merits, and will have consulted with their Advising Examiners when in doubt.

Future Marking Schemes

Assumptions about future marking schemes on the basis of past schemes should be avoided. While the underlying assessment principles remain the same, the details of the marking of a particular type of question may change in the context of the contribution of that question to the overall examination in a given year. The Chief Examiner in any given year has the responsibility to determine how best to ensure the fair and accurate assessment of candidates' work and to ensure consistency in the standard of the assessment from year to year. Accordingly, aspects of the structure, detail and application of the marking scheme for a particular examination are subject to change from one year to the next without notice.

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

Completed lines marked at 1.7 marks per full line. (approx)

Line number	Marks	Aggregate marks
1	1.7	1.7
2	1.7	3.4
3	1.7	5.1
4	1.7	6.8
5	1.5	8.3
6	1.7	10.0
7	1.7	11.7
8	1.7	13.4
9	1.7	15.1
10	0.6	15.7
11	1.7	17.4
12	1.7	19.1
13	1.7	20.8
14	1.7	22.5
15	1.7	24.2
16	0.8	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, capitalisation and overtype)	0.5 each, up to a maximum of 12 marks

If no carbon copy is produced, apply the maximum deduction for errors.

Question 2   **Business Letter**   **20 marks**

Section or line	Content or correction		Marks	Aggregate marks
Envelope			1.0	
Reference			0.5	
Date			0.5	
Address 1			0.5	
2			0.5	
3			0.5	
Salutation	Tierney		0.5	4.0
Paragraph 1	**Corrections**			
Line 1	confirm, holiday	[0.5 × 2]	1.0	
Line 2	Milan, Verona, is (insert)	[0.5 × 3]	1.5	
Line 3	featuring, to ensure	[0.5 × 2]	1.0	
Line 4	delights	[0.5 × 1]	0.5	8.0
Paragraph 2	**Corrections**			
Line 1	Date, Time, Details	[0.5 × 3]	1.5	
Line 5	Delete 2014	[0.5 × 1]	0.5	
Line 9	Delete 2014	[0.5 × 1]	0.5	
Line 11	Milan	[0.5 × 1]	0.5	
Columns	Line up	[0.5 × 3]	1.5	12.5
Paragraph 3	**Corrections**			
Line 1	four	[0.5 × 1]	0.5	
Line 2	Delete 'a local' Run on next line	[0.5 × 2]	1.0	
Line 3	gain priority, Insert (.)	[0.5 x 2]	1.0	
Line 4	Delete end of line	[0.5 x 1]	0.5	15.5
Paragraph 4	**Corrections**			
Line 1	Transpose words	[0.5 × 2]	1.0	16.5
Complementary close	truly (no capitals)	[0.5 × 1]	0.5	17.0
Signature	correct presentation		1.0	18.0
Letter layout	acceptable spacing between columns, margins, etc.		2.0	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

Where there is evidence that a candidate has used a word processor for the exam:

Envelope:	Deduct 2 marks for method
Column set-up:	Deduct 3 marks for method
Signature line:	Deduct 1 mark for method

Question 3 **Tabular Statement** **25 marks**

Line, etc	Content		Marks	Aggregate marks
1 -3	Heading 1: centre, caps or emphasis	[0.5 + 0.5] x 3	3.0	3.0
4	Heading 4 centred over 5 columns	[0.5 × 5]	2.5	5.5
5 - 21		[1.0 × 13]	13.0	18.5
Alignment	Tabs	[0.75 × 5]	3.75	22.25
Ruling	Clean ink		1.5	23.75
Layout	Five blank rows	[0.25 × 5]	1.25	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

Where a candidate presents a table instead of a tabular statement, award 0 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	Text		0.25	2.25
3	Capitals, emphasis	[1.0 + 1.0]	2.0	4.25
4	Capitals, emphasis	[1.0 + 1.0]	2.0	6.25
5	Text		0.25	6.50
6 -12	Text	[1.0 x 7]	7.0	13.50
Effective display	Centring and left align	[0.75 + 0.75]	1.5	15.0
			Total:	**15.0**

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

Where there is evidence that a candidate has used a word processor for the exam, make the following deductions for method:

Line 1:   -2
Line 2:   -1
Line 3:   -1
Line 4:   -2
Line 5:   -1
Line 6:   -1
Line 7:   -1
Line 8:   -1
Line 9:   -1
Line 10:   -1
Line 11:   no deduction
Line 12:   no deduction

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

Line, etc	Content		Marks	Aggregate
1	Heading 1		2.0	2.0
2	Heading 2		2.0	4.0
3	Heading 3		2.0	6.0
4 - 15	Text and rules	[0.5 × 12]	6.0	12.0
Display	Effective use of page (vertical, horizontal)		0.5	12.5
	Rules inserted to line up evenly at line ends		1.0	13.5
	Adequate line spacing to accommodate insertion of information		1.0	14.5
	Consistent letter case		0.5	15.0
			Total:	**15.0**

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

Where there is evidence that a candidate has used a word processor for the exam, make the following deductions for method:

Line 1:   -1
Line 2:   -1
Line 3:   -1
Line 4:   -1
Line 5:   -1
Line 6:   -1
Line 7:   -1
Line 8:   -1
Line 9:   -1
Line 10:   no deduction
Line 11:   -1
Line 12:   -1
Line 13:   -1
Line 14:   no deduction
Line 15:   -1