Coimisiún na Scrúduithe Stáit
State Examinations Commission

Junior Certificate 2014

Marking Scheme

Typewriting

Ordinary 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 pro rata at 2.0 marks per full line.

Line number	Marks	Aggregate marks
1	2.0	2.0
2	2.0	4.0
3	0.9	4.9
4	2.0	6.9
5	2.0	8.9
6	2.0	10.9
7	2.0	12.9
8	1.9	14.8
9	2.0	16.8
10	2.0	18.8
11	2.0	20.8
12	1.1	21.9
13	2.0	23.9
14	1.1	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

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

Question 2   Business Letter   25 marks

Line	Content		Marks	Aggregate marks
	Envelope		2.0	2.0
1	Reference		1.0	3.0
2	Date		1.0	4.0
3 – 7	Address	[1.0 × 5]	5.0	9.0
8	Salutation		1.0	10.0
9 – 10	Paragraph 1		2.0	12.0
11 – 13	Listed Items	[1.0 × 3]	3.0	15.0
14	Paragraph 2		1.0	16.0
15 - 17	Bullet Points	[2.0 × 3]	6.0	22.0
18	Paragraph 3		1.0	23.0
19	Complimentary close		1.0	24.0
20 – 22	Preparation for signature		1.0	25.0
				Total: 25.0

Penalties	
Error	**Deduction**
Errors and omissions	0.5 per error up to a maximum of 8 marks
Incorrect layout (vertical and horizontal display)	1.0 each up to 3 marks

Where there is evidence that candidates used a Word processor to answer the question, the following deductions are to be applied for method:

Envelope:	-2
Bullet points:	-6
Preparation for signature:	-1
Vertical and horizontal display	-3

Question 3   **Tabular Statement**   **30 marks**

Line	Content		Marks	Aggregate marks
1	Capitals + emphasis + underscore	[1.0 + 1.0 + 1.0]	3.0	3.0
2	Centre over 5 columns + emphasis	[2.0 + 1.0]	3.0	6.0
3	Centre over columns + emphasis	[2.0 + 2.0] +1.0	5.0	11.0
4	Text + emphasis	[0.5 × 5]	2.5	13.5
5	Text	[0.5 × 5]	2.5	16.0
6	Text	[0.5 × 5]	2.5	18.5
7	Text	[0.5 × 5]	2.5	21.0
8	Text	[0.5 × 5]	2.5	23.5
9	Text	[0.5 × 5]	2.5	26.0
10	Text	[0.5 × 5]	2.5	28.5
11-13	Text	[0.5 × 3]	1.5	30.0
			Total:	**30.0**

Penalties	
Error	**Deduction**
Errors and omissions (incorrect letter, punctuation, capitalisation and overtype)	0.5 each, up to a maximum of 5 marks
Euro symbol omitted or not substituted	0.5 each, up to a maximum of 3 marks
Ruling untidy or none	0.5 each occurrence up to 5 marks
Inadequate or uneven space between columns (tabs)	1.0 each up to 4 marks
Incorrect line spacing (should be double)	up to 2 marks
Uneven line-up	up to 2 marks
Inadequate margins	up to 2 marks

In instances where a candidate presents a Table instead of a Tabular Statement, award 0 marks.

Question 4   Booking Form   20 marks

Line	Content		Marks	Aggregate marks
Line 1 – Heading 1	Capitals, centre, underscore	[1 + 0.5 + 0.5]	2.0	2.0
Line 2 – Heading 2	Capitals, centre, underscore	[1 + 0.5 + 0.5]	2.0	4.0
Line 3	Text, rule	[0.5 + 0.5 + 0.5 + 0.5]	2.0	6.0
Line 4	Text, rule	[0.5 + 0.5]	1.0	7.0
Line 5 – 6	Rule	[0.5 + 0.5]	1.0	8.0
Line 7	Text, rule	[0.5 + 0.5+ 0.5 + 0.5]	2.0	10.0
Line 8 -13	Text, rule	[0.5 +0.5] x6	6.0	16.0
Line 14	Rule	[0.5]	0.5	16.5
Line 15	Text, rule	[0.5 + 0.5 + 0.5 + 0.5]	2.0	18.5
Line 16	Text, rule	[0.5 + 0.5]	1.0	19.5
	Consistent use of case		0.5	**20.0**
				Total:20.0

Penalties	
Error	**Deduction**
Errors and omissions (incorrect letter, punctuation, capitalization and overtype)	0.5 each, up to a maximum of 5 marks
Inadequate space between lines (writing space)	1.0 up to 4 marks
Uneven line endings	up to 2 marks
Incorrect vertical display	up to 2 marks
Incorrect horizontal display	up to 2 marks

Where there is evidence that candidates used a Word processor to answer the question, deduct 1 mark per line for method.