



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving Certificate Applied 2011

Marking Scheme

**Information and Communications
Technology**

Common Level

Section 1 - General Theory

(80 marks)
(10 x 8 marks)

* Below are some of the answers that may arise. Accept other correct answers.

** Ignore spelling if you know what the candidate is trying to express.

1. Name **two** applications suitable for typing a menu. (4, 4 marks)

- Word Processor/(MS) Word/Word Perfect/WordStar
- Desktop Publisher/Publisher/Quark Express/Pagemaker
- Text Editor/Notepad/

- Microsoft Office/Microsoft Works/Claris Works/Lotus Smartsuite = 0 marks

2. What does each of the following represent? (4, 4 marks)
(all words correct)

- (a) Mb megabyte
(b) Gb gigabyte

3. Name two output devices. (4, 4 marks)

- Screen/Monitor/TV/LCD
- Printer
- Plotter
- Speaker
- Headphones
- Modem (input and output)

4. Give **two** advantages of email? (8 marks)

- Quick/fast
- Environmentally friendly/paperless/green
- Cheaper than ordinary mail/post
- You can attach files
- Multi recipients

5. List **two** storage devices that could be used when backing up computer hard drive.(4, 4 marks)

- External hard drive/disk
- Flash disk/USB stick/Jump Drive/(memory) stick
- Zip (disk)
- (Magnetic) tape
- Remote (internet) storage

6. What does each of the following represent? (4, 4 marks)

(all words correct)

- (a) CD-ROM Compact Disk Read Only Memory/CD – Read Only Memory
(b) RAM Random Access Memory

7. Describe how you would change the margins in a document. (4, 4 marks)

(any one method, two points)

- File, Page Setup, Margins
- Double click on ruler, Margins
- Page Layout, Margins
- Print Preview, Margins

8. Explain **each** of the following terms. Give **one** example of each (2, 2, 2, 2 marks)

(all words correct)

(a) Storage device hardware or software where you data is saved.

Example floppy disk, CD, Blu ray, flash/usb stick, magnetic tape, virtual/remote storage.

(b) Browser Software/ for viewing or opening web page on the www/world wide web

Example (Internet) Explorer, (Netscape) Navigator, (Mozilla) Firefox, (Google) Chrome, Opera

9. Give two advantages of using a laptop computer or a notebook computer. (4, 4 marks)

(any two)

- Portability
- Can be battery or AC powered
- Neater/Smaller than regular desktop
- Integrated screen so don't need separate monitor
- Integrated mousepad so don't need separate mouse
- Cheaper/faster/better etc= 0 marks

10. List **two** ways to prevent a virus in a computer. (4, 4 marks)

(any two)

- (Install) anti-virus software
- (Update) anti-virus software regularly
- Set up a Windows firewall
- Have a secure connection
- Don't download from unknown sources.
- Don't open from unknown sources (USB key etc).
- Don't open/forward spam mail

Section 2 - Module 1: Word Processing

(80 marks)

11. Word Processing Theory

(10 marks)

(a) Explain how you would insert page numbers in a document.

(4 marks)

- Insert, Page number
- Insert, Field
- Header and Footer, insert page number

(b) List **two** methods, other than clipart, of placing a picture into your document. (3, 3 marks)

- Insert, picture, (from hard drive)
- Get/copy picture from internet
- Connect camera/phone/device
- Screen shot/screen grab/print screen

Accept visual examples drawn or indicated for full marks.

- 12. Practical Word Processing Assignment (70 marks)**
- (a) Open file 3 marks
- **Bold, Centre, initial caps, 20 pt x 2 marks each (both words for marks) 8 marks**
 - Make 8 editing changes x 3 marks each 24 marks
 - i) bold 'YouTube'
 - ii) Run on 1st and 2nd paragraphs 'in the browser. The Player plug-in is'
 - iii) Bullets on all 3 lines
 - iv) Insert space in 'ofthe
 - v) Bold 'HTML5'
 - vi) Delete 'or any other plug in to be installed'
 - vii) New paragraph to start at 'Teachers can communicate'
 - viii) Italics two words in last paragraph 'students and 'teachers'
 - Deduct 2 marks if no spaces after full stop in paragraph run on.
 - Deduct 2 marks if no free line/double return before New Paragraph.
 - Deduct 2 marks for any of (i) – (viii) if it incurs input errors not asked for. *Example:* 8 edits performed correctly = 24 marks but no spaces after full stop where paragraph was joined is 24 – 2 = 22 marks.
 - Deduct 2 marks per error to a maximum of 5 errors (10 marks) in the editing section of the question. The candidate can perform 8 edits (24 marks) and then make errors that they were not asked to perform. They will only be penalised for a maximum of 5 of these errors, thus gaining (24 – 10) marks = 14 marks.
 - This is not valid for the additional text/table where all marks can be lost.
- 1.5 line spacing throughout the document (hit or miss) 2 marks
- (b) Type Exam Number (ID purposes only) 0 marks
- (c) Date as right aligned header 4 marks
(any date format, doesn't have to be autofield, -2 if not right aligned).
- (d) Table added to end of document 10 marks
- Deduct 2 marks per error (caps, centre, bold, column width, border style, extra row/column)
 - Deduct 2 marks if table is on separate page or file
 - Deduct 2 marks for columns not aligned correctly (if tabs used instead of table)
 - Deduct 2 marks if the table itself is centred or right aligned
 - Deduct 4 marks for each row or each column omitted
- (e) Spell check document 8 marks
- 4 errors x 2 marks each
(moost – line 2, uploaad – line 4, mobilee – 2nd bullet, somple – line 16)
- (f) Proof read document 4 marks
- 2 errors x 2 marks each
(repeated words – is is on line 2, and and on last line).
- (g) Auto page numbering 4 marks
- Deduct 2 marks if not centred aligned or if not at end of page/footer
- (h) Print 3 marks

Marking

- Circle input errors with red pen and count up before multiplying by 2
- Mark '3' in red biro in right hand margin beside each correct edit and a '0' in right hand margin beside each edit not performed correctly. This means that there will be a 3 or a 0 in the right margin beside each of the 8 edits. Put a line under the final 3 or 0 and add to get a total (24 for example). Next add the errors and take this away from 24, example $24 - 8 = 16$ marks.
- 10 marks are awarded for inputting the table correctly. The candidate loses 2 marks per error. These errors include punctuation, capitals, spaces, bold not performed etc. A candidate may lose **all** 10 marks in this section if there are too many errors. It is a copying task and therefore accuracy is of key importance.
- Similar procedure for other practical assignments.

Module 2: Spreadsheet**(80 marks)****13. Spreadsheet Theory****(10 marks)**

(a) Examine the spreadsheet below.

(4 marks)

	A	B	C	D	E
1	Books Ltd				
2					
3	Title	Number Sold	Price per Book €	Total Sales €	
4	Computers	35	12.99		
5					
6					

Write a suitable formula for cell **D4** that would calculate the **Total Sales €**.

- = (B4*C4) *either order*
- = sum(B4*C4)
- Award full marks if no '=' or brackets used
- Accept caps or lowercase
- Award 0 marks for calculated answer of €454.65
- Award 0 marks for 35*12.99

(b) Give an example of each of the following spreadsheet terms.

(3, 3 marks)

(1) Cell address

- A4, B3 etc
- Accept caps or lowercase
- Award 0 marks for 35*12.99

(2) Function

- sum, average, count, if, max, min etc.
- Accept caps or lowercase

** Accept visual examples drawn or shading on spreadsheet above for full marks.

14. Practical Spreadsheet Assignment**(70 marks)**

(a) Setup spreadsheet. Align and format the spreadsheet as shown.
Adjust column widths as necessary. (-2 per error)

16 marks

- Deduct 2 marks per error to a max of 8 errors (all marks lost)
- All Caps used for all headings -5 marks
- If inconsistent case errors, treat as separate errors
- Deduct 2 marks for each column not wide enough
- Deduct 2 marks for starting data in incorrect cell
- Align as shown (deduct 2 marks per error or 2 marks for full row 3 as it's consistent)
- Bold (deduct 2 marks per error, except if **all** of row 2 not bold, treat as one error)

	A	B	C	D
1	Weekly Wages Sheet			
2	Tax Rate 22%			
3	Employee	Gross Pay	Tax	Net Pay
4	P Smith	550		
5	A Ryan	670		
6	J Kelly	325		
7	H Grimes	540		
8	B Savage	500		
9	P Doyle	685		
10		Total Tax Collected		
11			Average Net Pay	
12			Total Net Pay	
13				
14	Examination Number			

(b) (1) Calculate **Tax** by multiplying the Gross Pay by 22%

8 marks

(3 marks for first correct calculation, then 1, 1, 1, 1, 1)

(2) Formula

2 marks

(Hit or Miss)

=B4*22% or

=B4*22/100 or

=sum(B4*22%)

- Award full marks if '=' sign omitted
- Award full marks if spreadsheet printed (2nd copy) with formulas displayed
- Accept caps or lowercase
- Award 0 marks for calculated answer of €121.00
- Award 0 marks for '550*22%' or similar

(c) Calculate **Net Pay** (€81.51)

8 marks

(3 marks for first correct calculation, then 1, 1, 1, 1, 1)

(d) Calculate **Total Tax Collected** (€719.40)

5 marks

(e) Calculate **Average Net Pay** (€425.10)

5 marks

(f) Calculate **Total Net Pay** (€2550.60)

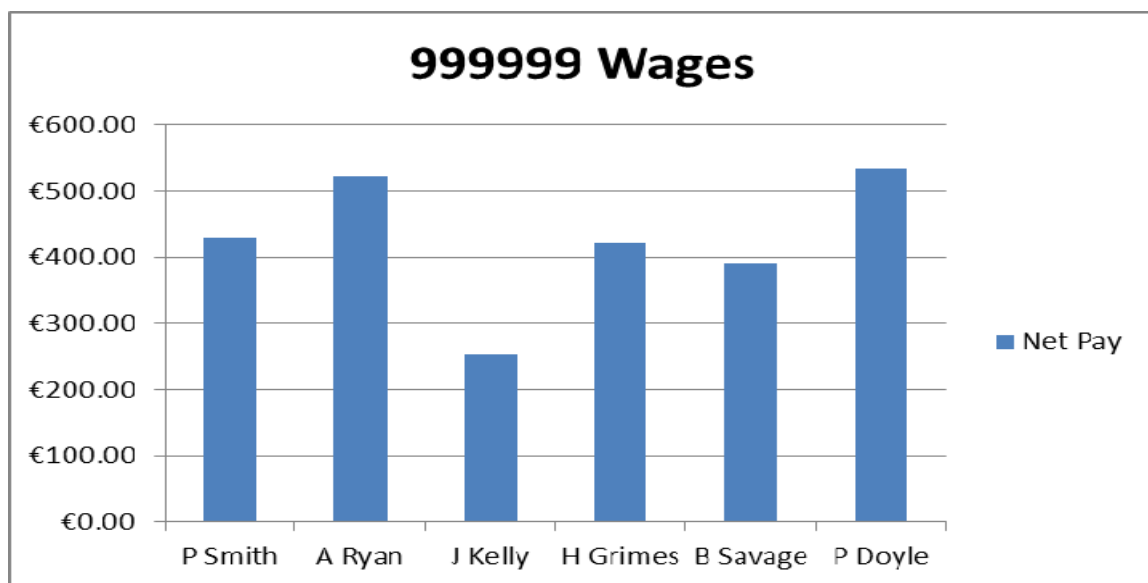
5 marks

- (g) Format all money amounts to currency with 2 decimal places 4 marks
- 2 marks for **any** currency symbol used (Hit or Miss)
 - 2 marks for two decimal places (Hit or Miss)

- (h) Insert your Examination Number in A14 0 marks

- (i) Column chart each **Employee** and their **Net Pay**. 10 marks, Attempt 3

- Deduct 2 marks if pie/bar/other chart is presented displaying all data
- Deduct 2 each for each missing element (Wages, exam number title in chart title)
- Deduct 2 marks each for each extra column in chart or each column missing
- Accept chart as separate printout



- (j) Delete row 13 (Exam num now on Row 13) 4 marks

- (k) Saved as **WAGES** 0 marks

- (l) Print 3 marks

-

Module 3: Databases**(80 marks)****15. Database Theory****(10 marks)**

- (a) Explain the following database terms. (2, 2 marks)
(full marks if any one of the underlined words appear in any answer)

- (1) Field A column of data than contains part of each record
- (2) Record A record contains all the data/collection of fields about a single member of a table, a row.

- (b) Study the database below. For each **Field name** write a suitable **Data type** and **Example** in the space provided. (6 x 1 marks)

Field name	Data type	Example
Date of Birth	Date	18 May 2011
Name	Text	John Doe
Cost	Currency	€99.99

16. Practical Database Assignment (70 marks)

(a) Open file 3 marks

(b) Add new field called **Copyright** after the **Duration** field (Yes/No field) 10 marks

- Deduct 2 marks if field not after **Duration** field or in wrong position
- Deduct 2 marks if incorrectly named (input errors, caps, spelling)
- Deduct 2 marks if incorrect data type
- Deduct 2 marks if entered in separate database/table

(c) Add data to the **Copyright** field 10 marks

- Deduct 2 marks per input error or per cell omitted to a max of 5 errors

Name	Type	Format	Duration	Copyright
Cadburys Ad	Video	FLV	2.39	Yes
Lady Gaga Poker Face	Music	MP3	4.25	Yes
Lady Gaga Alejandro	Music	MP3	3.35	Yes
Wanted All Time Low	Music	FLV	4.37	Yes
Cat Dancing	Video	FLV	1.05	No
Taking Good Photos	Video	FLV	1.50	Yes
Changing a Lock	Video	FLV	3.25	Yes
How to Wire a Plug	Video	FLV	2.15	Yes

(d) Delete **Wanted All Time Low** record (Hit or Miss) 5 marks

- If record is still present with all fields empty, 0 marks

(e) Add three records 14 marks

Name	Type	Format	Duration	Copyright
Making Pancakes	Video	FLV	2.30	Yes
Alphabet Song	Music	MP3	1.15	Yes
Changing a Puncture	Video	FLV	4.00	No

- Deduct 2 marks per input error
- Deduct 2 marks if entered in separate database
- Deduct 5 marks per record omitted
- Treat as separate errors if initial caps not correct in each cell


(f) Amend **Taking Good Photos** record. It should be named **Taking a Photo** 5 marks

(g) Sort descending by **Duration**

5 marks

- -2 if Duration sorted ascending
- 0 marks if sorted descending on another field

Duration
Descending



Name	Type	Format	Duration	Copyright
Lady Gaga Poker Face	Music	MP3	4.25	Yes
Changing a Puncture	Video	FLV	4.00	No
Lady Gaga Alejandro	Music	MP3	3.35	Yes
Changing a Lock	Video	FLV	3.25	Yes
Cadburys Ad	Video	FLV	2.39	Yes
Making Pancakes	Video	FLV	2.30	Yes
How to Wire a Plug	Video	FLV	2.15	Yes
Taking a Photo	Video	FLV	1.50	Yes
Alphabet Song	Music	MP3	1.15	Yes
Cat Dancing	Video	FLV	1.05	No

(h) Print amended database

3 marks

- Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only

(i) Query of **Format** = FLV

10 marks

- Consistent with printout from (h) above
- Deduct 2 marks for each field omitted
- Accept any incorrect data entry from (e) above


Sorted ascending by **Title**

5 marks

- -2 if sorted descending
- 0 marks if sorted ascending on another field

Name	Type	Format	Duration	Copyright
Cadburys Ad	Video	FLV	2.39	Yes
Cat Dancing	Video	FLV	1.05	No
Changing a Lock	Video	FLV	3.25	Yes
Changing a Puncture	Video	FLV	4.00	No
How to Wire a Plug	Video	FLV	2.15	Yes
Making Pancakes	Video	FLV	2.30	Yes
Taking a Photo	Video	FLV	1.50	Yes

Name
Ascending



- Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only

(j) Save query

0 marks

(k) Save file and close

0 marks

Module 4: Desktop Publishing

(80 marks)

17. Desktop Publishing Theory

(10 marks)

(a) List **two** effects that can be applied to a text box to enhance its appearance. 2, 2 marks

- Border
- Colour line
- Shading
- (Background) graphic/watermark/clipart/photo/picture

(Award 0 marks for change font etc as this is the text that is enhanced and not the frame)

(b) Name **two** document templates that may be used in a DTP. 3, 3 marks

- Banner
- Brochure
- Business card
- Calendar
- Compliments slip
- Flyer
- Greeting card
- Letterhead
- Menu
- Newsletter
- Postcard
- Poster
- Website
- Any other relevant template

18. Practical Desktop Publishing Assignment (70 marks)

- | | | |
|---|-------------------|------------|
| (a) Text inserted into new document | 4 marks | (4 marks) |
| (b) Type Examination Number | 0 marks | |
| (c) Insert heading text: Pens & Pencils Ltd | | (6 marks) |
| Arial Black | 2 marks | |
| Centred | 2 marks | |
| 24 pt | 2 marks | |
| (d) Format <i>Back to School Opening offers & For the Month of September only</i> | | (6 marks) |
| Times New Roman | 2 marks | |
| Centred | 2 marks | |
| 22 pt | 2 marks | |
| (e) <i>Specials - formatted & Hurry, don't miss out</i> | | (10 marks) |
| Times New Roman | 2 marks | |
| Centred | 2 marks | |
| 36 pt | 2 marks | |
| Additional text added | 2 marks | |
| Same format applied to additional text | 2 marks | |
| (f) Format <i>10 Biro's..... Ruler €0.20</i> | | (6 marks) |
| Bulleted | 2 marks | |
| Times New Roman | 2 marks | |
| 26 pt | 2 marks | |
| (g) Format <i>All art supplies – 20% off</i> | | (6 marks) |
| Times New Roman | 2 marks | |
| Centred | 2 marks | |
| 26 pt | 2 marks | |
| (h) PENS clipart inserted into document | 4 marks | (10 marks) |
| Correct position/alignment | 2 marks | |
| Correct size (4 cm x 4 cm) | 4 marks | |
| (i) Format <i>Spend €50 or more and you can enter the draw for an iPod</i> | | (8 marks) |
| Times New Roman | 2 marks | |
| Centred | 2 marks | |
| 36 pt | 2 marks | |
| italics | 2 marks | |
| (j) Double line black border (don't accept single or treble) | 2 marks | (4 marks) |
| Around full page | 2 marks | |
| (k) Spaced to fit as shown/blank lines/returned inserted/Layout | 7 marks (0, 3, 7) | (7 marks) |
| (l) Save and Print | 3 marks | (3 marks) |

-2 in each of (c) .. (k) for input errors in that section

Module 5: The Internet

(80 marks)

19. Internet Theory

(10 marks)

(a) Explain the term Bookmark **or** Favourites when using the Internet. (4 marks)

any 2 x 2 marks each

- A saved link to a frequently used webpage on Favourites Menu or Favourite toolbar.
- Quicker to access the saved link next time.
- Accept drawn menu or toolbar as explanation

(b) What does each of the following represent? (6 marks)

(1) WWW World Wide Web

(All words correct for marks) 3 marks

(2) HTTP Hypertext Markup Language

(All words correct for marks) 3 marks

19. Practical Internet Assignment

(70 marks)

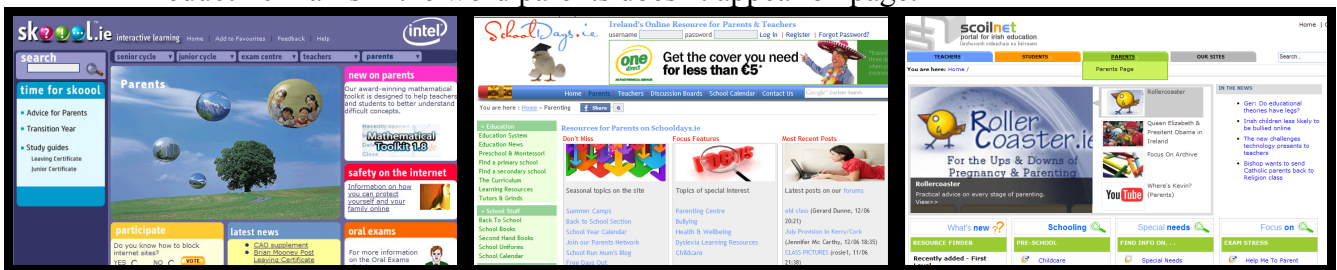
Task 1

25 marks

- (a) Log on to the Internet (home page printed or any page and no more). 5 marks
- (b) Open any **one** of the following sites 10 marks
 - www.scoilnet.ie
 - www.skool.ie
 - www schooldays.ie
- (c) Save the logo as LOGO. 0 marks
(Marks given later on in Task 3 (e))
- (d) Find a page that gives information to *parents*. 10 marks

Print the first page of the *parents* information.

- Deduct 10 marks if one of the websites above doesn't appear on page.
- Deduct 10 marks if the word parents doesn't appear on page.



- (e) Save the page on your external storage device as **PARENTS**.

Task 2

20 marks

- (a) Use search engine to find information on *Schools in Ireland*.
- (b) Print first page 10 marks
 - Schools 10 marks
 - Ireland
 - Award 20 marks for any search that includes words *schools & Ireland* (song lyrics etc).

Task 3

25 marks

- (a) 'To' field correct (address given on form EM1) 4 marks
- (b) 'CC' field correct 4 marks
- (c) 'Subject' field correct (*Parents Evening* – italics not necessary) 4 marks
(Deduct 2 marks for input error in (a), (b), and (c) to a max of 2 errors in each)
- (d) Compose email as per given text 6 marks
(Deduct 2 marks per input error to a max of 3 errors.
Don't penalise double returns, as email communication is casual)

Hi
 An information evening will be held for parents on Friday next.
 Hope to see you there.
 Signed: (Your Examination Number)

- (e) **Booklogo** attached to email 4 marks
- (f) Send email 0 marks
- (g) Print email (Full marks if printed before sent). 3 marks

Module 6: Text Entry**(80 marks)****21. Text Entry Theory****(10 marks)**

- Hit or Miss – 1 mark for each error identified to a maximum of 10 errors of a possible 12
- Accept passage retyped with all errors corrected or identified

Facebook is an sociall networking website launched in february 2004 that is operated and privately owned by Facebook with more then 500 million active users in July 2010.

Users can add people as friends and send them messages, and update there personal profiles to notify friends about themselves. Users kan search for friends and send them a request tobe their friend using Facebook. The website stores photos and personal information about the user. Users can create profiles with photos, lists of personal interests, contact information and other personal information

Communicating with friends and other users can be did through private or public messages or a chat feature. Users can also create and Join interest groups.

Facebook allows anyone who declares themselves to be aged 13 or older to become a member of the website. Facebook was founded by mark Zuckerberg.

1. an - a
2. sociall – spelling
3. february – no capital
4. then – than
5. there – spelling
6. kan – spelling
7. tobe – no space
8. information - no full stop at end of sentence
9. did – should be done
10. Join – should be lowercase
11. mark - – no capital

22. Practical Text Entry Assignment (70 marks)

TASK 1 Data Entry Test (35 marks)

- (a) Type your Examination Number 0 marks
- (b) Type the passage using:
- double line spacing throughout 2 marks
 - Times New Roman throughout 2 marks
 - 14 pt throughout 2 marks
 - Text entered accurately 14 marks
 - If one space after full stop or hyphen used consistently, do not penalise
 - Deduct 2 marks per error (spelling, caps, paragraphs etc.) to a max of 7 errors
 - Deduct 2 marks if full line omitted
 - Double or single return between paragraphs is acceptable as long as consistent, otherwise penalise as an input error.
- (c) Format text as shown below.
- All Caps first line **SLATE COMPUTERS** (Both words – Hit or Miss) 2 marks
 - **Bold** first line (Both words – Hit or Miss) 2 marks
 - Italics '*handwriting recognition*' (Both words – Hit or Miss) 2 marks
 - Bold '**fingertips**' or a '**stylus**' (only both words, NOT 'or a' – Hit or Miss) 2 marks
 - Underline 'health care, education hospitality industry' (only 4 words, NOT 'and the' Hit or Miss) 2 marks
 - Superscript 'T²' 2 marks
- (d) Print 3 marks

(Examination Number)

SLATE COMPUTERS

Slate computers, which resemble writing slates, are tablet PCs without a keyboard. For text input, users rely on *handwriting recognition* via an active digitiser, touching an on-screen keyboard using **fingertips** or a **stylus**, or using an external keyboard that can usually be attached via a wireless or USB connection.

Tablet PCs typically incorporate small (8.4 – 14.1 inches/21 – 36 centimetres) LCD screens and have been popular in health care, education, and the hospitality industry.

One popular Tablet PC is the T². It can be purchased for €150 in most computer stores. A tablet PC that has a long life, it can stand heat, humidity, and drop/vibration damage!

TASK 2
Creating a Leaflet

35 marks)

- (a) Type your Examination Number 0 marks
- (b) Create leaflet as per examination paper text 8 marks

Summer Camp	
Programme	
Week 1 and 2	
9.00 am	Registration
9.15 am	Swimming
10.30 am	Break
10.45 am	Art Activities
11.45 am	Drama
1.00 pm	Lunch
1.30 pm	Computers
2.30 pm	Home Time

- Deduct 2 marks per error. This includes initial caps in heading, alignment, spelling errors, tabs, spacing (full marks if consistent) etc.
- Deduct 4 marks per line missing.

- (c) **Summer Camp** *heading* 3 marks
- | | |
|------------|--------|
| Arial font | 1 mark |
| centred | 1 mark |
| 22 pt | 1 mark |
- (d) **Programme** Text 5 marks
- | | |
|----------------------|--------|
| Times New Roman font | 1 mark |
| centred | 1 mark |
| 18 pt | 1 mark |
| bold | 1 mark |
| underline | 1 mark |
- (e) **Week 1 and 2** Text 5 marks
- | | |
|----------------------|--------|
| Times New Roman font | 1 mark |
| centred | 1 mark |
| 16 pt | 1 mark |

bold	1 mark
italics	1 mark
(f) Remaining text	2 marks
Times New Roman font	1 mark
14 pt	1 mark
(g) Tabs aligned correctly	2 marks
• Deduct 2 marks per tab error.	
(h) Emphasise times using bold.	2 marks
• Deduct 2 marks per bold error.	
(i) Apply spacing so that it fits on one A4 page/layout	5 marks
Attractive Layout/Balance of presentation	0, 3, 5 depending on quality of layout
(j) Print	3 marks

PROCESS OF MARKING SCRIPT

Marking Section 1 –General Theory Questions

- Record marks for each question on right hand side as per marking scheme.
- Total marks for each Q and circle alongside the Q number.
- Record total mark for Section 1 and double circle in top left hand corner of page 2 of the candidate's answerbook.
- Transfer this total mark to the cover.

Marking Module Theory Questions

- Record marks for each question on right hand side as per marking scheme.
- Total marks for the Q and circle alongside the Q number.

Marking Practical Assignments

- Place relevant marking labels in the candidate's answerbook.
- Record marks for practical assignment as per marking scheme on the label.
- Total marks for practical assignment on the label.
- Transfer this total mark alongside the Q number on the candidate's answerbook.

Module Total Mark

- Add Theory mark to practical assignment mark and record in left hand margin alongside Module title.
- Transfer this total mark to the cover.

Candidate Total Mark

- Put disallowed modules in square brackets.
- Total marks on the cover page of the script, (do not include marks in square brackets).

Cumulative Totals

The marks for each question is totalled cumulatively at the bottom right hand corner of each page using the following system:

1. Write the total marks for 'Section 1' in the *bottom right* hand corner of the page 2 and circle (the page that Q1 is on). This is your cumulative running total (crt).
2. Move the crt from page 2 of the script to bottom right hand corner of page 4 and add on the total of Q11. Circle the new total.
3. Continue to the end of the script with a dash for any unattempted questions/sections.
4. Transfer the final crt to the first box on the crt grid. Enter the total for all disallowed questions in box 2 and subtract this figure from the figure in box 1 to obtain a figure for the total marks awarded (box 3). The figure in box 3 must match the total in the question grid. Re-check all additions until figures agree.

Other points of note

- Ring in results before posting Scrúd 60 and scripts. Try to have scripts near to hand and I'll select four/five scripts for you to send on.
- Register all scripts in post.
- Check the time that your post office accepts registered until (for next day delivery).
- Do not post brown envelopes for scripts.
- Ensure that Exam Numbers are on all printouts.

Report

At end of examination period you will be typing a report. Keep these headings in mind:

- Common mistakes in each section / module
- Best answered questions / modules
- Most popular / least popular questions / modules
- Possible reasons for underperformance by candidates
- Questions/Subsections often omitted
- Suggestions for improvement/markings label – did it work this year???
- General observations on standard of answering

I can supply a soft copy of the exemplar report given out at marking conference via email.

Word Processing Solution

18 May 2011

(Examination Number)

Bold, centre, Initial Caps, 20 pt

Viewing Videos

Viewing **YouTube** videos on a personal computer requires the Adobe Flash Player plug-in to be installed in the browser. The Player plug-in is one of the most common pieces of software installed on personal computers and accounts for almost 75% of online video material.

You can upload:

bullets

- Music videos
- Videos from your mobile phone
- Videos from your camcorder

In January 2010, YouTube launched a version of the site that uses the built-in multimedia capabilities of web browsers supporting the **HTML5** standard. This allows videos to be viewed without requiring Adobe Flash Player.

Web sites like TeacherTube let teachers post videos and share thoughts and lesson plans with other teachers across the globe in a format similar to YouTube.

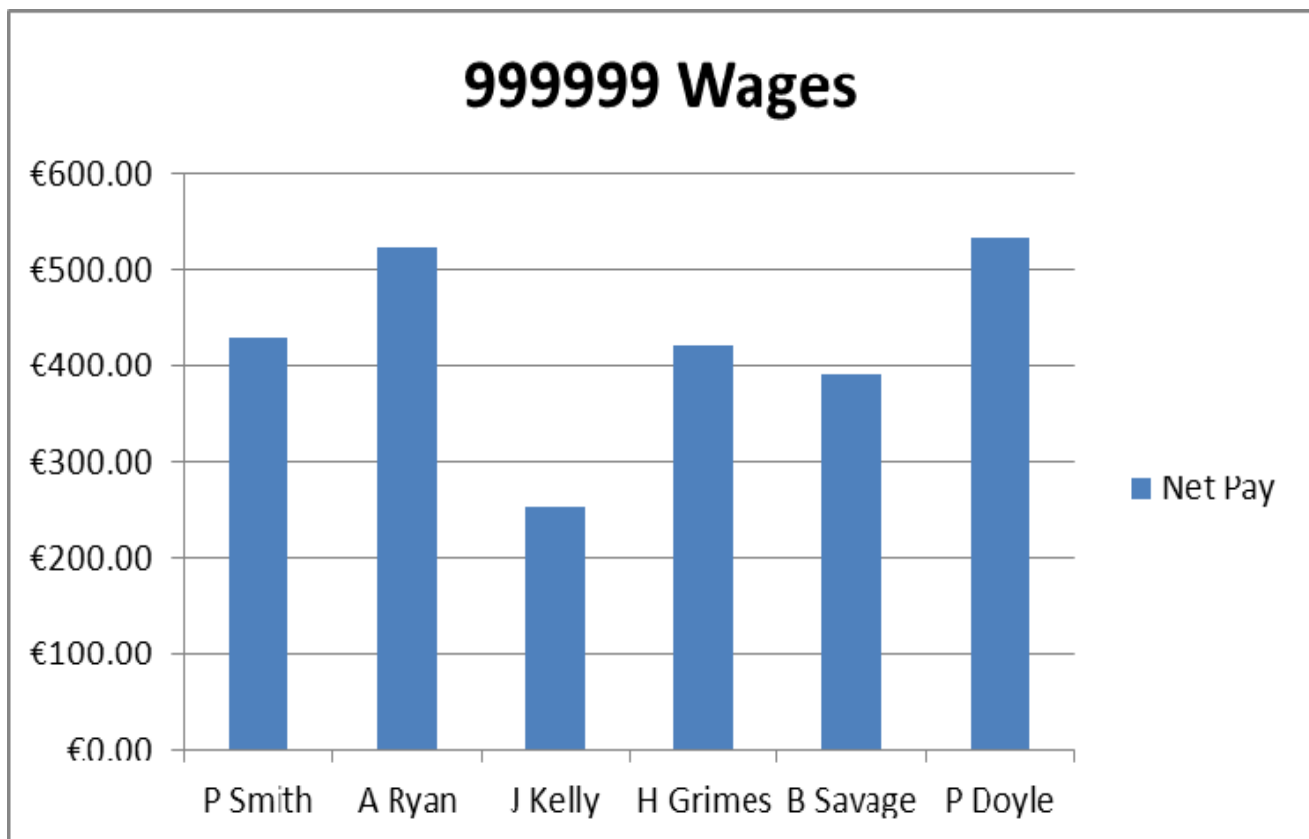
Teachers can communicate with students and other teachers, keep track of coursework and create class Web sites. Some let *students* e-mail assignments to their **teachers** from home and let parents log in to check on grades and download extra curricular activities.

Concern	Issue
Copyright	Yes
Privacy	Yes

* Line spacing 1.5 throughout the document.

Spreadsheet Solution

Weekly Wages Sheet			
Tax Rate 22%			
Employee	Gross Pay	Tax	Net Pay
P Smith	€550.00	€121.00	€429.00
A Ryan	€670.00	€147.40	€522.60
J Kelly	€325.00	€71.50	€253.50
H Grimes	€540.00	€118.80	€421.20
B Savage	€500.00	€110.00	€390.00
P Doyle	€685.00	€150.70	€534.30
Total Tax Collected		€719.40	
		Average Net Pay	€425.10
		Total Net Pay	€2,550.60
Examination Number			



Database Solution

(b) (c) Copyright field and data added

Name	Type	Format	Duration	Copyright
Cadburys Ad	Video	FLV	2.39	Yes
Lady Gaga Poker Face	Music	MP3	4.25	Yes
Lady Gaga Alejandro	Music	MP3	3.35	Yes
Wanted All Time Low	Music	FLV	4.37	Yes
Cat Dancing	Video	FLV	1.05	No
Taking Good Photos	Video	FLV	1.50	Yes
Changing a Lock	Video	FLV	3.25	Yes
How to Wire a Plug	Video	FLV	2.15	Yes

(g) Record deleted, record edited, 3 records added, sorted descending by **Duration**

Name	Type	Format	Duration	Copyright
Lady Gaga Poker Face	Music	MP3	4.25	Yes
Changing a Puncture	Video	FLV	4.00	No
Lady Gaga Alejandro	Music	MP3	3.35	Yes
Changing a Lock	Video	FLV	3.25	Yes
Cadburys Ad	Video	FLV	2.39	Yes
Making Pancakes	Video	FLV	2.30	Yes
How to Wire a Plug	Video	FLV	2.15	Yes
Taking a Photo	Video	FLV	1.50	Yes
Alphabet Song	Music	MP3	1.15	Yes
Cat Dancing	Video	FLV	1.05	No

Duration
Descending

(i) Query, format = FLV, sorted ascending by **Name**.

Name	Type	Format	Duration	Copyright
Cadburys Ad	Video	FLV	2.39	Yes
Cat Dancing	Video	FLV	1.05	No
Changing a Lock	Video	FLV	3.25	Yes
Changing a Puncture	Video	FLV	4.00	No
How to Wire a Plug	Video	FLV	2.15	Yes
Making Pancakes	Video	FLV	2.30	Yes
Taking a Photo	Video	FLV	1.50	Yes

Q12: Word Processing	Maximum	Mark
(a) Open	3	
(c) Date Header/Right Aligned B, Cen, Init Caps, 20 pt)	2, 2, 2, 2,	
8 edits @ 3 marks each • Bold YouTube • Run on The Player • Bullet 3 lines • space in ofthe, • bold HTML5 • delete 'or any other plug in' • NP after 'Teachers can ...' • Italics x 2 in last par.	24	
1.5 line spacing	2	
(d) Table added	10	
(e) spelling most, upload, mobile, post	8	
(f) Proofread repeated words - is, and	4	
(g) Page numbering	4	
(h) Print	3	
Total mark Q12	70	

Q18: DTP	Maximum	Mark
(a) Text inserted into document	4	
(c) Pens & Pencils (Arial Black, centred, 24pt)	6	
(d) <i>Back to school</i> etc (TNR, centred, 22pt)	6	
(e) <i>Specials</i> ((TNR, centred, 36pt) Hurry, don't miss out - added, same format	6 4	
(f) 10 Biro's...Ruler (Bullets, TNR, 26pt)	6	
(g) All Art Supplies (TNR, centre, 26pt)	6	
(h) Insert Clipart, correct position, 4x4 cm	4, 2, 4	
(i) Spend €50 ... iPod (TNR, centre, 36pt, It)	8	
(j) Double line border, around full page	4	
(k) Blank lines inserted/spaced to on page	0, 4 or 7	
(l) Save/Print	3	
Total mark Q18	70	

Q14: Spreadsheet	Maximum	Mark
(a) Setup spreadsheet	16	
(b) Calculate Tax (€121.00, €141.40 etc) * 2 for first correct answer, 1 each then Formula	8 2	
(c) Net Pay (€81.51)	8	
(d) Total Tax Collected (€719.40) * 2 for first correct answer, 1 each then	5	
(e) Average Net Pay (€425.10)	5	
(f) Total Net Pay (€2550.60)	5	
(g) Currency (any) Two decimal places	2 2	
(i) Column chart (Employee & Net Pay) Attempt 3	10	
(j) Row 13 deleted	4	
(l) Print	3	
Total mark Q14	70	

Q20: Internet	Maximum	Mark
1	Log on scoilnet/skooool/schooldays Parents link	5 10 10
2	Schools (in) Ireland	10 10
3	Email address cc Subject: <i>Parents Evening</i> (italics not necessary) Text correct Logo attached Print	4 4 4 6 4 3
Total mark Q20	70	

Q16: Database	Maximum	Mark
(a) Open file	3	
(b) Add Copyright field	10	
(c) Add data to field	10	
(d) Delete <i>Wanted All Time Low</i> record (Hit/Miss, empty row = 0 m)	5	
(e) Add three records (-2 per input error, -5 per record omitted)	14	
(f) Edit Taking good Photos record. Now called: Taking a Photo	5	
(g) Sort descending by Duration (ascending = 3 marks)	5	
(h) Print database	3	
(i) Query (Cadburys Ad . Taking a Photo) -2 each field omitted, Sorted ascending by Name (descending = 3 marks)	10 5	
Total mark Q16	70	

Q22: Text Entry	Maximum	Mark
double line spacing, TNR, 14 pt	2, 2, 2	
Text correct	14	
ALL CAPS first line	2	
Bold first line	2	
1 Italics <i>handwriting recognition</i>	2	
Bold fingertips or a stylus , not 'or a'	2	
Underline 5 words only, not 'and the'	2	
Superscript T ²	2	
Print	3	
Total Task 1	35	
Text (-2 per error)	8	
Summer Camp (Arial, centre, 22pt) 3x1 m	3	
Programme (TNR, Centre, 18 pt, B, U)	5	
Week 1 and 2 (TNR, Centre, 16 pt, B, I)	5	
2 All remaining text (TNR, 14pt)	2	
Tabs Aligned correctly (All aligned)	2	
Bold the time column (All bolded)	2	
Attractive layout 0,3, 5	0, 3 or 5	
Print	3	
Total Task 2	35	
Total mark Q22	70	