

**Coimisiún na Scrúduithe Stáit**  
**State Examinations Commission**

**Leaving Certificate Applied 2012**

**Marking Scheme**

**Information and Communication  
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. List **two** advantages of a Laser Printer over an Ink Jet Printer. (4, 4 marks)

- Faster/quicker 4 marks
- Better quality/no colour bleeding 4 marks
- Toner lasts longer than other printer types/less maintenance 4 marks
- Cheaper/ better etc. on their own = 0 marks

2. List **two** external storage devices that could be used when backing up a file. (4, 4 marks)

- Memory Key/Disgo/USB Memory/Memory Stick/Flash Disk/Pen Drive
- (Magnetic) Tape
- External Hard drive
- Floppy (Disk)/3½” Disk
- Compact Disc/CD/CDR/CDRW
- DVD/DVDR/Digital Versatile Disk
- Zip Disk

Disk or Drive or USB = 0 marks

3. In what units is the processing speed of a computer measured? (8 marks)  
*(all words correct)*

- Hertz/
- (Mega)hertz/
- (Giga)hertz/ etc

4. Which **one** of the following is an Operating System? (8 marks)

MS Office	<b>MS Windows 7</b>
MS OneNote	MS Outlook

5. State **two** ways of protecting your computer from computer viruses. (4, 4 marks)

- (Install) anti-virus software/product name is acceptable
- (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

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

- (a) PC                      Personal Computer                      *(all words correct for marks)*  
 (b) Kb                      Kilobyte

7. State two uses of the Internet when planning a holiday. (4, 4 marks)

- Book/research flights/ferry/bus/train – method of getting there
- Book/research car/moped/bike hire – transport when you're there
- Book/research hotels/apartments etc
- Buy/research travel insurance
- Online check-in
- Advanced passenger information

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

- (a) LAN                      Local Area Network  
 Example                      Network in a **small area** such as **one room**/or school, building etc.
- (b) WAN                      Wide Area Network  
 Example                      Network in a **large area** / across the country / The Internet / WWW

9. Name **two** text input devices. (4, 4 marks)

- Keyboard/Keypad
- Touch screen/on screen keyboard/tablet/ipad
- Scanner/OCR
- Microphone/voice recognition/via voice or similar
- PDA/palm pilot/Blackberry/iPhone/examples of PDAs/Smartphones etc

10. What is the correct method of moving a file from one location to another? (4, 4 marks)

- Cut & Paste                      or
- Ctrl X, Ctrl V                      or
- Drag & Drop

## Section 2 - Module 1: Word Processing


**(80 marks)**


### 11. Word Processing Theory

**(10 marks)**

(a) What does each of the following proof reading symbols represent?

(3, 3 marks)

(1)  Upper Case/Caps/All Caps/Big Letters

(2)  Let it stand / don't change/ don't do anything/leave it alone/ignore

(b) List **two** types of page orientation

(2, 2 marks)

- Portrait/Tall
- Landscape/Wide

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 2 marks each 16 marks
    - i) bold 'Android' on line 1
    - ii) Delete 'has a' on line 3
    - iii) New paragraph to start at 'There are currently...' on line 4
    - iv) Italics 'Android Market' on line 5 – both words for full marks
    - v) Insert hyphen - 'highend' changes to 'high-end' on line 8
    - vi) Insert space –thatoffers changes to 'that offers' on line 10
    - vii) Run on 4<sup>th</sup> and 5<sup>th</sup> paragraphs - 'of their choosing. A smart phone...'
    - viii) Delete 'particular' on last line
    - 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 = 16 marks but no spaces after full stop where paragraph was joined is 16 – 2 = 14 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 (16 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 (16 – 10) marks = 6 marks.
    - This is not valid for the additional text/table where all marks can be lost.
  - Double line spacing throughout the document (hit or miss) 2 marks
- (b) Type Exam Number (ID purposes only) 0 marks
- (c) Date as centre aligned header 4 marks  
(any date format, doesn't have to be an autofield, ignore cap errors, -2 if not centred).
- (d) Text added to end of document 10 marks
  - Deduct 2 marks per error (caps, input error, punctuation, alignment etc.)
  - Deduct 2 marks if text is on separate page or file
  - Deduct 4 marks for each line fully omitted
- (e) Apply bullets to **Local Weather** and **Golden Pages** 4 marks  
(2 marks each bullet, same style/indent for each bullet, penalise if not)
- (f) Table added to end of document 10 marks
  - Deduct 2 marks per error (caps, bold, column width, border style/colour/thickness, extra row/column, typo)
  - 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 2 marks for each cell fully omitted
- (g) Spell check document 6 marks
  - 3 errors corrected x 2 marks each  
(deevices – line 4, color – line 7, abilityy – line 9)
- (h) Auto page numbering 4 marks
  - Deduct 2 marks if not right aligned or if not at end of page/footer
- (i) Print 3 marks

### Marking

- Circle input errors with red pen and count up before multiplying by 2
- Mark '2' 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 2 or a 0 in the right margin beside each of the 8 edits. Put a line under the final 2 or 0 and add to get a total (16 for example). Next add the errors and take this away from 16, example  $16 - 8 = 8$  marks.
- 10 marks each are awarded for inputting the table and text 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)**

Examine the spreadsheet below.

(6 marks)

- (a) Write the formula that you would use in cell B2 to calculate the Tax, at a rate of 42%.

	A	B	C
1	Gross Pay	Tax	Net Pay
2	€430.00		
3			

- = (A2\*42%) *or*
- = (A2\*42 / 100) *or*
- = (A2\*.42) *or*
- = sum (A2\*42%) *or*
- = sum(A2\*42 / 100)
  
- Award full marks if no '=' or brackets used
- Has to be an asterisk
- Accept caps or lowercase
  
- Award 0 marks for calculated answer of €180.60
- Award 0 marks for 430\*.42 or similar

- (b) Write the formula that you would enter in cell C2 to calculate the Net Pay. (4 marks)

- = A2 - B2 *or*
- = -B2 + A2
  
- Award full marks if no '=' used
- Accept caps or lowercase
  
- Award 0 marks for calculated answer of €249.40
- Award 0 marks for 430 – 180.60 or similar

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

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

18 marks

- Deduct 2 marks per error to a max of 9 errors (all marks lost)
- All Caps used for all headings, no initial caps – deduct 6 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 2 as it's consistent)
- Bold (deduct 2 marks per cell)

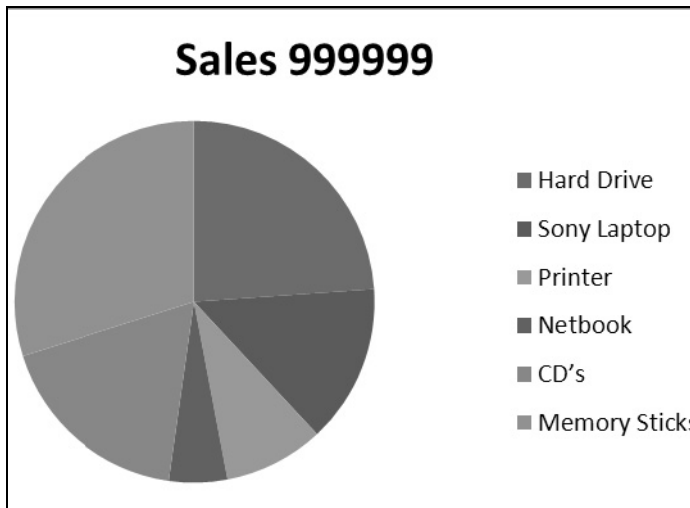
	A	B	C	D
1	<b>Sales for March</b>			
2				
3	<b>Item</b>	<b>Price</b>	<b>Quantity</b>	<b>Sales</b>
4	Hard Drive	€80.00	32	<b>€2,560.00</b>
5	Sony Laptop	€950.00	19	<b>€18,050.00</b>
6	Printer	€150.00	12	<b>€1,800.00</b>
7	Netbook	€439.00	7	<b>€3,073.00</b>
8	CD's	€25.00	24	<b>€600.00</b>
9	Memory Sticks	€12.00	40	<b>€480.00</b>
10			<b>Subtotal</b>	<b>€26,563.00</b>
11			<b>VAT on Sales</b>	<b>€6,109.49</b>
12			<b>Total</b>	<b>€32,672.49</b>
13			<b>Average Sales</b>	<b>€4,427.17</b>
14				
15	Examination Number			

- (b) (1) Calculate **Sales** by multiplying the **Price** by **Quantity**. 9 marks  
(4 marks for first correct calculation, then 1, 1, 1, 1, 1)
- (c) Calculate **Subtotal** (€26,563.00) 5 marks
- (d) Calculate **VAT on Sales** (€6,109.49) 5 marks
- (e) Calculate **Total** (€32,672.49) 5 marks
- (f) (1) Calculate **Average Sales** (€4,427.17) 5 marks  
(2) Formula (Hit or Miss) 2 marks  
 =average(D4:D9) or  
 =average(D3:D8) or  
 =sum(D3:D8)/6 or  
 =(D3:D8)/6

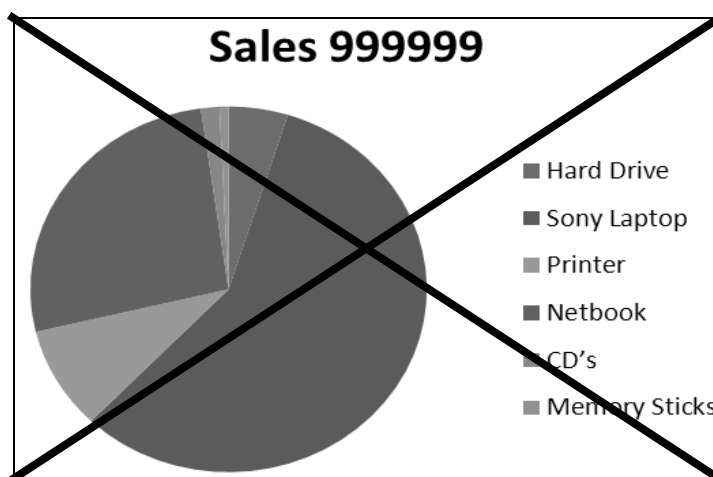
- Award full marks if '=' sign omitted
- Award full marks if spreadsheet printed (2<sup>nd</sup> copy) with formulas displayed
- Accept caps or lowercase
- Merits 0 marks for calculated answer of €4,427.17 given
- Award 0 marks for '€26563.00/6' or similar



- (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) Pie chart that displays **Item** and **Quantity**. 10 marks, Attempt 3



- Deduct 2 marks if line/bar/column/other chart is presented displaying all data
- Deduct 2 each for each missing item (legend, chart title with exam number)
- Deduct 2 marks each for each extra/incorrect or each missing segment (Example: Chart below is Item and Price)



- Accept chart as separate printout or on original spreadsheet.

- (j) Insert blank row between Rows 1 and 2 (Exam number now on Row 15) 4 marks
- (k) Saved as **SALES** 0 marks
- (l) Print 3 marks

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

(a) List two types of numerical data.

(3, 3 marks)

- Integer/Number
- Currency/Money
- Date
- Time
- Logical etc

(b) Study the table below.

FirstName	LastName	DOB	FeePaid
Adam	Burke	02/04/1996	Yes
Mary	Stafford	12/02/1997	No
John	Jones	13/06/1997	Yes

Which field is it sorted by?

(4 marks)

- DOB

## 16. Practical Database Assignment (70 marks)

(a) Open **TOUR** file 3 marks

(b) Add new field called **Med** after the **Passport** field (text, 20 characters wide) 10 marks

- Deduct 2 marks if field not after **Passport** 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 incorrect width or not wide enough to fit data
- Deduct 2 marks if entered in separate database/table

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

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

FirstName	LastName	DOB	TourFeePaid	Passport	Med
Alice	Hickson	09/08/97	400.00	Handed In	None
Fred	O'Connor	17/03/96	500.00	Handed In	Antibiotic
Isobel	Timmons	04/02/96	500.00	Handed In	None
James	Wallace	23/09/97	400.00	Waiting	None
Julie	Madigan	03/08/97	300.00	Handed In	None
Michael	Lane	25/12/96	500.00	Waiting	None
Sean	O'Brien	25/04/96	500.00	Waiting	Insulin

(d) Delete **Alice Hickson** record (Hit or Miss) 5 marks

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

(e) Add three records 14 marks

FirstName	LastName	DOB	TourFeePaid	Passport	Med
Barry	Hayes	09/03/96	500.00	Handed In	None
Jane	Ward	03/07/97	400.00	Waiting	None
Colette	Ryan	13/02/96	500.00	Handed In	None

- 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 **James Wallace** record to show he has paid **€500**. 5 marks

(g) Sort **Ascending** by **DOB**

5 marks

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

↓  
DOB  
Ascending

FirstName	LastName	DOB <sup>sort</sup>	TourFeePaid	Passport	Med
Isobel	Timmons	04/02/96	500.00	Handed In	None
<sup>3</sup> Colette	Ryan	13/02/96	500.00	Handed In	None
<sup>1</sup> Barry	Hayes	09/03/96	500.00	Handed In	None
Fred	O'Connor	17/03/96	500.00	Handed In	Antibiotic
Sean	O'Brien	25/04/96	500.00	Waiting	Insulin
Michael	Lane	25/12/96	500.00	Waiting	None
<sup>2</sup> Jane	Ward	03/07/97	400.00	Waiting	None
Julie	Madigan	03/08/97	300.00	Handed In	None
James	Wallace	23/09/97	<sup>edit</sup> 500.00	Waiting	None

(h) Print amended database (9 records, 6 columns)

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 **Med** = None

10 marks

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

Sorted **descending** by **Lastname**

5 marks

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

FirstName	LastName	DOB	TourFeePaid	Passport	Med
Jane	Ward	03/07/97	400.00	Waiting	None
James	Wallace	23/09/97	500.00	Waiting	None
Isobel	Timmons	04/02/96	500.00	Handed In	None
Colette	Ryan	13/02/96	500.00	Handed In	None
Julie	Madigan	03/08/97	300.00	Handed In	None
Michael	Lane	25/12/96	500.00	Waiting	None
Barry	Hayes	09/03/96	500.00	Handed In	None

- 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) Explain the term text orientation. 2, 2 marks
- Direction (the text is going in)/pointing/going.
  - Left to right, right to left, top to bottom, bottom to top, horizontal, vertical, slanted/angled.

\* Accept visual examples drawn or indicated for full marks.

- (b) Explain each of the following terms. 3, 3 marks

#### **Drop Cap**

The first letter of a paragraph that is enlarged/bigger to "drop" down two or more lines. Often at start of chapter of a book.


Anyone of the underlined words = 3 marks

#### **Character Spacing**

Changing the scale, position or spacing of text. Can be raised, lowered, expanded, condensed or kerned/kerning

Anyone of the underlined words = 3 marks

**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: <b>Fantastic Offers on Smart Phones</b><br>Text input correctly/correct position                        | 2 marks       | (8 marks) |
| Arial  | 2 marks       |           |
| 48 pt  | 2 marks       |           |
| bold   | 2 marks       |           |
| (d) Apply grey shading to the text <b>Fantastic Offers on Smart Phones</b><br>(text shading, not paragraph shading)              | 2 marks       | (2 marks) |
| (e) <b>Get down to your ..... offer</b>  |               | (6 marks) |
| Arial  | 2 marks       |           |
| 24 pt  | 2 marks       |           |
| bold   | 2 marks       |           |
| (f) Format <i>€50 call credit ..... Smart Phone</i>  |               | (6 marks) |
| Arial  | 2 marks       |           |
| 26 pt  | 2 marks       |           |
| Bold   | 2 marks       |           |
| (g) Format <i>Phones from €75</i>  |               | (7 marks) |
| Arial  | 1 marks       |           |
| 20 pt  | 1 marks       |           |
| Bold   | 1 marks       |           |
| Italics  | 2 marks       |           |
| Underline  | 2 marks       |           |
| (h) <b>WordArt</b> inserted (with text correct)  | 4 marks       | (8 marks) |
| Correct position/alignment   | 2 marks       |           |
| Correct size (4 cm x 6 cm)   | 2 marks       |           |
| (i) Format <i>Offer ends 30 June 2012</i>  |               | (4 marks) |
| Arial  | 2 marks       |           |
| 16 pt  | 2 marks       |           |
| (j) <b>PHONE</b> clipart inserted into document  | 4 marks       | (8 marks) |
| Correct position/alignment   | 2 marks       |           |
| Correct size (6 cm x 4 cm)   | 2 marks       |           |
| (k) <b>2 Smiley Faces</b> inserted from drawing toolbar  | (2 + 2)       | (8 marks) |
| Both are correct position/alignment  | (Hit or Miss) | 2 marks   |
| Both are correct size (4 cm x 6 cm)  |               | 2 marks   |
| (-2 if shaded incorrect)   |               |           |
| (l) Centre align all text on the page  | 2 marks       | (2 marks) |
| (m)  (any double style but not single/triple) | 2 marks       | (4 marks) |
| Around full page   | 2 marks       |           |
| (n) Save and Print   | 3 marks       | (3 marks) |

<b>-2 in each of (c) .. (l) for input errors in that section</b>
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## Module 5: The Internet

**(80 marks)**

### 19. Internet Theory

**(10 marks)**

(a) Name two items needed to connect to the internet.

(4 marks)

any 2 x 2 marks each

- Computer/Laptop/PDA/Phone/TV/Tablet/X box/Playstation/PS/ITouch/IPhone/Smartphone/Modem/DSi/Ipod Touch etc
- Internet Explorer, Safari, (Google) Chrome, Firefox
- Internet Service Provider/ISP /Eircom/UPC/O2/Vodafone/ broadband/ phone (line) etc

(b) What does each of the following represent?

(6 marks)

- |          |                           |                               |         |
|----------|---------------------------|-------------------------------|---------|
| (1) HTML | Hypertext Markup Language | (All words correct for marks) | 3 marks |
| (2) ISP  | Internet Service Provider | (All words correct for marks) | 3 marks |

# 19. Practical Internet Assignment

(70 marks)

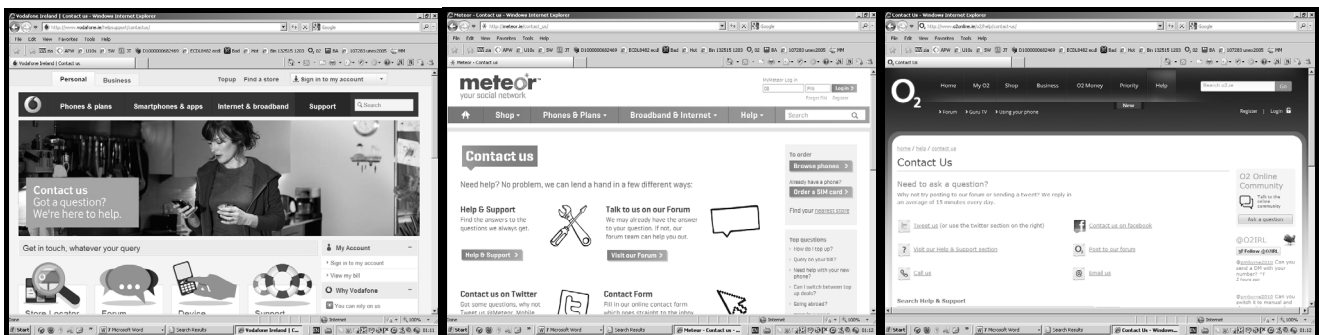
## Task 1

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.vodafone.ie
  - www.meteor.ie
  - www.o2.ie
- (c) Save the logo as **LOGO**. 0 marks  
(Marks given later on in Task 3 (e) )
- (d) Find a link that contains *Contact information*. 10 marks

Print the first page of the *Contact information*.

- Deduct 10 marks if one of the websites above doesn't appear on page.
- Deduct 10 marks if there is no reference to *contact information*.



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

## Task 2

20 marks

- (a) Use search engine to find information on *Music Festivals in Ireland*.
- (b) Print first page 10 marks
  - Music Festivals (name of Irish Festival acceptable for full marks) 10 marks
  - Ireland/.ie mentioned/Irish 10 marks
  - Award 20 marks for a search that includes *Music Festivals & Ireland* (song lyrics etc).
  - -5 if search engine results page only

## 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 (*Logo for Newsletter* – italics not necessary/not penalised) 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 error to a max of 3 errors, don't penalise double returns, as emails are casual)

Hi,  
 Thanks for your email. I will have a look at the other logos later on and let you know which ones I would like to see in the newsletter.  
 Signed: (your examination number)

- (e) **LOGO** 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

A visualiser (sometimes called a document camera) lets a **teeacher** display something small to a **hole** class via a PC and projector. **this** means that a teacher can demonstrate something to a whole class which would be difficult to show to a whole class without the **the** whole class gathered round a table. A visualiser provides a means to take a piece **o f** work from a pupil and immediately show it to a whole class, perhaps highlighting particular features or **smalll** details of the work.

In addition **tosimply** creating an enlarged view of any object, visualiser software also enables a teacher to **tkae** snapshot pictures of whatever features they may wish to highlight for later **viewing.A** **Video** recording of the process involved in creating a **peace** of work can also be made for replaying as required. These videos can be replayed via the PC or on an interactive whiteboard, or even embedded on **an** website or blog.

## 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:
- Arial throughout 2 marks
  - 14 pt throughout 2 marks
  - double line spacing 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 including 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.
- Superscript X<sup>2</sup> 2 marks
  - Bold & Italics **wireless connections** (Both words – Hit or Miss) 2 marks
  - Underline more 2 marks
  - Superscript X<sup>2</sup> (again) 2 marks
  - Insert €12.99 (bolded) 2 marks
  - Superscript date 25<sup>th</sup> June 2012 2 marks
- (d) Print 3 marks

(Examination Number)

X<sup>2</sup> is the leading manufacturer of “Wireless”. Their Managing Director said the following to a group of interested customers:

“Imagine for a moment if all the **wireless connections** in the world were instantly replaced by cables (wires). You'd have cables stretching through the air from every radio in every home hundreds of miles back to the transmitters”.

“You'd have wires reaching from every mobile phone to every phone mast. Radio-controlled cars would disappear too, replaced by yet more cables. You couldn't fly a plane through the sky without getting tangled up. If you looked through your window, you'd see nothing at all but a cats-cradle of wires!”.

X<sup>2</sup> are offering new customers Wireless broadband for €12.99 per month until 4 pm on the 25<sup>th</sup> June 2012. Customers must sign up.

**TASK 2****Creating a Memo****35 marks)**

- (a) Type your Examination Number 0 marks
- (b) Create a memo using information given. All text to be Arial, 14 pt 10 marks
- Arial font 2 marks
  - 14 pt 2 marks
  - Text input correctly 6 marks

(Examination Number)

**Memo****To:** All Staff**From:** Manager**Date:** 15/03/2012**Re:** Parking

From Monday next all staff are asked to park in their own space. Each staff member has been given a number. The number is painted on the ground in your space.

Please do not park in the visitor spaces. If you didn't get your number at the last meeting you can call to my office and I will give you the number.

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

- (c) Insert the text **Memo** at top of page/ left aligned / bold HIT or MISS 2 marks
- (d) To, From, Date – all bold/left aligned (1, 1, 1) 3 marks
- (e) The text All Staff, Manager, 15/03/2012 correctly tabbed (2, 2, 2) 6 marks  
(-2 if it goes beyond the first 1/3 of the page width)
- (f) The text **Re: Parking** should be bold and underlined. (2, 2) 4 marks
- (g) Apply spacing to the Memo so that it fits on an A4 page, with good use of white space. 5 marks
- Attractive Layout/Balance of presentation 0, 3, 5 depending on quality of layout
- (h) Apply border to full page 2 marks
- (i) 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**

- Email in results before posting Scrúd 60 and scripts. Ring me 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/marking 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.

(Examination Number)

# Android Phones

Bold, centre,  
Initial caps, 20 pt

**Android**<sup>1</sup> is a software bundle for mobile devices that includes an operating system, middleware and key applications. Google purchased the software, Android Inc., in 2005. **Android has a large**<sup>2</sup> community of developers writing applications ('apps') that allow the users of **deevices**<sup>a</sup> to perform a huge variety of tasks.

**There are**<sup>3</sup> currently more than 250,000 apps available for Android. **Android Market**<sup>4</sup> is the online app store run by Google, though apps can also be downloaded.

Android Green is the **color**<sup>b</sup> of the Android Robot that represents the Android operating system. A smart phone is a **high-end**<sup>5</sup> mobile phone **that offers**<sup>6</sup> more advanced computing **ability**<sup>c</sup> and connectivity than a traditional phone.

Most smart phones work as portable media players, camera phones with high-resolution touch screens, GPS navigation, wifi and mobile broadband access.

Unlike many traditional cell phones, smart phones allow individual users to install, configure and run applications of their choosing. **A smart phone**<sup>7</sup> offers the ability to change the device to **your**<sup>d</sup> **way**<sup>8</sup> of doing things.

There are many apps which come free with Android smart phones. You can download additional apps but there is a cost involved. Here is a list of some of the free ones:

- Local Weather
- Golden Pages

Feature	Detail
Media	Supports Video, Audio and Images
Voice Actions	For calling and texting are available

\* Double Line spacing throughout the document.

Q12: Word Processing	Maximum	Mark
(a) Open	3	
(c) Date Header/Centred B, Cen, Init Caps, 20 pt)	2, 2, 2, 2	
8 edits @ 2 marks each <ul style="list-style-type: none"> <li>• Bold <b>Android</b></li> <li>• Delete repeated 'has a'</li> <li>• New Paragraph 'There are currently'</li> <li>• Italics <i>Android Market</i></li> <li>• insert hyphen in high-end</li> <li>• Insert space in 'that offers'</li> <li>• Run on 'choosing: A Smart phone'</li> <li>• delete 'particular'</li> </ul>	16	
Double line spacing	2	
(d) Text paragraph added	10	
(e) Bullets 2 lines	4	
(f) Table added	10	
(g) spelling deevices, color, abilityy	6	
(h) Page numbering	4	
(i) Save/Print	3	
<b>Total mark Q12</b>	<b>70</b>	

Q18: DTP	Maximum	Mark
(a) Text inserted into document	4	
(c) <i>Fantastic Offers on Smart Phones</i> -text correct Arial, 48pt, Bold	2, 2, 2	
(d) Grey Shading	2	
(e) <i>Get down ..... offer - Arial, 24pt, Bold</i>	2, 2, 2	
(f) <i>€50 call credit.... Smart Phone</i> Arial, 26pt, Bold	2, 2, 2	
(g) Phones from €75 - <i>Arial, 20pt, Bold, Italics, Underline</i>	2, 2, 2, 2, 2	
(h) WordArt inserted with text correct Correct position/alignment, 4 x 6 cm	4, 2, 2	
(i) <i>Offer ends 30 June 2012</i> Arial, 16pt	2, 2	
(j) Clipart inserted Correct position/alignment, 6 x 4 cm	4, 2, 2	
(k) 2 Smiley Faces inserted Correct shading/position, both 4 x 6 cm	4, 2, 2	
(l) all text centred	2	
(m) Double line border, around full page	4	
(n) Save/Print	3	
<b>Total mark Q18</b>	<b>70</b>	

Q14: Spreadsheet	Maximum	Mark
(a) Setup spreadsheet	18	
(b) Calculate <b>Sales</b> (€2560, €18050 etc) * 4 for first correct answer, 1 each then	9	
(c) <b>Subtotal</b> (€26563.00)	5	
(d) <b>VAT on Sales</b> (€6109.49)	5	
(e) <b>Total</b> (€32672.49)	5	
(f) <b>Average Sales</b> (€4427.17)	5	
Formula	2	
(g) Currency (any) Two decimal places	2, 2	
(i) Pie chart (Item & Quantity) Attempt 3	10	
(j) Row inserted	4	
(l) Print	3	
<b>Total mark Q14</b>	<b>70</b>	

Q20: Internet	Maximum	Mark
1 Log on Vodafone/Meteor/O2 Contact Us Page/link	5, 10, 10	
2 Music Festivals (in) Ireland/(Irish) (-5 if search results page)	10, 10	
3 Email address cc Subject: <i>:Logo for Newsletter</i> (italics not necessary) Text correct Logo attached Print	4, 4, 4, 6, 4, 3	
<b>Total mark Q20</b>	<b>70</b>	

Q16: Database	Maximum	Mark
(a) Open file	3	
(b) Add <b>Med</b> field	10	
(c) Add data to field	10	
(d) Delete <i>Alice Hickson</i> record (Hit/Miss, empty row = 0 m)	5	
(e) Add three records (-2 per input error, -5 per record omitted)	14	
(f) Edit James Wallace record to show he paid €500	5	
(g) Sort ascending by <b>DOB</b> (descending = 3 marks)	5	
(h) Print database	3	
(i) Query (Med = None) -2 each field omitted, Sorted descending by <b>LastName</b> (ascending = 3 marks)	10, 5	
<b>Total mark Q16</b>	<b>70</b>	

Q22: Text Entry	Maximum	Mark
double line spacing, Arial, 14 pt Text correct Superscript X <sup>2</sup> Bold/Italics <b>wireless connections</b> 1 Underline <u>more</u> Superscript X <sup>2</sup> (again) Insert €12.99 - bolded Superscript date – 25 <sup>th</sup> June 2012 Print	2, 2, 2, 14, 2, 2, 2, 2, 2, 2, 2, 3	
<b>Total Task 1</b>	<b>35</b>	
Arial, 14 pt Text (-2 per error) <b>Memo</b> – text correct/bold/left aligned To, From, Date – all bold/left aligned 2 All Staff, Manager, 15/03/2012 - tabbed Re: Parking – Bold, Underline Spacing/Attractive layout on A4 page Full page border Print	2, 2, 6, 2, 1, 1, 1, 6, 2, 2, 0, 3, 5, 2, 3	
<b>Total Task 2</b>	<b>35</b>	
<b>Total mark Q22</b>	<b>70</b>	