



**Coimisiún na Scrúduithe Stáit**

State Examinations Commission

**Scrúdú na hArdteistiméireachta Feidhmí, 2005**

Leaving Certificate Applied Examination, 2005

**Scéimeanna marcála**

Marking schemes

**Riarachán Oifige agus Cúram Custaiméirí**

Office Administration and Customer Care

**Leibhéal Comónta**

Common Level

## Achoimre na marcanna Summary of marks

C Q1 (60)	5x6; 10; 7+7+6
C Q2 (60)	10x6
C Q3 (60)	4x10; 5x4
C Q4 (60)	5x5; 5x3; 4+3+3; 4+3+3
C Q5 (60)	1x10; 19x1; 0.5x12; 1x12: 2x3; 1x7
C Q6 (60)	2x6x3; 1x4; 1x6; 4; 5x2
C Q7 (60)	5x10; 10
C Q8 (60)	6x5; 6x5

## Creidiúintí Credits

<b>12:</b> 204-240	<b>11:</b> 187-203	<b>10:</b> 170-186	<b>9:</b> 154-169	<b>8:</b> 137-153	<b>7:</b> 120-136
<b>6:</b> 103-119	<b>5:</b> 86-102	<b>4:</b> 70-85	<b>3:</b> 53-69	<b>2:</b> 36-52	<b>1:</b> 19-35
<b>0:</b> 0-18					

## NB:

- In the grand total, round up fractions or decimals to the next whole number
- Leave fractions or decimals in individual answers

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### C Q1

#### Marcanna Marks

- (a) Mark each out of 5 and multiply by 6 (5x6) ... 30

excellent	good	fair	poor	attempt
5	4	3	2	1

- (b) Bar code ... 10

- (c) Three points: 7, 7, 6 each ... 20  
**60**

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### C Q2

#### Marcanna Marks

- Mark the 6 situations out of 5 and multiply by 2 (5x2) ... 60

excellent	good	fair	poor	attempt
5	4	3	2	1

**60**

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### C Q3

#### Marcanna Marks

- (a) 4 marks for each of 10 names organised in alphabetical order (4x10) ... 40

- (b) 5 marks for each of 4 details (5x4) ... 20  
**60**
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**C Q4**

	<b>Marcanna Marks</b>
(a) 5 marks for each of 5 items, address and salutation (5x5)	... 25
5 marks for each of 3 items, body of the letter (5x3)	... 15
(b) Allow 5 marks for each of 4 details (5x4)	... <u>20</u>
	<b><u>60</u></b>

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**C Q5 Mionairgead Petty Cash**

	<b>Marcanna Marks</b>
Details (1x10)	... 10
Figures (1x19)	... 19
Dates (0.5x12)	... 6
Totals (1x12)	... 12
Balance (3x2)	... 6
Imprest (7x1)	... <u>7</u>
	<b><u>60</u></b>

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**C Q6**

	<b>Marcanna Marks</b>
(a) 2 marks for each of 6 items in 3 columns (2x6x3)	... 36
4 marks for column organisation (1x4)	... 4
6 marks for column response	... 6
4 marks for layout	... 4
(b) Allow 5 marks for each of 2 items (5x2)	... <u>10</u>
	<b><u>60</u></b>

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**C Q7**

	<b>Marcanna Marks</b>
(a) 5 marks for each of 10 figures (5x10)	... 50
(b) Value added tax	... <u>10</u>
	<b><u>60</u></b>

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**C Q8**

	<b>Marcanna Marks</b>
(a) 6 marks for each of 5 items (6x5)	... 30
(b) 6 marks for each of 5 items (6x5)	... <u>30</u>
	<b><u>60</u></b>

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