2010 Administration

Higher − Paper 2

Finalised Marking Instructions

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2010

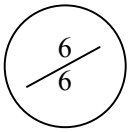
Higher Administration – Paper 2

Solution and Marking Guidelines

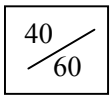
ANNOTATION

Where you award a mark show it like this

At the top right hand corner of each printout put the total gained



On the candidate's first page show the total for the paper within a square



DATABASE TASK			
1a	Query	5	
	Commonwealth athlete Non-core Scotland or Northern Ireland Date of birth (after 1979) Print with sport field	1 1 1 1 1	 Minimum athlete and sport
	Notes: • Ignore additional fields • If Bryony Simpson is present – do not award mark for non-core • If Liam Beckingsdale, Michael Bristol and Karina Bryant are present – do not award mark for Commonwealth search • If Nicole Bellis is present – do not award mark for date • If only Colin Renwick and Elena Tucker are present – wild card for commonwealth not used – do not award this mark • If fields truncated do not award print mark		

Task 1a					
FIRST NAME	**SURNAME**	**DATE OF BIRTH**	**LOCATION**	**SPORT**	**EVENTS**
Jo	Grainger	14/08/1983	Scotland	Gymnastics	World Championships, Commonwealth Games
Daniel	King	12/07/1981	Scotland	Gymnastics	Commonwealth Games, European Championships
Euan	Burton	30/05/1985	Scotland	Judo	Olympic Games, Commonwealth Games
Jon	Hamelink	01/03/1981	Northern Ireland	Shooting	Olympic Games, Commonwealth Games
Colin	Renwick	12/08/1981	Scotland	Triathlon	Commonwealth Games
Elena	Tucker	04/08/1982	Northern Ireland	Triathlon	Commonwealth Games

1 1 1

1 P 1 NC

DATABASE TASK			
1b	Aggregate Query	4	
	Only core athletes Sport Correct values (aggregate)	1 1 2	 Sports must be named Accept Sport Code for the calculation
	Notes: • Accept candidates work if done in a spreadsheet • Title on aggregate field does not need to be changed - ignore		

Task 1b	
SPORT	CountOfSPORT CODE
Aquatics	4
Athletics	6
Badminton	4
Boxing	2
Hockey	3
Lawn Bowls	2
Netball	4
Rugby 7s	3
Squash	2
Weightlifting	2

2

1

1 Core

DATABASE TASK			
1c	Report	14	
	Title Logo <u>Search</u>: Core Not aquatics Calculation (revised fee) Name of new field Formatting of revised fee Grouped by sport Alpha order of surname Summary totals Labels Report Footer Omission of core field/ Presentation	1 1 1 1 2 1 1 1 1 1 1 1 1	Anything appropriate Any size, any place Anything appropriate and consistent Must be currency (with or without decimal places) – consistent! Full name must be present to award this mark Anything appropriate and deletion of default text Do not accept page footer Core field should not be present in report and data not truncated Can be portrait or landscape
	Notes: • Do not accept Charity Fee as the name of the new field • Title in the report must be succinct … • Accept inverted commas around "Core Sports – 2014" • Do not accept hyphen in Core Sports-2014 – no mark for footer • Do not accept CAPs in Core Sports … no mark for footer • If records not accurate but criteria appears to be, lose one mark for Core criteria • Accept fundraising hyphenated • Ignore Charity Fee if included in the report • Accept "sum" for label in report • Subtotalling marks can be awarded on original charity fee field		

CSP PROMOTIONS

Fundraising Dinner Athletes

SPORT	*SURNAME*	*FIRST NAME*	*FUNDRAISING FEE*
Athletics			
	Brown	Chris	£1,200.00
	Dale	Chris	£1,200.00
	Danson	Michael	£960.00
	Fallon	Kerry	£1,200.00
	Pennie	Alan	£1,200.00
	Scott	Carla	£800.00
Total			*£6,560.00*
Badminton			
	Cooper	Ally	£800.00
	Florence	Steve	£1,200.00
	Grey	Tanni	£960.00
	Hammond	Roger	£800.00
Total			*£3,760.00*
Boxing			
	Barlett	Mark	£1,200.00
	Burton	Graeme	£1,200.00
Total			*£2,400.00*
Hockey			
	Clark	Denise	£960.00
	Farah	Colin	£960.00
	Hunter	Chris	£1,200.00
Total			*£3,120.00*
Lawn Bowls			
	Storry	Elizabeth	£800.00
	Walsh	Lucilla	£960.00
Total			*£1,760.00*
Netball			

SPORT	SURNAME	FIRST NAME	FUNDRAISING FEE
	Lemoncell	Emma	£960.00
	McConnell	Ellen	£800.00
	Murray	Gail	£800.00
	Scott	Jemma	£960.00
Total			*£3,520.00*
Rugby 7s			
	Hallam	Anthony	£960.00
	McClatchey	Cameron	£800.00
	McMillan	Alistair	£800.00
Total			*£2,560.00*
Squash			
	Hoy	Rae	£800.00
	Smith	Nathan	£1,200.00
Total			*£2,000.00*
Weightlifting			
	Haywood	Thomas	£960.00
	Miley	Jon	£800.00
Total			*£1,760.00*
Grand Total	***Core Sports - 2014*** 1		*£27,440.00*

1 Criteria:
Not Aquatics − NA

1 Core − C

1 Core Field
Omitted/Presentation − C/P

SPREADSHEET TASK			
2a	BOOKINGS SHEET	9	
	New column headings	1	Must be accurate and consistent All or nothing
	Vlookup for rate Replication/all others correct	2 1	
	Formula for total fee With rounddown Replication	1 1 1	
	Print value view on 1 page	1	Format for % and £ (accept with r/c and gridlines)
	Print formulae view on 1 page with r/c headings and gridlines	1	
	Notes: • Accept vlookup with or without false and true • If candidate calculates vat amount rather than rate and has formatted correctly – you can award the print/format mark (consequential error) • Accept consequential calculations in the total fee column • Accept % format with one or two decimal places • Accept named cells and/or individual clicks instead of vlookup • If candidates have put in amount not rate, P mark can be awarded for formatting appropriately		

FEE CLAIMS FOR APRIL					
CLAIM NUMBER	NAME	CODE	FEES	VAT RATE	TOTAL FEE
A139	Alan	2	£ 11,987	17.5%	£14,084
A123	Bryony	1	£ 12,690	0.0%	£12,690
A130	Chris	2	£ 16,258	17.5%	£19,103
A140	Chris	3	£ 12,369	10.0%	£13,605
A142	Chris	1	£ 16,258	0.0%	£16,258
A157	Colin	4	£ 12,369	17.5%	£14,533
A161	Colin	1	£ 14,789	0.0%	£14,789
A149	Daniel	2	£ 16,258	17.5%	£19,103
A159	Denise	2	£ 16,258	17.5%	£19,103
A151	Elena	3	£ 12,690	10.0%	£13,959
A126	Euan	3	£ 11,987	10.0%	£13,185
A141	Graeme	4	£ 19,852	17.5%	£23,326
A129	Hollie	1	£ 19,852	0.0%	£19,852
A164	Hollie	4	£ 3,789	17.5%	£4,452
A155	Jo	2	£ 11,987	17.5%	£14,084
A127	Jon	4	£ 12,369	17.5%	£14,533
A163	Jon	3	£ 1,897	10.0%	£2,086
A146	Jonny	2	£ 11,987	17.5%	£14,084
A162	Karina	1	£ 2,890	0.0%	£2,890
A138	Kerry	1	£ 22,360	0.0%	£22,360
A148	Marissa	4	£ 19,852	17.5%	£23,326
A143	Mark	2	£ 14,789	17.5%	£17,377
A133	Michael	4	£ 12,690	17.5%	£14,910
A154	Michael	1	£ 22,360	0.0%	£22,360
A145	Nathan	1	£ 22,360	0.0%	£22,360
A147	Nicole	2	£ 12,369	17.5%	£14,533
A144	Rich	3	£ 12,690	10.0%	£13,959
A124	Sharon	2	£ 22,360	17.5%	£26,273
A131	Steve	3	£ 14,789	10.0%	£16,267
A158	Tanni	3	£ 19,852	10.0%	£21,837
A150	Will	3	£ 14,789	10.0%	£16,267
A165	Will	4	£ 1,239	17.5%	£1,455

P

	A	B	C	D	E	F
1	E CLAIMS FOR API					
2	CLAIM NUMBER	NAME	CODE	FEES	VAT RATE	TOTAL FEE
3	123	Bryony	1	12690	=VLOOKUP(C3,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D3*E3+D3,0)
4	142	Chris	1	16258	=VLOOKUP(C4,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D4*E4+D4,0)
5	160.7	Colin	1	14789	=VLOOKUP(C5,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D5*E5+D5,0)
6	128.5	Hollie	1	19852	=VLOOKUP(C6,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D6*E6+D6,0)
7	162	Karina	1	2890	=VLOOKUP(C7,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D7*E7+D7,0)
8	138	Kerry	1	22360	=VLOOKUP(C8,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D8*E8+D8,0)
9	153.7	Michael	1	22360	=VLOOKUP(C9,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D9*E9+D9,0)
10	145	Nathan	1	22360	=VLOOKUP(C10,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D10*E10+D10,0)
11	139	Alan	2	11987	=VLOOKUP(C11,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D11*E11+D11,0)
12	129.9	Chris	2	16258	=VLOOKUP(C12,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D12*E12+D12,0)
13	149	Daniel	2	16258	=VLOOKUP(C13,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D13*E13+D13,0)
14	159.3	Denise	2	16258	=VLOOKUP(C14,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D14*E14+D14,0)
15	155.1	Jo	2	11987	=VLOOKUP(C15,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D15*E15+D15,0)
16	146	Jonny	2	11987	=VLOOKUP(C16,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D16*E16+D16,0)
17	143	Mark	2	14789	=VLOOKUP(C17,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D17*E17+D17,0)
18	147	Nicole	2	12369	=VLOOKUP(C18,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D18*E18+D18,0)
19	124	Sharon	2	22360	=VLOOKUP(C19,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D19*E19+D19,0)
20	140	Chris	3	12369	=VLOOKUP(C20,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D20*E20+D20,0)
21	151	Elena	3	12690	=VLOOKUP(C21,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D21*E21+D21,0)
22	126	Euan	3	11987	=VLOOKUP(C22,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D22*E22+D22,0)
23	163	Jon	3	1897	=VLOOKUP(C23,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D23*E23+D23,0)
24	144	Rich	3	12690	=VLOOKUP(C24,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D24*E24+D24,0)
25	131.3	Steve	3	14789	=VLOOKUP(C25,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D25*E25+D25,0)
26	157.9	Tanni	3	19852	=VLOOKUP(C26,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D26*E26+D26,0)
27	150	Will	3	14789	=VLOOKUP(C27,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D27*E27+D27,0)
28	156.5	Colin	4	12369	=VLOOKUP(C28,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D28*E28+D28,0)
29	141	Graeme	4	19852	=VLOOKUP(C29,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D29*E29+D29,0)
30	164	Hollie	4	3789	=VLOOKUP(C30,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D30*E30+D30,0)
31	127	Jon	4	12369	=VLOOKUP(C31,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D31*E31+D31,0)
32	148	Marissa	4	19852	=VLOOKUP(C32,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D32*E32+D32,0)
33	132.7	Michael	4	12690	=VLOOKUP(C33,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D33*E33+D33,0)
34	A165	Will	4	1239	=VLOOKUP(C34,'VAT RATES'!$B$3:$C$6,2,FALSE)	=ROUNDDOWN(D34*E34+D34,0)

2 1 1 1 1 P

SPREADSHEET TASK			
2b	SUMMARY SHEET	8	
	New columns added Value view Count/Countif All correct Sum/Sumif All correct	1 1 2 1 2 1	Must be accurate and consistent Value of Fees must be formatted for currency £ (with or without decimal place)
	Notes: • Accept candidates subtotalling and linking • Beware of consequentiality • Count if formulae does not need to have cell reference, accept the number • Count if and Sum if can be replicated – check all formulae to see if replication marks can be awarded • Accept named range, absolute range ($) or individual formulae.		

SUMMARY DATA FOR APRIL (1)			
APPEARANCES	CODE	TOTAL NUMBER OF APPEARANCES	TOTAL VALUE OF FEES
Charity	1	8	£133,559
Appearance	2	9	£157,744
Coaching	3	8	£111,165
Corporate	4	7	£96,535

(1) P £

If candidate has sorted and then calculated:

(2) SUMMARY DATA FOR APRIL (2)			
APPEARANCES	CODE	TOTAL NUMBER OF APPEARANCES	TOTAL VALUE OF FEES
Charity	1	=COUNT(BOOKINGS!C3:C10)	=SUM(BOOKINGS!F3:F10)
Appearance	2	=COUNT(BOOKINGS!C11:C19)	=SUM(BOOKINGS!F11:F19)
Coaching	3	=COUNT(BOOKINGS!C20:C27)	=SUM(BOOKINGS!F20:F27)
Corporate	4	=COUNT(BOOKINGS!C28:C34)	=SUM(BOOKINGS!F28:F34)

(1) (1)

Charity	1	=COUNTIF(BOOKINGS!$C$3:$C$34,B3)	=SUMIF(BOOKINGS!$C$3:$F$34,B3,BOOKINGS!$F$3:$F$34)

WORD PROCESSSING TASK		20	
	Enhance the front cover <u>Table of contents</u> All headings Double line spacing Own page	1 2 1 1	Accept any change to the front cover
	Notes: • Headings and page numbers must be accurate for both marks and aligned. If additional headings one mark only. If any headings missing, one mark lost each time. • If styles different within the table of contents, deduct one mark from headings mark • Accept with or without CONTENTS heading. No penalty for keying in. • Do not need to have leader dots • If all headings are visible and accurate but no page numbers – max 1 mark • If page number comes first – no marks for headings (2) • Of the 2 marks available for headings, deduct for each typo • Accept a different font for the contents page – whole page musy be the same font		

WORD PROCESSSING TASK cont …			
	Page numbering	1	Not on first page and alignment consistent
	Aggregate query inserted	1	V and L and in correct place
	Change to heading	1	Appropriate
	Calculation of total	1	With or without label – ignore typos
	Insert mentoring file	1	V and L and in correct place
	Landscape	1	
	Footnote markers inserted	2	In correct place (each time)
	Text within footnotes	1	Accept with full stops if consistent
	Deletion of table tennis	1	
	Keying in	2	
	Numbered points	1	Order must be correct (single or double line spacing)
	Presentation	1	Font, line spacing, page breaks
	Comments deleted	1	
	Notes: Footnote marker can be attached to the end of sport or venue. If placed at the beginning of the text or placed at the numbers -1 max Accept space before footnote marker Accept different font for footnote Accept variety of styles of numbered points and indented from the margin but text should not wrap back to the margin If full stops missed out or inconsistent – max -1 from keying in If Task 1b appears in imported database query – lose presentation mark		

CSP PROMOTIONS

COMMONWEALTH GAMES ACTIVE SCOTLAND CONTRACT

MONTHLY REPORT May 2010

1

Candidate Name

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1 D

1 O P

MENTORING

We currently have recruited 50 Scottish athletes who are willing to participate in the mentoring programme that Active Scotland wish to implement. Kenny has approached a number of athletes but some are unable or unwilling to get involved. The reasons are varied but do tend to fall into 2 distinct categories:

- Other commitments – specifically the demands of their sport
- Location – there are a significant group who feel that they cannot make a commitment to the mentoring project as they are too distant from Scotland.

The number of athletes we have on our books for the core sports is shown below:

SPORT	NO OF ATHLETES
Aquatics	4
Athletics	6
Badminton	4
Boxing	2
Hockey	3
Lawn Bowls	2
Netball	4
Rugby 7s	3
Squash	2
Weightlifting	2
TOTAL	32

The first meeting between the young athletes and their mentors is to take place on 3 July. We have arranged that the meetings will take place in the venues to be used in 2014. The numbers participating are high – the following table shows the number of young athletes who have applied.

PARTICIPANTS

SPORT	VENUE	NUMBERS
Athletics	Hampden	36
Boxing	SECC	12
Weightlifting	Clyde Auditorium	6
Gymnastics[1]	Kelvin Hall	14
Netball	Kelvin Hall	18
Bowls	Kelvingrove Park	14
Wrestling	Kelvin Hall	4
Judo	Kelvin Hall	6
Squash	Scotstoun	2
Rugby Sevens	Ibrox Stadium	11
Shooting	Strathclyde Police Range at Jackton	8
Triathlon	Strathclyde Park	9
Mountain Biking	Cathkin Park	12
Hockey	Glasgow Green	14
Swimming	Tollcross	24
Diving	Commonwealth Pool, Edinburgh	6
Cycling[2]	Velodrome, Edinburgh	8

[1] New National Stadium will be the venue for Gymnastics 2014

[2] New Velodrome in Glasgow will be the venue for Cycling 2014

Candidate Name 3

STAFFING

The previous 4 weeks have been extremely busy and the volume of work is steadily increasing. The organising committee is very impressed with our expertise in a wide range of areas and is in discussion with senior management to outsource more projects to us. Currently, we are understaffed and if the contracts from Active Scotland are forthcoming we would be looking to appoint at least 4 new members of staff on fixed term contracts. Karen has carried out an audit of our strengths and weaknesses and will use this to determine the kind of people we need to appoint.

UPCOMING EVENTS

The organising committee has outsourced the planning and organisation of the fund-raising dinner to our company. This is a massive contract for us and it is imperative that our events management is first class. The project will be led by Maura Carson and she will be allowed to pick her own team of 5 or 6 staff to work with her.

Maura has already achieved a major success in negotiating with the athletes of core sports to take a 20% cut in their charity appearance fee and not to claim expenses.

ACTION POINTS

For the August meeting the following points have to be taken forward:

1 Finalise and book the venue for the Dinner Dance (Maura).[1]
2 Seek sponsorship for the Dinner Dance (Maura and team).
3 Design Job Descriptions and Person Specifications for the expected vacancies (Karen).[1]

1

1 P

1 C

Alternative order for Task 2a

FEE CLAIMS FOR APRIL					
CLAIM NUMBER	NAME	CODE	FEES	VAT RATE	TOTAL FEE
A123	Bryony	1	£ 12,690	0.0%	£12,690
A142	Chris	1	£ 16,258	0.0%	£16,258
A161	Colin	1	£ 14,789	0.0%	£14,789
A129	Hollie	1	£ 19,852	0.0%	£19,852
A162	Karina	1	£ 2,890	0.0%	£2,890
A138	Kerry	1	£ 22,360	0.0%	£22,360
A154	Michael	1	£ 22,360	0.0%	£22,360
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A165	Will	4	£ 1,239	17.5%	£1,455

[END OF MARKING INSTRUCTIONS]