



**2011 Administration**

**Higher Paper 2**

**Finalised Marking Instructions**

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**2011**

**Higher Administration – Paper 2**

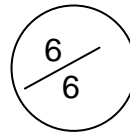
**Solution and Marking Guidelines**

**ANNOTATION**

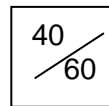
**Where you award a mark show it like this**



**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**



Use the coding given

Insert x at point where mark not awarded

MARK ALLOCATION		
TASK 1A	5	
Enter details in correct record Leona McMillan <i>Hockey</i> <i>Caplethill Care Home</i>	1 p	Only "Hockey" Do not award this mark if not Leona's form
<b>Form</b> Correct fields	1 f	Truncation – lose mark
Delete field labels and reposition name	1	Ignore order of fields apart from name Accept if in header or body of form
Size of name fields	1	
Crest	1	Must be top right but not necessarily above
<b>Notes:</b>  Ignore any headings in the header. Ignore printouts of other pupils' forms. If a new field label "name" is included do not award mark for delete ...		


1
5/5

Leona	McMillan	1	1	
GUIDANCE TEACHER	<input type="text" value="Peter Sneddon"/>			
CLASS	<input type="text" value="6.3"/>			
HOUSE	<input type="text" value="Crossraguel"/>			
COMMUNITY PLACEMENT	<input type="text" value="Caplethill Care Home"/>			
SPORTS	<input type="text" value="Hockey"/>			
SCHOOL DUTIES	<input type="text" value="Head Girl, Corridor Supervision"/>	1	f	

1 p

<b>TASK 1B</b>	<b>4</b>	
Criteria		
➤ Age	1	
➤ Running/swimming	1	
➤ Guidance teacher	1	
Print correct fields	1	First and second name must be shown
Notes		
<p>If only Omar appears do not award mark for running/swimming          If only Andrea appears do not award mark for running/swimming          If only Alexander McGaw appears award 2 out of 3 criteria marks – no DOB          If Omar, Alexander and Andrea – 1 mark for guidance teacher and 1 mark for print</p> <p>Accept printout as forms – no penalty          If data truncated do not award print mark</p>		

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FIRST NAME	SECOND NAME	DATE OF BIRTH	SPORTS
Andrea	Brogan	07/08/1993	Swimming
Alys	De Souza	01/03/1993	Cheer Leading, Swimming
Andrew	Hood	12/04/1993	Hockey, Running
Omar	Waryum	09/06/1993	Running

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List of Anne Gilmour's pupils

<b>Task 1b</b>					
<b>GUIDANCE TEACHER</b>	<b>HOUSE</b>	<b>FIRST NAME</b>	<b>SECOND NAME</b>	<b>DATE OF BIRTH</b>	<b>SPORTS</b>
Anne Gilmour	Dundrennan	Alys	De Souza	01/03/1993	Cheer Leading, Swimming
Anne Gilmour	Dundrennan	Andrew	Hood	12/04/1993	Hockey, Running
Anne Gilmour	Dundrennan	Calum	McCrae	30/04/1993	Football
Anne Gilmour	Dundrennan	Ashleigh	Coates	03/05/1993	Netball
Anne Gilmour	Dundrennan	Bronwen	Moleshead	05/06/1993	Cross Country
Anne Gilmour	Dundrennan	Colin	McEarney	06/06/1993	Rugby
Anne Gilmour	Dundrennan	Omar	Waryum	09/06/1993	Running
Anne Gilmour	Dundrennan	Aisha	Khan	04/07/1993	Cross Country
Anne Gilmour	Dundrennan	Andrea	Brogan	07/08/1993	Swimming
Anne Gilmour	Dundrennan	Daniel	Harris	12/08/1993	Hockey
Anne Gilmour	Dundrennan	Catriona	McCudden	21/08/1993	Hockey
Anne Gilmour	Dundrennan	Claire	Gilmour	06/09/1993	Golf
Anne Gilmour	Dundrennan	Collette	Caddis	06/09/1993	
Anne Gilmour	Dundrennan	Alexander	McGaw	12/10/1993	Running
Anne Gilmour	Dundrennan	Robbie	McFauld	02/02/1994	Rugby

TASK 1C	13	
Criteria (Malawi)	1	<b>M</b>
Calculation	2	
New field heading	1	All or nothing Must be consistent with other headings
Grouped by class	1	
Sum of money raised	1	No mark if Money Raised omitted
Sum of balances	1	
Format £	1	<b>£</b>
Grand totals	1	
Labels appropriate	1	Award if outstanding balance figures formatted for £ (must be consistent) Must be formatted for currency
Heading	1	Do not award if typos
Crest	1	Crest can be anywhere within the report
Presentation	1	<b>P</b>
<p>Notes</p> <p>Should be 13 records – if more or less do not award criteria (Malawi) mark</p> <p>NB – imported filemaker.xls file error – if used Fiona Brew details will be missing. 6.2 totals = £1,286 and £1,714 – Grand totals = £5,562 and £6,438</p> <p>Ignore extra fields within the report eg Malawi and £1,000 Ignore field order</p>		



# MALAWI 2011

CLASS	FIRST NAME	SECOND NAME	MONEY RAISED	OUTSTANDING BALANCE
6.1	Bronwen	Moleshead	£817.00	£183.00
	Andrea	Brogan	£375.00	£625.00
	Robbie	McFauld	£658.00	£342.00
<b>TOTAL</b>			£1,850.00	£1,150.00
6.2	Gregor	Postlethwaite	£640.00	£360.00
	Heather	Ashcroft	£396.00	£604.00
	Fiona	Brew	£412.00	£588.00
	Fred	Abercon	£250.00	£750.00
<b>TOTAL</b>			£1,698.00	£2,302.00
6.3	Leona	McMillan	£200.00	£800.00
	Natasha	Whitehall	£398.00	£602.00
	Kieran	O'Malley	£560.00	£440.00
	Laurence	Lang	£360.00	£640.00
<b>TOTAL</b>			£1,518.00	£2,482.00
6.4	Ruth	McDermott	£473.00	£527.00
	Richard	Kidd	£435.00	£565.00
<b>TOTAL</b>			£908.00	£1,092.00
<b>GRAND TOTAL</b>			£5,974.00	£7,026.00

1 M

1 P

TASK 2A	9	
House inserted	1	No mark if typos No mark if truncated information Award for correct formatting demonstrated
Charity inserted	1	
Currency/% format	1	
Sum if or sub-total	2	or all other formulae correct
Percentage increase	1	
Replication	2	Both printouts should omit teacher
Print	1	
<b>P</b>		
Notes		
<p>If no value printout award other marks if evidenced in the formulae printout            Percentage increase can be 2, 1 or 0 decimal places            Ignore database formatting if transferred into spreadsheet</p> <p>Accept column with guidance teacher deleted rather than hidden – has a knock on effect to the cell references in the formulae</p>		

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2010-2011 CHARITY EVENTS				
HOUSE	CHARITY	2010-2011 AMOUNT	2009-2010 AMOUNT	PERCENTAGE INCREASE
Dundrennan	Children's Hospice Association Scotland	£2,021.65	£1,809.23	12%
Fearn	Royal Society for Prevention of Cruelty to Children	£3,685.90	£3,145.23	17%
Crossraguel	Scottish Royal National Institute for the Blind	£1,620.42	£987.32	64%
Dryburgh	BBC Children in Need	£1,495.33	£1,265.36	18%

1

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1 £ %



2010-2011 CHARITY EVENTS				
HOUSE	CHARITY	2010-2011 AMOUNT	2009-2010 AMOUNT	PERCENTAGE INCREASE
Dundrennan	Children's Hospice Association Scotland	=SUMIF(name,C3,amount) <sup>2</sup>	1809.23	=(D3-E3)/E3 <sup>1</sup>
Fearn	Royal Society for Prevention of Cruelty to Children	=SUMIF(name,C4,amount)	3145.23	=(D4-E4)/E4
Crossraguel	Scottish Royal National Institute for the Blind	=SUMIF(name,C5,amount)	987.32	=(D5-E5)/E5
Dryburgh	BBC Children in Need	=SUMIF(name,C6,amount)	1265.36	=(D6-E6)/E6

<sup>1</sup> <sup>1</sup> <sup>1</sup> P  
 =SUMIF(RECEIPTS!\$B\$4:\$B\$68,C3,RECEIPTS!\$D\$4:\$D\$68)

Using Subtotalling:

2010-2011 AMOUNT
= 'RECEIPTS'!D24
= 'RECEIPTS'!D38
= 'RECEIPTS'!D58
= 'RECEIPTS'!D72

2010-2011 AMOUNT
=SUM('RECEIPTS'!D4:D23)
=SUM('RECEIPTS'!D24:D36)
=SUM('RECEIPTS'!D37:D55)
=SUM('RECEIPTS'!D56:D68)

TASK 2B	7	
Column heading	1	Any appropriate consistent heading
Vlookup	2	
Count if	2	
Replication	2	
<p>Notes</p> <p>If nested if statement used accept formulae which includes a fourth test  Vlookup does not need "TRUE" at the end of it to work – award marks.  Vlookup with "FALSE" will not work!</p> <p>Accept different formulae for counting if candidate has sorted the sheet by bronze, gold and silver and then inserted count formulae</p> <p>If typing errors in if statement award 2 marks for working formulae but do not award replication mark</p>		

COMMUNITY PLACEMENT				
HOURS	AWARD			
30	Bronze			
60	Silver			
90	Gold			=VLOOKUP(D9,\$A\$4:\$B\$6,2,TRUE)
FIRST NAME	SECOND NAME	COMMUNITY PLACEMENT	HOURS	AWARD
Aisha	Khan	Ettrick Hospital	88	=VLOOKUP(D9,AWARD,2,TRUE)
Bronwen	Moleshead	Grange Nursery	91	=VLOOKUP(D10,AWARD,2,TRUE)
Colin	McEarney	Grange Nursery	36	=VLOOKUP(D11,AWARD,2,TRUE)
Daniel	Harris	Ettrick Hospital	68	=VLOOKUP(D12,AWARD,2,TRUE)
Dawn	Shaw	Glenfield Nursery	59	=VLOOKUP(D13,AWARD,2,TRUE)
Emma	Hamilton	Glenfield Nursery	65	=VLOOKUP(D14,AWARD,2,TRUE)
Fred	Abercon	Baldair Primary School	60	=VLOOKUP(D15,AWARD,2,TRUE)
George	Tibbald	Ettrick Hospital	38	=VLOOKUP(D16,AWARD,2,TRUE)
Gregor	Postlethwaite	Newton Primary School	67	=VLOOKUP(D17,AWARD,2,TRUE)
Hannah	Baillie	Glenfield Nursery	45	=VLOOKUP(D18,AWARD,2,TRUE)
Jamie	Wallace	Caplethill Care Home	94	=VLOOKUP(D19,AWARD,2,TRUE)
Jon	Olsen	Ettrick Hospital	34	=VLOOKUP(D20,AWARD,2,TRUE)
Kieran	O'Malley	Grange Nursery	82	=VLOOKUP(D21,AWARD,2,TRUE)
Laura	Leach	Caplethill Care Home	88	=VLOOKUP(D22,AWARD,2,TRUE)
Lyndsey	Clark	Baldair Primary School	58	=VLOOKUP(D23,AWARD,2,TRUE)
Marcella	McLatchie	Caplethill Care Home	70	=VLOOKUP(D24,AWARD,2,TRUE)
Omar	Waryum	Baldair Primary School	82	=VLOOKUP(D25,AWARD,2,TRUE)
Rebecca Jane	Robertson	Caplethill Care Home	102	=VLOOKUP(D26,AWARD,2,TRUE)
Richard	Kidd	Newton Primary School	51	=VLOOKUP(D27,AWARD,2,TRUE)
Robbie	McFauld	Caplethill Care Home	68	=VLOOKUP(D28,AWARD,2,TRUE)
Victoria	Wilson	Baldair Primary School	64	=VLOOKUP(D29,AWARD,2,TRUE)
TOTALS	BRONZE	=COUNTIF(COUNT,B31)		=countif(E9:E29,B31)
	SILVER	=COUNTIF(COUNT,B32)		
	GOLD	=COUNTIF(COUNT,B33)		

Possible alternative formulae for AWARD:

```
=IF(D9>=90,"GOLD",IF(D9>=60,"SILVER","BRONZE"))
```

```
=if(D9>=$A$6,$B$6,if(D9>=$A$5,$B$5,$B$4))
```

```
=IF(D9<=59,"Bronze",IF(D9<=89,"silver",IF(D9>=90,"gold")))
```

If typing errors in if statement award 2 marks for working formulae but do not award replication mark

```
=IF(D9>=$A$6,"gold",IF(D9>=$A$5,"silver",IF(D9>=$A$4,"bronze",0)))
```

TASK 3	22	
<b>LAYOUT</b>		
➤ Minutes of Guidance Team	1	} Accept variety of house styles Do not award if typos
➤ Where – Conference Room	1	
➤ When – date and time	1	
Heading and list of those present	1	} Accept horizontal or vertical
Committee roles	1	
Apologies	1	} Heading and appropriate text. Do not award if typos.
Minutes of Last Meeting	1	
Matters Arising	1	
Find/Replace – Mr Carroll	1	All or nothing within text presented
<b>CHART</b>		
➤ Labels/headings	2	} Overall sense – penalise for typos Be aware of consequentiality
➤ Data/correct chart	1	
➤ In correct place	1	
Text keyed in	3	As per marker
AOCB	1	} Heading and accurate information. Must be consistent with previous or standing headings (max 1)
Date/Time of next meeting	1	
Appendix at end of minutes	1	Must be landscape
Page numbers/date in footer	1	Accept any date format and place
Delete both comments	1 del	
Layout etc	1 L	Line spacing/page breaks/consistency of first 4 headings (present, apologies, minutes, matters)
<b>Notes</b>		
<p>Accept Minutes of Last Meeting and Matters Arising as one item.  Accept shoulder headings with or without clear line space.  Ignore/accept numbering of items in the minutes.  Ignore full stops at the end of each standard item.  Ignore space for chair signature and date.  If AOCB/Date and Time of Next Meeting not at end of minutes do not award these marks.  Accept AOCB/Date and Time of Next Meeting if transposed.  Accept any order of those present  Accept “Acting Secretary”  Accept bit in yellow as a front page – no penalty for presentation/layout  Numbering must be consistent for layout mark to be awarded  Do not penalise summarisation of notes!!!!  If spreadsheet table inserted instead of chart no marks (4)  Accept no first page footer  Date and times keyed in by the candidate must be consistent, if not do not award DATE AND TIME mark at the end of the minutes. If 2011 not keyed in accept if consistent.</p>		

MINUTES of the meeting of the Guidance Team on 18 May 2011 at 10.00 am in the Conference Room.

## PRESENT

Joanne Weir (Chair)

Anne Gilmour (Secretary)

Julie Buchanan

Tony Carr

Peter Sneddon

## APOLOGIES

Mr Carroll sent his apologies

## MINUTES OF PREVIOUS MEETING

Minutes taken as read

## MATTERS ARISING

There were no matters arising

## GRADUATION CEREMONY

There will be 58 pupils and 102 parents attending. Thirty-four staff have also indicated that they will attend. The Lord Provost's office have been in touch to say that she has cancelled the meeting which was conflicting with the ceremony and she will now be able to attend.

Light buffet and drinks to be provided - cost will be approximately £8 per person but a final decision regarding whether or not alcohol should be served has still to be taken by Mr Carroll.

All pupils will be presented with a scroll bearing the school crest and a personal message from Mr Carroll detailing their contribution to Caledonia High School. Tony Carr's idea of using a database to record pupils' achievements and then printing individual certificates for each pupil has proven to be too difficult. Tony will speak to Dawn McLean, PT of Business Education to see if she knows anything about Access.

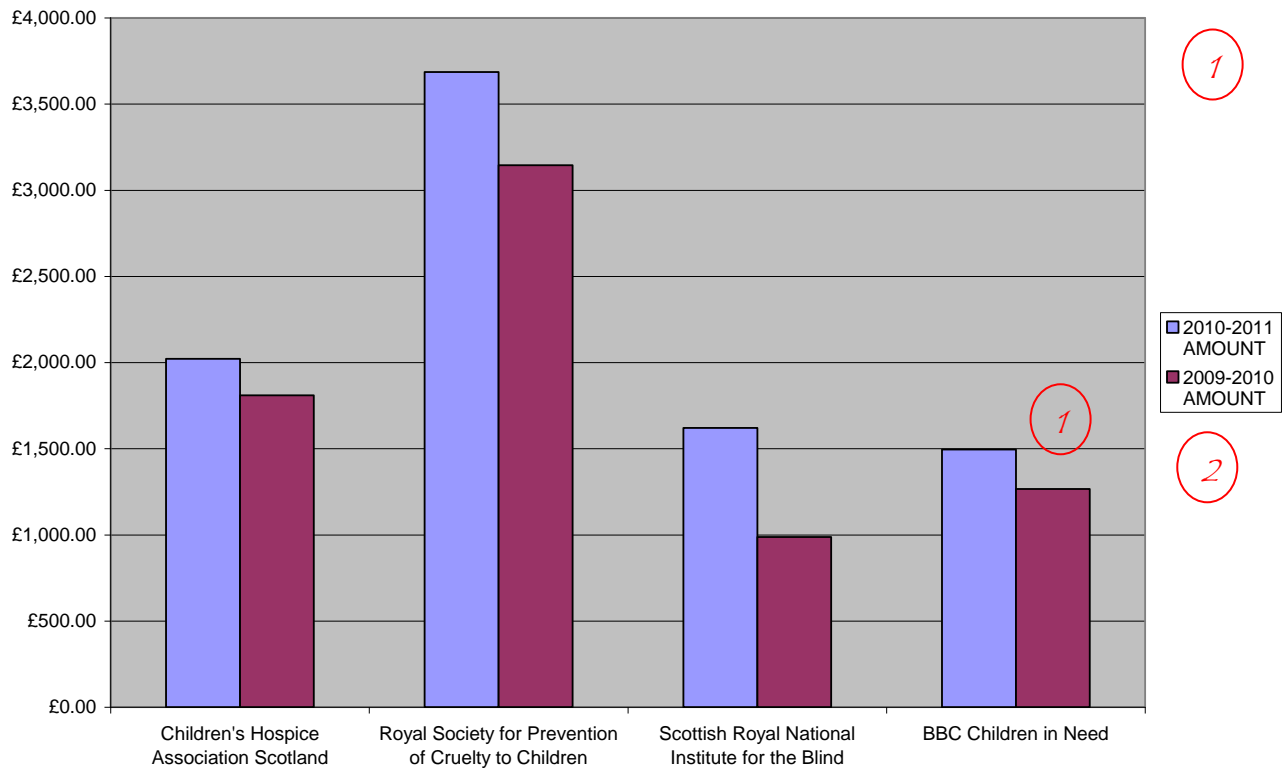
## PROM

Numbers now finalised - 50 pupils and 14 staff will attend. There are only 2 male members of staff attending the Prom which could be problematic. (There is a European Cup game on that evening). Anne Gilmour and the Head Boy and Girl are meeting with the Hotel Manager, Phil Miller, to finalise details on 30 May. The pupils had presumed that the tables and the room would be decorated as part of the price however the £35 being charged by the hotel only covers the meal and the disco and not balloons and banners. Anne will speak to Mr Carroll to see if the school can fund the difference.

## CHARITY EVENTS

Tony Carr reported that the S6 of 2011 have excelled themselves and the amount raised this year far exceeds previous years.

MONEY RAISED FROM CHARITY EVENTS



There have been more events this year ranging from leg waxing to a sponsored climb of Ben Lomond.

## EXTRA-CURRICULAR AND SPORTING

Anne Gilmour reported on the school's strong sporting achievements and the high number of notable success stories this year. Wacas Khan represented Scotland at cricket against Pakistan. Claire Gilmour has been accepted for a Golf Scholarship at the University of Michigan and Gillian McNairn and Catriona McCormick have been picked to join the Scottish Hockey Squad in preparing for the Commonwealth Games. Mr Carroll to be approached regarding some system of recognising sporting achievements.

## DUKE OF EDINBURGH

Julie has carried out research into setting up a Duke of Edinburgh group in the school<sup>1</sup> next year. Some of the current S6 pupils had actually invested enough hours in their community placements to merit the<sup>1</sup> first level of the programme.

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Julie had found a list of volunteer activities which would be considered as suitable (appendix).<sup>1</sup>

## COMMUNITY INVOLVEMENT

The number of pupils who have had a community placement this year is also greater than in previous years. Placements range from local nurseries to care homes. Many of the young people have found their placements to be difficult but rewarding. All pupils have received glowing reports and many of the centres mention that the pupils have made a valuable contribution. Joanne Weir reported that the Lord Provost would present pupils with a certificate at the Graduation Ceremony to mark their work.

## MALAWI

Travel arrangements are complete and a meeting of all pupils, staff and parents will take place on 7 June at 7.30 pm. John Martin, a local businessman whose children attended the school, has donated £1,000 to be used specifically to purchase building materials and equipment for the school the pupils will help to build. Mr Carroll has already written to thank Mr Martin. Anne to ensure that the pupils also write a letter of thanks.

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## AOCB

There was no other business

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## DATE AND TIME OF NEXT MEETING

17 June 2011 at 10.00 am

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APPENDIX

DUKE OF EDINBURGH		
PROGRAMME IDEAS: VOLUNTEERING SECTION		
<b>HELPING PEOPLE</b> Helping children Helping older people Helping people in need Helping people with special needs Youth work	<b>HELPING A CHARITY OR COMMUNITY ORGANISATION</b> BCU Lifeguards Fundraising Faith Communities Mountain Rescue Religious Education SOS Kit Aid Surf Lifesaving	<b>COACHING, TEACHING AND LEADERSHIP</b> Air Training Corps Army Cadet Force Award Leadership Boys' Brigade Campaigners CCF Church Lads and Girls Dance Leadership Girlguiding UK Girls' Brigade Girls' Venture Corps Outdoor Leadership Scout Association Sea Cadets Sports Leadership St John Ambulance Leadership
<b>COMMUNITY ACTION AND RAISING AWARENESS</b> Changemakers Drug and Peer Education Home accident prevention Personal safety Road safety	<b>WORKING WITH THE ENVIRONMENT OR ANIMALS</b> Animal Welfare Environment	