✕SQA ©

2009 Administration

Intermediate 1

Finalised Marking Instructions

TASK 1a - Printout

1C · 2A · 1F

Ref No	Organisation Name	First Name	Surname	E-mail Address	Price List Updated	
6	Green Office Supplies	Sally	Choi	sally@greenofficesupplies.co.uk	20/04/2009	2
3	Harringate Paper Products	Edward	Xu	edward.xu@harringatepaper.co.uk	10/04/2009	2
4	Natural Collection	Richard	McLaughlan	r.mclaughlan@naturalcoll.co.uk	26/04/2009	2
7	Northern Stationery	Joe	Davidson	j.davidson@northernstationery.co.uk	21/02/2009	2
2	PenzRus	Annie	Jack	annie.jack@penzrus.com	23/06/2008	2
5	Peter Boyd Ltd	Eve	Boyd	eve.boyd@pboyd.co.uk	16/04/2009	2
1	Zerox Paper Ltd	John	Brown	john.brown@zerox.co.uk	14/01/2009	2

1S · 1P

All data must be *accurate* and *visible* to be awarded marks.

AWARD:

Creating 6 required fields	**C**	1 mark	
Accuracy of field names	**A**	2 marks (-1 per error)	
Format fields appropriately	**F**	1 mark	
Insertion of records – 2 marks per record		14 marks (-1 per error, max -2 per record)	
Sort – alphabetical order of organisation name	**S**	1 mark	
Print on one page	**P**	1 mark	
Total		**20 marks**	

NOTES

- Any extra fields other than the 6 stated fields do not award create mark
- Accept ID as an extra field
- If Name has been inserted for First Name and Surname do not award create mark
- Ignore any information in extra fields
- Accept field names in any order
- If required field names are missing -1 per field
- If field names are truncated -1 mark per field – max -2
- Caps in field names must be consistent - either block caps or first letter or initial caps. -1 max
- If Name has been inserted for First Name and Surname do not award any accuracy marks, then treat as one field thereafter
- Accept E-mail or E-MAIL only
- Accept Ref No and Price List Updated field left or right aligned
- Date field must be formatted 20/04/2009 or 20 April 2009 or 20-Apr-09
- If information in records is truncated -1 mark each time -2 max per record
- If a required field is missing -1 mark per record, per fields
- If more than one error in one field -1 max per record
- If words are spelt consistently incorrectly -1 once per record eg McLaughlan, stationery
- If not Printout 1, award marks on Printout 2 , (14 max)

TASK 1b – Printout 1

(1I) (1A) (1F)

Ref No	Organisation Name	First Name	Surname	E-mail Address	Price List Updated	Recycled Products
2	PenzRus	Annie	Jack	annie.jack@penzrus.com	03/05/2009 (1E)	No
4	Natural Collection	Philip	Gregory	p.gregory@naturalcoll.co.uk (2E)	26/04/2009	Yes
6	Green Office Supplies	Sally	Choi	sally@greenofficesupplies.co.uk	20/04/2009	Yes
5	Peter Boyd Ltd	Eve	Boyd	eve.boyd@pboyd.co.uk	16/04/2009	Yes
3	Harringate Paper Products	Edward	Xu	edward.xu@harringatepaper.co.uk	10/04/2009	No
7	Northern Stationery	Joe	Davidson	j.davidson@northernstationery.co.uk	21/02/2009	No
1	Zerox Paper Ltd	John	Brown	john.brown@zerox.co.uk	14/01/2009	Yes

(1S) (2A) (1P)

AWARD:

Insertion of field Recycled Products	**I**	1 mark
Accurate field name	**A**	1 mark
Formatted as Yes/No	**F**	1 mark
Correct entries	**A**	2 marks (-1 per error, max -2)
Amendment to the record for PenzRus 03/05/09	**E**	1 mark
Amendment to record for Natural Collection – all details for Philip Gregory including e-mail address	**E**	2 marks (-1 per error, max -2)
Sort database into descending date order of price list updated	**S**	1 mark
Print on one page	**P**	1 mark
Total		**10 marks**

NOTES

- Recycled Products field must be either tick box or Yes/No to award format mark
- Recycled Products field must be keyed-in consistently if not formatted correctly ie capitalisation - 1 max
- Recycled Products field must be keyed-in accurately if not formatted correctly -1 max
- E-mail address for Philip Gregory amendment must be **p.gregory@naturalcoll.co.uk** unless it is a consequential error
- If more than one error in one field -1 max per record

Ref No	Organisation Name	First Name	Surname	E-mail Address	Price List Updated	Recycled Products
4	Natural Collection	Philip	Gregory	p.gregory@naturalcoll.co.uk	26/04/09	Yes
7	Northern Stationery	Joe	Davidson	j.davidson@northernstationery.co.uk	21/02/09	No
6	Green Office Supplies	Sally	Choi	sally@greenofficesupplies.co.uk	20/04/09	Yes
5	Peter Boyd Ltd	Eve	Boyd	eve.boyd@pboyd.co.uk	16/04/09	Yes
1	Zerox Paper Ltd	John	Brown	john.brown@zerox.co.uk	14/01/09	Yes
3	Harringate Paper Products	Edward	Xu	edward.xu@harringatepaper.co.uk	10/04/09	No
2	PenzRus	Annie	Jack	annie.jack@penzrus.com	03/05/09	No

TASK 1b – Printout 2

Organisation Name	Price List Updated
Green Office Supplies	20/04/2009
Peter Boyd Ltd	16/04/2009
Natural Collection	26/04/2009
Zerox Paper Ltd	14/01/2009

2F

1R

1P

Accept these records in any order

AWARD:

Correct fields – all or nothing	F	2 marks
Correct records only	R	1 mark
Print	P	1 mark
Total		**4 marks**

NOTES

- Ignore any truncation of fields
- Be aware of consequentiality

TASK 2a

	A	B	C	D	E	F
1	Price Comparison **1F**					
2						
3						
	Type of Product	**Quantity**	**Recycled Price**	**Total Cost April**	**Total Cost March**	**Extra Cost**
4	A4 Notebook	2	3.5	=B4*C4 **1F**	6	=D4-E4 **1F**
5	A4 Plain Paper	4	3.99	=B5*C5	10.36	=D5-E5
6	Flipchart Paper	3	39.95	=B6*C6	107.7	=D6-E6
7	Marker Pens	2	5.3	=B7*C7	9.9	=D7-E7
8	Post-it Notes	4	9.4	=B8*C8	19.96	=D8-E8
9	Erasers	1	0.45	=B9*C9	0.2	=D9-E9
10	Rulers	3	0.65	=B10*C10	0.9	=D10-E10
11	Envelopes	2	4.95	=B11*C11 **1R**	7.9	=D11-E11 **1R**
12	**Total Cost of Products** **1L**			=SUM(D4:D11)	=SUM(E4:E11)	
13				**1F**	**1R**	
14	**Total Extra Cost of Recycling** **1L**					**=SUM(F4:F11)** **1F**

1B **1S**

1P

All data must be *accurate* and *visible* to be awarded marks.

AWARD:

Font main heading Comic Sans	**F**	1 mark
Total Cost April first formula	**F**	1 mark
Replication	**R**	1 mark
Extra Cost formula	**F**	1 mark
Replication	**R**	1 mark
Insert row and label Total Cost of Products	**L**	1 mark
Total Cost April formula	**F**	1 mark
Total Cost March formula (replication)	**R**	1 mark
Total Extra Cost of Recycling label	**L**	1 mark
Total Extra Cost of Recycling formula	**F**	1 mark
Embolden Total Cost of Products label and Total Extra Cost of Recycling label and formula	**B**	1 mark
Font size to 14 pt - Total Extra Cost of Recycling label and figure	**S**	1 mark
Print formulae on one page with gridlines and row and column headings	**P**	1 mark
Total		**13 marks**

Insert row Total Extra Cost of Recycling and figures formatted to currency 2 decimal points are marked in 2b because they cannot be accurately assessed in the formula print.

NOTES

- DO NOT AWARD Total Cost Products replication mark if replicated to incorrect cells

TASK 2b

Price Comparison			Total Cost April	Total Cost March	Extra Cost
Type of Product	**Quantity**	**Recycled Price**			
Erasers	1	£0.45	£0.45	£0.20	£0.25
Rulers	3	**1E** £0.45	£1.35	£0.90	£0.45
A4 Notebook	2	£3.25	**1E** £6.50	£6.00	£0.50
Marker Pens	2	£5.30	£10.60	£9.90	£0.70
Envelopes	2	£4.95	£9.90	£7.90	£2.00
A4 Plain Paper	4	£3.99	£15.96	£10.36	£5.60
Post-it Notes	4	£9.40	£37.60	£19.96	£17.64
Total Cost of Products			£82.36	£55.22	
Total Extra Cost of Recycling					£27.14

(annotations: 1C, 1D, 2S, 1F, 1E, 1P)
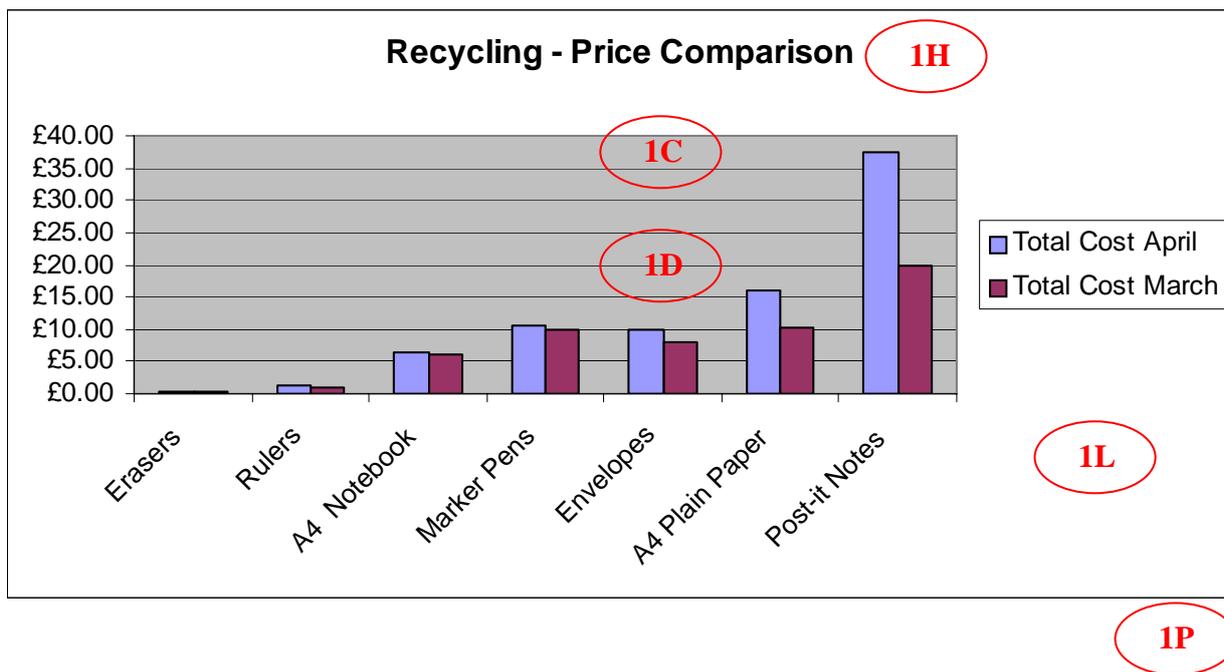
AWARD:

Centre column headings – Total Cost April; Total Cost March and Extra Cost	**C**	1 mark
Figures formatted to currency and 2 decimal points	**F**	1 mark
Delete row flipchart paper	**D**	1 mark
Edit: Rulers to 45p	**E**	1 mark
A4 Notebook £3.25	**E**	1 mark
Sort in ascending order of extra cost	**S**	2 marks (all or nothing)
Printout values on one sheet including gridlines but excluding row and column headings	**P**	1 mark
Total		**8 marks**

NOTES

- Must be only column headings centred to be awarded centre mark

TASK 2c

Recycling - Price Comparison chart showing Total Cost April and Total Cost March for Erasers, Rulers, A4 Notebook, Marker Pens, Envelopes, A4 Plain Paper, Post-it Notes. Annotations: 1H, 1C, 1D, 1L, 1P.

All data must be *accurate* and *visible* to be awarded marks.

AWARD:

Correct heading	**H**	1 mark
Correct chart – bar or column	**C**	1 mark
Correct data	**D**	1 mark
Correct labels and legends	**L**	1 mark
Printout on separate page	**P**	1 mark
Total		**5 marks**

NOTES

- Accept heading in block capitals
- Be aware of consequentiality eg sort

Task 3

Bruce College
Kings Buildings
Stirling
FK3 9DH

Tel No: 01214 574464

Web: www.brucecollege.ac.uk

(1T)

E-mail: admin@brucecollege.ac.uk

ST/Own Initials

(1P)

5 May 2009

Dear Student
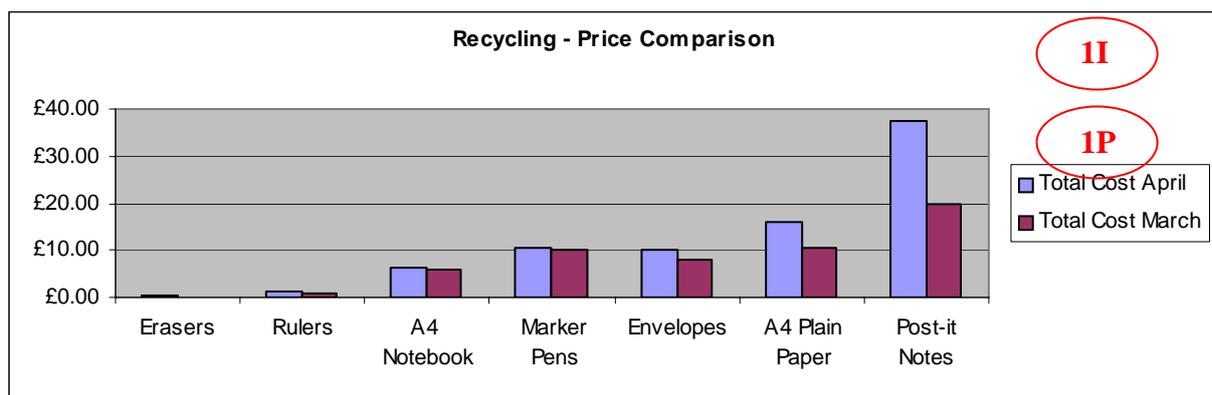
Green Purchasing Policy *(1P)* *(1N)*

Did you know that recycled paper produces 73% less air[1] pollution than if it was made from raw materials?

As you are aware, the college changed[2] their purchasing policy in March to buy only recycled products. The chart below shows the price[3] comparison for March and April 2009. *(1M)*

(1I)

(1P)

There is an increased financial cost in 'going green', however[4] some of this can be offset by selling our used paper to mail order companies for[5] packaging material.

Paper recycle bins will be available in each room. It is essential that only waste[6] paper is placed in the recycle bin to facilitate the shredding of the paper at a[7] later date. *(1M)*

(1M) Thank you for your co-operation - we will keep you updated with the progress[8] of this initiative.

Yours faithfully

(1C)

Shazia Tariq
Business Manager[9]

(1P)

Task 3

AWARD:

Use template	**T**	1 mark
Reference and date in correct place	**P**	1 mark
Subject heading in correct place	**P**	1 mark
Insert number from web page	**N**	1 mark
Bar chart: Inserted In the correct place	 **I** **P**	 1 mark 1 mark
Manuscript corrections: Transpose Insert New paragraph	 **M** **M** **M**	 1 mark 1 mark 1 mark
Presentation – consistency in spacing and layout	**C**	1 mark
Printout on one page	**P**	1 mark
Keying in: one mark for accurate text in each flagged section – 9 sections (all text within section must be completely accurate)		 9 marks
Total		**20 marks**

NOTES

- Accept all date formats except American
- Be aware of consistency of graph
- Inconsistent font do not award one accuracy flag mark
- Accept single or double quotation marks for **going green**

Presentation award
- The reference and date must be included in the letter
- Top of letter spacing must be consistently 2 or 3 returns
- Spacing above and below chart must be consistent and at least one clear space
- Complimentary close space for signature must be at least 4 returns

TASK 4

Question 1

(a) State **2** pieces of information included in a Contract of Employment, apart from the employee's personal details. **2 marks**

- Name/address of employer
- Job title/what the job is
- Type of contract
- Date when employment began
- Hours of work
- Rate of pay
- Holiday entitlement
- Sickness benefit
- Pension scheme information
- Disciplinary rules/grievance procedure
- Period of notice – employer and employee

Any one piece of information one mark

(b) List **2** areas of health and safety covered during induction training. **2 marks**

- Accident reporting
- Evacuation procedures
- Health and safety related to job role
- Access to first aid
- Employee/employer responsibilities

One mark each – 2 marks

Both a Job Description and Person Specification will be produced for any vacant positions.

(c) Describe the information contained in each of these documents. **2 marks**

- Specific details about a job are included in a job description including duties and responsibilities

- Person specification will take the roles and responsibilities and highlight the skills, qualifications, experience and personal qualities that candidates should have.

One mark each description – 2 marks
To be awarded the mark mention must be made of the document
Must be a description – no one word answers

Question 2

Bruce College is having a new network installed so that all staff will have access to a networked computer.

(a) Describe **2** advantages of using a network. **2 marks**

- Sharing resources such as printers (hardware) to save money
- Share information/files so that more than one person can use the same files
- Sharing software to save money
- Using company intranet to aid communication
- Using email to aid communication
- Setting up e-diaries saves time/aids communication/aids planning
- Back-up procedures ensures data is not lost

Any other suitable answer

One mark each description of the advantage
Accept same advantage eg saves money but must be linked to the feature described
DO NOT ACCEPT use any computer on its own

(b) State **2** main points of the Display Screen Equipment Regulations 1992. **2 marks**

- Adjustable control on VDU
- Adjustable and stable seating
- Suitable workstation surface and design
- Adjustable separate keyboard
- Vary work
- Allow regular breaks
- Arrange regular eye tests
- Provide adequate training

Any other suitable answer

One mark each – 2 marks

Question 3

Shazia is concerned that students are deliberately introducing viruses into the college computer system.

(a) State the name of the legislation that is being breached. **1 mark**

- Computer Misuse Act (1990)

(b) Suggest a possible solution to overcome this problem. **1 mark**

- Install anti-virus software
- Install a firewall
- Restrict access rights
- Introduce disciplinary procedures
- Computers monitored by staff

    DO NOT ACCEPT any reference to banning/blocking sites

One of the administrative assistants has been copying software from her computer to pass onto her friend.

(c) State **2** areas, other than software, protected by copyright legislation. **2 marks**

- Books
- Newspapers
- Music
- Downloaded games
- Computer programs
- CDs/DVDs

    any other suitable answer

(d) Explain how the user is aware that information is protected by copyright. **1 mark**

- use of the copyright mark© or ® or ™
- the statement 'all rights reserved'
- the statement 'no part of this publication may be reproduced without permission'
- information about piracy at the start of a DVD
- a pop-up on a computer

Question 4

Study the following Petty Cash Statement and update it by using the information on the vouchers shown below.   **2 marks**

PETTY CASH STATEMENT									
CASH RECEIVED		CASH PAID				ANALYSIS			
Date	Amount	Date	Details	PCV No	Amount	Travel	Stationery	Postage	Other
	£				£	£	£	£	£
01-April	50.00								
		02-April	Stamps	31	2.57			2.57	
		04-April	Batteries	32	2.45				2.45
		06-April	Taxi	33	7.90	7.90			
		08-April	Stamps	34	3.23			3.23	

- **One mark each entry – all details must be correct to award mark**
- If both dates are in CASH RECEIVED section, do not award first mark but award second mark

Question 5

As Administrative Assistant you are often required to work in the Mail Room. Outline the procedures for dealing with each of the following.

(a) You have received a letter which contains a cheque.   **1 mark**

- Enter the details into the remittance book
- Any mention of passing cheque to the Finance Department

(b) On checking an envelope you find an enclosure is missing.   **1 mark**

- Refer the letter to your supervisor
- Indicate on the letter that the enclosure is missing
- Contact the person it was from

(c) A catalogue received has to be seen by several employees.   **1 mark**

- Attach a routing slip/circulation slip to the catalogue
- Any reference to e-mailing a catalogue as an attachment

                                                                                    TOTAL 20 MARKS

[END OF MARKING INSTRUCTIONS]