



2010 Administration

Intermediate 2 – Paper 2

Finalised Marking Instructions

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Task 1a – printout 1

Data must be *accurate* and *visible* to be awarded marks.

MURRAY COMMUNITY HIGH SCHOOL				1M		
AWARD WINNERS 2010			1H 1W	BOOK TOKEN INFORMATION		1B
FIRST NAME	LAST NAME	CODE	VALUE OF BOOK TOKEN	AWARD	CODE	AMOUNT
Caroline	Baldacci	A	£20.00	Trophy	A	£20.00
Sarah	Brown	A	£20.00	Medal/Book Token only	B	£10.00
David	Bryden	A	£20.00			
Claire	Butler	B	£10.00			
Murray	Charters	B	£10.00			
Lee	Cowan	A	£20.00			
Molly	Crane	B	£10.00			
Ashley	Dodds	B	£10.00			
Alan	Dunsmuir	B	£10.00			
Iain	Hastie	A	£20.00			
Neil	Henderson	B	£10.00			
Anouska	Jarosz	B	£10.00			
Krystyna	Kaleba	B	£10.00			
Gavin	Leishman	B	£10.00			
Robert	Mather	B	£10.00			
Lynsey	McCallum	B	£10.00			
David	McGuigan	B	£10.00			
Mhairi	McMullen	B	£10.00			
Stella	Muir	B	£10.00			
Faria	Shafik	B	£10.00			
Ben	Sharratt	A	£20.00			
Jorgen	Svensson	A	£20.00			
Dorothy	Thomson	B	£10.00			
Tracey	Tonner	A	£20.00			
Rebecca	Yule 1S	B	2A £10.00			
Total Value of Book Tokens			£330.00	1B		
Number of Award Winners			25			
Maximum Number of Guests			50			
Total Number Attending			75	1F		

AWARD:

Add information on 5 students (-1 per error)	2 marks	A
Increase size main heading	1 mark	M
Embolden rows 1-3	1 mark	B
Add column heading – VALUE OF BOOK TOKEN	1 mark	H
Accurate and in correct place	1 mark	W
Wrapped	1 mark	
Border the cell Total Value of Book Tokens	1 mark	B
Sort	1 mark	S
Formatting of all cells correctly	1 mark	F
Total	9 marks	

NOTE

- Do not award **1M** mark if any other headings have been increased
- Do not award **1M** mark if main heading is truncated
- Award Border Mark **1B** if label or value or both are bordered
- If no Task 1a printout 1 **max 7 marks** using Task 1a printout 2

Task 1a – printout 2

	A	B	C	D	E	F	G	H
1	MURRAY COMMUNITY HIGH SCHOOL							
2	AWARD WINNERS 2010					BOOK TOKEN INFORMATION		
3	FIRST NAME	LAST NAME	CODE	VALUE OF BOOK TOKEN		AWARD	CODE	AMOUNT
4	Caroline	Baldacci	A	=IF(C4="A",,\$H\$4,\$H\$5) 2F		Trophy	A	20
5	Sarah	Brown	A	=IF(C5="A",,\$H\$4,\$H\$5)		Medal/Book Token only	B	10
6	David	Bryden	A	=IF(C6="A",,\$H\$4,\$H\$5)				
7	Claire	Butler	B	=IF(C7="A",,\$H\$4,\$H\$5)				
8	Murray	Charters	B	=IF(C8="A",,\$H\$4,\$H\$5)				
9	Lee	Cowan	A	=IF(C9="A",,\$H\$4,\$H\$5)				
10	Molly	Crane	B	=IF(C10="A",,\$H\$4,\$H\$5)				
11	Ashley	Dodds	B	=IF(C11="A",,\$H\$4,\$H\$5)				
12	Alan	Dunsmuir	B	=IF(C12="A",,\$H\$4,\$H\$5)				
13	Iain	Hastie	A	=IF(C13="A",,\$H\$4,\$H\$5)				
14	Neil	Henderson	B	=IF(C14="A",,\$H\$4,\$H\$5)				
15	Anouska	Jarosz	B	=IF(C15="A",,\$H\$4,\$H\$5)				
16	Krystyna	Kaleba	B	=IF(C16="A",,\$H\$4,\$H\$5)				
17	Gavin	Leishman	B	=IF(C17="A",,\$H\$4,\$H\$5)				
18	Robert	Mather	B	=IF(C18="A",,\$H\$4,\$H\$5)				
19	Lynsey	McCallum	B	=IF(C19="A",,\$H\$4,\$H\$5)				
20	David	McGuigan	B	=IF(C20="A",,\$H\$4,\$H\$5)				
21	Mhairi	McMullen	B	=IF(C21="A",,\$H\$4,\$H\$5)				
22	Stella	Muir	B	=IF(C22="A",,\$H\$4,\$H\$5)				
23	Faria	Shafik	B	=IF(C23="A",,\$H\$4,\$H\$5)				
24	Ben	Sharratt	A	=IF(C24="A",,\$H\$4,\$H\$5)				
25	Jorgen	Svensson	A	=IF(C25="A",,\$H\$4,\$H\$5)				
26	Dorothy	Thomson	B	=IF(C26="A",,\$H\$4,\$H\$5)				
27	Tracey	Tonner	A	=IF(C27="A",,\$H\$4,\$H\$5)				
28	Rebecca	Yule	B	=IF(C28="A",,\$H\$4,\$H\$5) 1R				
29	Total Value of Book Tokens			=SUM(D4:D28) 1F				
30	Number of Award Winners			=COUNT(D4:D28) 1F				
31	Maximum Number of Guests			=D30*2 1F		1P		
32	Total Number Attending			=D30+D31 1F				

AWARD:

Formula to calculate VALUE OF BOOK TOKEN – all or nothing Replication	2 marks 1 mark	F R
Formula to calculate Total Value of Book Tokens	1 mark	F
Formula to calculate Number of Award Winners	1 mark	F
Formula to calculate Number of Guests	1 mark	F
Formula to calculate Total Number Attending	1 mark	F
Print value with gridlines and formula with gridlines, row and column headings	1 mark	P
Total	8 marks	

NOTE

- Formula for Book Token can also be
 =IF(C4="B", \$H\$5, \$H\$4)
 = IF(C4=\$G\$4, \$H\$4, \$H\$5)
 = IF(C4=\$G\$5, \$H\$5, \$H\$4)
- Formula for Number of award winners could be
 =COUNTA(A4:A28)
 =COUNTA(B4:B28)
 =COUNTA(C4:C28)
 =COUNTA(D4:D28)
- Be aware of consequential errors
- If no Task 1a Printout 2 **no marks** can be awarded

Task 1b – printout 1

	A	B	C	D
1	MURRAY COMMUNITY HIGH SCHOOL			
2	COST OF AWARDS CEREMONY			
3	ITEM	2009	2010	2011 1H
4	Trophies	550	575	=C4+(C4*\$B\$11) 2F
5	Medals	250	300	=C5+(C5*\$B\$11)
6	Book Tokens	300	=BOOK 1F	=C6+(C6*\$B\$11)
7	Catering	202.5	=CATER*2.5 2F	=C7+(C7*\$B\$11)
8	Engraving	105.5	125.9	=C8+(C8*\$B\$11) 1R
9	Gift 1L 1I		1D	25
10				
11	Increase	0.1		

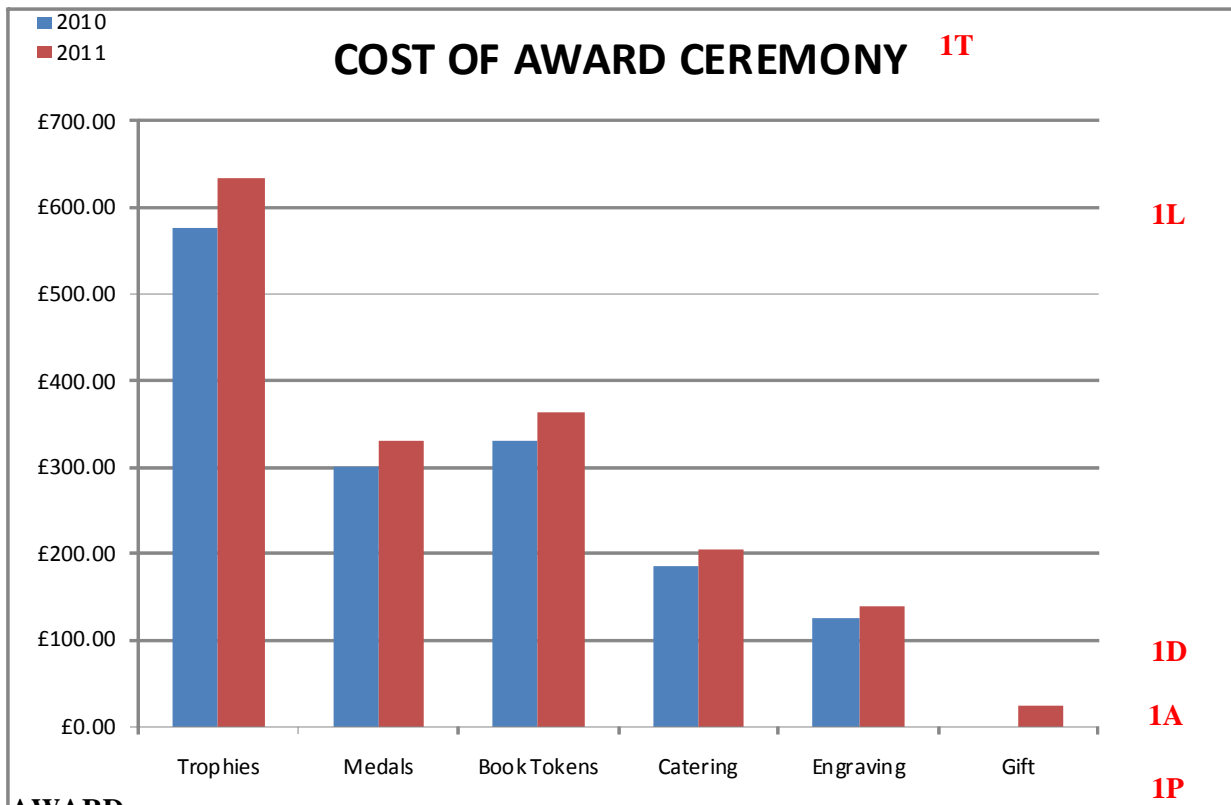
AWARD:

Key in data for 2010	1 mark	D
Insert formula for Book Tokens using named cell	1 mark	F
Formula to calculate catering using named cell – all or nothing	2 marks	F
Insert column heading 2011 – must be emboldened	1 mark	H
Formula to calculate figures for 2011 using absolute cell reference all or nothing	2 marks	F
Replication	1 mark	R
Gift label and value correct	1 mark	L
Inserted in columns A and D	1 mark	I
Total	10 marks	

NOTE

- Named cells can be upper or lower case
- Catering formula accept relative or absolute cell reference
- 2011 formula accept named cell
- If Task 1b Printout is value view **max 4 marks** can be awarded

Task 1b – printout 2



Appropriate title	1 mark	T
Correct data	1 mark	D
Clear axis	1 mark	A
Legend correct	1 mark	L
Printed on separate sheet	1 mark	P
Total	5 marks	

NOTE

- If 2010 and 2011 appears in title and there is no legend, award legend mark (Series 1 and 2 must be removed)
- Capitalisation of Chart Title must be consistent – **must mention cost and awards/ceremony**
- If Task 1b Printout 1 not printed – no marks can be awarded and 1D cannot be awarded in the chart, Task 1b – printout 2

Task 2– printout 1

Data must be *accurate* and *visible* to be awarded marks.

1N

Pupil Name	Pupil Surname	Reg Class	Subject	Parent/ Guardian Title	Initial	Surname	Award	2010 Leaver
Jorgen	Svensson	5K1	English	Mr and Mrs	J	Svensson	Trophy	No
Krystyn	Kaleba	5K2	Maths	Ms	P	Kaleba	Medal	No
Anousk	Jarosz	6B1	English	Mr and Mrs	D	Jarosz	Token only	Yes
Caroline	Baldacci	6K2	Modern Languages	Mr and Mrs	R	Baldacci	Trophy	Yes
Molly	Crane	5T1	Modern Languages	Mr	F	Crane	Medal	No
Stella	Muir	5T1	Maths	Miss	G	Anderson	Token only	No
Mhairi	McMullen	5T2	Social Subjects	Dr and Mrs	G	McMullen	Medal	Yes
Dorothy	Thomson	6T1	Social Subjects	Mrs	S	Thomson	Token only	Yes
Gavin	Leishman	6T2	Technologies	Mrs	W	Peterson	Medal	Yes
Alan	Dunsmuir	6K1	Science	Mr and Mrs	N	Dunsmuir	Medal	Yes
David	Bryden	6K2	Technologies	Mr	M	Bryden	Trophy	Yes
Lynsey	McCallum	6B1	Service to School	Mr and Mrs	A	McCallum	Medal	Yes
Rebecc	Yule	6B1	Science	Ms	S	Yule	Token only	Yes
Tracey	Tonner	6B2	Expressive Arts	Mr and Mrs	W	Tonner	Trophy	Yes
Murray	Charters	5T1	Expressive Arts	Mr and Mrs	P	Charters	Medal	Yes
Faria	Shafik	6T2	Technologies	Mr and Mrs	L	Shafik	Token only	Yes
Claire	Butler	6B1	Expressive Arts	Mr and Mrs	O	Waters	Token only	Yes
Robert	Mather	5T2	English	Mrs	E	Talbot 1E	Medal	No
Lee	Cowan	5K1	Maths	Mr and Mrs	R	Cowan	Trophy	Yes
Iain	Hastie	5K2	Social Subjects	Mr and Mrs	T	Hastie	Trophy	No
Ben	Sharratt	6K1	Dux	Mr and Mrs	C	Sharratt	Trophy	Yes
David	McGuigan	6K2	Citizenship	Mr and Mrs	Z	McGuigan	Medal	Yes
Sarah	Brown	5T1	Science	Mr	C	Brown	Trophy	Yes
Neil	Henderson	6B2	Service to School	Mr and Mrs	B	Henderson	Medal	Yes
Ashley	Dodds	5B2	Modern Languages	Mrs	N	Dodds	Token only	Yes
Julia	Smith	6K2	Enterprise	Mr	J	Smith	Trophy	Yes

1A

2R

AWARD:

Insert new field – 2010 Leaver	1 mark	N
Formatted and details inserted correctly	1 mark	A
Edit record – Mather – Talbot	1 mark	E
Add new record – Julia Smith (-1 each error)	2 marks	R
Print on one page	1 mark	P
Total	6 marks	

1P

NOTE

- If 2010 Leaver field truncated do not award **1N**
- If Robert Mather's surname is changed to Talbot do not award **1E**
- Initial only for John Smith and Mr in Parent/Guardian Title field
- If any other field truncated do not award **1P**

Task 2 – printout 2

Data must be *accurate* and *visible* to be awarded marks.

Trophy and Medal Winners **1H**

<i>Pupil Name</i>	<i>Pupil Surname</i>	<i>Subject</i>	<i>Award</i>	1F
Jorgen	Svensson	English	Trophy	
Krystyna	Kaleba	Maths	Medal	
Caroline	Baldacci	Modern Languages	Trophy	
Molly	Crane	Modern Languages	Medal	
Mhairi	McMullen	Social Subjects	Medal	
Gavin	Leishman	Technologies	Medal	
Alan	Dunsmuir	Science	Medal	
David	Bryden	Technologies	Trophy	
Lynsey	McCallum	Service to School	Medal	
Tracey	Tonner	Expressive Arts	Trophy	
Murray	Charters	Expressive Arts	Medal	
Robert	Mather	English	Medal	
Lee	Cowan	Maths	Trophy	
Iain	Hastie	Social Subjects	Trophy	
Ben	Sharratt	Dux	Trophy	
David	McGuigan	Citizenship	Medal	
Sarah	Brown	Science	Trophy	
Neil	Henderson	Service to School	Medal	
Julia	Smith	Enterprise	Trophy	

AWARD:

1R

1P

Correct fields – any order	1 mark	F
Correct records	1 mark	R
Appropriate heading	1 mark	H
Print Report on one page	1 mark	P
Total	4 marks	

NOTE

- If not a Report do not award **1P**
- If candidate name is in Report heading do not award **1H**
- Report heading must make reference to either Trophy and Medal Winners/Details or Names for Engraver - do not award **1H**

Task 2 – printout 3

Data must be *accurate* and *visible* to be awarded marks.

Pupil Name	Pupil Surname	Reg Class	Subject	Parent/Guardian Title	Initial	Surname	Award	2010 Leaver
Jorgen	Svennson	5K1	English	Mr and Mrs	J	Svennson	Trophy	No
Iain	Hastie	5K2	Social Subjects	Mr and Mrs	T	Hastie	Trophy	No
Krystyn	Kaleba	5K2	Maths	Ms	P	Kaleba	Medal	No
Molly	Crane	5T1	Modern Languages	Mr	F	Crane	Medal	No
Stella	Muir	5T1	Maths	Miss	G	Anderson	Token only	No
Robert	Mather	5T2	English	Mrs	E	Talbot	Medal	No

2S

1R

AWARD:

Correct records and all fields	1 mark	R
Sort records – ascending order of Reg Class/ascending order of Pupil Surname (all or nothing)	2 marks	S
Total	3 marks	

Task 3 – printout 1

Data must be *accurate* and *visible* to be awarded marks.



Murray Community High School
Broadfield Road
KILMARNOCK
KA3 3PY

Tel: 01563225876
www.mchs@kilmarnock.sch.uk

JR/Pupil's initials

04 May 2010

} **1R**

Dear «ParentGuardian_Title» «Surname» or Parent/Guardian **1M**

Our **Awards** Ceremony is fast approaching and we are starting to make preparations to ensure the evening is as successful as in ¹ **previous** years. We are pleased to inform you that «Pupil_Name» has won an award for «Subject». This is an excellent achievement and we would like ² to invite «Pupil_Name» and a maximum of 2 guests to the **Awards** Ceremony to recognise this success. **1M**

The evening will commence at 7.00 pm ^{1M} **prompt** in ³ the assembly hall with a performance ^{1S} by the school orchestra. Refreshments will be served afterwards in the gym at 8.30 pm where examples of ⁴ pupils' work will be on display.

Our guest of honour will be local entrepreneur and former pupil Mrs Joan Alexander. She has kindly ⁵ agreed to present the awards and has donated a new award for **E**nterprise to the school.

Yours sincerely **1C**

1M

J Robertson
Depute Head Teacher⁶

1L



Murray Community High School
Broadfield Road
KILMARNOCK
KA3 3PY

Tel: 01563225876
www.mchs@kilmarnock.sch.uk

JR/Pupil's initials

04 May 2010

Dear Mr and Mrs Svensson or Parent/Guardian

1P

Our Awards Ceremony is fast approaching and we are starting to make preparations to ensure the evening is as successful as in previous years. We are pleased to inform you that Jorgen has won an award for English. This is an excellent achievement and we would like to invite Jorgen and a maximum of 2 guests to the Awards Ceremony to recognise this success.

The evening will commence at 7.00 pm prompt in the assembly hall with a performance by the school orchestra. Refreshments will be served afterwards in the gym at 8.30 pm where examples of pupils' work will be on display.

Our guest of honour will be local entrepreneur and former pupil Mrs Joan Alexander. She has kindly agreed to present the awards and has donated a new award for Enterprise to the school.

Yours sincerely

J Robertson
Depute Head Teacher

AWARD:

Printout showing merge fields: Title, Surname OR Parent/Guardian - Award winner name (x 2) Award	1 mark 1 mark 1 mark	M M M
Reference and date	1 mark	R
Complimentary close	1 mark	C
Change margins	1 mark	M
Search and replace	1 mark	S
Layout and consistency	1 mark	L
Word processing including 4 manuscript corrections (one per flagged section)	6 marks	
Printout to parent/guardian of one student from search	1 mark	P
Total	15 marks	

NOTE

- If salutation is to a specific parent Yours sincerely must be used in complimentary close
- If salutation is to Parent/Guardian allow either sincerely or faithfully
- If salutation is to Parent/Guardian and is incorrectly keyed-in do not award **1M**
- Do not accept salutation <Parent/Guardian Title> <Initial> <Surname>
- Do not accept if salutation does not have a space between Title and Surname
- If sincerely/faithfully spelling/capitalisation is incorrect treat as accuracy in the flag
- **Layout and consistency includes:**
 - space from header – at least one clear line
 - between reference, date and salutation – at least one clear line
 - reference and date must be in order as shown
 - between paragraphs – at least one clear line
 - after complimentary close – between 4-6 lines
 - consistent spacing after punctuation
 - no extraneous merge fields
- Times should be 7.00 pm or 7.00pm consistently or lose accuracy at 8.30 pm
- If no merge field printout do not award **3M** and do not award **1P**

[END OF MARKING INSTRUCTIONS]