≫SQA

2011 Administration

Intermediate 2 – Paper 2

Finalised Marking Instructions

Task 1a – Printout 1 value - Data must be *accurate* and *visible* to be awarded marks.

BOOKING REF	TYPE OF PACKAGE	PRICE PER PERSON	GROUP SIZE	DISCOUNT %	DISCOUNT AMOUNT PER PERSON	TOTAL INCOME PER BOOKING	TOTAL INCOME PER PACKAGE	
DEAN HOTEL AND SPA				**1H**				
Income from Group Packages for April 2011								**1A** **1B**
6001	A	£450.00	7	0%	£0.00	£3,150.00		
6003	A	£450.00	9	0%	£0.00	£4,050.00		
6009	A	£450.00	12	15%	£67.50	£4,590.00		
6015	A	£450.00	4	0%	£0.00	£1,800.00		
6019	A	£450.00	9	0%	£0.00	£4,050.00		
6021	A	£450.00	10	0%	£0.00	£4,500.00		
6026	A	£450.00	15	15%	£67.50	£5,737.50		
6027	A	£450.00	18	15%	£67.50	£6,885.00	£34,762.50	
6002	B	£475.00	11	15%	£71.25	£4,441.25		
6005	B	£475.00	5	0%	£0.00	£2,375.00		
6010	B	£475.00	6	0%	£0.00	£2,850.00		
6013	B	£475.00	11	15%	£71.25	£4,441.25		
6020	B	£475.00	11	15%	£71.25	£4,441.25		
6023	B	£475.00	6	0%	£0.00	£2,850.00		
6030	B	£475.00	5	0%	£0.00	£2,375.00	£23,773.75	
6004	C	£525.00	12	15%	£78.75	£5,355.00		
6007	C	£525.00	4	0%	£0.00	£2,100.00		
6012	C	£525.00	9	0%	£0.00	£4,725.00		
6014	C	£525.00	15	15%	£78.75	£6,693.75		
6017	C	£525.00	6	0%	£0.00	£3,150.00		
6018	C	£525.00	6	0%	£0.00	£3,150.00		
6022	C	£525.00	12	15%	£78.75	£5,355.00		
6028	C	£525.00	20	15%	£78.75	£8,925.00	£39,453.75	
6006	D	£610.00	14	15%	£91.50	£7,259.00		
6008	D	£610.00	8	0%	£0.00	£4,880.00		
6011	D	£610.00	14	15%	£91.50	£7,259.00		
6016	D	£610.00	12	15%	£91.50	£6,222.00		
6024	D	£610.00	8	0%	£0.00	£4,880.00		
6025	D	£610.00	10	0%	£0.00	£6,100.00		
6029 **1A**	D **1S**	£610.00	6	0%	£0.00	£3,660.00	£40,260.00	
TOTAL INCOME			**1A 1F**	**1F**		£138,250.00	**1B**	
NO OF PACKAGES SOLD						30		
LARGEST GROUP						20		
SMALLEST GROUP						4		

Candidate Name and School   **1F**   **1P**

AWARD: Data must be *accurate* and *visible* to be awarded marks

Increase size of headings in Rows 1 and 2	**H**	**1**
Embolden Row 3	**B**	**1**
Left align Booking Ref numbers	**A**	**1**
Sort (Type of Package)	**S**	**1**
Insert prices in Price per Person column: Accurate	**A**	**1**
Formatted (currency - £ and 2 decimal places)	**F**	**1**
Add column heading – TOTAL INCOME PER PACKAGE Accurate, consistent and wrapped	**A**	**1**
Discount % column formatted with or without %	**F**	**1**
Discount Amount per Person Total Income per Booking Total Income per Package Total Income All 3 columns and **G34** formatted for currency - £ and 2 decimal places also cells **G35-G37** formatted for number and 0 decimal places	**F**	**1**
Border Total Income cell **G34**	**B**	**1**
Print value view - one page - gridlines only	**P**	**1**
TOTAL	**11 marks**	

NOTES
- If Total Income formula is in wrong cell but bordered correctly award **1B**

If no Value printout – maximum **7** marks as follows:

Increase size of headings in Rows 1 and 2 – all or nothing	**H**	**1**
Embolden Row 3	**B**	**1**
Left align Booking Ref numbers	**A**	**1**
Sort (Type of Package)	**S**	**1**
Insert prices in Price per Person column: Accurate	**A**	**1**
Add column heading – TOTAL INCOME PER PACKAGE Accurate, consistent and wrapped	**A**	**1**
Border cell **G34**	**B**	**1**
TOTAL	**7 marks**	

Task 1a – Printout 2 – formulae - Data must be *accurate* and *visible* to be awarded marks.

	A	B	C	D	E	F	G	H
1	DEAN HOTEL AND SPA							
2	Income from Group Packages for April 2011							
3	BOOKING REF	TYPE OF PACKAGE	PRICE PER PERSON	GROUP SIZE	DISCOUNT %	DISCOUNT AMOUNT PER PERSON	TOTAL INCOME PER BOOKING	TOTAL INCOME PER PACKAGE
4	6001	A	450	7	=IF(D4>10,15%,0%) **1F**	=C4*E4 **1F**	=(C4-F4)*D4 **1F**	
5	6003	A	450	9	=IF(D5>10,15%,0%)	=C5*E5	=(C5-F5)*D5	
6	6009	A	450	12	=IF(D6>10,15%,0%)	=C6*E6	=(C6-F6)*D6	
7	6015	A	450	4	=IF(D7>10,15%,0%)	=C7*E7	=(C7-F7)*D7	
8	6019	A	450	9	=IF(D8>10,15%,0%)	=C8*E8	=(C8-F8)*D8	
9	6021	A	450	10	=IF(D9>10,15%,0%)	=C9*E9	=(C9-F9)*D9	
10	6026	A	450	15	=IF(D10>10,15%,0%)	=C10*E10	=(C10-F10)*D10	
11	6027	A	450	18	=IF(D11>10,15%,0%)	=C11*E11	=(C11-F11)*D11	=SUM(G4:G11)
12	6002	B	475	11	=IF(D12>10,15%,0%)	=C12*E12	=(C12-F12)*D12	
13	6005	B	475	5	=IF(D13>10,15%,0%)	=C13*E13	=(C13-F13)*D13	
14	6010	B	475	6	=IF(D14>10,15%,0%)	=C14*E14	=(C14-F14)*D14	
15	6013	B	475	11	=IF(D15>10,15%,0%)	=C15*E15	=(C15-F15)*D15	
16	6020	B	475	11	=IF(D16>10,15%,0%)	=C16*E16	=(C16-F16)*D16	
17	6023	B	475	6	=IF(D17>10,15%,0%)	=C17*E17	=(C17-F17)*D17	
18	6030	B	475	5	=IF(D18>10,15%,0%)	=C18*E18	=(C18-F18)*D18	=SUM(G12:G18) **1F**
19	6004	C	525	12	=IF(D19>10,15%,0%)	=C19*E19	=(C19-F19)*D19	
20	6007	C	525	4	=IF(D20>10,15%,0%)	=C20*E20	=(C20-F20)*D20	
21	6012	C	525	9	=IF(D21>10,15%,0%)	=C21*E21	=(C21-F21)*D21	
22	6014	C	525	15	=IF(D22>10,15%,0%)	=C22*E22	=(C22-F22)*D22	
23	6017	C	525	6	=IF(D23>10,15%,0%)	=C23*E23	=(C23-F23)*D23	
24	6018	C	525	6	=IF(D24>10,15%,0%)	=C24*E24	=(C24-F24)*D24	
25	6022	C	525	12	=IF(D25>10,15%,0%)	=C25*E25	=(C25-F25)*D25	
26	6028	C	525	20	=IF(D26>10,15%,0%)	=C26*E26	=(C26-F26)*D26	=SUM(G19:G26)
27	6006	D	610	14	=IF(D27>10,15%,0%)	=C27*E27	=(C27-F27)*D27	
28	6008	D	610	8	=IF(D28>10,15%,0%)	=C28*E28	=(C28-F28)*D28	
29	6011	D	610	14	=IF(D29>10,15%,0%)	=C29*E29	=(C29-F29)*D29	
30	6016	D	610	12	=IF(D30>10,15%,0%)	=C30*E30	=(C30-F30)*D30	
31	6024	D	610	8	=IF(D31>10,15%,0%)	=C31*E31	=(C31-F31)*D31	
32	6025	D	610	10	=IF(D32>10,15%,0%)	=C32*E32	=(C32-F32)*D32	
33	6029	D	610	6	=IF(D33>10,15%,0%) **1R**	=C33*E33	=(C33-F33)*D33 **1R**	=SUM(G27:G33) **1F**
34	TOTAL INCOME						=SUM(G4:G33) **1F**	
35	NO OF PACKAGES SOLD					**1F**	=COUNT(G4:G33)	
36	LARGEST GROUP						=MAX(D4:D33) **1F**	
37	SMALLEST GROUP					**1F**	=MIN(D4:D33)	

Candidate Name and School   **1P**

AWARD:

Formula to calculate:		
Discount %	F	1
Discount Amount per Person	F	1
Total Income per Booking	F	1
Replication of formulae – one mark for first replication, one mark for all others	R	2
Total Income per Package – cells **H11** and **H18** – both correct	F	1
Total Income per Package – cells **H26** and **H33** – both correct	F	1
Formula to calculate:		
Total Income – cell **G34**	F	1
No Packages Sold - cell **G35**	F	1
Largest Group – cell **G36**	F	1
Smallest Group – cell **G37**	F	1
Print formulae view on one page, landscape, row and column headings and gridlines	P	1
TOTAL		**12 marks**

If Formula printout missing – **no marks** awarded

NOTES

- Candidates must use the SUM function when adding more than 2 cells
- Accept 15% as an absolute cell reference in the discount % formula
- Accept a named cell as an absolute reference in the discount% formula
- Accept any appropriate formula which returns the correct value

Task 1b – Printout 1 - Data must be *accurate* and *visible* to be awarded marks

DEAN HOTEL AND SPA				
HALF YEAR ANALYSIS				
MONTH	2010	2011	% CHANGE	ON TARGET?
November	£98,678.75	£115,250.70	16.79%	Yes
December	£99,456.90	£90,675.00	-8.83%	No
January	£125,900.80	£130,900.50	3.97%	No
February	£127,560.00	£142,290.70	11.55%	Yes
March	£132,321.90	£145,370.00	9.86%	No
April	£119,450.50	£138,250.00	15.74%	Yes

1H   1B

1A   **1F**

AWARD:

Key in data for 2011 November to March formatted correctly	A	1
Insert column headings accurately- % CHANGE and ON TARGET?	H	1
Both must be capitals, bold and consistently aligned	B	1
Percentage Change figures must have 2 decimal places but accept with or without %	F	1
TOTAL		4 marks

If Value printout missing – marks awarded as follows

Insert column headings accurately- % CHANGE and ON TARGET?	H	1
Both must be capitals, bold and consistently aligned	B	1
TOTAL		2 marks

NOTES

- New columns can be left or right aligned and must be consistent

Task 1b – Printout 2 - Data must be *accurate* and *visible* to be awarded marks

	A	B	C	D	E
1	DEAN HOTEL AND SPA				
2	HALF YEAR ANALYSIS				
3					
4	MONTH	2010	2011	% CHANGE	ON TARGET?
5	November	98678.75	115250.7	=(C5-B5)/B5 **2F**	=IF(D5>=10%,"Yes","No") **1F**
6	December	99456.9	90675	=(C6-B6)/B6	=IF(D6>=10%,"Yes","No")
7	January	125900.8	130900.5	=(C7-B7)/B7	=IF(D7>=10%,"Yes","No")
8	February	127560	142290.7	=(C8-B8)/B8	=IF(D8>=10%,"Yes","No")
9	March	132321.9	145370	=(C9-B9)/B9	=IF(D9>=10%,"Yes","No")
10	April	119450.5	=INC	=(C10-B10)/B10	=IF(D10>=10%,"Yes","No")

1N   **1R**

AWARD: **1P**

Insert figure for April 2011 using named cell	N	1
Formula to calculate percentage change – all or nothing	F	2
Formula to calculate Yes/No	F	1
Both % Change and On Target? columns replicated	R	1
Print on one page showing values – gridlines Print on one page showing formula – row and column headings and gridlines	P	1
TOTAL		6 marks

If Formula printout missing – **no marks** awarded

NOTES

- Accept 10% as an absolute cell reference or named cell in the On Target? formula
- Accept any capitalisation of Yes/No but must be consistent

Task 2 – Printout 1

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

FIRST NAME	Mary
SURNAME	Lesenger
EMPLOYEE N0	CR005
EXT NO	4365
EMPLOYMENT STATUS	Temporary
START DATE	12/05/2011
WORK AREA	Creche
FIRST AIDER	☐

OR   **1P**

FIRST NAME	SURNAME	EMPLOYEE NO	EXT NO	EMPLOYMENT STATUS	START DATE	WORK AREA	FIRST AIDER
Mary	Lesenger	CR005	4365	Temporary	12/05/2011	Creche	No

AWARD:

Print record for Mary Lesenger with all **8** fields (or **9** fields if ID field included)	**P**	1
TOTAL		**1 mark**

Task 2 – Printout 2 - Data must be *accurate* and *visible* to be awarded marks.

1N

FIRST NAME	SURNAME	EMPLOYEE N0	EXT NO	EMPLOYMENT STATUS	START DATE	WORK AREA	FIRST AIDER
Mary	Lesenger	CR005	4365	Temporary	12/05/2011	Creche	No
George	Provan	CR004	4365	Temporary	10/05/2011	Creche	No
Gavin	Collins	CR003	4356	Temporary	28/04/2011	Creche	No
Susan	Fenton	CR002	4365	Permanent	01/05/2010	Creche	No
Alex	Seiker	CR001	4365	Permanent	10/10/2008	Creche	Yes
Calum	Black	FS002	3655	Temporary	14/06/2009	Fitness suite	No
Fiona	Riley	FS001	3655	Permanent	28/03/2007	Fitness suite	Yes
Wlodek	Nowinski	G003	4325	Temporary	10/05/2011	Golf/outdoor	No
Russel	Turnbull	G002	4325	Temporary	01/05/2006	Golf/outdoor	No
Dennis	Armstrong	G001	4325	Permanent	12/12/1998	Golf/outdoor	Yes
Molly	McGuire	HR003	4269	Temporary	20/06/2010	Horse riding	No
Dorothy	Muir	HR002	4269	Permanent	16/03/2008	Horse riding	No
Helen	Davies	HR001	4269	Permanent	30/08/2001	Horse riding	Yes
Alan	Doolan	RS002	3364	Permanent	01/02/2010	Racquet sports	No
Harris	Williamson	RS001	3364	Permanent	10/10/2008	Racquet sports	Yes
Jola	Sliwa	S004	4756	Temporary	01/07/2010	Spa	No
Otto	Anderson	S003	4756	Permanent	01/03/2010	Spa	No
Jenna	Matthewson	S002	4756	Temporary	01/05/2010	Spa	No
Kate	Taylor	S001	4756	Permanent	06/05/1996	Spa	Yes
Janka	Kret	SP004	4222	Temporary	10/05/2011	Swimming pool	No
Slawek	Kowalski	SP003	4222	Temporary	14/02/2011	Swimming pool	No
Robert	Crawford	SP002	4222	Permanent	07/10/2007	Swimming pool	No
Tom	McGuire	SP001	4222	Permanent	04/06/2003	Swimming pool	Yes

2R

2S

1F   1A

AWARD:

Sort – ascending Work Area, descending Employee No (all or nothing)	**S**	**2**
Add new field – FIRST AIDER accurately and consistently	**N**	**1**
Field formatted correctly	**F**	**1**
Field populated accurately	**A**	**1**
Add new record – all details correct, max 1 error per field	**R**	**2**
TOTAL		**7 marks**

NOTES

- Check that Susan Fenton's record has not been deleted.
  If the record has been deleted do not award one of the Add new record marks
- First Aider formatting can be – Yes/No; True/False; check box

Task 2 – Printout 3

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

Sport and Leisure Contact Details   **1H**

FIRST NAME	SURNAME	EXT NO	WORK AREA	**1F**
Alex	Seiker	4365	Creche	
Fiona	Riley	3655	Fitness suite	
Dennis	Armstrong	4325	Golf/outdoor	
Helen	Davies	4269	Horse riding	
Harris	Williamson	3364	Racquet sports	
Kate	Taylor	4756	Spa	
Tom	McGuire	4222	Swimming pool	**1R**

Version 1

Candidate Name and School   **1P**

AWARD:

Report heading accurate	**H**	1
Correct records (Supervisors)	**R**	1
Correct fields	**F**	1
Print Report with Report footer – "Version 1"- on one page	**P**	1
TOTAL	**4 marks**	

NOTES
- Accept heading in initial caps or block caps
- If candidate's name is in heading do not award Report heading mark **1H**
- Accept "Version 1", if candidate's name is in Report Footer do not award **1P**
- Be aware of consequentiality from Printout 2
- If fields truncated do not award **1P**

If no Report printout, award marks using Task 3 printout as follows:

Correct records (Supervisors)	**R**	1
Correct fields	**F**	1
TOTAL	**2 marks**	

Task 3

DEAN HOTEL AND SPA	
ITINERARY	
MIDWEEK SPA PACKAGE	
DAY 1	
1200 hours	Arrive at hotel and check in
1230 hours	Meet in entrance foyer for tour of facilities and grounds
1300-1430 hours	Lunch in [1] the Brasserie
1430-1630 hours	Massage, facial and manicure or pedicure in the Spa
1630-1730 hours [2]	Coffee/tea in the Lounge
1900 hours	Dinner in the Dining Room
DAY 2	
0800-0900 hours	Breakfast in the [3] Dining Room
0900-1100 hours	Swimming pool, sauna, steam room and jacuzzi
0930 hours	Optional aqua aerobics [4] class
1115 hours	Coffee and scones in the Conservatory
1300-1430 hours	Lunch in the Brasserie [5]
1430-1630 hours	Afternoon activity
1630-1730 hours	Coffee/tea in the Lounge
1730 hours	Check out and depart [6]

Our team at the Dean Hotel and Spa hope you enjoy your stay with us. We would like to offer you the following options[1] for your final afternoon. Please advise Reception of your choice of package and **note the additional costs of some options**.[2]

1H

Package Type*	Details	Price	Please tick and return to Reception
Package A	Detox wrap and facial	£450.00	
Package B	Hot stone full body massage and facial	£475.00	
Package C	Ropes course and mountain biking	£525.00	
Package D	Off-road driving	£610.00	

2A

* Each package includes 2 nights' dinner, bed and breakfast and your choice from the above options for your second afternoon between[1] 1430 hours and 1630 hours. If you have any questions, a list of staff and their extension numbers is provided below.[2]

1R

FIRST NAME	SURNAME	EXT NO	WORK AREA
Alex	Seiker	4365	Creche
Fiona	Riley	3655	Fitness suite
Dennis	Armstrong	4325	Golf/outdoor
Helen	Davies	4269	Horse riding
Harris	Williamson	3364	Racquet sports
Kate	Taylor	4756	Spa
Tom	McGuire	4222	Swimming pool

2   **1P**   Name and School

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

AWARD:

Text in Day 1 and Day 2 one mark per flagged section		**6**
"Our team…" paragraph accurate – one mark per flagged section		**2**
Insert table: Accurate headings - wrapped	**H**	**1**
Accurate details and prices	**A**	**2**
"Each package…." paragraph accurate – one mark per flagged section		**2**
Insert results of search from task 2	**R**	**1**
Presentation – 24 hour clock consistent, page break correct, page numbers on both pages, spacing before and after Table and before Report/search	**P**	**1**
TOTAL		**15 marks**

NOTES:

- Capitalisation must be correct – do not award flagged section mark each time – with the exception of hours
- Venue of each item must be stated as specified -– if not, do not award flagged section mark each time
- Start and Finish times must be stated as specified – if not, do not award flagged section mark at first occurrence
- Essential details of what is happening and where must be present however accept alternative wording in details
- Dash or hyphen acceptable with times as long as consistent – if not do not award **1P**
- Ignore extraneous items such as "Free time"
- Ignore extraneous items in headings such as "For Guests"
- Accept any reasonable time for "Check out and depart"
- If any full stops in itinerary do not award flag mark immediately after that full stop - **once**
- Column Price in table can be 0 or 2 decimal places – must be consistent
- £ sign should be shown
- If Search includes a heading eg Query 1 do not award **1R**

[END OF MARKING INSTRUCTIONS]