2013 Administration

Intermediate 2 – Paper 2

Finalised Marking Instructions

Task 1 – printout 1

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

1NF

Centre Name	Location	Activities	Capacity	Return Mileage
Benfar	Ayrshire	abseiling, canoeing, gorge walking, archery, climbing, kayaking	60	320
Lochgarvil	Argyll and Bute	abseiling, gorge walking, climbing, kayaking, sailing **1E**	80	320
Lagganloe	Highland	climbing, canyoning, abseiling, canoeing, gorge walking, pot holing, ==kayaking==	90	267
Dunoan	Strathclyde	team building, canoeing, kayaking	105	198
Glengoyne	South Lanarkshire	canoeing, archery, kayaking, team building	110	248
Lochanloe	Highland	skiing, archery, parachute jump, snowboarding	114	288
==Ardnair==	==Ayrshire==	==kayaking, canyoning, bouldering, white water rafting, gold panning==	==115==	==280== **2A**
Cragfeld	Highland	climbing, canoeing, snowboarding, skiing	120	254
Belmains	Perthshire	archery, climbing, abseiling, gorge walking, parachute jump	122	184
Auchenfeldy	Highland	abseiling, climbing, team building	==130==	==96==
Broomloan	Perthshire	canyoning, bouldering, team building, gorge walking	==130==	==200==
Loanadder	Scottish Borders	canoeing, archery, sailing, climbing	==130==	==266==
Ardgowan	Perthshire	canyoning, abseiling, canoeing, climbing, sailing, gorge walking	140	80

AWARD:

2S   **2A**   **1P**

Add new record – **Ardnair** -1 per error/maximum -1 per field	A	2
Edit record - **Lagganloe**	E	1
Add new field – **Return Mileage and** field formatted correctly	NF	1
All details correct (-1 per error)	A	2
Sort records – all or nothing ascending **Capacity** and ascending **Return Mileage**	S	2
Print on one page	P	1
Total		**9 marks**

NOTES
- If Ardnair wrong return mileage – sort still as shown.
- If Ardgowan return mileage 180 – sort still as shown.
- If the word **and** is inserted in both records in the **Activities** field consistently -1 max (and kayaking/and gold panning).
- See Appendix sheet for unsorted version of table.

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

Shortlist of Centres *1H*

1F

Centre Name	Activities
Belmains	archery, climbing, abseiling, gorge walking, parachute jump
Auchenfeldy	abseiling, climbing, team building
Ardgowan	canyoning, abseiling, canoeing, climbing, sailing, gorge walking

Closest Centres *1F*

2R

1P

AWARD:

Correct records (Belmains, Auchenfeldy, Ardgowan) >=115	R	1
<200	R	1
Correct fields	F	1
Report heading accurate – **Shortlist of Centres**	H	1
Report footer – **Closest Centres**	F	1
Printed in Report format	P	1
Total	**6 marks**	

NOTES
- See Appendix for alternative search results.
- Heading and report footer can be keyed in block capitals
- If the candidate includes his/her name in heading do not award 1H; includes his/her name in the report footer do not award 1F.

Task 2a – Printout 1 (value view)

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

Cost Estimates for S5 Residential *1H*				
1R	Ardgowan	Auchenfeldy *1B*	Belmains	*1A*
Pupils' Accommodation	£27,560.00	£23,400.00	£24,960.00	
Catering	£2,000.00	£2,000.00	£2,000.00	
Transport	£365.00	£323.00	£367.00	
TOTAL COST	£29,925.00	£25,723.00	£27,327.00	
Cheapest *1L*	£25,723.00			
Additional Information			**Return Mileage**	
Number of Pupils	104		Benfar	320
Daily Catering Cost	£400.00		Lochgarvil	320
Transport Cost per Mile	£0.50		Lochanloe	288
Coach Hire	£275.00		Lagganloe	267
			Loanadder	266
			Cragfeld	254
			Glengoyne	248
			Broomloan	200
			Dunoan	198
			Belmains	184
			Ardgowan	180
			Auchenfeldy	96

AWARD:

Increase font size and embolden main heading	**H**	1
Insert a new row	**R**	1
3 correct Centres entered – **alphabetical** order	**A**	1
Insert label – **Cheapest** emboldened	**L**	1
Cell **Auchenfeldy** bordered	**B**	1
Total		**5 marks**

NOTES

- If candidates have not sorted names of Centres into alphabetical order check that cell with **Auchenfeldy** has had border applied.
- Accept **Cheapest** in block capitals.
- If candidates have only submitted a formulae printout all of the above marks can be awarded but not the **1P** mark in the formulae printout.

Task 2a – Printout 2 (formula view)
Data must be *accurate* and *visible* to be awarded marks.

	A	B	C	D	E
1	**Cost Estimates for S5 Residential**				
2		Ardgowan	Auchenfeldy	Belmains	
3	Pupils' Accommodation	=B11*PRICES!B2 *1F*	=B11*PRICES!B3 *1F*	=B11*PRICES!B4	*1F*
4	Catering	=$B$12*5 *1F*	=$B$12*5	=$B$12*5	
5	Transport	=B14+(E21*B13) *1F*	=B14+(E22*B13) *1F*	=B14+(E20*B13)	*1F*
6	**TOTAL COST**	=SUM(B3:B5) *1F*	=SUM(C3:C5)	=SUM(D3:D5)	*1R*
7	**Cheapest**	=MIN(B6:D6) *1F*			
8					
9					
10	Additional Information			Return Mileage	
11	Number of Pupils	104		Benfar	320
12	Daily Catering Cost	400		Lochgarvil	320
13	Transport Cost per Mile	0.5		Lochanloe	288
14	Coach Hire	275		Lagganloe	267
15				Loanadder	266
16				Cragfeld	254
17				Glengoyne	248
18				Broomloan	200
19				Dunoan	198
20				Belmains	184
21				Ardgowan	180
22				Auchenfeldy	96

AWARD: *1P*

Formula -		
Pupils' Accommodation Costs (1 mark per correct formula)	**F**	**3**
Catering Costs	**F**	**1**
Transport Costs (1 mark per correct formula)	**F**	**3**
Total Cost per Centre	**F**	**1**
Cheapest Centre	**F**	**1**
Replication – Catering and Total Cost	**R**	**1**
Both print-outs: Value view – one page - with gridlines Formulae view – one page – gridlines and row and column headings	**P**	**1**
Total		**11 marks**

NOTES
- Accommodation/Transport – If candidate has used values eg 104/50p instead of cell references do not award first **F mark** but award the further 2 **F** marks (if consistently applied).
- Accept use of named cells.

Task 2a – Printout 3 (chart)

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

Total Cost for each Centre   1H

Belmains, £27,327.00

Ardgowan, £29,925.00   1D

Auchenfeldy, £25,723.00

1L

1P
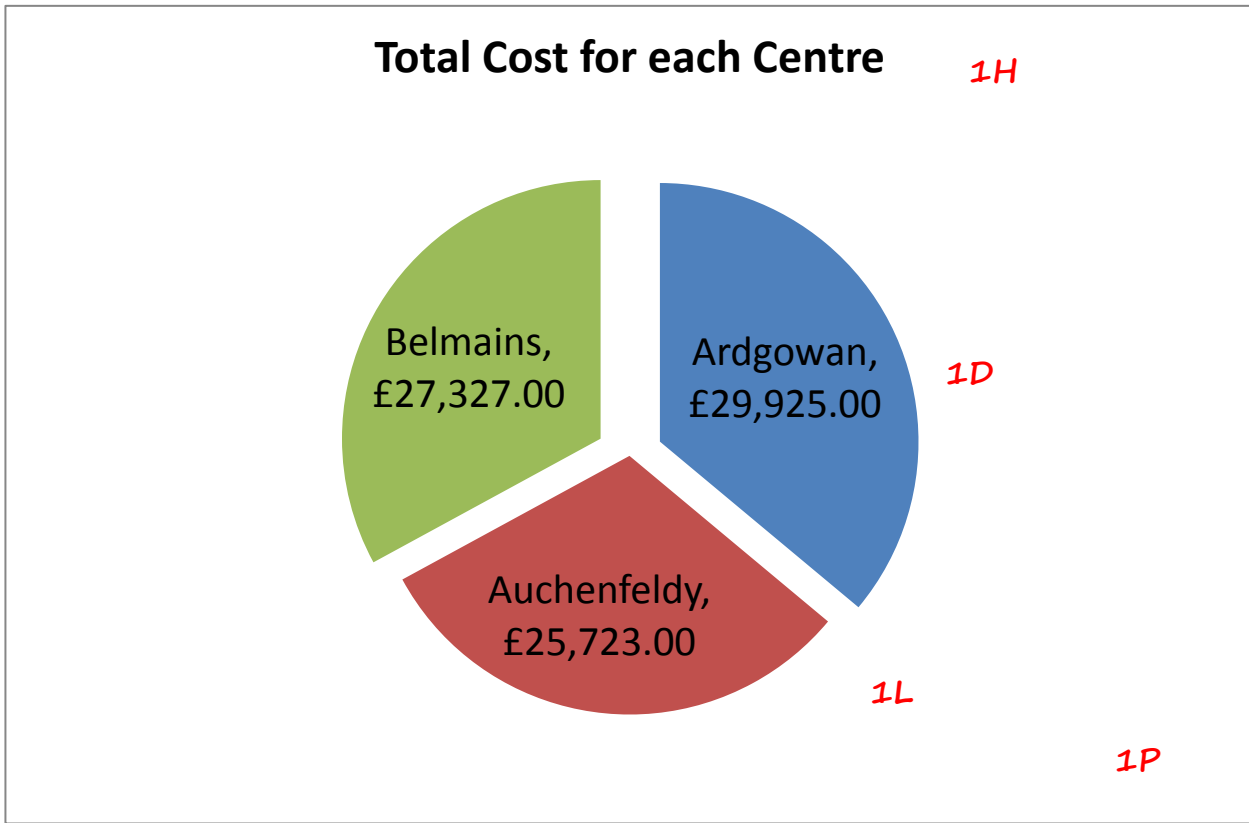
AWARD:

Appropriate heading	H	1
Correct data/must include value	D	1
Clear legend	L	1
Exploded pie chart/printed on separate sheet	P	1
Total		**4 marks**

NOTES
- Title – accept either **each** or **Each**. Accept block capitals.
- Alternative titles accepted provided they are meaningful. Do not accept "Total Cost".
- If candidate includes values and percentages award **L** mark.

Task 2b – Printout 1 (value view)

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

	A	B	
1	**S5 Residential 2013**	*1H*	
2	Outdoor Education Centre	**Auchenfeldy**	*1N*
3	Total Cost	£25,723.00	
4	Grant	£2,500.00	
5	Net Cost	£23,223.00	
6	**Cost per Pupil**	**£223.30**	
7	**Deposit**	**£78.15**	
8	**Instalment Amount**	**£48.38**	

NOTES

- Accept block capitals in the main heading.
- Where candidates have used a text string in **If** statement, and function is correctly set up, accept left alignment of £2,500

AWARD:

Insert new row and main heading (increase font size and embolden)	**H**	1
Insert name of Cheapest Centre and embolden	**N**	1
Total	**2 marks**	

Task 2b – Printout 2 (formula view)

	A	B	
1	**S5 Residential 2013**		
2	Outdoor Education Centre	**Auchenfeldy**	
3	Total Cost	=Cheapest *1F*	
4	Grant	=IF(B3>15000,2500,500) *2F*	
5	Net Cost	=B3-B4 *1F*	
6	**Cost per Pupil**	**=B5/CENTRES!B11** *1F*	
7	**Deposit**	**=B6*35%** *1F*	
8	**Instalment Amount**	**=(B6-B7)/3** *1F*	*1P*

NOTES

- Ignore spelling errors in named cell.
- In cell B6 accept (B3-B4)/CENTRES!B11.
- If candidates have used text strings in the If statement (true/false) award the 2F mark.
- Cost per Pupil accept 104 instead of cell reference CENTRES!B11.

AWARD:

Insert cost of Cheapest Centre using named cell	**F**	1
Formulae to calculate:		
Grant (all or nothing)	**F**	2
Net Cost	**F**	1
Cost per Pupil	**F**	1
Deposit	**F**	1
Instalment Amount	**F**	1
Print: on one page showing values – row and column headings and gridlines on one page showing formula – row and column headings and gridlines	**P**	1
Total	**8 marks**	

Auchenweem High School

Dumbrae Road
Banchory
Kincardineshire
AB27 8HQ

1L

Headteacher: Mrs Diane Bruce
info@auchenweem.co.uk

Tel: 01330825609
Fax: 01330825611

DB/---

1R

8 May 2013

Dear Parent/Carer

OUTDOOR EDUCATION TRIP 2013

1N As an S5 pupil at Auchenweem High School, your child is invited to attend[1] our annual Outdoor Education trip to Auchenfeldy. This is a fantastic opportunity for fun but we also aim to develop characteristics[1] in our young people that will equip them for the year ahead as they work towards their examinations. They will be[1] participating in tasks that will require team work and problem solving.

This year we are delighted to have been successful in our[1] application for a grant from the Community Trust Fund to help with the cost of the trip. An initial deposit of[1] £78.15 is due by the end of the month. This amount will be followed by 3 equal instalments of £48.38.   *1E*

Please complete and[1] return the tear off slip to confirm your child's attendance. The deposit is also required at this time.

Yours sincerely   *1J*

Headteacher[1]

OUTDOOR EDUCATION TRIP 2013

Name of pupil _____ will attend the S5 Residential 2013 Trip.

I enclose the deposit of £78.15.   *1E*

Signature _____ Date _____[1]

1P

Task 3 – Printout

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

AWARD:

Use of letterhead	**L**	1
Reference and date	**R**	1
Insert name of Centre - Auchenfeldy – check for consequentiality	**N**	1
Word processing *including manuscript corrections* - one mark per flagged section		8
Insert:		
Deposit – **both** times - check for consequentiality	**E**	1
Instalments - check for consequentiality	**E**	1
Justified text	**J**	1
Layout and consistency	**P**	1
Total		**15 marks**

NOTES:
- Reference and date must be in order shown and accurate to award the R mark. Must contain initials DB.
- Accept any of the following date formats:
  - 8 May 2013
  - 08 May 2013
  - 8th May 2013
  - Wednesday 8 May 2013
  - Wednesday 08 May 2013
  - 8/5/13
  - 8/5/2013
  - 08/05/13
  - 08/05/2013
- Ignore any name provided for Headteacher.
- Layout and consistency includes:
  - Space from header – at least one clear line
  - Between reference, date and salutation at least one clear line
  - Between paragraphs at least one clear line
  - After complimentary close between 4-6 lines
  - Consistent spacing after punctuation
  - Sufficient space for "completion" information in tear off slip
  - Line/dots showing tear off slip
- If there is no space before the name of pupil, signature and date lines do not award the final flag mark.
- Accept either Yours sincerely or Yours faithfully. Do not award the flag mark if capitalisation is incorrect.
- If candidates have not submitted printouts in Task 2b and have inserted figures for the deposit (**both instances**)/instalment award 1E/1E.

Appendix

Correct Data for Report - Still works if candidate has changed the return mileage to match the SS ie 180			
Centre Name	Activities	Return Mileage	Capacity
Belmains	archery, climbing, abseiling, gorge walking, parachute jump	184	122
Auchenfeldy	abseiling, climbing, team building	96	130
Ardgowan	canyoning, abseiling, canoeing, climbing, sailing, gorge walking	80	140
		<200	>=115

Maximum 6 marks

Data for Report if error in Task 1a – 140 instead of 280 Return mileage			
Centre Name	Activities	Return Mileage	Capacity
Ardgowan	canyoning, abseiling, canoeing, climbing, sailing, gorge walking	80	140
Auchenfeldy	abseiling, climbing, team building	96	130
Ardnair	kayaking, canyoning, bouldering, white water rafting, gold panning	140	115
Belmains	archery, climbing, abseiling, gorge walking, parachute jump	184	122

Consequential error - maximum 6

Problem solving issues may return the following search information

Data when return mileage is not problem solved and candidate uses <100 miles (return mileage is 200)			
Centre Name	Activities	Return Mileage	Capacity
Auchenfeldy	abseiling, climbing, team building	96	130
Ardgowan	canyoning, abseiling, canoeing, climbing, sailing, gorge walking	80	140

(If candidate changed Ardgowan to 180 there will only be **one** record shown for the above search)

Maximum 5 marks – do not award 1R

Data when capacity is not correctly problem solved as >=115 (not enough teachers)			
Centre Name	Activities	Return Mileage	Capacity
Belmains	archery, climbing, abseiling, gorge walking, parachute jump	184	122
Dunoan	team building, canoeing, kayaking	198	105
Auchenfeldy	abseiling, climbing, team building	96	130
Ardgowan	canyoning, abseiling, canoeing, climbing, sailing, gorge walking	80	140
Ardnair	kayaking, canyoning, bouldering, white water rafting, gold panning	140	115

Maximum 5 marks do not award 1R

Appendix

Unsorted Task 1				
Centre Name	**Location**	**Activities**	**Capacity**	**Return Mileage**
Belmains	Perthshire	archery, climbing, abseiling, gorge walking, parachute jump	122	184
Broomloan	Scottish Borders	canyoning, bouldering, team building, gorge walking	130	200
Loanadder	Scottish Borders	canoeing, archery, sailing, climbing	130	266
Dunoan	Strathclyde	team building, canoeing, kayaking	105	198
Glengoyne	South Lanarkshire	canoeing, archery, kayaking, team building	110	248
Cragfeld	Highland	climbing, canoeing, snowboarding, skiing	120	254
Lochanloe	Highland	skiing, archery, parachute jump, snowboarding	114	288
Auchenfeldy	Highland	abseiling, climbing, team building	130	96
Ardgowan	Perthshire	canyoning, abseiling, canoeing, climbing, sailing, gorge walking	140	80
Benfar	Ayrshire	abseiling, canoeing, gorge walking, archery, climbing, kayaking	60	320
Lagganloe	Highland	climbing, canyoning, abseiling, canoeing, gorge walking, pot holing, <mark>kayaking</mark>	90	267
Lochgarvil	Argyll and Bute	abseiling, gorge walking, climbing, kayaking, sailing	80	320
<mark>Ardnair</mark>	<mark>Ayrshire</mark>	<mark>kayaking, canyoning, bouldering, white water rafting, gold panning</mark>	<mark>115</mark>	<mark>280</mark>

[END OF MARKING INSTRUCTIONS]