2010 Administration

Standard Grade – Foundation
Practical Abilities

Finalised Marking Instructions

	Negative Marking	**Positive Marking**		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
1	One mark is available for keyboarding – deduct one per error	Creation of folder/sub-folders – F_1 F_2 Print of evidence – P * First mark allocated if candidate has shown that this function can be correctly performed. The second mark to be awarded only if the candidate has consistently applied the function throughout the task.	2* 1	
	K = 1	F =	3	4

- Accept folder names in CAPS, Initial Caps or all in lower case. If inconsistent in sub-folders -1K
- Accept any printed evidence, eg screen dump of open folders or directory tree

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
2	Two marks are available for keyboarding – deduct one per error	Underline − U	1	
	K = 2	F =	1	3

- If underline not as instructed – eg whole of address is underlined – no U function award
- Accept Auchterarder in CAPS or Initial Caps
- Ignore addition of graphic/company logo
- If heading too large (UPJ) -1K
- Accept e-mail, email, Email, E-mail, E-Mail/E
- Accept e-mail address with or without underline
- Accept Telephone Number/Telephone No/Tel No/Tel/T
- Accept Fax Number/Fax No/Fax/F
- Do not accept capitals in e-mail address -1K
- Ignore any other text formatting

		Negative Marking	Positive Marking			Total
Task		Keyboarding/Accuracy	Functions/Other Skills			
3		No keyboarding award for this task	Correct website – W Print relevant page – RP	1 1		
		K = 0		F =	2	2

- If candidate has included printout of any page from appropriate Internet site then the full award should be given
- If no Internet printout, no marks awarded
- If centre states no access, no marks awarded
- If centre indicates no access to the **specified** sites, accept different sites and award both W and RP functions
- Accept Internet page copied onto a WP document
- Accept screen dump of website

	Negative Marking	**Positive Marking**		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
4	Fourteen marks are available for keyboarding – deduct one per error	Letterhead file used – RF Bold − B Underline − U	1 1 1	
	K = 14	F =	3	17

- Letterhead in this task must be exactly the same as created in Task 2, otherwise no RF function award
- If letterhead text formatting (eg underline) carried on into letter -1K
- Accept any line spacing after letterhead eg 2LS, 3LS, 4LS, 5LS (must be one clear line space)
- Line spacing between sections (ref to salutation) consistently 2 or consistently 3, otherwise -1K once
- Line spacing between sections (salutation to complimentary close) must be 2, otherwise -1K once
- Line spacing in signature block must be 4-6, otherwise -1K
- Line spacing before Enc must be 2-4, otherwise -1K

Max -2K over these points

- Reference must have been completed with candidate initials, otherwise -1K
- Reference must be in CAPS, otherwise -1K
- Accept Kirkcaldy (CAPS or Initial Caps)
- Ignore if subject heading is underlined
- Accept if subject heading is in Initial Caps
- If underscore in paragraph 2 carried on − no U function award
- If emboldened subject heading carried on into letter, no B function award

| Task | Negative Marking | Positive Marking | | Total |
	Keyboarding/Accuracy	Functions/Other Skills		Total
5	Nine marks are available for keyboarding – deduct one per error Max -1K per cell	Creation of fields – F_1 F_2 Creation of records – R_1 R_2 Formatting of Booking Rate field – N • First mark allocated if candidate has shown that this function can be correctly performed. The second mark to be awarded only if the candidate has consistently applied the function throughout the task.	2* 2* 1	
	K = 9	F =	5	14

- Ignore ID Number/primary key
- If a field omitted, -1K per field, also second F function award cannot be given
- If a record omitted, -1K per record, also second R function award cannot be given
- If data cut off/headings truncated -1K per field
- Accept database printout in any format
- Accept fields/records in any order
- If headings inconsistent -1K once
- Accept all headings in CAPS
- All headings in lower case -1K once
- Accept number field aligned to the left or the right
- Whole database in CAPS -1K once
- Accept if spreadsheet used for database
- Accept Yes/No fields, check boxes or appropriate text in Equity Member field

	Negative Marking	**Positive Marking**		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
6	Six marks are available for keyboarding – deduct one per error	March total formula – F Relative copy – R Platinum total formula – F Relative copy – R Printout of formulae – PF	1 1 1 1 1	
	K = 6	F =	5	11

- Accept main heading in CAPS or Initial Caps with/without bold
- Accept other headings/labels as given or keyed in/formatted consistently within each group – if inconsistent -1K once
- If all headings in lower case -1K once
- Row/column omitted -1K each time
- Accept any variety of formulae (provided they work)
- Check carefully that formulae have been replicated otherwise no R function award
- If incorrect formulae correctly replicated, award R function(s)
- Accept printout with/without row/column headings and gridlines
- If the printout for formulae is missing, no function awards available
- If printout for figures is missing -1K and mark the formulae printout for accuracy
- If formulae printout is truncated, but what can be seen is correct and totals correct on figure printout, award F and R function marks but do not award the PF function mark as print has not been correctly carried out
- If formulae printout is truncated and no figure printout provided, no function awards available
- If there is a difference between figure and formulae printouts -1K

	Negative Marking	Positive Marking		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
7	Five marks are available for keyboarding – deduct one per error	Centre − C Insert graphic – G Appropriate graphic – A Italics – I	1 1 1 1	
	K = 5	F =	4	9

- If entire poster in capitals -1K
- Candidate must make use of whole page, if not -1K
- Only award I function if italics correctly applied
- If candidate has omitted Date:, Time:, Location:, Entry Fee: and Entry Details: -1K once

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
8	Three marks are available for keyboarding – deduct one per error Candidates must change: • The Doodlebugs details -1K per cell • The Terrible Tweenies details -1K per cell	Delete record – Hand in Glove – DelR New record – Seaside Entertainments inserted – R Sort – Act Name – S Printout in list format – P	1 1 1 1	
	K = 3	F =	4	7

- Award/penalise for edits only
- If new record omitted -1K and no R function award
- If new data cut off/headings truncated -1K per field
- New data must be consistent with original database, if not -1K once
- If more than one record deleted – no DelR function award
- Be aware of consequentiality in sort

Task	**Negative Marking** **Keyboarding/Accuracy**	**Positive Marking** **Functions/Other Skills**		**Total**
9	Two marks are available for keyboarding – deduct one per error	No function marks are available for this task		
	K = 2	F =	0	2

- If TOTAL BOOKINGS row deleted/not shown -1K
- If TOTAL BOOKINGS column deleted/not shown -1K
- If formulae printout also included, ignore

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
10	No keyboarding award for this task	Query – Equity Members – Q	1	
	K = 0	F =	1	1

- Be aware of consequentiality when marking this task
- The records printed must be exactly the same as in Task 8 (this is the only evidence of a search/query being carried out), otherwise no Q function award
- The printout must include at least Act Name

	Negative Marking	**Positive Marking**		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
11	Three marks are available for keyboarding – deduct one per error	Address e-mail – Ad Printout of e-mail – P Evidence of sending – S	1 1 1	
	K = 3	F =	3	6

- Accept screen dump as printout
- Evidence of sending: Date and time
  -        Franked envelope
  -        Screen dump of sent list/box
  -        Observation checklist
  -        Signed observation/letter/note from teacher
  -        Returned e-mail confirming receipt
  -        Printout of properties
  -        Screen dump of inbox (teacher's)
- If no e-mail provided, but evidence provided that e-mail has been sent, award Ad and S functions but no keyboarding marks available
- If centre states that printing of e-mail not possible but candidate completed the task, award Ad and S function awards, but no keyboarding marks available
- If no subject/inappropriate subject -1K
- First word in subject must have an Initial Capital, otherwise -1K
- Mark subject for keyboarding errors -1K max
- Accept any name in e-mail address
- Do not accept textspeak -1K each time
- If no candidate name at end -1K
- Candidate name all in lower case -1K

	Negative Marking	**Positive Marking**		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
12	One mark is available for keyboarding − deduct one per error	Correct appointment inserted − T Printout in day format – 22 June 2010 − P	1 1	
	K = 1	F =	2	3

- If note from teacher indicating NO ACCESS to electronic diary – no award for this task
- Times should be as given – both start and finish times/duration shown or no T function award
- If uncertain whether electronic diary used, mark as seen and refer to PA
- Accept Initial capital at Main
- In all other instances capitalisation must be as given in the task, otherwise -1K

	Negative Marking	**Positive Marking**		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
13A	One mark is available for keyboarding – deduct one per error	No function marks are available for this task		
	K = 1	F =	0	1

- Ignore any text formatting
- Accept headings in Initial Caps if consistent

	Negative Marking	**Positive Marking**		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
13B	One mark is available for keyboarding – deduct one per error	Bar chart created – CHT Title – H Correct figures used – F Key/legend/labels included – L Label X axis − X Label Y axis – Y	1 1 1 1 1 1	
	K = 1	F =	6	7

- Accept any form of Bar Chart, eg 3D Column
- Accept bar/column chart horizontally displayed
- If wrong type of chart used − eg line graph – no CHT function award
- Award H function for any title -1K if inappropriate
- Accept title in CAPS or Initial Caps
- If no title – no H function award and -1K
- If figures different from Task 13A – no F function award
- If graph different from solution – check Task 13A − consequentiality
- If extra data included – ie blank row or column – no F function award
- No L function award if key/legend duplicated in labels
- No L function award if Series 1 shown
- Accept if printout contains both spreadsheet and chart

| Task | Negative Marking | Positive Marking | | Total |
	Keyboarding/Accuracy	Functions/Other Skills		
14	Twelve marks are available for keyboarding – deduct one per error	Bold − B	1	
	K = 12	F =	1	13

- Accept if template used
- If Green Acre letterhead used -1K
- Memorandum/Memo has to be in CAPS or highlighted in some way, if not -1K
- Accept various house styles for memo headings – must be consistent, otherwise -1K once
- Accept any reasonable line spacing consistently applied within the memo headings, otherwise -1K once
- Accept details after headings all in CAPS, all in Initial Caps or Subject only in CAPS, otherwise -1K once
- Accept consistent spacing after colons or accept information blocked, otherwise -1K once
- Accept Martin Green in From section with or without designation
- Inconsistent line spacing between the paragraphs -1K once
- If emboldened Subject carried on into memo, no B function award

[END OF MARKING INSTRUCTIONS]