



2011 Administration

Standard Grade Foundation
Practical Abilities

Finalised Marking Instructions

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	Negative Marking	Positive Marking		Total
Task	Keyboarding/Accuracy	Functions/Other Skills		
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	Italics – I	1	
	K = 2	F =	1	3

- If italics not as instructed – eg whole of address is in italics – no I function award
- Accept Moodiesburn in CAPS or Initial Caps
- Ignore addition of graphic/company logo
- If heading too large (UPJ) – 1K
- Accept Telephone Number/Telephone No/Tel No/Tel/T/☎
- Accept e-mail, email, Email, E-mail, E-Mail, E, ✉
- Accept e-mail address with or without underline
- 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		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
3	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 Grade 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

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
4A	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
- Accept with/without gridlines and row/column headings

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
4B	One mark is available for keyboarding – deduct one per error	Pie chart created – CHT Title – H Correct figures used – F Key/legend/labels included – L	1 1 1 1	
	K = 1	F =	4	5

- Accept any form of Pie Chart, eg 3D, Exploded
- 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
- Ignore data labels
- If figures different from Task 4A – no F function award
- If graph different from solution – check Task 4A – consequentiality
- No L function award if Series 1, 2, 3 and 4 shown
- Accept if printout contains both spreadsheet and chart
- 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
- Capitalisation must be as given in the task, otherwise – 1K

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
6	Three marks are available for keyboarding – deduct one per error	Class total formula – F Relative copy – R Day total formula – F Relative copy – R Printout of formulae – PF	1 1 1 1 1	
	K = 3	F =	5	8

- 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	Nine marks are available for keyboarding – deduct one per error	Tab/Table – T	1	
	K = 9	F =	1	10

- If entire Job Sheet in capitals – 1K
- If date inserted in brackets – 1K
- Only award T function if second column is aligned correctly
- Accept any date up to 31 March 2011

	Negative Marking	Positive Marking		Total
Task	Keyboarding/Accuracy	Functions/Other Skills		
8	Ten marks are available for keyboarding – deduct one per error	Letterhead file used – RF Bold – B	1 1	
	K = 10	F =	2	12

- 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
 - Reference must have been completed with candidate initials, otherwise – 1K
 - Reference must be in CAPS, otherwise – 1K
 - Accept Kenilworth (CAPS or Initial Caps)
 - Ignore if subject heading is underlined
 - Accept if subject heading is in Initial Caps
 - If bold in subject heading carried on into letter, no B function award
 - Accept keyrings, key rings or key-rings
- } Max – 2K over these points

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
9	Two 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 = 2	F =	3	5

- 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 evidence provided that e-mail has been sent, award Ad and S function awards, but no keyboarding marks available
- Do not award P function mark if evidence that e-mail has been printed from teacher's inbox (eg teacher name at top of printout)
- 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
- Be aware that some systems eg GLOW automatically adjust line spacing.
DO NOT penalise inconsistent spacing

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
10	Two marks are available for keyboarding – deduct one per error Candidates must change: • Rachel Gorman and Claire Healy's Grades	Delete record – Charlie Price – DelR New record – Jamie Harrison inserted – R Sort – Surname – S Print – P	1 1 1 1	
	K = 2	F =	4	6

- 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

	Negative Marking	Positive Marking		Total
Task	Keyboarding/Accuracy	Functions/Other Skills		
11	Eleven marks are available for keyboarding – deduct one per error	Underline – U	1	
	K = 11	F =	1	12

- If candidate starts task at first paragraph -2K
- Accept use of a template file
- Memorandum/Memo heading has to be in CAPS or highlighted in some way, if not – 1K
- Accept any house style for Memorandum
 - Line spacing between To, From, Date, Subject should be equal, if not – 1K
 - Minimum of 2LS before and after To, From, Date, Subject, if not – 1K
 - Consistent spacing after To, From, Date, Subject, or blocked, if not – 1K
- Any details missing at Memo headings – 1K each, max – 2K
- Accept details after headings all in CAPS, all in Initial Caps or Subject only in CAPS, otherwise – 1K once
- Accept various house styles for memo headings – must be consistent, otherwise – 1K once
- Accept MEMO/MEMORANDUM
- If Rosebank Riding School letterhead used – 1K
- Accept Natalie Lee in From section with or without designation
- Inconsistent line spacing between the paragraphs – 1K once
- If underline carried on, no U function award

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

- If Week 1 heading not changed – 1K
- If formulae printout also included, ignore

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
13	No keyboarding award for this task	Query – Grade 3 – 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 First Name

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
14	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
15	Six marks are available for keyboarding – deduct one per error	Centre – C Insert graphic – G Appropriate graphic – A Italics – I Bold – B	1 1 1 1 1	
	K = 6	F =	5	11

- If entire poster in capitals – 1K
- Candidate must make use of whole page, if not – 1K
- Only award B function if bold correctly applied
- Only award I function if italics correctly applied
- Ignore any additional text formatting

[END OF MARKING INSTRUCTIONS]