2012 Administration

Standard Grade Foundation
Practical Abilities

Finalised Marking Instructions

| Task | Negative Marking | Positive Marking | | Total |
	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	Centre - C	1	
	K = 2	F =	1	3

- If any line in heading not centred – no C function award
- Accept St Andrews 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
- Do not accept capitals in e-mail address – 1K
- Ignore any other text formatting

Task	Negative Marking Keyboarding/Accuracy	Positive Marking 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 Sessions 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

Task	Negative Marking Keyboarding/Accuracy	Positive Marking Functions/Other Skills		Total
4	Six marks are available for keyboarding – deduct one per error	Centre - C Insert graphic – G Appropriate graphic – A Italics – I	1 1 1 1	
	K = 6	F =	4	10

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

Task	Negative Marking Keyboarding/Accuracy	Positive Marking Functions/Other Skills		Total
	Negative Marking	**Positive Marking**		
Task	**Keyboarding/Accuracy**	**Functions/Other Skills**		**Total**
5	Thirteen marks are available for keyboarding – deduct one per error	Letterhead file used – RF Bold - B	1 1	
	K = 13	F =	2	15

- 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

Max -2K over these points

- Reference must have been completed with candidate initials, otherwise – 1K
- Reference must be in CAPS, otherwise – 1K
- Accept St Andrews (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

	Negative Marking	**Positive Marking**		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
6	Two marks are available for keyboarding – deduct one per error Candidates must change: • Remi Kapinski's sessions are now 4 • Mrs Bremner changed to Mrs Calder	Delete record – Lucy Cameron – DelR	1	
		New record – Peter Anderson inserted - NR	1	
		Sort – Surname – S	1	
		Print - P	1	
	K = 2	F =	4	6

- Award/penalise for edits only
- If new record omitted – 1K and no NR 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	Positive Marking		Total
	Keyboarding/Accuracy	**Functions/Other Skills**		**Total**
7	Thirteen marks are available for keyboarding – deduct one per error	Underline – U Justify – J	1 1	
	K = 13	F =	2	15

- Main heading should be in CAPS – otherwise -1K
- Accept 'ml' and 'g' with or without a space before but must be consistent – otherwise -1K once

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
8	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 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
9	Five marks are available for keyboarding – deduct one per error	Staff Wages formula – F Relative copy – R Total formula – F Relative copy – R Printout of formulae – PF	1 1 1 1 1	
	K = 5	F =	5	10

- 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

Task	Negative Marking Keyboarding/Accuracy	Positive Marking Functions/Other Skills		Total
10	No keyboarding award for this task	Query – (10 Sessions) – 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 6 (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 and Surname

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

- If 2011 not inserted before main heading $\rbrace$ -1K
- If 'and Drink' not inserted after 'Food' max
- Any September figures not changed -1K each time
- If formulae printout also included, ignore

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
12	Four 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 = 4	F =	3	7

- 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 functions, but no keyboarding marks available
- Do not award P function 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**
13	One mark is available for keyboarding – deduct one per error	Correct appointment inserted -T Printout in day format – 18 April 2012 - 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
- Expect capitalisation as given in task, otherwise -1K

| Task | Negative Marking | Positive Marking | | Total |
	Keyboarding/Accuracy	Functions/Other Skills		
14A	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

Task	Negative Marking Keyboarding/Accuracy	Positive Marking Functions/Other Skills		Total
14B	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 title – 1K if inappropriate
- If no title – no H function award and -1K
- Accept title in CAPS or Initial Caps
- If figures different from Task 14A – no F function award
- If graph different from solution – check Task 14A - consequentiality
- No L function award if Series 1 shown
- Accept if printout contains both spreadsheet and chart

[END OF MARKING INSTRUCTIONS]