



2012 Administration

**Standard Grade General
Practical Abilities**

Finalised Marking Instructions

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	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
1	Two marks available for keyboarding - deduct one per error	Bold - B Italics – I Insert graphic - G Appropriate graphic – A Insert footer - Ftr Centre - C	1 1 1 1 1 1	
	K = 2	F =	6	8

- If all text in bold - no B function award
- If all text in italics - no I function award
- If letterhead is too large/long –1K (UPJ)
- Accept Glasgow in capitals
- Accept Tel No/Telephone Number/Telephone No/T/☎
- Accept telephone number with or without appropriate spacing
- Accept e-mail/email/Email/E-mail/E-Mail/E/✉
- Accept e-mail address with or without underline
- Accept Fax No/Fax Number/Fax/F
- Do not accept capitals in e-mail address – 1K
- UPJ re position of footer, if too high do not award Ftr function mark

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
2	Seven marks available for keyboarding - deduct one per error	Creation of fields – F ₁ F ₂ Creation of records – R ₁ R ₂ Formatting of fields: Date – D Number – N Sort on 2 fields: <i>Limo Licence (years)</i> – S ₁ <i>Surname</i> – S ₂ Print in list format – 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* 2* 1 1 1 1 1	
	K = 7	F =	9	16

- Ignore ID/primary key
- Accept fields in any order
- Accept abbreviated field headings
- Accept field headings in CAPS or Initial Caps if consistent – if not –1K once
- If data and/or field headings truncated –1K per field
- If Driver Name in one field, no second F function award but no keyboarding penalty
- If a field is omitted –1K per field (also second F function award cannot be given)
- If a record is omitted –1K per record (also second R function award cannot be given)
- Accept towns in CAPS or Initial Caps if consistent, if not –1K once
- Entire database in capitals –1K
- If candidate's name is in a field and sorted – award S function and then penalise –1K
- Accept printout on more than one page

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
3	Twenty-four marks available for keyboarding – deduct one per error	Line Spacing – LS Bold – B ₁ B ₂ Underscore – U ₁ U ₂ * 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.	1 2* 2*	
	K = 24	F =	5	29

- Expect at least one clear line space after main heading
- Inconsistent spacing between paragraphs – 1K once
- Accept any page break

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
4	Two marks available for keyboarding - deduct one per error	Format Cells: Currency - £ Decimal Places – DP Percentage - % Formulae: Total – F Relative Copy - R Total Cost – F Soft Drinks as %age - F Print formulae – PF	 1 1 1 1 1 1 1 1	
	K = 2	F =	8	10

- Accept main heading in CAPS or Initial Caps with/without additional highlighting
- Format of column headings should be consistent eg CAPS, Initial Caps, bold etc if not –1K once
- Accept various alignments of figures/text but currency must be right aligned – if not –1K once
- Accept accountancy format for currency
- Accept any formula which works
- For R function to be awarded candidate's formulae must be copied (correct or incorrect)
- Accept with or without shading
- If a formula is entered in any of the shaded cells –1K once
- Ignore additional shading provided that text/data is visible
- Accept spreadsheet printout(s) with/without row and column headings and/or gridlines
- If the printout for formulae is missing - maximum function award possible 3 marks (£, DP and %)
- If the printout for figures is missing mark the formulae printout for accuracy (truncation of text should be penalised –1K per column) – maximum function award possible 5 marks (F, R, F, F and PF)
- Truncation of formula(e) will result in **no** function awards for that formula(e)
- If there is a difference between figure and formulae printouts -1K

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
5A	Three marks are available for keyboarding – deduct one per error	Record deleted – <i>Alex Coates</i> - DelR New record inserted – <i>Brian Chan</i> –NR Field deleted – <i>Date of Birth</i> - DelF New field inserted – <i>Date Last Trained</i> – NF Format for date field - D Sort on 2 fields: <i>Date Last Trained</i> – S ₁ <i>Surname</i> – S ₂ Print in list format - P	1 1 1 1 1 1 1 1	
	K = 3	F =	8	11

- If original task reprinted without amendments, award no marks
- New data must be consistent with original database, if not –1K once
- If new data is truncated – 1K per field
- If new field omitted, no NF function award and -1K
- If new record omitted, no NR function award and -1K
- If candidate's name is in a field and sorted – award sort function and –1K
- Accept printout on more than one page
- Be aware of consequentiality

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
5B	There are no marks available for keyboarding	Query - Q	1	
	K = 0	F =	1	1

- Be aware of consequentiality – errors in original database
- Accept printout on 2 pages
- Must show at least first name to gain Q award

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
6	Two marks available for keyboarding – deduct one per error E-mail must include: <ul style="list-style-type: none"> ❑ a few words of explanation, if not -2K ❑ candidate name somewhere in the e-mail (at least their first name), if not -1K 	Use of reply function - R Evidence of reply having been sent - S Evidence of attachment being sent - At Printout of e-mail - P	1 1 1 1	
	K = 2	F =	4	6

- Accept any name in the e-mail address
- Evidence of reply?
 - Re: HUMMER in the subject or inbox
 - Original message included in printout
 - Signed observation/letter/note from teacher
- Evidence of attachment?
 - Paper clip in sent items
 - Document icon on e-mail printout
 - Properties printout or list
 - Attachment heading
- 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)
- Accept screen dump of e-mail for P award if legible
- 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)
- E-mail message must make sense, if not –1K once
- If no e-mail printout but evidence from the teacher that the e-mail has been received (eg inbox) then candidate **could** be awarded R, S and At function marks (-2K as input not available for checking)
- No textspeak -1K each time
- If candidate has altered subject heading, mark for accuracy as normal – the candidate **may** not gain the R function award
- 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
7	There are no marks available for keyboarding	Travel: Accessing website - W Glasgow to Cairnryan - RI Journey time - RI Accommodation: Accessing website - W Cairnryan - RI Accommodation - RI	 1 1 1 1 1 1	
	K = 0	F =	6	6

- Accept any URL provided it mentions the AA or RAC for route map and journey time
- If URL has no reference to AA or RAC then no W function award but other functions can be given
- If letter provided explaining no access to specified sites, award all function marks as appropriate
- Accept if information from specified website has been copied into a WP document – must still be evidence of AA or RAC website to gain W function award
- Accept any appropriate website for accommodation
- Accept any star rating for accommodation
- Address must show Cairnryan to gain RI function award

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
8	One mark available for keyboarding - deduct one per error	Correct meetings inserted – T1 T2 Task inserted in to-do list – TK Printout in day format – 22 June 2012 - P	2 1 1	
	K = 1	F =	4	5

- If note from teacher indicating no access to electronic diary – no award for this task
- If uncertain whether electronic diary used, mark as seen and refer to PA
- Meeting and duration (both start and finish time) should be as given – or no T function award for that item
- For Tasks: accept To Do List, Events
- Ignore any additional tasks listed
- Accept the “task list” on a second page
- Where information is truncated, mark as shown but do not penalise for truncation

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
9	Five marks available for keyboarding - deduct one per error	Centre - C Larger Size - S Cut and paste paragraph – CP Justify text – J Page Break - PB Insert footer – Ftr Insert page number – PN Right align - RA	1 1 1 1 1 1 1 1	
	K = 5	F =	8	13

- Mark only the edits asked in the task – ignore any other changes made by the candidate
- Spacing on either side of cut and paste must be correct or no CP award
- UPJ re position of footer, if too high no Ftr function award

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
10	One mark available for keyboarding – deduct one per error Month changed to September	Insertion of new row – Ins Formula for % of Total Expenditure – F Embolden cell - B Print formulae – PF	1 1 1 1	
	K = 1	F =	4	5

- Mark only the edits asked in the task – ignore any other changes made by the candidate
- If insertion is in the wrong place no Ins function award
- Accept spreadsheet printout with/without row and column headings and/or gridlines
- If only figure printout provided – only 2 function awards possible – Ins and B
- If only formulae printout – do not award PF function award
- Truncation of formula will result in no F function award for that formula
- If there is a difference between figure and formulae printouts -1K once

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
11	Ten marks are available for keyboarding - deduct one per error	Recall file (headed paper) – RF Bold - B	1 1	
	K = 10	F =	2	12

- Headed paper must be the same as Task 1 to gain RF function award
 - Accept any line spacing after letterhead eg 2LS, 3LS, 4LS, 5LS (must be at least 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
 - The letterhead must be distinct from body of the document (ie text formats should not have been carried down into the document) – otherwise –1K
 - Do not award B function if bold carried down into the body of the letter
 - Accept on 2 pages
 - Accept any page break
 - Accept with or without designation
 - Accept Manager and/or Owner as designation
 - If only difference is the hyperlink in the e-mail address – award RF function award
 - Letter must be from Lorelle – otherwise -1K
- } Max -2K over these points

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
12	One mark available for keyboarding - deduct one per error	Correct choice of chart – bar - CHT Correct application of figures - F Titles/labels (main, X and Y) – H, X, Y Legend/Key and Labels – L	1 1 3 1	
	K = 1	F =	6	7

- Accept bar or column chart
- Accept chart on spreadsheet
- Heading and axis labels must be suitable, if not, award relevant function marks and -1K
- Heading must be in Caps or Initial Caps, if not -1K
- Accept axis labels in Caps or Initial Caps
- Do not award L function mark if key is shown
- Do not award L function mark if Series 1 is shown
- Be aware of consequentiality ie figures and text from spreadsheet
- Looking for September and Expenditure in heading – if not -1K – use UPJ
- Check consequentiality for September/August

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
13	Seventeen marks are available for keyboarding - deduct one per error	Margins - M Larger size - S Bold – B Underscore - U	1 1 1 1	
	K = 17		F = 4	21

- Both left and right margins must be correct to gain M function award
- Inconsistent spacing between sections -1K once
- Accept an initial capital at “licence” at Private Hire Vehicle licence and Public Service Vehicle licence - does not need to be consistent
- Accept over 2 pages
- Accept any page break
- If top and/or bottom margins are changed – DNA M function

[END OF MARKING INSTRUCTIONS]