



**General Certificate of Secondary Education  
2012**

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## **Business and Communication Systems**

**Unit 1: Use of ICT**

**[GBC11]**

**MONDAY 21 MAY–FRIDAY 25 MAY**

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# **MARK SCHEME**

**Task 1**

- (a) [1] for each piece of information included – council name; telephone number; logo; entrant name; address; town; postcode; telephone number; age; gender; disability [11]  
(AO1 [11])
- (b) Appropriate information, eg location; e-mail address; website address; contact name; relevant information; instructions; title [2]  
(AO1 [2])
- (c) Effective use of boxes/lines [1]  
Effective fonts [1]  
Effective use of radio buttons/tick boxes/drop down list [1]  
Effective style [1] Max. [3]  
Overall quality [1] [4]  
(AO1 [3])  
(AO3 [1])
- (d) A4 printout [1]  
(AO1 [1])

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**Task 2 Part A**

- |  |                    |
|--|--------------------|
| <p><b>(a)</b> Cell A1<br/>Correct word – Fun Run Account<br/>Correct font size<br/>[2] for all correct<br/>([1] for at least two correct)<br/>(AO2 [2])</p>                                    | <p>[2]</p>         |
| <p><b>(b)</b> Merge [1]<br/>Centred words across cells A1–F1 [1]<br/>(AO2 [2])</p>   | <p>[2]</p>         |
| <p><b>(c)</b> Cells A7 and D7 in bold<br/>(AO2 [1])</p>  | <p>[1]</p>         |
| <p><b>(d)</b> All cells entered correctly<br/>([1] for at least four correct)<br/>(AO2 [2])</p>  | <p>[2]</p>         |
| <p><b>(e)</b> All four amounts entered correctly<br/>([1] for at least two correct)<br/>(AO2 [2])</p>  | <p>[2]</p>         |
| <p><b>(f)</b> Formula in cell E11<br/>Correct formula, eg = B4*2.5<br/>(AO2 [2])</p>   | <p>[1]<br/>[1]</p> |
| <p><b>(g)</b> Formula in cell E13<br/>Correct formula, eg = SUM(E8:E11)<br/>(AO2 [2])</p>  | <p>[1]<br/>[1]</p> |
| <p><b>(h)</b> Replicate<br/>Correct cell B13<br/>(AO2 [2])</p>   | <p>[1]<br/>[1]</p> |
| <p><b>(i)</b> Cells B8:B13, E8:E13 and G13 all formatted to currency with two decimal places<br/>([1] for at least five cells formatted to currency with two decimal places)<br/>(AO2 [2])</p> | <p>[2]</p>         |
| <p><b>(j)</b> Cell G12<br/>Correct wording – Profit/Loss<br/>(AO2 [2])</p>   | <p>[1]<br/>[1]</p> |
| <p><b>(k)</b> Formula in cell G13<br/>Correct formula, eg =B13-E13<br/>(AO2 [2])</p>   | <p>[1]<br/>[1]</p> |

<p><b>(l)</b> Cell A11 correct wording – Bonus [1]          Cell B11 – £1,000 [1]          (AO2 [2])</p>	<p>[1] [1]</p>
<p><b>(m)</b> Data printout [1]          One A4 page [1]          Row and column headings and gridlines visible [1]          landscape [1]          (AO2 [4])</p>	<p>[1] [1] [1] [1]</p>
<p><b>(n)</b> Formula printout [1]          One A4 page landscape, row and column headings and gridlines visible [1]          (AO2 [2])</p>	<p>[1] [1]</p>

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**Task 2 Part B**

- |   |   |
|---|---|
| <p><b>(a)</b> Pie chart produced</p> <p>Appropriate title, e.g. "Expenditure"</p> <p>Legend included</p> <p>Data values shown on each Slice<br/>(AO3 [4])</p> | <p>[1]</p> <p>[1]</p> <p>[1]</p> <p>[1]</p> |
| <p><b>(b)</b> Pie chart printed on A4 sheet<br/>(AO2 [1])</p>   | <p>[1]</p>                                  |

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**Task 3**

<b>(a)</b> New entrant added	[1]
Correct spelling, format and use of initial capitalisation as appropriate, etc. (AO2 [2])	[1]
<b>(b)</b> Correct entrant deleted Conor Abbott (AO2 [1])	[1]
<b>(c)</b> Change made to Ben Andrews' details – aged 61 (AO2 [1])	[1]
<b>(d)</b> ALL entrants displayed (19 entrants)	[1]
Field headings: First Name, Surname, Telephone Number ONLY (AO3 [2])	[1]
<b>(e)</b> Results of search printed (AO2 [1])	[1]
<b>(f)</b> [1] for each Junior (aged 14 and under) Henry Cleary, Joanne McNeill	[2]
Field headings: First Name, Surname, Age ONLY (AO3 [3])	[1]
<b>(g)</b> Results of search printed (AO2 [1])	[1]
<b>(h)</b> For each entrant who is 50 years old or above	
Field headings: Title, First name, Surname, Address, Town, Postcode	[1]
Magherafelt only	[1]
Ben Andrews, Martina Best, Owen Barr (AO3 [3])	[1]
<b>(i)</b> Results of search printed (AO2 [1])	[1]
<b>(j)</b> Knowledge of letter design	
Correct use of salutation and commentary close	[1]
Logo inserted	[1]
Date in full, eg 23 May 2012 in correct position	[1]
Any other suitable feature, eg one clear line spacing between sections, 5/6 clear line spaces for signature, appropriate font	[1]
Title field inserted	[1]
Surname field inserted	[1]
Address field inserted	[1]
Town field inserted	[1]
Postcode field inserted (AO1 [9])	[1]

- (k) Standard letter printed [1]  
 Merged fields shown [1]  
 Quality of letter [4]

**Level 0 ([0])**

Answer not worthy of credit.

**Level 1 ([1])**

The candidate has demonstrated limited knowledge of standard letter layout. The candidate demonstrates a limited level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear some of the time. The candidate demonstrates a limited level of writing, form and style appropriate to the purpose of the question. The organisation of the work is limited.

**Level 2 ([2]–[3])**

The candidate has demonstrated satisfactory knowledge of standard letter layout. The candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear most of the time. The candidate demonstrates a satisfactory level of writing, form and style appropriate to the purpose of the question. The organisation of the work is satisfactory.

**Level 3 ([4])**

The candidate has demonstrated good knowledge of standard letter layout. The candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear all of the time. The candidate demonstrates a good level of writing, form and style appropriate to the purpose of the question. The organisation of the work is good.

(AO2 [2])

(AO3 [4])

- (l) [1] for each of three letters for each of:  
 Mr Andrews, Miss Best, Mr Barr [3]  
 (AO2 [3])

**Task 4**

- (a) Master slide correctly applied [1]  
 Logo positioned appropriately [1]  
 Correct text included in footer – Peter Bell [1]  
 (AO2 [3])
  
- (b) Slide 1 Title included and correct title – “Fun Run For All” [1]  
 Date included – Saturday, 4 August 2012 [1]  
 Location included – Magherafelt [1]  
 (AO3 [3])
  
- (c) Slide 2 Title included and correct title – “Income” [1]  
 Appropriate information, eg figures from spreadsheet; wording [1]  
 Information inserted appropriately, eg table, bullets, font, style [1]  
 (AO3 [3])
  
- (d) Slide 3 Title included and correct title – “Expenditure” [1]  
 Expenditure pie chart included [1]  
 Appropriate positioning of pie chart [1]  
 Appropriate data [1]  
 Data inserted appropriately, eg table, bullets [1] [2] max [2]  
 (AO3 [3])
  
- (e) Printout of each slide one per page, full size [3]  
 (AO2 [3])

**Total**

15

**100**