



Rewarding Learning

ADVANCED SUBSIDIARY (AS)

General Certificate of Education

2013

**Applied Information and
Communication Technology**

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 20 MAY – FRIDAY 24 MAY

**MARK
SCHEME**

General Marking Instructions

Introduction

Mark schemes are published to assist teachers and students in their preparation for examinations. By publishing the mark schemes teachers and students will be able to see what examiners are looking for in response to questions and exactly where the marks have been awarded. The publishing of the mark schemes may also be intended to show that examiners are not concerned about finding out what a student does not know but rather with rewarding students for what they do know.

The Purpose of Mark Schemes

Examination papers are set and revised by teams of examiners and revisers appointed by the Council. The teams of examiners and revisers include experienced teachers who are familiar with the level and standards expected of students in schools and colleges.

The job of the examiners is to set the questions and the mark schemes; and the job of the revisers is to review the questions and mark schemes commenting on a large range of issues about which they must be satisfied before the question papers and mark schemes are finalised.

The questions and the mark schemes are developed in association with each other so that the issues of differentiation and positive achievement can be addressed right from the start. Mark schemes, therefore, are regarded as part of an integral process which begins with the setting of questions and ends with the marking of the examination.

The main purpose of the mark scheme is to provide a uniform basis for the marking process so that all the markers are following exactly the same instructions and making the same judgements in so far as this is possible. Before marking begins a standardising meeting is held where all the markers are briefed using the mark scheme and samples of the students' work in the form of scripts. Consideration is also given at this stage to any comments on the operational papers received from teachers and their organisations. During this meeting, and up to and including the end of the marking, there is provision for amendments to be made to the mark scheme. What is published represents this final form of the mark scheme.

It is important to recognise that in some cases there may well be other correct responses which are equally acceptable to those published: the mark scheme can only cover those responses which emerged in the examination. There may also be instances where certain judgements may have to be left to the experience of the examiner, for example, where there is no absolute correct response – all teachers will be familiar with making such judgements.

DB1 EXTRATABLE

Primary Key: JobNo	[1]	
JobNo and type Text	[1]	
JobDate and type Date/Time	[1]	
JobNoHours and type Number	[1]	
ServiceNo and type Text	[1]	
StaffID and type Text	[1]	
TOTAL DB1		[6]

DB2 RELATIONSHIPS

One to Many Relationship between tables on the serviceNo field SERVICE AND JOB	[2]	
(-1 Mark if Referential Integrity not displayed)		
TOTAL DB2		[2]

DB3 VALIDATION

Validation rule <=7 (also accepted: <8 (as Integer); between 1 and 7)	[1]	
Validation text as shown	[1]	
TOTAL DB3		[2]

DB4 FORMDESIGN

Title: Customers	[1]	
Correct Record Displayed:	[1]	
All six fields from Customer table shown	[1]	
Labels Modified to:		
First Name:, Surname:,		
Registration Date:, Contact Number:, Email:	[2]	
Correct Layout and spacing	[1]	
Fields [all text visible]	[1]	
Previous and Next Record Buttons	[1]	
Removal of Navigation Pane	[1]	
(Shown at bottom of form or in properties box)		
TOTAL DB4		[9]

DB5 QUERYDESIGN

Correct Fields:*

CustSurname, CustFirstName, CustEmail, CustRegDate, ServiceCharge [1]

Show deselection for CustRegDate and ServiceCharge [1]

GroupedBy used on CustSurname, CustFirstName, CustEmail and CustRegDate [1]

ServiceCharge : Sum Used [1]

Criteria for ServiceCharge (>100) [1]

Criteria for CustRegDate (<#31/12/2010#) [1]

TOTAL DB5 [6]

*Allow extra fields from CUSTOMER table only if GROUPED and DESELECTED

TASK DB6 SUMMARY

Title (Gardening Service List) [1]

Sorted by Postcode [1]

Grouping by HouseID [2]

(Any other grouping [1])

Labels modified/added:

House ID:, House Number:, Postcode:, Cust ID:, Surname:, First Name:,
Request Date, Type Of Service, Service Charge, Completed

Total Charge for Services: [3]

Calculation: Total Charge for Services at each House [1]

Correct Positioning of House, Customer and Service Elements [1]

Addition of lines in appropriate position [1]

Page Numbers top page [1]

Ensure that group is kept together on one page [1]

TOTAL DB6 [12]

TASK SS1 PASTE

Sheet renamed (Current Staff)	[1]
Text pasted (all text visible)	[2]
Sheet renamed (April)	[1]

TOTAL SS1 [4]

TASK SS2 PAYSACLE

Text entered	[1]
Name Box – Pay_Rates shown	[1]

TOTAL SS2 [2]

TASK SS3 LINDA

Text entered EMPLOYEE....	[1]
=VLOOKUP (C2...	[2]
(Pay_Rates,2)*	[3]
Format as currency	[1]
Fill down used correctly	[1]

TOTAL SS3 [8]

*Sheet Name is optional; Candidates may refer directly to range in Pay Rate sheet; optional extra argument may be FALSE, TRUE, NULL, 0, 1

TASK SS4 PAY

TAX RATE = 20% (0.2)	[1]
GROSS PAY formula (=B3*D3)	[2]
TAX formula (=E3*\$B\$1)	[3]
NET PAY formula (=E3-F3)	[2]
Fill down	[1]
One page*	[1]
Grid lines*	[1]
Row and column headings*	[1]

TOTAL SS4 [12]

*must be a print out, not a screenshot

WP1 MARGINS

Top and bottom margins (2.25cm)	[1]
Left and right margins (2.00cm)	[1]

TOTAL WP1 [2]

WP2 FORMAT

Verdana, 12	[1]
Logo in correct position	[1]
Accurate text entry (no data entry errors)	[2]
Correct text alignment	[1]

TOTAL WP2 [5]

TASK WP3 COMPLETEFORM

Accurate table produced	[2]
Correct border (3pt)	[2]
Employee signature: and Date: (aligned)	[2]

TOTAL WP3 [6]

MM1 FORMATTING

Correct logo in centre of master slide	[1]
Correct scale (200%)	[1]
Correct brightness (90%)/contrast (10%)	[2]

TOTAL MM1 [4]

MM2 TITLE

Title and sub-title correctly entered	[1]
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TOTAL MM2 [1]

MM3 BACKGROUND

Accurate text entry	[1]
Correct bullet point	[1]
Hyperlink with URL visible	[1]

TOTAL MM3 [3]

TASK MM4 STAFF

Organisation chart (5 subordinates)	[2]
Accurate text entry	[2]
Correct alignment	[1]
Job position in bold text	[1]

TOTAL MM4 [6]

MM5 SERVICES

Title – Services	[1]
Arrows*	[3]
Graphics	[3]
Text	[3]

TOTAL MM5 [10]

*consideration was given to candidates using different versions of Office

Total [100]