

GCSE

**Applied Information and
Communication Technology**

**Double Award
January 2010**

Mark Scheme

Issued: April 2010

**NORTHERN IRELAND GENERAL CERTIFICATE OF SECONDARY EDUCATION (GCSE)
AND NORTHERN IRELAND GENERAL CERTIFICATE OF EDUCATION (GCE)**

MARK SCHEMES (2010)

Foreword

Introduction

Mark Schemes are published to assist teachers and students in their preparation for examinations. Through 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 help 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 16- and 18-year-old 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 a 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.

The Council hopes that the mark schemes will be viewed and used in a constructive way as a further support to the teaching and learning processes.

CONTENTS

	Page
Unit 1	1



Rewarding Learning

**General Certificate of Secondary Education
January 2010**

**Applied Information and
Communication Technology**

Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 11 JANUARY – FRIDAY 15 JANUARY

**MARK
SCHEME**

Word Processing

AVAILABLE
MARKS

Activity P1 POSTER

Title added	[1]
Text added	[1]
Accurately	[1]
Logo added	[1]
Appropriate graphics used	[1]
Professional appearance	[1]
One A4 page, good use of the full page	[1]

Total marks for activity P1

7

Activity P2 INVOICE2433

Title centred	[1]
Font and size changed	[1]
Date added	[1]
Correct position	[1]
Number "2433" added in correct place	[1]
Address underlined and centred	[1]
Logo added to correct place	[1]
Invoice amount £585.00	[1]

Total marks for activity P2

8

Activity P3 LOYALTY

Text added accurately	[1]
Correct size of card	[1]
Correct merged field names shown	[1]
Professional layout	[1]

Total marks for activity P3

4

Activity P4 CARDFIRST / CARDLAST

Correct first card	[1]
Correct last card	[1]

Total marks for activity P4

2

Databases

		AVAILABLE MARKS
Activity D1 LOOKUP		
Lookup added	[1]	
Memory field completed (some evidence of)	[1]	
Correct data (1,2, 4 and 8) in lookup table or 4, 2, 1, 8 in data table	[1]	
Total marks for activity D1		3
Activity D2 PREMIUM		
Correct table used [customer]	[1]	
Only cash orders	[1]	
Ascending order of surname	[1]	
All data visible on one A4	[1]	
Total marks for activity D2		4
Activity D3 PROCESSOR		
Correct fields added	[5]	
Correct title	[1]	
Only 5 fields	[1]	
Only 3GHz processor	[1]	
Ascending order of date	[1]	
In design view	[1]	
Total marks for activity D3		10
Activity D4 QUERYRUN		
Correct results	[1]	
All data and field names visible on one A4 page	[1]	
Total marks for activity D4		2
Activity D5 SYSTEMS		
Report created	[1]	
Data from processor query	[1]	
Grouped by system	[1]	
Ascending order of ID	[1]	
Correct title "Systems Ordered"	[1]	
All data and field names visible	[1]	
All on one A4 page	[1]	
Total marks for activity D5		7

Spreadsheets

Activity S1 ADS5

Correct text in B1 and C1	[1]	
Correct text in C8 and D8	[1]	
Correct number in B9	[1]	
All data visible	[1]	
On one A4 page	[1]	

Total marks for activity S1 5

Activity S2 FORMULA

Formula in D2	[1]	
Correct formula in D2	[1]	
Similar formula in D3 – D5	[1]	
Correct formula in D9	[1]	
Similar formula in D10 – D11	[1]	
All on one A4 page with gridlines	[1]	

Total marks for activity S2 6

Activity S3 VALUES

Correct data in cell B2	[1]	
Format only money values as currency	[1]	
One A4 with all data visible	[1]	
Cell references	[1]	

Total marks for activity S3 4

Activity S4 PRICE

Chart type	[1]	
Correct data used from B2 to B5	[1]	
Correct x axis labels	[1]	
Correct chart title	[1]	
Correct titles on x and y axis	[1]	
Only the chart printed on one A4	[1]	

Total marks for activity S4 6

Activity S5 TITLE

Correct title	[1]	
Text in A7 larger font	[1]	
Cells A7 to D7 merged	[1]	
Title centred	[1]	

Total marks for activity S5 4

AVAILABLE
MARKS

Multimedia

		AVAILABLE MARKS
Activity MM1 ONE		
Slide set up with suitable graphic	[1]	
Text added	[1]	
Accurate and professional appearance	[1]	
Total marks for activity MM1		3
Activity MM2 ALLSLIDES		
Slide 2 text added	[1]	
Slide 3 text added	[1]	
Correct graphic in correct place on both slides	[1]	
Slide 4 text added accurately	[1]	
Correct graphic added in correct place	[1]	
Slide 5 text and graphic added accurately	[1]	
Professional appearance	[1]	
All four on one A4	[1]	
Total marks for activity MM2		8
Activity MM3 MASTER		
Slide Master used	[1]	
Button added	[1]	
Suitable button	[1]	
Total marks for activity MM3		3
Activity MM4 LINK		
Link dialogue box shown	[1]	
Suitable link included (ie link dialogue box shows the name of the slide which the button is linked to)	[1]	
Total marks for activity MM4		2
Activity MM5 TEXT		
How text is added	[1]	
Added as a button label (not text box)	[1]	
Total marks for activity MM5		2

Activity MM6 BUTTONS

Text added to all four buttons on slide 1
Suitable text on each button

[1]
[1]

Total marks for activity MM3

AVAILABLE
MARKS

2

File Management

Activity FM2 COPY

Create a new folder	[1]
New folder created in the office folder	[1]
Change name of file	[1]
Content of both folders visible and correct office (backup, memory, poster) backup (poster backup)	[1]

Total marks for activity FM2

4

Activity FM3 PASSWORD

Correct files in retail folder (ads 5, invoice 2433, loyalty, loyalty update)	[1]
Security dialogue box used	[1]
Password entered	[1]
Document on one A4 page	[1]

Total marks for activity FM2

4

Total

100

