



**General Certificate of Secondary Education
2013**

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 13 MAY – FRIDAY 17 MAY

**MARK
SCHEME**

General Marking Instructions

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 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.

Word Processing

AVAILABLE
MARKS

Activity P1 POSTER

Correct size of poster (A4)	[1]
Text added	[1]
Accurately	[1]
Correct graphic added	[1]
In correct place	[1]
Other suitable graphics from M13images.doc	[1]
Professional appearance	[1]

Total marks for activity P1 [7]

Activity P2 UPDATELETTER

Correct document	[1]
Text added accurately	[1]
Text bold	[1]
Correct position	[1]
Logo added	[1]
In correct place	[1]
Merged fields added	[1]
In correct place	[1]
All information visible on one A4 page	[1]

Total marks for activity P2 [9]

Activity P3 LETTERFIRST/LETTERSECOND

Correct first letter	[1]
Correct second letter	[1]

Total marks for activity P3 [2]

Databases

Activity D1 SPRING

Correct table	[1]
Only Spring	[1]
Ascending order of Price	[1]
All data visible	[1]
On one A4	[1]

Total marks for activity D1 [5]

Activity D2 MARKETHILL

Query created	[1]
Correct fields from customers table	[1]
Correct fields from products table	[1]
Select for only "Markethill"	[1]
Correct title	[1]
Sorted in ascending order of Title	[1]
In design view all visible on one A4 page	[1]

Total marks for activity D2 [7]

Activity D3 MARKETHILLPHOTOS

Correct results	[1]
All data and field names visible on one A4 page	[1]

Total marks for activity D3 [2]

Activity D4 PRICE

Validation rule added	[1]
In correct field	[1]
Correct rule added	[1]
Validation text added	[1]

Total marks for activity D4 [4]

Activity D5 ERROR

Error message displayed	[1]
Correct text in error message	[1]

Total marks for activity D5 [2]

AVAILABLE
MARKS

Activity D6 CUSTOMERS

Report created	[1]
Correct fields added	[1]
Grouped by Last name	[1]
Ascending order of Mobile	[1]
Correct title/saved as "Markethill Customers"	[1]
Correct results with all data and field names visible on one A4 page	[1]

Total marks for activity D6

[6]

Spreadsheets

Activity S1 JANCOST

Text added accurately in A1	[1]
B1	[1]
G1	[1]
G4	[1]
H2	[1]
All data visible on one A4 page with gridlines and cell references	[1]

Total marks for activity S1

[6]

Activity S2 FORMULA

Formula in B11	[1]
Correct formula in B11	[1]
Correct formula in E11	[1]
Correct formula in H3	[1]
Correct value in H4 – '1250'	[1]
Correct formula in H5	[1]
Correct text in D13 – 'Highest'	[1]
Correct formula in E13	[1]
All visible on one A4 page	[1]
Gridlines and cell references	[1]

Total marks for activity S2

[10]

Activity S3 JANTOTAL

Correct value in E8	[1]
Correct value in B7	[1]
Money formatted as currency	[1]
All on one A4 page with gridlines and cell references	[1]

Total marks for activity S3

[4]

AVAILABLE
MARKS

Activity S4 COSTS

Chart type – bar chart	[1]
Correct data used from B3 to B8	[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]

Multimedia

Activity MM1 CLUB

Text added	[1]
Text added accurately	[1]
Correct graphic added – M13camera	[1]
In correct place – top right	[1]
Suitable graphics added from M13images	[1]
Professional appearance	[1]

Total marks for activity MM1

[6]

Activity MM2 CLUBPRESENTATION

Slide 2 text added	[1]
Correct graphic – (M13tripod) in correct place (top right)	[1]
Bullet points used correctly	[1]
Slide 3 text added accurately	[1]
Correct graphic – M13sunset to bottom	[1]
Slide 4 text added accurately	[1]
Data included accurately	[1]
Table format used	[1]
Professional appearance	[1]
All four on one A4 page	[1]

Total marks for activity MM2

[10]

Activity MM3 MASTER

Slide Master used	[1]
Correct graphic added	[1]
In correct place	[1]

Total marks for activity MM3

[3]

AVAILABLE
MARKS

Activity MM4 TRANSITION

Transition added [1]
Added to slide three [1]

Total marks for activity MM4 [2]

Activity MM5 BUTTON

Button added [1]
How link was added [1]

Total marks for activity MM5 [2]

Activity MM6 START

Text added to button 'START' [1]
How text was added [1]

Total marks for activity MM6 [2]

File Management

Activity FM2 BACKUP

Save poster.doc as posterbackup.doc [1]
Password dialogue box [1]
Business folder contents displayed [1]
Finance folder contents displayed [1]
Contents correct and all information visible [1]

Business

poster, price, error, club, master, transition, button, start, password

Finance

updateletter, lettermerged, jancost, posterbackup

Total marks for activity FM2 [5]

Total **100**