



*Rewarding Learning*

**General Certificate of Secondary Education  
January 2015**

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**Applied Information and  
Communication Technology  
Double Award**

Unit 1: ICT Tools and Applications

**[GDJ11]**

**MONDAY 12 JANUARY – FRIDAY 16 JANUARY**

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**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, when there is no absolute correct response – all teachers will be familiar with making such judgements.

## Word Processing

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MARKS

### ACTIVITY P1 – LETTER2

|  |     |
|--|-----|
| Centre the title                             | [1] |
| Different font in title                      | [1] |
| Font size of title                           | [1] |
| Address aligned to right                     | [1] |
| Date added                                   | [1] |
| Date below address                           | [1] |
| Body of letter justified                     | [1] |
| Name 'Joel Torres' made bold                 | [1] |
| Text added below 'Joel Torres'               | [1] |
| Web address, email, telephone number centred | [1] |
| All information visible                      | [1] |
| On one A4 page                               | [1] |

**Total marks for activity P1** 12

### ACTIVITY P2 – LETTER3

|                               |     |
|-------------------------------|-----|
| Correct fields added          | [1] |
| Fields added in correct place | [1] |
| All information visible       | [1] |
| On one A4 page                | [1] |

**Total marks for activity P2** 4

### ACTIVITY P3 – FIRST/SECOND

|                       |     |
|-----------------------|-----|
| Correct first letter  | [1] |
| Correct second letter | [1] |

**Total marks for activity P3** 2

## Databases

### ACTIVITY D1 – LOOKUP

|                                   |     |
|-----------------------------------|-----|
| Look-up created                   | [1] |
| On correct field                  | [1] |
| Correct data                      | [1] |
| Screen shot of look up being used | [1] |

**Total marks for activity D1**

4

### ACTIVITY D2 – IRENE

|                                 |     |
|---------------------------------|-----|
| Correct table used              | [1] |
| Filtered for 'Irene'            | [1] |
| All data visible on one A4 page | [1] |

**Total marks for activity D2**

3

### ACTIVITY D3 – ADVANCED

|  |     |
|--|-----|
| Query created                          | [1] |
| Correct fields from the dances table   | [1] |
| Correct fields from the bookings table | [1] |
| Query saved as 'dances'                | [1] |
| Only 'Advanced' type dances            | [1] |
| Ascending order of 'Dance Name'        | [1] |
| Design view of query                   | [1] |
| All on one A4 page                     | [1] |

**Total marks for activity D3**

8

### ACTIVITY D4 – ADVANCED DANCES

|                    |     |
|--------------------|-----|
| Correct results    | [1] |
| All data visible   | [1] |
| All on one A4 page | [1] |

**Total marks for activity D4**

3

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MARKS

## ACTIVITY D5 – INSTRUCTOR

|                                  |     |
|----------------------------------|-----|
| Report created                   | [1] |
| Correct fields added             | [1] |
| Group records by 'Type'          | [1] |
| Ascending order of 'Dances Name' | [1] |
| Report saved as 'instructor'     | [1] |
| Correct results                  | [1] |
| All information visible          | [1] |
| All on one A4 page               | [1] |

**Total marks for activity D5**

**8**

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## Spreadsheets

### AVAILABLE MARKS

### ACTIVITY S1 – PROFIT2015

|   |     |
|---|-----|
| Data entered in cell B16 – ‘Total’  | [1] |
| Data entered in cell E16 – ‘Total’  | [1] |
| Data entered in cell B17 – ‘Profit’                                       | [1] |
| Data entered in cell B18 – ‘Tax’  | [1] |
| Data entered in cell G2 – ‘Interest’                                      | [1] |
| All information visible on one A4 page with gridlines and cell references | [1] |

**Total marks for activity S1**

6

### ACTIVITY S2 – CALCULATIONS

|  |     |
|--|-----|
| Formula in C16                         | [1] |
| Correct formula in C16                 | [1] |
| Correct formula in F16                 | [1] |
| Correct formula in C17                 | [1] |
| Correct formula in C18                 | [1] |
| Gridlines and cell references          | [1] |
| All information visible on one A4 page | [1] |

**Total marks for activity S2**

7

### ACTIVITY S3 – INTEREST

|   |     |
|---|-----|
| Data entered in cell F18 – ‘Interest Rate’  | [1] |
| Data entered in cell F19 – ‘Total Interest’ | [1] |
| Data entered in cell G18 – ‘0.05’           | [1] |
| Correct value in G3                         | [1] |
| Correct values in cells G4 to G14           | [1] |
| Correct value in G19                        | [1] |
| Money only formatted as currency            | [1] |
| Gridlines and cell references               | [1] |
| All information visible                     | [1] |
| On one A4 page                              | [1] |

**Total marks for activity S3**

10

### ACTIVITY S4 – MONTHLY REVENUE

|                                       |     |
|---------------------------------------|-----|
| Bar graph created                     | [1] |
| Correct data from F3 to F14           | [1] |
| Correct title                         | [1] |
| Correct x-axis title with data labels | [1] |
| Correct y-axis title                  | [1] |
| Bar graph only on one A4 page         | [1] |

**Total marks for activity S4**

6

## Multimedia

### ACTIVITY MM1 – ADVERT

|                         |     |
|-------------------------|-----|
| Text added              | [1] |
| Text accurate           | [1] |
| Graphic added           | [1] |
| From 'J15images'        | [1] |
| Professional appearance | [1] |

**Total marks for activity MM1** 5

### ACTIVITY MM2 – FOUR

|                                      |     |
|--------------------------------------|-----|
| Text added to slide two              | [1] |
| Text accurate                        | [1] |
| Graphic added from 'J15images'       | [1] |
| Text added accurately to slide three | [1] |
| Bullet points included               | [1] |
| Graphic added 'J15dancer'            | [1] |
| Graphic added to top left            | [1] |
| Text added to slide four             | [1] |
| Text accurate                        | [1] |
| Graphic added 'J15logo' to top right | [1] |
| All four slides on one A4 page       | [1] |

**Total marks for activity MM2** 11

### ACTIVITY MM3 – LINKS

|  |     |
|--|-----|
| Buttons added to slide one             | [1] |
| Screen shot to show how link was added | [1] |

**Total marks for activity MM3** 2

### ACTIVITY MM4 – CONTACT

|  |     |
|--|-----|
| Using slide one                        | [1] |
| Text added 'Contact Us'                | [1] |
| Screen shot to show how text was added | [1] |

**Total marks for activity MM4** 3

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## File Management

### ACTIVITY FM2 – DOCUMENT

|                                      |     |
|--------------------------------------|-----|
| 'letter3' in promotion folder        | [1] |
| Both folders shown                   | [1] |
| All file names visible               | [1] |
| Contents of promotion folder correct | [1] |
| Contents of admin folder correct     | [1] |
| Correct label on printout 'DOCUMENT' | [1] |

**Total marks for activity FM2**

6

**Total**

**100**

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