



*Rewarding Learning*

**General Certificate of Secondary Education  
2015**

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**Applied Information and  
Communication Technology  
Double Award**

Unit 1  
ICT Tools and Applications

**[GDJ11]**

**MONDAY 11 MAY – FRIDAY 15 MAY**

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

## ACTIVITY P1 -- ADVERT

Advertisement is A4 size	[1]
Text added	[1]
Text added accurately	[1]
Graphics added	[1]
Taken from 'M15images'	[1]
The graphic 'M15logo' added	[1]
Professional appearance	[1]
All on one A4 page	[1]

**Total marks for activity P1**

8

## ACTIVITY P2 – BADGE

Badge less than 10 cm by 10 cm	[1]
Graphic added	[1]
Correct graphic (M15logo)	[1]
All fields added	[1]
Fields added in correct place	[1]
Information added to give badge meaning	[1]
Only badge printed on one A4 page	[1]
Professional appearance	[1]

**Total marks for activity P2**

8

## ACTIVITY P3 – BADGE1 AND BADGE2

Correct first badge	[1]
Correct second badge	[1]

**Total marks for activity P3**

2

AVAILABLE  
MARKS

### ACTIVITY D1 – DANCE10

Form created	[1]
New data added	[1]
Data added accurately	[1]
All information visible on one A4 page	[1]

**Total marks for activity D1**

4

### ACTIVITY D2 – CLARE

Query created	[1]
Correct fields from the customers table	[1]
Correct fields from the bookings table	[1]
Query saved as 'Clare'	[1]
Only bookings by Clare	[1]
Ascending order of 'Surname'	[1]
Design view of query	[1]
All on one A4 page	[1]

**Total marks for activity D2**

8

### ACTIVITY D3 – CLARE BOOKINGS

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

**Total marks for activity D3**

3

### ACTIVITY D4 – DANCETYPE

Report created	[1]
Correct fields added from customers table	[1]
Correct fields added from dances table	[1]
Group records by 'Type'	[1]
Ascending order of 'Surname'	[1]
Report saved as 'dance'	[1]
Correct results	[1]
All information visible on one A4 page (not screenshot)	[1]

**Total marks for activity D4**

8

### ACTIVITY D5 – WEEKS

Validation rule added	[1]
Accurate validation rule	[1]
Added to correct field	[1]
Error message added	[1]
All information visible	[1]

**Total marks for activity D5**

5

AVAILABLE  
MARKS

**ACTIVITY D6 – ERROR**

Error message displayed  
Correct error message

[1]  
[1]

**Total marks for activity D6**

**AVAILABLE  
MARKS**

2

### ACTIVITY S1 – POSTERCOST

Data entered in cell C1 – ‘Charge per Page’	[1]
Data entered in cell D1 – ‘Print Cost’	[1]
Data entered in cell B13 – ‘Number of Posters’	[1]
Data entered in cell C7 – ‘1.12’	[1]
Gridlines and cell references	[1]
All information visible on one A4 page	[1]

**Total marks for activity S1**

6

### ACTIVITY S2 – FORMULA

Formula in D2	[1]
Correct formula in D2	[1]
Similar formulae in cells D3 to D10	[1]
Correct formula in E2	[1]
Similar formulae in cells E3 to E10	[1]
Data entered in cell D13 – ‘Lowest Cost’	[1]
Correct formula in E13	[1]
All information visible on one A4 page	[1]

**Total marks for activity S2**

8

### ACTIVITY S3 – A3 POSTER

Value in cell B7 changed to ‘13’	[1]
All money only formatted as currency	[1]
A new row inserted at top (above previous A1)	[1]
Cells merged from A1 to E1	[1]
Title added ‘A3 Poster Costs’	[1]
Title centred	[1]
All information visible on one A4 page	[1]
Gridlines and cell references	[1]

**Total marks for activity S3**

8

### ACTIVITY S4 – PIECHART

Pie chart created	[1]
Correct data from cells E2 to E10	[1]
Correct title added ‘A3 Poster Costs’	[1]
Prices added to each section	[1]
Only chart printed	[1]
On one A4 page – chart A4 size	[1]

**Total marks for activity S4**

6

AVAILABLE  
MARKS

## ACTIVITY MM1 – DANCES

Slide 1 – text added	[1]
Text added accurately	[1]
Graphic added from ‘M15images’	[1]
Slide 2 – text added accurately	[1]
Graphic – ‘M15salsa’ added to bottom left	[1]
Slide 3 – text added accurately with bullet points	[1]
Slide 4 – text added accurately	[1]
Graphic – ‘M15ballet’ added behind text and made a suitable size	[1]
Slide 5 – text added accurately	[1]
Table format included	[1]
All 5 slides on one A4 page	[1]

**Total marks for activity MM1**

11

## ACTIVITY MM2 – MASTER

Graphic added	[1]
Correct graphic – ‘M15logo’	[1]
Graphic added to top right	[1]
Evidence of slide master	[1]

**Total marks for activity MM2**

4

## ACTIVITY MM3 – ANIMATE

Evidence of how animation was added	[1]
Animation added to ‘M15salsa’	[1]

**Total marks for activity MM3**

2

## ACTIVITY MM4 – TIMER

Evidence of how timing was added	[1]
Timing – 5 seconds added to slide 2 or 3	[1]

**Total marks for activity MM4**

2

## ACTIVITY MM5 – REPLAY

Evidence of continuous loop	[1]
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**Total marks for activity MM5**

1

AVAILABLE  
MARKS

## ACTIVITY FM2 – BACKUP

Evidence of password added	[1]
Correct files in business folder	[1]
Correct files in media folder	[1]
All file names visible	[1]

**Total marks for activity FM2**

**Total**

**AVAILABLE  
MARKS**

4

**100**