

Mark Scheme Summer 2009

GCSE

GCSE Applied ICT (5331)

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General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

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Printout Label	ANSWER		POSS. MARK	MAX
	Activity 1 - Using Desktop Publishing/Word processing software			
DP1				
	1	7 items from list only - Ignore spelling and capitalisation	1	
	2	Items include "Summer Activity Weekends at Smarts Leisure Park"	1	
	3	Items include "Start on 3 July 2009"	1	
	4	Items include "20% off for opening weekend"	1	
	5	All included items copied exactly as given	1	
	6	Smarts Leisure Park logo added	1	
	7	2 suitable graphics ONLY added from the GRAPHICS file - must relate to items included in list - may include SmartApart, Archery, Karting, Quadbikes, SmartAparts Logo,	1	
	8	All graphics including logo are suitable size and proportions retained	1	
	9	Text formatted: "Activity Weekends..." no smaller than any other text	1	
	10	Date and 20% reduction emphasised (by size, colour, font enhancements or font)	1	
	11	Consistent alignment - may be all centred/all left aligned/mix that is consistent	1	
	12	Fitness for purpose as a poster, including use of white space No use of WordArt	1	
				12
		Total for activity 1:		12

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 2 - Using Database software		
DB1			
	1 Ms Smythe Allyson 1 Threadneedle St Wetherby entered with 2 no errors	2	
	Text entered with error in one cell	1	
	3 Table sorted on LastName field (ascending or descending)	1	
	4 Table sorted in <u>ascending</u> order of LastName (minimum of 10 records)	1	
	5 All 36/37 records and 6 fields displayed on one A4 sheet with no truncation	1	
			5
DB2	Must be a form produced using database software		
	1 Screenshot of complete form. May be design view.	1	
	2 Screenshot is of the form in data entry view	1	
	3 Form shows all 5 data entry fields only. May be design view.	1	
	For the following customisation marks accept each form of customisation only once.		
	4 Clear attempt to customise form to meet needs of user (<i>not aesthetic changes eg colour</i>) eg suitable title in title bar of form window or as text field on form - must include "Booking". Do not accept BOOKINGSFORM customised field name (BookRef or ApartRef or CustCode or StartDate) customised length for at least one entry box	1	
	5 Clear attempt to customise form to meet needs of user (<i>not aesthetic changes eg colour</i>) eg suitable title in title bar of form window or as text field on form - must include "Booking". Do not accept BOOKINGSFORM customised field name (BookRef or ApartRef or CustCode or StartDate) customised length for at least one entry box	1	
	6 Form is easy to use - eg drop-down menu, help messages, navigation buttons	1	
			6

DB3		Must clearly be results of a search on APARTMENTS table		
	1 2 3	Correct 14 records (>=3 beds) - at least ApartRef and Beds fields		
			3	
		Correct 4 records (>3 beds) - at least ApartRef and Beds fields	1	
		Correct 10 records (=3 beds) - at least ApartRef and Beds fields	1	
	4	All 7 fields shown with no truncation of data	1	
				4

DB4				
	1	Screenshot of design view of query	1	
	2	Criterion for SLEEPS shows >=6	1	
	3	Criterion for BBQ shows "YES" or "yes"	1	
	4	Criteria are shown as AND (ie. in Access the criteria need to be on the same line)	1	
				4

DB5		Must be a report produced from database software - no credit for any other response		
	1	Suitable title (ignore Task Name) including Apartments, Barbeque, (or BBQ or Barbecue) Sleep(s) and 6, sensible capitalisation. No full stop.	1	
	2	Correct 7 records only (allow f/t from DB4 only if there is evidence of a search, ie not all records)	1	
	3	ApartName, Beds and Rent fields only (any order)	1	
	4	Sensible customisation for ApartName	1	
	5	Candidate name, candidate number and centre number in footer area at bottom of the page using database software	1	
	6	Report printed in portrait on one A4 sheet	1	
	7	Overall fitness for purpose - layout, consistency - ignore footer but must have correct 7 records (ie no f/t from DB4), line under labels extends correctly	1	
				7

DB6		Must clearly be results of a search on BOOKINGS, CUSTOMERS and APARTMENTS tables		
	1	Correct 5 records only	1	
	2 3 4	Fields FirstName, LastName, ApartName and Rent in correct order		
			3	

		Correct 4 fields (FirstName, LastName, ApartName and Rent) in any order		
		Correct 4 fields in correct order plus StartDate included.	2	
		Correct 4 fields plus StartDate in any order	1	
				4
		Total for Activity 2:		30

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 3 - Using Word processing software		
WP1	Labels must be present for first 4 marks with at least one space between the label and the data. For first 4 marks allow with or without colon. Titles if used in To/From must be complete and correct as given.		
	1 To: Anil, Sian Allow Anil Patel, Sian Zalick. Do not allow Miss (Ms) A Patel or Miss (Ms) S Zalick. Ignore spelling and capitalisation. Do not accept To Anil with CC Sian or vice versa.	1	
	2 From: Caitlin Allow Caitlin Donavon. Do not allow Miss (Ms) C Donavon. Correct spelling and capitalisation.	1	
	3 Date: within exam window (11-15 May 2009). Anywhere on page but must have label. Any suitable date format. May have correct day. May omit year.	1	
	4 Re: Activity Weekends (is the minimum but accept other suitable but not just "Meeting"). May use Subject: in place of Re: Anywhere above message: must include "Re", "RE" or "Subject" (not "Ref" or "Title"). Sensible caps	1	
	5 To and From as first items in either order on one or two lines above message (but ignore cc if present)	1	
	6 Subject (if present) and date in either order below To/From, (but ignore cc if present) above message (if present)	1	
	7 Suitable message including "Tuesday 16 June" or "Tuesday June 16" "1.30(pm)" "Education Centre" "Activity Weekend(s)" (if not in memo subject)	1	
	8 Correct punctuation and spelling of message. (Allow for relevant but inaccurate message)	1	
	9 Fitness for purpose (must gain first 8 marks) and consistent layout. Do not allow Dear/complimentary close/unnecessary text/etc but ignore "Anil and Sian" above message and/or "Caitlin" below. Fitness for purpose mark not given if colons not used for labels.	1	
			9

WP2				
	1	Logo sensible position (in top quarter of page with nothing above), sensible size and proportions retained	1	
	2	Suitable title (Allow "Purpose of meeting ... " but not "Title..." Must include "Activity Weekends")	1	
	3	Agenda Suitable font (not WordArt), size and position (above agenda items, if present, but sensible, eg not between date/time/venue) On a line with no other text (eg do not allow "Items for Agenda") No full stop	1	
	4	Tuesday 16 June, 1.30 pm (spelling/capitalisation correct, allow sensible date and time formats) Above agenda items, if present	1	
	5	Education Centre Meeting Room Above agenda items, if present. Correct spelling	1	
	6	Apologies for absence, Minutes of last meeting, Matters arising as first 3 items in agenda list	1	
	7	Any other business & Date of next meeting at bottom of list (any order)	1	
	8	All completely correct (4, 5, 6 & 7 are interchangeable)	1	
	9	Numbered list for all 9 items, consistent style	1	
	10	Fitness for purpose, including last 8 marks and layout (ignore logo). Do not allow repeated text or inappropriate additions	1	
				10

WP3				
	1	Use of the file DRAFTLETTER as provided	1	
	2	Correct replacement of Teenz Club logo with Smarts Leisure logo. Appropriate size and position	1	
	3	Recipients details aligned to the left (above or below text)	1	
	4	Date entered in sensible position - above salutation and below letterhead	1	
	5	Date (11-15 May 2009) entered in a suitable format. Must have year.	1	
	6	Dear Dr Ricketts or Dear Mrs Ricketts or Dear Ms Ricketts or Dear Madam Do not accept Dear Tricia or Dear Mrs P Ricketts or Dear Tricia Ricketts or Dear Dr P Ricketts	1	
	7	Subject added, below salutation (if present) and above	1	

		body text. May be left aligned or centred		
	8	Smarts Leisure Park Activity Weekends May have Re or RE or re (with or without colons) but not Subject or Subject of letter. Spelling and capitalisation as given.	1	
	9	Correct 4 spelling mistakes in body of letter	1	
	10	3 July 2009 entered	1	
	11	Replace "Stay Smart" with "Yours sincerely" (or "Yours faithfully" if greeting is Dear Madam)	1	
	12	Replace Roxanne's details with Jane Brandon and Editor of SmartsIssues	1	
	13	Add Enc (or Enclosure) at foot of letter.	1	
	14	Fitness for purpose. All of above plus use of consistent font for all text except letter header and footer. No added text.	1	
				14
		Total for Activity 3:		33

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Printout Label	ANSWER	POSS. MARK	MAX
	Activity 4 - using spreadsheet software		
SP1			
	1 Heading entered into cell A1	1	
	2 Activity Weekend Bookings entered as given	1	
	3 Heading bold and size 12pt	1	
	4 Row 11 deleted (9 Ash 2 03/07/2009 30 5)	1	
	5 Rent column formatted to currency with no decimal places	1	
			5
SP2			
	1 Income in cell F3	1	
	2 Formula view showing all data on one side of A4 (no truncation)	1	
	3 =D4*E4 in cell F4		
	4	2	
	=SUM(D4*E4) or any other formula (using cell references) which gives correct result	1	
	5 =AVERAGE(F4:F12) in a cell below F12. Allow f/t if row not deleted.		
	6	2	
	Allow any formula using a function and cell references which gives the correct result eg =SUM(F4:F12)/9	1	
			6
SP3	Allow marks for marking points 2, 3, 4, 5, 6, 7, 8 if row and column headers displayed		
	1 3 July 2009 entered in cell G1 (shows as 39997 in formula view)	1	
	2 Discount Date as given entered in F1 or H1 ignore bold	1	
	3 Discount entered in G3	1	
	<i>Correct criterion as shown below but accept any suitable criterion that produces correct responses and follow through</i>		
	EITHER	OR	
	<i>Correct criterion for BookingRef 2 in G4</i>		
	4 =IF(C4=G1 entered in cell G4	=IF(C4<>G1 entered in cell G4	1
	<i>Correct message in relation to given criterion. Follow through allowable if criterion not in G4. If no function in G4 may look at another booking Do not award message marks with incorrect criterion. For the message marks, the criterion must be correct in the correct cell to award the marks.</i>		

	5	,F4*20% entered as TRUE message after correct criterion	,0 entered as FALSE message after correct criterion	1	
	6	,0 entered as FALSE message after correct criterion	,F4*20% entered as FALSE message after correct criterion	1	
	7	Complete IF function including "=" and closing brackets which does not produce an error		1	
	8	\$G\$1 or G\$1 (Use of absolute cell reference for G1 in IF function)		1	
	9	Formula replicated for all bookings - from G4 to G12 (or G13 f/t)		1	
					9

SP4					
	1	Total Income as given entered in cell H3		1	
	2	=F4-G4 entered in cell H4. Do not allow use of SUM		1	
	3	=SUM(H4:H12) entered in a suitable cell below cell H12		1	
	4	Printout is formula view in portrait orientation on one A4 sheet		1	
	5	Only columns B, F, G and H printed on one A4 sheet		1	
					5
		Total for Activity 4:			25

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