



2009 Administration

Intermediate 2 – Paper 2

Finalised Marking Instructions

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Task 1a – Printout 1

Data must be *accurate* and *visible* to be awarded marks.

Borders Triathlon - Junior Points Total							Total Points	Adjusted Points
Name	Gender	Swim	Cycle	Run				
Joe Marshall	M	13	9	11	33	33		
Duncan Mills	M	11	5	12	28	28		
Ahmet Agarwal	M	9	8	9	26	26		
Douglas Anderson	M	10	6	3	19	19		
Fraser McFarlane	M	5	1	13	19	19		
Brian Kellington	M	2	7	1	10	10		
Eleanor Smith	F	12	10	10	32	33		
Jenny Ho	F	4	12	8	24	25		
Fiona Brown	F	6	13	5	24	25		
Gillian O'Rourke	F	7	3	7	17	18		
Aileen Stewart	F	3	11	2	16	17		
Keelie Hughes	F	8	2	4	14	15		
Shareen Sumal	F	1	4	6	11	12		
Junior Competitors								

AWARD:

Insert row with heading – Borders Triathlon – Junior Points Total (must be dash)	H	1 mark
Embolden, and increase font size of heading	B	1 mark
Change orientation of subheadings to 45°	D	1 mark
Reverse Gillian and Aileen’s times for the run (Gillian to 7, Aileen to 2)	E	1 mark
Insert label – Junior Competitors in cell A17	L	1 mark
Embolden label	B	1 mark
Insert heading – Adjusted Points (accurate and initial caps)	H	1 mark
Heading formatted appropriately (change orientation and bold)	F	1 mark
Shading – Adjusted Points data cells only	Sh	1 mark
Sort:		
Descending Gender	S	1 mark
Descending Adjusted Points	S	1 mark
Print on one page displaying values, showing gridlines only	P	1 mark
Total		12 marks

NOTES

- Accept initial caps or block caps for heading
- Orientation must be diagonal for column headings and applied to all
- DO NOT ACCEPT – 45°
- Accept block caps for Junior Competitors label
- If no value printout mark on formula printout – maximum 10/11 marks

Task 1a – Printout 2

Data must be *accurate* and *visible* to be awarded marks.

	A	B	C	D	E	F	G
1	Borders Triathl						
2	Name	Gender	Swim	Cycle	Run	Total Points 1F	Adjusted Points 2F
3	Joe Marshall	M	13	9	11	=SUM(C3:E3)	=IF(B3="F",F3+1,F3)
4	Duncan Mills	M	11	5	12	=SUM(C4:E4)	=IF(B4="F",F4+1,F4)
5	Ahmet Agarwal	M	9	8	9	=SUM(C5:E5)	=IF(B5="F",F5+1,F5)
6	Douglas Anderson	M	10	6	3	=SUM(C6:E6)	=IF(B6="F",F6+1,F6)
7	Fraser McFarlane	M	5	1	13	=SUM(C7:E7)	=IF(B7="F",F7+1,F7)
8	Brian Kellington	M	2	7	1	=SUM(C8:E8)	=IF(B8="F",F8+1,F8)
9	Eleanor Smith	F	12	10	10	=SUM(C9:E9)	=IF(B9="F",F9+1,F9)
10	Jenny Ho	F	4	12	8	=SUM(C10:E10)	=IF(B10="F",F10+1,F10)
11	Fiona Brown	F	6	13	5	=SUM(C11:E11)	=IF(B11="F",F11+1,F11)
12	Gillian O'Rourke	F	7	3	7	=SUM(C12:E12)	=IF(B12="F",F12+1,F12)
13	Aileen Stewart	F	3	11	2	=SUM(C13:E13)	=IF(B13="F",F13+1,F13)
14	Keelie Hughes	F	8	2	4	=SUM(C14:E14)	=IF(B14="F",F14+1,F14)
15	Shareen Sumal	F	1	4	6	=SUM(C15:E15)	=IF(B15="F",F15+1,F15)
16							
17	Junior Competitors					1R	1R
18	=COUNT(C3:C15) 1P	1F					

1P

AWARD

Insert formulae for Total Points: One mark for formula – must be =SUM not =C3+D3+E3 One mark for replication	F R	1 mark 1 mark
Insert formulae to count Junior Competitors: Formula in cell A18 – must be a formula NOT number Formula correct	P F	1 mark 1 mark
Insert formula to add 1 point to females in Adjusted Points column: Correct formula – all or nothing Replication	F R	2 marks 1 mark
Print on one page displaying formulae, including row and column headings and gridlines	P	1 mark
Total		8 marks

NOTES

Junior Competitors formula

- Accept COUNTA calculated on columns A-G eg =COUNTA(A3:A15)
- Accept COUNT calculated on columns C-G

Adjusted Points formula

- Accept =IF(B3="M",F3,F3+1)
- Accept =IF(B3="F",F3+1,F3+0)
- Accept =IF(B3="M",F3+0,F3+1)
- Accept if candidate has keyed-in M and F elsewhere in sheet, accept use of absolute cell reference
- DO NOT ACCEPT if candidate has used existing M and F in column B as an absolute cell reference

Task 1b – Printout 1

Data must be *accurate* and *visible* to be awarded marks.

BORDERS TRIATHLON COMPETITORS					
	2008	2009	TARGET	ON TARGET	CHANGE
Juniors	8	13	15	No	62.50%
Seniors	65	72	80	No	10.77%
Veterans	43	44	46	No	2.33%
Supervets	12	14	13	Yes	16.67%
Vintage	3	4	4	Yes	33.33%

1H

AWARD:

1A

1F

1P

Insert target figures – all correct	A	1 mark
Insert 2 new headings in block caps – not bold	H	1 mark
Change column – formatted for 2 decimal places and %	F	1 mark
Print displaying values, with gridlines	P	1 mark
Total		4 marks

Task 1b – Printout 2

Data must be *accurate* and *visible* to be awarded marks.

	A	B	C	D	E	F
1	BORDERS TRIATHLON COMPETITORS					
2		2008	2009	TARGET	ON TARGET	CHANGE
3	Juniors	8	=Junior_Competitors	15	=IF(C3>=D3,"Yes","No")	=(C3-B3)/B3
4	Seniors	65	72	80	=IF(C4>=D4,"Yes","No")	=(C4-B4)/B4
5	Veterans	43	44	46	=IF(C5>=D5,"Yes","No")	=(C5-B5)/B5
6	Supervets	12	14	13	=IF(C6>=D6,"Yes","No")	=(C6-B6)/B6
7	Vintage	3	4	4	=IF(C7>=D7,"Yes","No")	=(C7-B7)/B7

1R

1R

1P

AWARD:

Link to JUNIORS sheet (named cell Junior_Competitors)	L	1 mark
ON TARGET column:		
Formula	F	1 mark
Replication	R	1 mark
CHANGE column:		
Formula	F	1 mark
Replication	R	1 mark
Print displaying formulae, row and column headings and gridlines	P	1 mark
Total		6 marks

NOTES

On Target formula

- Accept =IF(C3<D3,"No","Yes")
- Capitalisation must be consistent or no formula mark

Change formula

- Accept =C3/B3-1
- Accept =C3/B3-100%

Task 1b – Printout 3

Data must be *accurate* and *visible* to be awarded marks.

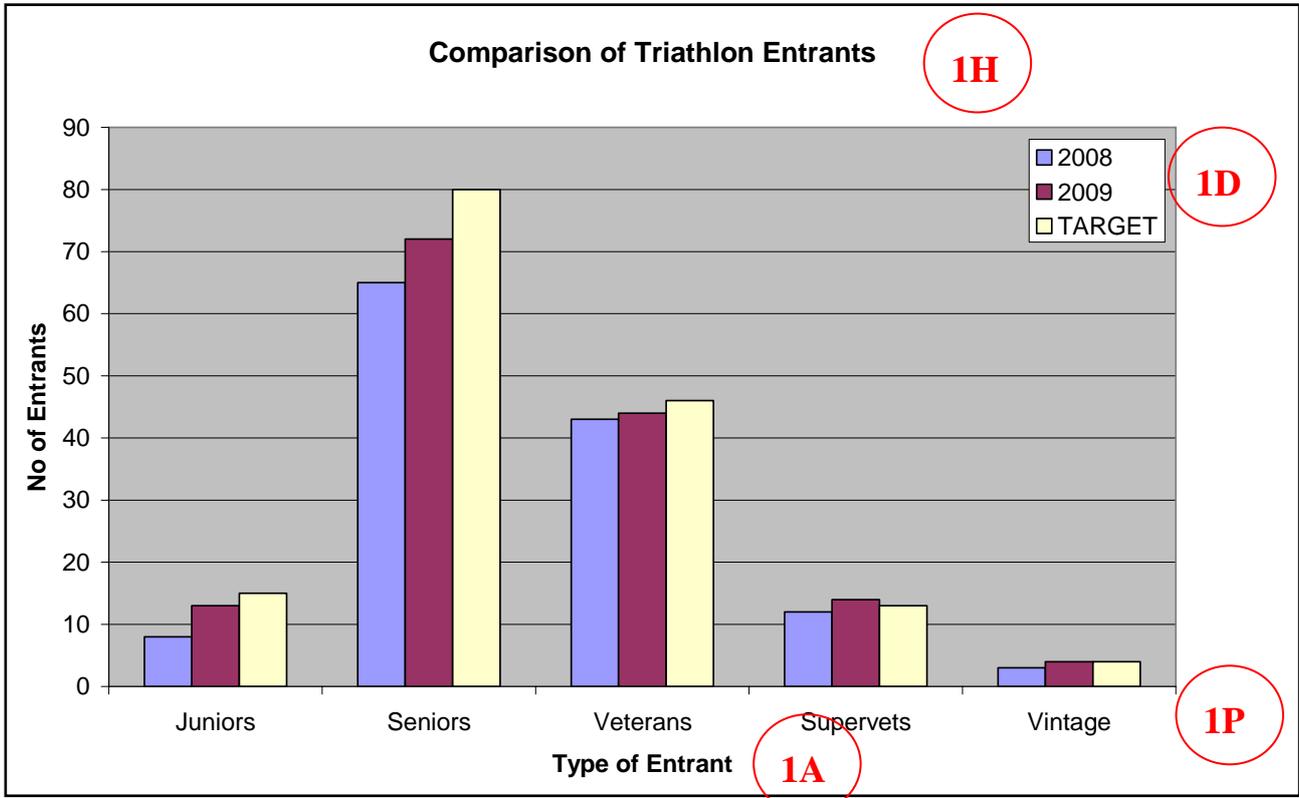


Chart heading – accurate, appropriate and meaningful – see below	H	1 mark
Correct data and legend	D	1 mark
Both axes labelled appropriately and accurately	A	1 mark
Print Bar Chart on separate sheet	P	1 mark
Total		4 marks

NOTES

- Take care with title – to be meaningful it **must** include Triathlon
- Quantitative axis **must** refer to Entrants or Competitors not Points or Targets or Scores

Task 2 – Printout 1

1NF

Data must be *accurate* and *visible* to be awarded marks.

1F

Title	First Name	Surname	Date of Birth	Gender	Street	Town	Postcode	Local	Entry Fee
Mr	Ahmet	Agarwal	25 April 1993	M	14a Torwood	Edinburgh	EH6 1TL	No	£20.00
Mr	Douglas	Anderson	18 March 1992	M	3 Broomfield	Hawick	TD9 3JL	Yes	£15.00
Miss	Fiona	Brown	24 October 1993	F	18 Berryfield Way	Edinburgh	EH13 3TP	No	£20.00
Miss	Jenny	Ho	14 February 1991	F	5 Corbet Close	Edinburgh	EH14	No	£20.00
Miss	Keelie	Hughes	29 January 1994	F	6 The Friars	Hawick	TD9 8SF	Yes	£15.00
Mr	Brian	Kellington	16 March 1992	M	7 Polwarth Drive	Edinburgh	EH10	No	£20.00
Mr	Joe	Marshall	15 January 1993	M	14 Cumbria Way	Dumfries	DG5 6JU	No	£20.00
Mr	Fraser	McFarlane	30 November	M	6c The Wynd	Edinburgh	EH2 4GB	No	£20.00
Mr	Duncan	Mills	08 June 1994	M	14d Eglinton	Edinburgh	EH4 3NM	No	£20.00
Miss	Gillian	O'Rourke	16 January 1992	F	14 Tweed Street	Selkirk	TD7 9DF	Yes	£15.00
Miss	Eleanor	Smith	01 October 1992	F	52 Seaview Terrace	North	EH54 3PT	No	£20.00
Miss	Aileen	Stewart	23 August 1991	F	21 Abbot's Court	Kelso	TD5 5DG	Yes	£15.00
Miss	Shareen	Sumal	02 September	F	16 Abbotsford	Melrose	TD6 6DG	Yes	£15.00

1S

1A

1P

AWARD:

Add new field:		
Field name correct	NF	1 mark
Field formatted correctly	F	1 mark
All entries correct	A	1 mark
Amend date of birth for Eleanor Smith	E	1 mark
Sort (alphabetical order of surname)	S	1 mark
Print on one page	P	1 mark
Total		6 marks

NOTES

- New field name must be initial capitals
- Currency must be formatted to either 2 or 0 decimal places, must be consistent
- Currency must display £ sign
- Ignore blank record in Database
- DO NOT award sort mark if candidate name is part of sort
- Ignore any changes in the database – other than those requested

Task 2 – Printout 2

Data must be *accurate* and *visible* to be awarded marks.

Title	First Name	Surname	Date of Birth	Street	Town	Postcode
Mr	Duncan	Mills	08 June 1994	14d Eglinton Terrace	Edinburgh	EH4 3NM
Mr	Fraser	McFarlane	30 November 1994	6c The Wynd	Edinburgh	EH2 4GB
Miss	Keelie	Hughes	29 January 1994	6 The Friars	Hawick	TD9 8SF

1R

1F

2S

1P

AWARD:

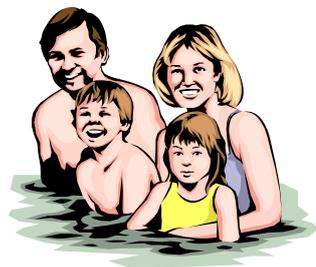
Correct records	R	1 mark
Correct fields – NOT Gender, Local or Entry Fee – in any order	F	1 mark
Sort – ascending Town and ascending Date of Birth all or nothing	S	2 marks
Print search	P	1 mark
Total		5 marks

Task 3 – Printout 1

BORDERS SPORT AND LEISURE GROUP

**NEWBRIDGE HOUSE
GALASHIELS
TD1 4EY**

**Tel: 01896 278938
Fax: 01896 276294**



SM/Own Initials

5 May 2009

«Title» «First_Name» «Surname» Or <<Address Block>>
«Street»
«Town»
«Postcode»

Dear «Title» «Surname» or Dear <<GreetingLine>> or Dear <<First_Name>>

1M

1P

TRIATHLON 2009

Congratulations on your successful completion of the 2009 Borders Triathlon – well done!
We hope you enjoyed the race and that it has given you the taste for further competition.

The race results for your category are shown below.

Name	Adjusted Points
Joe Marshall	33
Duncan Mills	28
Ahmet Agarwal	26
Douglas Anderson	19
Fraser McFarlane	19
Brian Kellington	10
Eleanor Smith	33
Jenny Ho	25
Fiona Brown	25
Gillian O'Rourke	18
Aileen Stewart	17
Keelie Hughes	15
Shareen Sumal	12

Another event is coming up which may be of interest to you. In August we are hosting an Aquathon for under 16s. Our records show that you are eligible. Competitors will be set the challenge of a 300 m swim followed by a 5 km run.

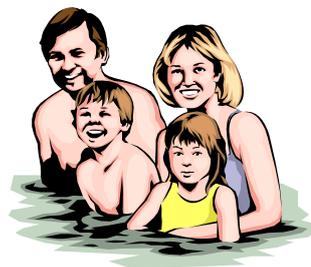
We hope you will be interested – just get in touch on the above phone number or visit our website at www.bslg.co.uk for further information.

Task 3 – Printout 2

BORDERS SPORT AND LEISURE GROUP

**NEWBRIDGE HOUSE
GALASHIELS
TD1 4EY**

**Tel: 01896 278938
Fax: 01896 276294**



SM/Own Initials

5 May 2009

1A

1P

Mr Fraser McFarlane
6c The Wynd
Edinburgh
EH2 4GB

Dear Mr McFarlane or Dear Fraser

TRIATHLON 2009

Congratulations on your successful completion of the 2009 Borders Triathlon – well done!
We hope you enjoyed the **race** and that it has given you the taste for further competition.

The race results for your category are shown below.

Name	Adjusted Points
Joe Marshall	33
Duncan Mills	28
Ahmet Agarwal	26
Douglas Anderson	19
Fraser McFarlane	19
Brian Kellington	10
Eleanor Smith	33
Jenny Ho	25
Fiona Brown	25
Gillian O'Rourke	18
Aileen Stewart	17
Keelie Hughes	15
Shareen Sumal	12

1P

1A

Another event is coming up which may be of interest to you.¹ In August we are hosting an **A**quathon for under 16s. Our records show that you are eligible. Competitors will be set the challenge of a² 300 m swim followed by a 5 km run.

We hope you will be interested – just get in touch on the above phone number or visit our website at www.bslg.co.uk for further information.³

We at Borders Sport and Leisure Group are **constantly** trying to improve the quality of our customer service, so please take a moment to help us change for the better by filling in the online questionnaire on our website.⁴

Good luck with your training and hope to see you in August.

Yours sincerely

Sarah Mitchell
Activities Manager⁵

1C

1M

1P

2

1N

Data must be *accurate* and *visible* to be awarded marks.

AWARD:

Printout 1

Correct merge fields inserted as per printout only	M	1 mark
Print showing merge fields master	P	1 mark
Total		2 marks

Printout 2

Insert reference and date – accurate in correct place	A	1 mark
	P	1 mark
Spreadsheet in correct place	P	1 mark
Accurate information inserted – Name and Adjusted Points	A	1 mark
Page 2 only numbered – top/bottom left/centre/right	N	1 mark
Consistency in relation to use of font and line spacing throughout and appropriate pagination	C	1 mark
Margins of 2.54 cm (1 inch)	M	1 mark
Print one copy to either Fraser, Duncan or Keelie	P	1 mark
Key in text accurately (one mark per flag). Manuscript corrections must be carried out for the text to be accurate within sections		5 marks
Total		13 marks

NOTES

- Accept 300m and 5km, or
- Accept 300 m and 5 km
- DO NOT ACCEPT 5Km or 5 Km
- Ignore extraneous information at top of second page
- Must be Yours sincerely – marked as accuracy in the flagged section
- Only award place mark if Reference and Date are in correct order and above inside address
- Accept any date format except American
- Inserted spreadsheet must include column headings, with or without gridlines or shading
- Accept different font for inserted Spreadsheet – check consequentiality
- Check addressee names for consequentiality from Task 2 search

[END OF MARKING INSTRUCTIONS]