



2009 Administration

Standard Grade – Foundation
Practical Abilities

Finalised Marking Instructions

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	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
1	One mark is available for keyboarding – deduct one per error	Creation of folder/sub-folders – F ₁ F ₂ Print of evidence – P <ul style="list-style-type: none"> • First mark allocated if candidate has shown that this function can be correctly performed. The second mark to be awarded only if the candidate has consistently applied the function throughout the task. 	2* 1	
	K = 1	F =	3	4

- Accept folder names in CAPS, Initial Capitals or all in lower case. If inconsistent in sub-folders -1K
- Accept any printed evidence, eg screen dump of open folders or directory tree

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
2	Two marks are available for keyboarding – deduct one per error	Italics – I	1	
	K = 2	F =	1	3

- If italics not as instructed – eg whole of address is italics – no I function award
- Accept Dundee in the address in Initial Capitals or CAPS
- Ignore addition of graphic/company logo
- If heading too large (UPJ) -1K
- Accept Telephone Number/Telephone No/Tel No
- Accept Fax Number or Fax No
- Accept e-mail, email, Email, E-mail, E-Mail
- Accept e-mail address with or without underline
- Do not accept capitals in email address -1K
- Ignore any other text formatting

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
3	<p>Eight marks are available for keyboarding – deduct one per error</p> <p>Max –1K per cell</p>	<p>Creation of fields – F₁ F₂ Creation of records – R₁ R₂ Formatting of Hours field – N</p> <ul style="list-style-type: none"> • First mark allocated if candidate has shown that this function can be correctly performed. The second mark to be awarded only if the candidate has consistently applied the function mark throughout the task. 	<p>2* 2* 1</p>	
	K = 8	F =	5	13

- Ignore ID Number/primary key
- If a field omitted, -1K per field, also second F function award cannot be given
- If a record omitted, -1K per record, also second R function award cannot be given
- If data cut off/headings truncated -1K per field
- Accept database printout in any format
- Accept fields/records in any order
- If headings inconsistent -1K once
- Accept all headings in CAPS
- All headings in lower case -1K once
- Accept number field aligned to the left or the right
- Whole database in CAPS -1K once
- Accept if spreadsheet used for database
- Accept Hours field with or without decimal places
- Accept Yes/No fields, check boxes or appropriate text in Trained? field

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
4	No keyboarding award for this task	Correct website – W Print relevant page – RP	1 1	
	K = 0	F =	2	2

- If candidate has included printout of any page from appropriate Internet site then the full award should be given
- If no Internet printout, no marks awarded
- If centre states no access, no marks awarded
- If centre indicates no access to the specified sites, accept different sites and award both W and RP functions
- Accept Internet page copied onto a WP document
- Accept screen dump of website

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
5	Eleven marks are available for keyboarding – deduct one per error	Letterhead file used – RF Underline – U	1 1	
	K = 11	F =	2	13

- Letterhead in this task must be exactly the same as created in Task 1, otherwise no RF function award
 - If letterhead text formatting (eg italics) carried on into letter -1K
 - Accept any line spacing after letterhead eg 2LS, 3LS, 4LS, 5LS (must be one clear line space)
 - Line spacing between sections (ref to salutation) consistently 2 or consistently 3, otherwise -1K once
 - Line spacing between sections (salutation to complimentary close) must be 2, otherwise -1K once
 - Line spacing in signature block must be 4-6, otherwise -1K
 - Reference must have been completed with candidate initials, otherwise -1K
 - Reference must be in CAPS, otherwise -1K
 - Accept Perth (CAPS or Initial Capitals)
 - Subject heading should be highlighted in some way eg Underlined, bold, CAPS etc
 - Accept £ with or without underscore
 - If underscore formatting carried on no U function award
- } Max -2 over these points

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
6	Five marks are available for keyboarding – deduct one per error	Bold – B Tab – T	1 1	
	K = 5	F =	2	7

- Headings must be in CAPS or Initial Caps, otherwise -1K
- Ignore any additional text formatting in the headings
- Details must be consistently aligned for T function to be awarded
- Do not accept full stops at end of details, if so -1K once
- Line spacing in details to be consistent, if not -1K once
- Accept use of a table with gridlines for Tab function award
- If bold formatting carried on – no B function award

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
7	Three marks are available for keyboarding – deduct one per error	Week 1 total formula – F Relative copy – R Day (Mon) total formula – F Relative copy – R Printout of formulae – PF	1 1 1 1 1	
	K = 3	F =	5	8

- Accept main heading in CAPS or Initial Capitals with/without bold
- Accept other headings in any style – if inconsistent -1K once
- If all headings in lower case -1K once
- Accept “TOTAL” in CAPS or Initial Capitals with/without bold – if inconsistent -1K
- Row/column omitted -1K each time
- Accept any variety of formulae (provided they work)
- Check carefully that formulae have been replicated otherwise no R function award
- If incorrect formulae correctly replicated, award R function(s)
- Accept printout with/without row/column headings and gridlines
- If the printout for formulae is missing, no function awards available
- If printout for figures is missing -1K and mark the formulae printout for accuracy
- If formulae printout is truncated, but what can be seen is correct and totals correct on figure printout, award F and R function marks but do not award the PF function mark as print has not been correctly carried out
- If formulae printout is truncated and no figure printout provided, no function awards available
- If there is a difference between figure and formulae printouts -1K

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
8	Six marks are available for keyboarding – deduct one per error	Centre – C Insert graphic – G Appropriate graphic – A Italics – I	1 1 1 1	
	K = 6	F =	4	10

- If entire menu in capitals -1K
- Candidate must make use of whole page, if not -1K
- Accept variety of capitalisation at the start of each line
- Only award I function if italics correctly applied to both lines

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
9	Three marks are available for keyboarding – deduct one per error	Address e-mail – Ad Printout of e-mail – P Evidence of sending – S	1 1 1	
	K = 3	F =	3	6

- Accept screen dump as printout
- Evidence of sending: Date and time
- Franked envelope
- Screen dump of sent list/box
- Observation checklist
- Signed observation/letter/note from teacher
- Returned e-mail confirming receipt
- Print properties
- If no e-mail provided, but evidence provided that e-mail has been sent, award Ad and S functions but no keyboarding marks available
- If centre states that printing of e-mail not possible but candidate completed the task, award Ad and S function awards, but no keyboarding marks available
- If no subject/inappropriate subject -1K
- First word in subject must have an Initial Capital, otherwise -1K
- Mark subject for keyboarding errors -1K max
- Accept any name in e-mail address
- Do not accept textspeak -1K each time
- If no candidate name at end -1K
- Candidate name all in lower case -1K

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
10	Three marks are available for keyboarding – deduct one per error Candidates must change: <ul style="list-style-type: none"> • Glen to Locke -1K • Zachary Knight’s details -1K per cell	Insert record – Henderson – R Sort – Surname – S Delete record – Cairns – DelR Printout in list format – P	1 1 1 1	
	K = 3	F =	4	7

- Award/penalise for edits only
- If new record omitted -1K and no R function award
- If new data cut off/headings truncated -1K per field
- New data must be consistent with original database, if not -1K once
- If more than one record deleted – no DelR function award
- Be aware of consequentiality in sort

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
11	Thirteen marks are available for keyboarding – deduct one per error	No function marks are available for this task		
	K = 13	F =	0	13

- Accept if template used
- If Bella Pizzeria letterhead used -1K
- Memorandum/Memo has to be in CAPS or highlighted in some way, if not -1K
- Accept various house styles for memo headings – must be consistent, otherwise -1K once
- Accept any reasonable line spacing consistently applied within the memo headings, otherwise -1K once
- Accept details after headings all in CAPS, all in Initial Capitals or Subject only in CAPS, otherwise -1K once
- Accept consistent spacing after colons or accept information blocked, otherwise -1K once
- If other than Karolina Jablonski name in From section -1K
- Inconsistent line spacing within the paragraphs -1K once

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
12	No keyboarding award for this task	Search/Query – not trained – Q	1	
	K = 0	F =	1	1

- Be aware of consequentiality when marking this task
- The records printed must be exactly the same as in Task 10 (this is the only evidence of a search/query being carried out), otherwise no Q function award
- The printout must include First Name or Surname

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
13	Two marks are available for keyboarding – deduct one per error	No function marks are available for this task		
	K = 2	F =	0	2

- If TOTAL row deleted/not shown -1K
- If TOTAL column deleted/not shown -1K
- If formulae printout also included, ignore

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
14A	One mark is available for keyboarding – deduct one per error	No function marks are available for this task		
	K = 1	F =	0	1

- Accept Wk 1, Week 1 or 1
- Ignore any text formatting

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
14B	One mark is available for keyboarding – deduct one per error	Bar chart created – CHT Title – H Correct figures used – F Key/legend/labels included – L Label X axis – X Label Y axis – Y	1 1 1 1 1 1	
	K = 1	F =	6	7

- Accept any form of Bar Chart, eg 3D Column
- Accept bar/column chart horizontally displayed
- If wrong type of chart used – eg line graph – no CHT function award
- Award H function for any title -1K if inappropriate
- Accept title in CAPS or Initial Capitals
- If no title – no H function award and - 1K
- If figures different from Task 14A – no F function award
- If graph different from solution – check Task 14A – consequentiality
- If extra data included – ie blank row or column – no F function award
- No L function award if key/legend duplicated in labels
- No L function award if Series 1 shown
- Accept if printout contains both spreadsheet and chart

	Negative Marking	Positive Marking		
Task	Keyboarding/Accuracy	Functions/Other Skills		Total
15	One mark available for keyboarding – deduct one per error	Correct appointment inserted – T Printout in day format – 6 May 2009 – P	1 1	
	K = 1	F =	2	3

- If note from teacher indicating NO ACCESS to electronic diary – no award for this task
- Times should be as given – both start and finish times/duration shown or no T function award for that item
- If uncertain whether electronic diary used, mark as seen and refer to PA
- Capitalisation must be as given in the original task, otherwise -1K

[END OF MARKING INSTRUCTIONS]