**General Certificate of Secondary Education
2012**

Business and Communication Systems

Unit 1: Use of ICT

[GBC11]

MONDAY 21 MAY–FRIDAY 25 MAY

MARK
SCHEME

AVAILABLE MARKS

Task 1

(a) [1] for each piece of information included – council name;
telephone number; logo; entrant name; address; town; postcode;
telephone number; age; gender; disability [11]
(AO1 [11])

(b) Appropriate information, eg location; e-mail address; website address;
contact name; relevant information; instructions; title [2]
(AO1 [2])

(c) Effective use of boxes/lines [1]
Effective fonts [1]
Effective use of radio buttons/tick boxes/drop down list [1]
Effective style [1] Max. [3]
Overall quality [1] [4]
(AO1 [3])
(AO3 [1])

(d) A4 printout [1]
(AO1 [1])

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Task 2 Part A

(a) Cell A1 [2]
Correct word – Fun Run Account
Correct font size
[2] for all correct
([1] for at least two correct)
(AO2 [2])

(b) Merge [1]
Centred words across cells A1–F1 [1] [2]
(AO2 [2])

(c) Cells A7 and D7 in bold [1]
(AO2 [1])

(d) All cells entered correctly [2]
([1] for at least four correct)
(AO2 [2])

(e) All four amounts entered correctly [2]
([1] for at least two correct)
(AO2 [2])

(f) Formula in cell E11 [1]
Correct formula, eg = B4*2.5 [1]
(AO2 [2])

(g) Formula in cell E13 [1]
Correct formula, eg = SUM(E8:E11) [1]
(AO2 [2])

(h) Replicate [1]
Correct cell B13 [1]
(AO2 [2])

(i) Cells B8:B13, E8:E13 and G13 all formatted to currency with two
decimal places [2]
([1] for at least five cells formatted to currency with two decimal places)
(AO2 [2])

(j) Cell G12 [1]
Correct wording – Profit/Loss [1]
(AO2 [2])

(k) Formula in cell G13 [1]
Correct formula, eg =B13-E13 [1]
(AO2 [2])

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(l) Cell A11 correct wording – Bonus [1]
Cell B11 – £1,000 [1]
(AO2 [2])

(m) Data printout [1]
One A4 page [1]
Row and column headings and gridlines visible [1]
landscape [1]
(AO2 [4])

(n) Formula printout [1]
One A4 page landscape, row and column headings and gridlines visible [1]
(AO2 [2])

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Task 2 Part B

(a) Pie chart produced   [1]
    Appropriate title, e.g. "Expenditure"   [1]
    Legend included   [1]
    Data values shown on each Slice   [1]
    (AO3 [4])

(b) Pie chart printed on A4 sheet   [1]
    (AO2 [1])

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Task 3

(a) New entrant added [1]
Correct spelling, format and use of initial capitalisation as
appropriate, etc. [1]
(AO2 [2])

(b) Correct entrant deleted Conor Abbott [1]
(AO2 [1])

(c) Change made to Ben Andrews' details – aged 61 [1]
(AO2 [1])

(d) ALL entrants displayed (19 entrants) [1]
Field headings: First Name, Surname, Telephone Number ONLY [1]
(AO3 [2])

(e) Results of search printed [1]
(AO2 [1])

(f) [1] for each Junior (aged 14 and under)
Henry Cleary, Joanne McNeill [2]
Field headings: First Name, Surname, Age ONLY [1]
(AO3 [3])

(g) Results of search printed [1]
(AO2 [1])

(h) For each entrant who is 50 years old or above
Field headings: Title, First name, Surname, Address, Town, Postcode [1]
Magherafelt only [1]
Ben Andrews, Martina Best, Owen Barr [1]
(AO3 [3])

(i) Results of search printed [1]
(AO2 [1])

(j) Knowledge of letter design
Correct use of salutation and commentary close [1]
Logo inserted [1]
Date in full, eg 23 May 2012 in correct position [1]
Any other suitable feature, eg one clear line spacing between sections,
5/6 clear line spaces for signature, appropriate font [1]

Title field inserted [1]
Surname field inserted [1]
Address field inserted [1]
Town field inserted [1]
Postcode field inserted [1]
(AO1 [9])

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(k) Standard letter printed [1]
Merged fields shown [1]
Quality of letter [4]

Level 0 ([0])
Answer not worthy of credit.

Level 1 ([1])
The candidate has demonstrated limited knowledge of standard letter
layout. The candidate demonstrates a limited level of accuracy in spelling,
punctuation and grammar. The meaning of the text is clear some of the
time. The candidate demonstrates a limited level of writing, form and style
appropriate to the purpose of the question. The organisation of the work
is limited.

Level 2 ([2]–[3])
The candidate has demonstrated satisfactory knowledge of standard letter
layout. The candidate demonstrates a satisfactory level of accuracy in
spelling, punctuation and grammar. The meaning of the text is clear most
of the time. The candidate demonstrates a satisfactory level of writing,
form and style appropriate to the purpose of the question. The
organisation of the work is satisfactory.

Level 3 ([4])
The candidate has demonstrated good knowledge of standard letter
layout. The candidate demonstrates a good level of accuracy in spelling,
punctuation and grammar. The meaning of the text is clear all of the time.
The candidate demonstrates a good level of writing, form and style
appropriate to the purpose of the question. The organisation of the work
is good.
(AO2 [2])
(AO3 [4])

(l) [1] for each of three letters for each of:
Mr Andrews, Miss Best, Mr Barr [3]
(AO2 [3])

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Task 4

(a) Master slide correctly applied   [1]
Logo positioned appropriately   [1]
Correct text included in footer – Peter Bell   [1]
(AO2 [3])

(b) Slide 1 Title included and correct title – "Fun Run For All"   [1]
Date included – Saturday, 4 August 2012   [1]
Location included – Magherafelt   [1]
(AO3 [3])

(c) Slide 2 Title included and correct title – "Income"   [1]
Appropriate information, eg figures from spreadsheet; wording   [1]
Information inserted appropriately, eg table, bullets, font, style   [1]
(AO3 [3])

(d) Slide 3 Title included and correct title – "Expenditure"   [1]
Expenditure pie chart included   [1]
Appropriate positioning of pie chart   [1]
Appropriate data   [1]
Data inserted appropriately, eg table, bullets   [1]   [2] max   [2]
(AO3 [3])

(e) Printout of each slide one per page, full size   [3]
(AO2 [3])   15

| | **Total** | **100** |