



Rewarding Learning

**General Certificate of Secondary Education
2014**

Business and Communication Systems

Unit 1: Use of ICT

[GBC11]

MONDAY 19 MAY – FRIDAY 23 MAY

**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.

Task 1

- (a) [1] for each piece of information included – Applicant Title, First Name, Surname, Address, Town, Postcode, Gender, Date of Birth, Contact Telephone Number, E-mail Address, Disability [11]
(AO1 [11])
- (b) Appropriate information eg logo; instructions for completing the form; title of form eg Application for Seasonal Employment; [1]
submit and/or reset buttons [1] [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. [2]
Overall quality of form [2] [4]
(AO1 [2])
(AO3 [2])
- (d) A4 printout [1]
(AO3 [1])

AVAILABLE
MARKS

18

Task 2

			AVAILABLE MARKS
(a)	Correct text in cells A1	[1]	
	Correct font size and emboldened	[1]	
	Cells merged and text centred	[1]	[3]
	(AO2 [3])		
(b)	Correct text in cells A3:L3 and A4:A8		[2]
	(Some cells correct [1])		
	(AO2 [2])		
(c)	Cells A3:L3 correctly formatted		[1]
	(AO2 [1])		
(d)	Correct data in cells B4:B8, C4:C8, E4:E8		[2]
	(Some cells correct [1])		
	(AO2 [2])		
(e)	Cells B4:B8, D4:D8, and F4:K8 correctly formatted – sterling, 2 d.p.		[2]
	(Some cells correctly formatted [1])		
	(AO2 [2])		
(f)	Correct formula in:		
	D4 eg =B4*C4		[1]
	F4 eg =E4*B4*1.5		[1]
	G4 eg =D4+F4		[1]
	H4 eg =G4*0.1		[1]
	I4 eg =G4*0.14		[1]
	J4 eg =SUM(H4:I4) or =H4+I4		[1]
	K4 eg =G4-J4		[1]
	(AO1 [1])		
	(AO2 [6])		
(g)	Correct formula in L4 eg =IF(E4>=5, "YES", "NO")		[4]
	(Use of IF statement [1])		
	Correct condition [1]		
	'YES' [1]		
	'NO' [1]		
	(AO1 [1])		
	(AO2 [3])		
(h)	All replication correct		[2]
	(Some replication correct [1])		
	(AO2 [2])		
(i)	Border correctly inserted		[1]
	(AO2 [1])		
(j)	Text entered in cell A10 and A11 [1]		
	Correct text entered – A10 - 'Total Gross Pay'		
	Correct text entered – A11 - 'Total Net Pay'	both correct [1]	[2]
	(AO1 [1])		
	(AO2 [1])		

		AVAILABLE MARKS
<p>(k) Formula in B10 [1] Correct formula in B8 eg =Sum(G4:G8) [1] (AO1 [1]) (AO2 [1])</p>	[2]	
<p>(l) Formula in B11 [1] Correct formula in B8 eg =Sum(K4:K8) [1] (AO1 [1]) (AO2 [1])</p>	[2]	
<p>(m) Correct formatting in B10 and B11 – Sterling, 2 d.p. (AO2 [1])</p>	[1]	
<p>(n) Data printout landscape [1] Row and column headings [1] Gridlines [1] One A4 page [1] (AO2 [3]) (AO3 [1])</p>	[4]	
<p>(o) Formula printout on one A4 page (AO3 [1])</p>	[1]	36

Task 3

		AVAILABLE MARKS
(a) Database structure amended – Surname field corrected.	[2]	
(b) New Member added – William Smith	[1]	
Correct spelling etc.	[1]	
(AO2 [2])		
(c) Correct Member deleted – Mary Spence	[1]	
(AO2 [1])		
(d) Change made correctly	[1]	
(AO2 [1])		
(e) All of Paul Armstrong, John Black, Clare Maguire and no others [1]		
Sorted alphabetically on Surname [1]		
Field headings ONLY Title, First Name, Surname and Telephone Number [1]	[3]	
(AO1 [2])		
(AO3 [1])		
(f) Results of search printed	[1]	
(AO3 [1])		
(g) All of John Black, Conor Quinn, William Smith and no others [2]		
Field headings ONLY Title, First Name, Surname, Address, Town and Postcode [1]	[3]	
(AO1 [1])		
(AO3 [2])		
(h) Results of search printed	[1]	
(AO3 [1])		
(i) Logo positioned appropriately [1]		
Date correctly positioned [1]		
Date in appropriate format [1]		
Other relevant information for paragraph two eg notice of forthcoming events, special offers [1]		
Letter layout [1]	[5]	
Knowledge of letter design eg		
• Salutation		
• Content		
• No spelling errors		
• Appropriate font		
• Appropriate style		
• Any other suitable feature	[2]	
Title field inserted [1]		
Surname field inserted [1]		
Address field inserted [1]		
Town field inserted [1]		
Postcode field inserted [1]	[5]	
(AO1 [12])		

(j) 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 displays 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 displays 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 letter must have correct use of salutation and complimentary close. 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 displays a good level of writing, form and style appropriate to the purpose of the question. The organisation of the work is good.

(AO3 [4])

Standard letter printed [1]

[5]

(AO2 [1])

(k) [1] mark for each of 3 letters for:

John Black, William Smith, Conor Quinn

[3]

(AO3 [3])

AVAILABLE
MARKS

34

Task 4

- (a) Slide 1 Correct title included – ‘Search Engines’ [1]
Appropriate explanation [2]
(AO3 [3])
- (b) Slide 2 Correct title included – ‘Search Criteria’ [1]
Appropriate explanation [2]
(AO3 [3])
- (c) Slide 3 Correct Title included – ‘Refining a Search’ [1]
Appropriate explanation [2]
(AO3 [3])
- (d) Slide 1 printed full size [1]
Two slides printed (slides 2 and 3) two slides per page [2]
(AO2 [2])
(AO3 [1])

		AVAILABLE MARKS
	[3]	
	[3]	
	[3]	
	[3]	
		12
Total		100