Rewarding Learning

General Certificate of Secondary Education
2016

Business and Communication Systems

Unit 1: Use of ICT

[GBC11]

MONDAY 16 MAY – FRIDAY 20 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) Essential information included – Applicant Title, Forename, Surname, Address, Town, Postcode, Gender, Date of Birth, Telephone Number, Email Address, Disability, Previous Employment
max [5]
([5] if all included
[4] is some included) [5]
(AO1 [5])

(b) Appropriate information, eg:
- Logo [1]
- Instructions for completing the form [1]
- Title of form, eg 'Application for Mechanic' [1]
- Mandatory fields marked [1]
- Position [1]
- Qualifications [1]
- Any other relevant information (Max [2]) [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]

Next page/Reset buttons [1]

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

Level 1 ([1])
The candidate has demonstrated a satisfactory knowledge of form design. The candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The candidate makes satisfactory use of alignment and white space, and the organisation of work is satisfactory.

Level 2 ([2])
The candidate has demonstrated a good knowledge of form design. The candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The candidate makes good use of alignment and white space, and the organisation of work is good.
(AO1 [2])
(AO3 [2])

(d) A4 printout [1]
(AO3 [1])

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Task 2 Part A

(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 A2:K2 and A3:A6   [2]
(Some cells correct [1])
(AO2 [2])

(c) Cells A2:K2 correctly formatted – grey shading   [1]
(AO2 [1])

(d) Correct data in cells B3:B6, C3:C6, D3:D6, F3:F6, G3:G6, H3:H6   [2]
(Some cells correct [1])
(AO2 [2])

(e) Cells B3:K6 correctly formatted - sterling (£) currency, 2 decimal places   [2]
(Some cells correctly formatted [1])
(AO2 [2])

(f) Correct formula in E3 eg =SUM(B3:D3)   [2]
(AO1 [1])
(AO2 [1])

(g) Correct formula in I3 eg =SUM(F3:H3)   [2]
(AO1 [1])
(AO2 [1])

(h) Correct formula in J3 eg =E3+I3; =SUM(B3:D3)+SUM(F3:H3)   [2]
(AO1 [1])
(AO2 [1])

(i) Correct formula in K3 eg = IF(J3>500000,J3*0.001,0)   [4]
(Use of IF statement [1]
 Correct condition [1]
 J3*0.001 [1]
 0 [1])
(AO1 [1])
(AO2 [3])

(j) All replication correct   [1]
(AO2 [1])

(k) Borders correctly inserted.   [1]
(AO2 [1])

			AVAILABLE MARKS
(l)	Data printout landscape	[1]	
	Row and column headings	[1]	
	Gridlines	[1]	
	One A4 page	[1]	
	(AO2 [3])		
	(AO3 [1])		
(m)	Formula printout on one A4 page	[1]	27
	(AO3 [1])		

Task 2 Part B

(a)	Bar chart produced		[1]	
	Appropriate title	eg 'Sales to Date'	[1]	
	Appropriate X and Y labels	eg 'Salesperson'; 'Sales'	[1]	
	Data values shown on each Bar		[1]	
	Correct information displayed		[2]	
	([1] for some correct)			
	(AO2 [6])			
(b)	Bar chart printed in A4 sheet		[1]	7
	(AO3 [1])			

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Task 3

(a) Database structure amended - Make field corrected. [1]
(AO2 [1])

(b) New car added - WUI 4545 [1]
Correct spelling etc. [1]
(AO2 [2])

(c) Correct car deleted - FLT 20 [1]
(AO2 [1])

(d) Change made correctly [1]
(AO2 [1])

(e) Stock Table printed

Registration	Make	Model	Colour	Number of Doors	Year of Man	Price	Click to Add
DLZ 2363	VW	Stellar	Blue	5	2015	£14,495	
EEZ 2299	VW	Stellar	Black	3	2013	£9,995	
FFX 99	VW	Havanna	Black	3	2016	£25,495	
KFZ 44	VW	Esprit	Blue	3	2012	£12,995	
LLZ 8787	FD	Flyer	Blue	5	2015	£16,995	
UIL 7766	FD	Flyer	White	3	2016	£24,995	
WUI 4545	VW	Esprit	Red	3	2015	£14,995	

[1]

(AO3 [1])

(f) All of WUI 4545, KFZ 44, EEZ 2299 and no others

Number of I	Price	Registration	Make	Model	Colour	Year of Man
3	£14,995	WUI 4545	VW	Esprit	Red	2015
3	£12,995	KFZ 44	VW	Esprit	Blue	2012
3	£9,995	EEZ 2299	VW	Stellar	Black	2013

[3]

(AO2 [3])

(g) Results of search printed [1]
(AO3 [1])

(h) All stock included and all details [1]
Correct title - 'Current Stock' [1]
Logo included [1]
Grouped by Make [1]
Price descending [1]
Professional appearance [1]

Current Stock

Make	Registration	Model	Colour	Number of Doors	Year of Manufacture	Price
FD						
	UIL 7766	Flyer	White	3	2016	£24,995
	LLZ 8787	Flyer	Blue	5	2015	£16,995
VW						
	FFX 99	Havanna	Black	3	2016	£25,495
	WUI 4545	Esprit	Red	3	2015	£14,995
	DLZ 2363	Stellar	Blue	5	2015	£14,495
	KFZ 44	Esprit	Blue	3	2012	£12,995
	EEZ 2299	Stellar	Black	3	2013	£9,995

[6]

(AO2 [6])

(i)	Report printed	[1]	**AVAILABLE MARKS**
	(AO3 [1])		

(j) All of John Evans, Peter McCanny, Arthur Price and no others

2006 Customers								
Customer Number	Title	Forename	Surname	Address	Town	Postcode	Customer Type	Date of Joining
2488	Mr	John	Evans	24 Old Belfast Road	Lisburn	BT27 5 JJ	Full	12/06/2006
3380	Mr	Peter	McCanny	23 Cadogan Park	Belfast	BT9 7GH	Purchase	22/10/2006
5530	Mrs	Arthur	Price	120 Old Belfast Road	Lisburn	BT27 4AH	Full	20/03/2006
*								

[3]

(AO2 [3])

(k) Results of search printed [1]
(AO3 [1])

(l) Relevant information included (3 pieces) [3]
Letter layout (min 3 paragraphs) [1]

Knowledge of letter design, eg
Salutation/Closure/Appropriate font/Appropriate style
Any other suitable feature [3]

Title field inserted [1]
Surname field inserted [1]
Address field inserted [1]
Town field inserted [1]
Postcode field inserted [1]
(AO1 [12])

(m) 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 and a
date included. The candidate demonstrates a good level of accuracy in spelling,
punctuation and grammar. The meaning of the text is clear most of the time.

			AVAILABLE MARKS
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 (AO2 [1])	[1]		
(n) [1] mark for each of 3 letters for: John Evans, Peter McCanny and Arthur Price (AO3 [3])	[3]	41	

Task 4

(a) Slide 1 Correct title included - 'Cut'   [1]
Appropriate explanation   [2]
(AO3 [3])

(b) Slide 2 Correct title included – 'Copy'   [1]
Appropriate explanation   [2]
(AO3 [3])

(c) Slide 3 Correct Title included – 'Paste'   [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])   12

Total	**100**