

### Chief Examiner's Report

The pass mark for this paper was 34 (out of 50), with 57.2% of City & Guilds candidates achieving a test 'pass'.

### General comments

The paper consisted of a spreadsheet element and a word-processing to merge element. It was not considered difficult by the Joint Chief Examiners. Of the available marks 20% were at level 2 or below with the remaining 80% at level 3.

Once again major issues were apparent in that some tasks were not completed correctly for example in the spreadsheet element the areas of concern are:

1c Format cell range **C6:F12** and cell **F2** as currency to two decimal places – was achieved by only 59% of the candidature.

2b In cell G6 enter a formula that displays 'Yes' if the **Spend to Date** for the first member is greater than or equal to the **Threshold** in cell **F2** and the **Joining Date** is on or before the **Bonus Reward Date** in cell **B2**, but otherwise displays 'No' – the expected formula is

```
=IF(AND(F6>=$F$2,B6<=$B$2),"Yes","No")
```

or using the nested IF method

```
=IF(F6>=$F$2,(IF(B6<=$B$2,"Yes","No"),"No")
```

– only 19% of candidates managed to achieve the full 10 marks available, a further 72% managed to achieve some portion of the mark ranging from 1 to 5 marks.

3a Amend the title in the footer to **Printout-2** and print only cell range **A4:G12** of the spreadsheet in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed was achieved by 48% of candidates.

4c Create a vertically stacked bar chart for the four members with the highest **Spend to Date** to show the expenditure for Jan, Feb and Mar. Plot the chart to show the member on the x-axis and the expenditure on the y-axis was achieved by only 25% of candidates.

For the word-processing element areas of concern are:

6a Set the tabs for the six lines containing the headings and examples in the spend and reward table as: left tab at 2 cm - decimal tab at 5 cm - left tab at 8 cm - decimal tab at 11 cm was managed by 51% of the candidature.

The merge exercise proved most difficult with only 39% of candidates managing to insert the correct merge fields and then carrying out the merge.

The above noted areas are not new; they have formed a major element of the tests for a number of series and should have been taught to the required level by now.