

# **Key Skills Information and Communication Technology**

## **Level 3**

### **January 2006**

#### **Final Mark Scheme**

Notes for markers

The award of each mark is clearly stated. Half marks must not be used. Where more than one mark is awarded, partially correct answers are awarded fewer marks. These are clearly defined.

*Case is unimportant, unless otherwise stated.*

All printouts must contain the candidate name and the date. Printouts without a name must not be marked. Formula printouts should contain sheet row and column headings.

If the filename lists/screen prints or other printouts do not have the candidate's name printed, the candidate's name should be hand written.

The filenames listed should be recognised as being of the file type required in the test.

Where a candidate has been penalised for an error this must be allowed as a follow-through error and not penalised again. All formulas should be checked by the marking examiner and all effective formulas should be accepted.

If a printout is missing but the evidence can be found elsewhere then this should be marked.

	<b>TASK A</b>	<b>Level &lt; 3</b>	<b>Refer to</b>	<b>Mark</b>	<b>Maximum Mark</b>
1a	Data imported correctly into a spreadsheet application		<b>Printout 1</b>	<b>1</b>	<b>3</b>
1c	Cells <b>C6:F12</b> and <b>F2</b> set as currency to 2 decimal places	<b>y</b>	<b>Printout 1</b>	<b>1</b>	
1d	File name as <b>S1-</b> (hyphen unimportant)	<b>y</b>	<b>Printout 8</b>	<b>1</b>	
2a	Effective formula in cell <b>F6</b> eg =SUM(C6:E6)	<b>y</b>	<b>Printout 2</b>	<b>1</b>	<b>12</b>
2b	Effective formula in cell <b>G6</b> eg =IF(AND(F6>=\$F\$2,B6<=\$B\$2),"Yes","No") or =IF(F6>=\$F\$2,(IF(B6<=\$B\$2, "Yes","No"),"No") IF without the logical operator - 5 marks only Without either absolute – deduct 2 marks Minor errors in logic – deduct 2 marks Minor errors in THEN or ELSE – deduct 2 marks Use of IF function - minimum of 1 mark		<b>Printout 2</b>	<b>10</b>	
2c	Evidence of replication in columns <b>F &amp; G</b>	<b>y</b>	<b>Printout 2</b>	<b>1</b>	
3a	Printed area of spreadsheet only <b>A4:G12</b>		<b>Printout 2</b>	<b>2</b>	<b>5</b>
	Gridlines & row & col headings			<b>1</b>	
	Formula printout			<b>1</b>	
	All formula fully displayed			<b>1</b>	
4b	Data sorted in descending order on <b>Spend to Date</b>	<b>y</b>	<b>Printout 3</b>	<b>1</b>	<b>5</b>
4c	Data presented as a stacked bar chart Not fully displayed – deduct 1 mark Percentage Stacked bar chart - 2 marks only Correct data selected but not stacked - 1 mark only		<b>Printout 3</b>	<b>3</b>	
4d/e	Chart title is ' <b>Member Expenditure</b> ' X and Y axis titles correct eg 'Member' and 'Value' Correct legend positioned to right of chart and chart positioned below table	<b>y</b>	<b>Printout 3</b>	<b>1</b>	
				<b>Total</b>	<b>25</b>

	<b>TASK B</b>	<b>Level &lt;3</b>	<b>Refer to</b>	<b>Mark</b>	<b>Maximum Mark</b>
5a	Text file <b>LReward</b> correctly imported		<b>Printout 4</b>	<b>1</b>	<b>5</b>
5b	Left & Right margins set to 2.2 cm	<b>y</b>	<b>Printout 4</b>	<b>1</b>	
5c/d	Times Roman font or similar (approx 10 point) First two lines enlarged to approx 18 point and centre aligned	<b>y</b>	<b>Printout 4</b>	<b>1</b>	
5e	DATE right aligned	<b>y</b>	<b>Printout 4</b>	<b>1</b>	
5f	All 6 occurrences of <b>voucha</b> replaced with <b>voucher</b> (including 1 plural and case as shown)		<b>Printout 4</b>	<b>1</b>	
6a	All four tabs set correctly (2cm, 5cm, 8cm, 11cm) 1 or 2 tabs set correctly - <i>1 mark only</i>		<b>Printout 4</b>	<b>3</b>	<b>5</b>
6b	Image <b>LFifty</b> inserted		<b>Printout 4</b>	<b>1</b>	
6b/c	Graphic correctly resized (approx 3cm high and aspect ration maintained) and positioned behind text near left margin at foot of page		<b>Printout 4</b>	<b>1</b>	
7a/b	Correct data ( <b>LWinners</b> ) used as the source data (Any of: Jones, Povey, Bright, Crane, Benson, Shah)		<b>Printout 6</b>	<b>1</b>	<b>7</b>
7c	All 10 merge fields shown Errors of spacing deduct 1 mark Fewer than 10 merge fields showing - <i>1 mark only</i> (Ignore errors of spacing) NB: Where Address Block or Greeting Block used check Printout6 for correct fields and spacing		<b>Printout 5</b>	<b>3</b>	
7d	DATE replaced with a date		<b>Printout 5</b>	<b>1</b>	
7f	Letter fits on 1 A4 page		<b>Printout 5</b>	<b>1</b>	
7g	Printout of unmerged letter		<b>Printout5</b>	<b>1</b>	
8b	Source data correctly merged with standard document (award only if unmerged letter present)		<b>Printout 6</b>	<b>3</b>	<b>4</b>
8c/d	First three letters only printed ( <b>Jones, Povey, Bright</b> )		<b>Printout 6</b>	<b>1</b>	
9a	Folder/directory <b>LOYALTY</b> set up correctly.		<b>Printout 7</b>	<b>2</b>	<b>3</b>
9b	File <b>Mailshot</b> appears in the <b>LOYALTY</b> folder/directory		<b>Printout 7</b>	<b>1</b>	
				<b>Total</b>	<b>24</b>

	<b>TASK C</b>	<b>Level &lt;3</b>	<b>Refer to</b>	<b>Mark</b>	<b>Maximum Mark</b>
10a	Printed copy listing all file names produced by the candidate during this test. There should be at least <b>1</b> spreadsheet and <b>1</b> Wordprocessing file related to this test.		<b>Printout 8</b>	<b>1</b>	<b>1</b>
				<b>Total</b>	<b>1</b>

**TOTAL NUMBER OF MARKS FOR THE TEST**

**50**

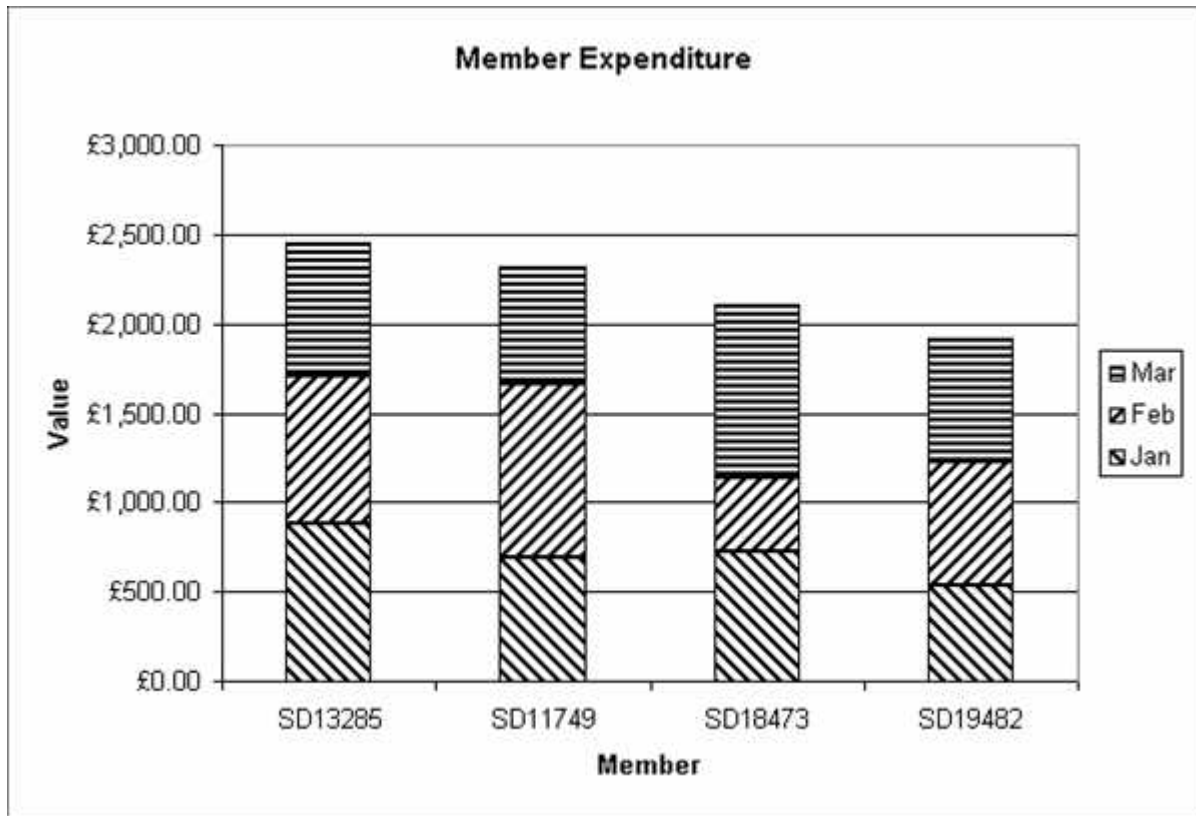


	A	B	C	D	E	F	G
4			Expenditure				
5	Member	Joining Date	Jan	Feb	Mar	Spend to Date	Bonus Reward
6	SD18473	37988	726.03	412.79	966.86	=SUM(C6:E6)	=IF(AND(F6>=\$F\$2,B6<=\$B\$2),"Yes","No")
7	SD19482	38402	535.2	696.83	682.25	=SUM(C7:E7)	=IF(AND(F7>=\$F\$2,B7<=\$B\$2),"Yes","No")
8	SD20492	38352	317.36	206.31	265.5	=SUM(C8:E8)	=IF(AND(F8>=\$F\$2,B8<=\$B\$2),"Yes","No")
9	SD15834	37987	335.22	324.05	1032.99	=SUM(C9:E9)	=IF(AND(F9>=\$F\$2,B9<=\$B\$2),"Yes","No")
10	SD18932	38353	810.45	418.86	523.64	=SUM(C10:E10)	=IF(AND(F10>=\$F\$2,B10<=\$B\$2),"Yes","No")
11	SD13285	38027	882.65	821.18	751.64	=SUM(C11:E11)	=IF(AND(F11>=\$F\$2,B11<=\$B\$2),"Yes","No")
12	SD11749	38354	690.99	968.31	659.94	=SUM(C12:E12)	=IF(AND(F12>=\$F\$2,B12<=\$B\$2),"Yes","No")

Store Loyalty Scheme

Bonus Reward Date 01/01/2005 Threshold £2,000.00

Member	Joining Date	Expenditure			Spend to Date	Bonus Reward
		Jan	Feb	Mar		
SD13285	10/02/2004	£882.65	£821.18	£751.64	£2,455.47	Yes
SD11749	02/01/2005	£690.99	£968.31	£659.94	£2,319.24	No
SD18473	02/01/2004	£726.03	£412.79	£966.86	£2,105.68	Yes
SD19482	19/02/2005	£535.20	£696.83	£682.25	£1,914.28	No
SD18932	01/01/2005	£810.45	£418.86	£523.64	£1,752.95	No
SD15834	01/01/2004	£335.22	£324.05	£1,032.99	£1,692.26	No
SD20492	31/12/2004	£317.36	£206.31	£265.50	£789.17	No



## The Village Store, Main Street, Rexbury, Devon BD45 8PD STORE VOUCHER SCHEME

TITLE FIRSTNAME LASTNAME  
ADDRESS1  
ADDRESS2  
ADDRESS3  
POSTCODE

DATE

Dear TITLE LASTNAME

Thank you for completing a questionnaire about our loyalty scheme in our store recently. As stated, six lucky winners will receive a voucher, which can be redeemed within the store. Congratulations, you are one of those six lucky winners! This voucher is valid until 30th November 2006.

For the first year of the loyalty scheme promotion the reward level has been set at 3%. Vouchers will be issued every three months. Each voucher may be redeemed in our own store or in one of the partner stores within the loyalty scheme. Remember you can earn rewards through any of our partner stores. The more you spend, the more rewards you get! The following table illustrates some typical rewards:

Spend	Reward	Spend	Reward
£1	£0.03	£800	£24
£10	£0.30	£1000	£30
£100	£3	£2500	£75
£250	£7.50	£5000	£150
£500	£15	£10000	£300

Happy spending!

Dave Ross  
Store Manager

----- (cut here) -----

Membership Number: MEMBERID

This voucher is worth £50.00 and may be redeemed at The Village Store, Main Street, Rexbury, Devon BD45 8PD.

Valid until 30th November 2006

# The Village Store, Main Street, Rexbury, Devon BD45 8PD STORE VOUCHER SCHEME

«Title» «FirstName» «LastName»  
«Address1»  
«Address2»  
«Address3»  
«PostCode»

14/08/2005

Dear «Title» «LastName»

Thank you for completing a questionnaire about our loyalty scheme in our store recently. As stated, six lucky winners will receive a voucher, which can be redeemed within the store. Congratulations, you are one of those six lucky winners! This voucher is valid until 30th November 2006.

For the first year of the loyalty scheme promotion the reward level has been set at 3%. Vouchers will be issued every three months. Each voucher may be redeemed in our own store or in one of the partner stores within the loyalty scheme. Remember you can earn rewards through any of our partner stores. The more you spend, the more rewards you get! The following table illustrates some typical rewards:

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£10	£0.30	£1000	£30
£100	£3	£2500	£75
£250	£7.50	£5000	£150
£500	£15	£10000	£300

Happy spending!

Dave Ross  
Store Manager

----- (cut here) ----- (cut here) -----

Membership Number: «MemberID»

This voucher is worth £50.00 and may be redeemed at The Village Store, Main Street, Rexbury, Devon BD45 8PD.

Valid until 30th November 2006

## The Village Store, Main Street, Rexbury, Devon BD45 8PD STORE VOUCHER SCHEME

Ms Susan Jones  
15 Durham Road  
Molden  
Devon  
BD3 7UJ

14/08/2005

Dear Ms Jones

Thank you for completing a questionnaire about our loyalty scheme in our store recently. As stated, six lucky winners will receive a voucher, which can be redeemed within the store. Congratulations, you are one of those six lucky winners! This voucher is valid until 30th November 2006.

For the first year of the loyalty scheme promotion the reward level has been set at 3%. Vouchers will be issued every three months. Each voucher may be redeemed in our own store or in one of the partner stores within the loyalty scheme. Remember you can earn rewards through any of our partner stores. The more you spend, the more rewards you get! The following table illustrates some typical rewards:

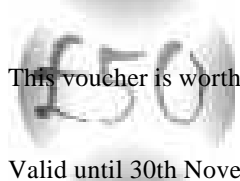
Spend	Reward	Spend	Reward
£1	£0.03	£800	£24
£10	£0.30	£1000	£30
£100	£3	£2500	£75
£250	£7.50	£5000	£150
£500	£15	£10000	£300

Happy spending!

Dave Ross  
Store Manager

----- (cut here) ----- (cut here) -----

Membership Number: SD20492

 This voucher is worth £50.00 and may be redeemed at The Village Store, Main Street, Rexbury, Devon BD45 8PD.

Valid until 30th November 2006

# The Village Store, Main Street, Rexbury, Devon BD45 8PD STORE VOUCHER SCHEME

Miss Christine Povey  
25 Newton Street  
Highcliffe  
Devon  
BD6 9LX

14/08/2005

Dear Miss Povey

Thank you for completing a questionnaire about our loyalty scheme in our store recently. As stated, six lucky winners will receive a voucher, which can be redeemed within the store. Congratulations, you are one of those six lucky winners! This voucher is valid until 30th November 2006.

For the first year of the loyalty scheme promotion the reward level has been set at 3%. Vouchers will be issued every three months. Each voucher may be redeemed in our own store or in one of the partner stores within the loyalty scheme. Remember you can earn rewards through any of our partner stores. The more you spend, the more rewards you get! The following table illustrates some typical rewards:

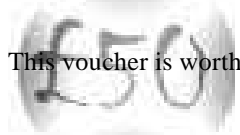
Spend	Reward	Spend	Reward
£1	£0.03	£800	£24
£10	£0.30	£1000	£30
£100	£3	£2500	£75
£250	£7.50	£5000	£150
£500	£15	£10000	£300

Happy spending!

Dave Ross  
Store Manager

----- (cut here) ----- (cut here) -----

Membership Number: SD14589



This voucher is worth £50.00 and may be redeemed at The Village Store, Main Street, Rexbury, Devon BD45 8PD.

Valid until 30th November 2006

## The Village Store, Main Street, Rexbury, Devon BD45 8PD STORE VOUCHER SCHEME

Mr David Bright  
26 Railway Street  
Highcliffe  
Devon  
BD6 8LS

14/08/2005

Dear Mr Bright

Thank you for completing a questionnaire about our loyalty scheme in our store recently. As stated, six lucky winners will receive a voucher, which can be redeemed within the store. Congratulations, you are one of those six lucky winners! This voucher is valid until 30th November 2006.

For the first year of the loyalty scheme promotion the reward level has been set at 3%. Vouchers will be issued every three months. Each voucher may be redeemed in our own store or in one of the partner stores within the loyalty scheme. Remember you can earn rewards through any of our partner stores. The more you spend, the more rewards you get! The following table illustrates some typical rewards:

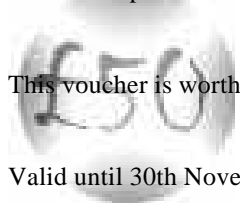
Spend	Reward	Spend	Reward
£1	£0.03	£800	£24
£10	£0.30	£1000	£30
£100	£3	£2500	£75
£250	£7.50	£5000	£150
£500	£15	£10000	£300

Happy spending!

Dave Ross  
Store Manager

----- (cut here) ----- (cut here) -----

Membership Number: SD13658

 This voucher is worth £50.00 and may be redeemed at The Village Store, Main Street, Rexbury, Devon BD45 8PD.

Valid until 30th November 2006

Folders		Name	Size	Type
LOYALTY		Mailshot.txt	2 KB	Text Document

Freda J Bloggs

25 August 2005

Printout-7

Name	Size	Type	Date Modified	Att
S1-FJB.xls	14 KB	Microsoft Exce...	25/02/2005 11:14	A
S2-FJB.xls	14 KB	Microsoft Exce...	25/02/2005 11:18	A
S3-FJB.xls	15 KB	Microsoft Exce...	25/02/2005 11:21	A
S4-FJB.xls	20 KB	Microsoft Exce...	25/02/2005 12:10	A
W1-FJB.doc	20 KB	Microsoft Wor...	25/02/2005 11:36	A
W2-FJB.doc	25 KB	Microsoft Wor...	25/02/2005 11:39	A
W3-FJB.doc	26 KB	Microsoft Wor...	25/02/2005 11:44	A
W4-FJB.doc	46 KB	Microsoft Wor...	25/02/2005 11:44	A

Freda J Bloggs

25 August 2005

Printout-8