National Qualifications

Administration and IT
Assignment
Marking Instructions

School Trip to Paris, France

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General Marking Instructions

Marking principles for National 5 Administration and IT assignment

These general principles should be applied when marking the candidates' assignment printouts. These principles must be read in conjunction with the specific Marking Instructions provided for the assignment.

Marks for the assignment must always be awarded in line with these general marking principles and any specific Marking Instructions for the sections.

Marking should always be positive.

Candidates will be awarded marks for specific skills and theory.

Marks will be awarded for demonstrating skills in the use of the different IT application in the following areas:

Spreadsheet — 18 marks (+/-3 marks)
- entering and editing text
- using formulae and functions to perform calculations and summarise information
- using functions to manipulate information

Database — 18 marks (+/-3 marks)
- entering and editing text
- displaying information as a form and/or report
- manipulating information

Word processing — 18 marks (+/-3 marks)
- entering and editing text
- layout and presentation of information

Desktop publishing — 18 marks (+/-3 marks)
- entering and editing text
- presentation and layout of information
- key information included

Communication — 18 marks (+/-3 marks)
- entering text
- key information included

Theory — 15 marks (+/- 5)
- marks will be awarded for providing responses as part of an integrated IT task

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Layouts
Marks will be awarded for a wide variety of layouts used in word processing and desktop publishing tasks. Candidates will not be penalised for applying a layout to a document that is different to one that has been supplied in specific marking instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

Printouts
Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on another printout for the same task, eg value and formulae printouts for a spreadsheet.

Keying-in
Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 20 words. Flags may be included, where appropriate, to identify where marks are awarded.

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Specific Marking Instructions

Task 1

Park View High School 1H
Grange Road
CRIEFF
Perthshire
PH6 2DZ
Telephone No: 01764670007 **E-mail: parkviewhs@perth.gov.uk**
Fax No: 01764670009 **Head Teacher: Maureen Robertson MEd Dip Ed**

SM/Own Initials

Today's date 1R

Dear Parent/Guardian

Paris Trip 16-22 October 2015 1S 1L

As you may know, we have been running an annual trip to Paris, France for a number of years. The trip takes place in October. Your son/daughter has expressed an interest in participating in the 2015 trip and this letter is really intended to set out as much information as possible at this early stage.

The first deposit of £95 will be payable on Monday 1 June 2015 AT MORNING INTERVAL. Details of further instalments will be shown on the school website.

Programme: Our plan is to visit famous Parisian landmarks such as the Sacre Coeur, Eiffel Tower and Notre Dame Cathedral. We will also visit the Louvre - a trip to Paris would not be complete without a visit to the Mona Lisa! There will be a full day at Disneyland Paris too.

Accommodation: We have stayed at the Hotel Haussmann 6 times in the past and have found it to be excellent. They allow students to have access to the swimming pool and we are also given access to a large room where we can have entertainment in the evening.

Trip Includes: Travel by private coach, Eurotunnel, accommodation, all meals and excursions.

1B **Total Price**: £455 1C

If you have any further questions, please contact me at the school.

Yours faithfully 1CC

4K

Susan MacFarlane
Trip Leader 1P

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	Marks
Headed paper inserted - must keep original formatting ie emboldened and right aligned	1H
Ref/Date - inserted accurately	1R
Subject heading Paris Trip 16-22 October 2015 – must be accurate and enhanced	1S
Correct location for ref, date and subject heading and minimum one clear line after headed paper	1L
Total Price £455 – accurate, with/without full stop after Total Price	1C
New information formatted correctly – same font, format, size, paragraph spacing, correct order of paragraphs and space for signature (4-6 line spaces)	1P
Embolden **all** Paragraph Headings	1B
Complimentary close - Yours faithfully – must be lower case 'faithfully'	1CC
Keyboarding accuracy - DNA 1K if no CC	4K
TOTAL	**12**

Treat manuscript correction errors as K errors
Do not penalise if on more than one page unless pagination is poor – DNA 1P
If colon is emboldened DNA 1K
Accept 1 or 2 spaces after colon
DNA 1L if: • any of the following are in the wrong location – ref, date, subject heading • incorrect spacing between date and salutation, salutation and subject heading and subject heading to first paragraph
DNA 1P if: • if embolden is continued on from the headed paper • inconsistent font, format and size is used throughout the task • inconsistent or incorrect paragraph spacing • incorrect order of paragraphs • if complimentary close is omitted – both words essential • insufficient space for signature (4-6 line spaces) • name or designation omitted • designation is not below the name

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Task 2

Pupils

ID No	21
First Name	Daniel
Surname	Kolowski
Address	2 Firtree Avenue
Town	Crieff
Postcode	PH2 6HY
E-mail	dank@talk.com
Date of Birth	09/04/1996
Parent Title	Mr
Parent First Name	Kris
Parent Surname	Kolowski
Contact Tel No	07956535255
Dietary Needs	
Medical Info	Asthma
Passport No	931522766
Deposit Paid?	☐
Passport Checked?	☑

1F 1K

Paris 2015 1Ft 1P

	Marks
All fields present and visible/legible (17)	1F
Keyboarding accuracy - must have all fields	1K
Form footer inserted (Paris 2015)	1Ft
Selected record printed (Daniel) on one form	1P
TOTAL	**4**

Ignore header
Name should appear separately and below the form footer
If Paris 2015 is missing DNA 1Ft and 1K

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Task 3

PARIS TRIP
16-22 OCTOBER 2015

1TF

COST £455

1F

Eiffel Tower, Disneyland Paris, Notre Dame Cathedral, Sacre Coeur and the Louvre

1K

1G

Meeting to be held with Ms MacFarlane in the Business Education Department at lunch time on Monday (next Monday's date).

1K

1P

	Marks
Different fonts (minimum 2)	1F
Different text formats (minimum 2)	1TF
Graphics (minimum 2) – DNA if any graphic is clipped	1G
Text – Paris Trip, 16-22 October 2015, £455 and minimum 2 attractions	1K
Sentence about meeting (date must have year and must have full stop)	1K
Presentation – must include accurate essential information	1P
TOTAL	**6**

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Lunch time **must** be 2 words
If essential information omitted DNA 1K
If 'thanks Susan' is included DNA 1P
If year is omitted from dates of trip DNA 1K and 1P
DNA 1K and 1P if: • Paris Trip is omitted • year is omitted from dates of trip • the cost is incorrect • 2 attractions are not included • sentence about meeting is omitted

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Task 4 Value View

TRAVEL COSTS					
COACH COMPANY	**RATE PER DAY**	**CHARGE PER EXCURSION**	**TOTAL COST**	**DISCOUNT RATE**	**DISCOUNTED TOTAL COST**
Crowne Coaches	£500.00	£65.00	£3,825.00	7%	£3,557.25
AAA Coaches	£525.00	£50.00	£3,925.00	7%	£3,650.25
Smith & Son Coaches	£585.00	£75.00	£4,470.00	10%	£4,023.00
Executive Coaches	£599.00	£80.00	£4,593.00	10%	£4,133.70
City Circles	£580.00	£75.00	£4,435.00	10%	£3,991.50
Coach Zone	£520.00	£55.00	£3,915.00	7%	£3,640.95
COST OF CHEAPEST COACH COMPANY					£3,557.25
No of Days	**7**				
No of Excursions	**5**				

1K 1F

Value View	Marks
Enter all Rates per Day – Do not award if Scottish rates per day are used	1K
Format cells – Currency/Accounting – 2 decimal places and Percentage (whole number)	1F
TOTAL	**2**

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Task 4 Formula View:

	A	B	C	D	E	F
1	**TRAVEL COSTS**					
2						
3	**COACH COMPANY**	**RATE PER DAY**	**CHARGE PER EXCURSION**	**TOTAL COST** 1F	**DISCOUNT RATE**	**DISCOUNTED TOTAL COST**
4	Crowne Coaches	500	65	=(B4*$B$11)+(C4*$B$12)	=IF(D4>4000,10%,7%)	=D4-(D4*E4) 1F
5	AAA Coaches	525	50	=(B5*$B$11)+(C5*$B$12)	=IF(D5>4000,10%,7%)	=D5-(D5*E5)
6	Smith & Son Coaches	585	75	=(B6*$B$11)+(C6*$B$12)	=IF(D6>4000,10%,7%)	=D6-(D6*E6)
7	Executive Coaches	599	80	=(B7*$B$11)+(C7*$B$12)	=IF(D7>4000,10%,7%)	=D7-(D7*E7)
8	City Circles	580	75	=(B8*$B$11)+(C8*$B$12)	=IF(D8>4000,10%,7%)	=D8-(D8*E8)
9	Coach Zone	520	55	=(B9*$B$11)+(C9*$B$12)	=IF(D9>4000,10%,7%)	=D9-(D9*E9) 1R
10	COST OF CHEAPEST COACH COMPANY					=MIN(F4:F9)
11	**No of Days**	**7**		1R	2F	1M
12	**No of Excursions**	**5**				

Formula View	Marks
Total Cost formula (must be absolute/named cell) - with/without brackets Replicate	1F 1R
Insert Discount Rate formula - all or nothing - must be > DNA >=	2F
Discounted Total Cost formula - with/without brackets Replicate - both Discount Rate and Discounted Total Cost	1F 1R
Minimum formula	1M
Both printouts without truncation, landscape on one page: Value printout - gridlines only Formulae printout - gridlines and row/column headings	 1P
TOTAL	8

1P

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Task 4

TRUNCATION • **DNA** relevant formula mark(s) if column is truncated. • **DNA** relevant replication mark if the column is truncated. • **DNA** print mark if any information across the 2 printouts is truncated.	
Formatting can be right or left aligned	
Currency/Accounting format must be consistent or DNA 1F	
Wrapping in value printout column headings must be sensible or DNA 1P	
If anything written in shaded boxes DNA 1P	

Scottish Figures

TRAVEL COSTS					
COACH COMPANY	**RATE PER DAY**	**CHARGE PER EXCURSION**	**TOTAL COST**	**DISCOUNT RATE**	**DISCOUNTED TOTAL COST**
Crowne Coaches	£350.00	£65.00	£2,775.00	7%	£2,580.75
AAA Coaches	£375.00	£50.00	£2,875.00	7%	£2,673.75
Smith & Son Coaches	£385.00	£75.00	£3,070.00	7%	£2,855.10
Executive Coaches	£399.00	£80.00	£3,193.00	7%	£2,969.49
City Circles	£380.00	£75.00	£3,035.00	7%	£2,822.55
Coach Zone	£350.00	£55.00	£2,725.00	7%	£2,534.25
COST OF CHEAPEST COACH COMPANY					£2,534.25
No of Days	**7**				
No of Excursions	**5**				

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Task 5a

EHIC - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: M Smith
To: J Anderson
Cc: N Fulton
Subject: EHIC

Sent: Mon 16/03/2015 15:12

1L

1S

Hi

This link should be added to the details for the Paris Trip 2015 on the school website.

www.nhs.uk/ehic/

Thanks.

Pupil Name

1K

www.nhs.uk

1W

www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx

http://www.nhs.uk/chq/Pages/1073.aspx?CategoryID=68&SubCategoryID=159

	Marks
E-mail – office and CC to Head Teacher – any 2 people as long as one is cc	1L
Print evidence of sending	1S
Text – must have subject, intro, link to be included on website, closure and candidate name	1K
Correct web address – NHS	1W
TOTAL	**4**

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Task 5b

Outline **2** features of reliable websites:		
1	Information is regularly updated.	1T
2	Information is accurate.	
3	Information on the site cannot be amended by users.	1T
4	Site has a secure payment facility.	
Describe **2** consequences to an organisation of using unreliable websites:		
1	Out of date information could lead to poor decision making.	1T
2	Inaccurate/wrong information – information used in business must be correct otherwise this could be costly to the business.	
3	As anyone can set up a website it may give a biased opinion rather than the actual facts which leads to poor decisions being made.	1T
4	Personal/financial data may be used fraudulently.	
Outline **3** principles of the Data Protection Act:		
1	Obtained/used/processed fairly and lawfully	
2	Used for a specific/particular purpose	1T
3	Personal data cannot be transferred outwith the European Union	
4	Relevant, adequate and not excessive	1T
5	Accurate and up-to-date	
6	Kept no longer than necessary	
7	Handled according to people's data protection rights	1T
8	Keeping information secure	

	Marks
Reliable sources	2T
Consequences – must be different consequences	2T
3 Principles of DPA	3T
TOTAL	**7**

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An example of a reliable website is not a feature for example a reliable website can come from an established source eg government – DNA 1T
Accept https in front of the web address as a feature (the 's' indicates secure which makes it reliable)
Reputation – accept damaged reputation as a consequence
Consequences must relate to the organisation and not an individual The consequence must be described not just named for example, if you are on an unsafe website then you are at risk of getting a virus DNA 1T
If 2 consequences are written within one answer award 2 x 1T
Principle 7 includes information not being shared unlawfully and individuals being able to access their own data.
Examples of Principles: • Personal data shall be sufficient, significant and not unnecessary in relation to the purpose(s) – award 1T as principle 4 • Personal data shall be correct and recent – award 1T as principle 5 • Personal data processed for any purpose shall not be kept for longer than needed – award 1T as principle 6 • Personal data used/processed for a specific purpose and shall not be kept for longer than needed – award 2 x 1T as principles 2 and 6
If one principle is written as 2 separate answers for example – information has to be accurate Information has to be up-to-date } award 1T
Ignore keyboarding errors

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Task 6a

First Name	Surname	Contact Tel No	Deposit Paid?	Passport Checked?	EHIC?
Rashid	Ahmed	07221112222	☑	☐	☑
Thomas	Anderson	07221144685	☑	☑	☑
Henry	Belkaid	07111434322	☐	☑	☐
Katrina	Blue	07555332211	☐	☑	☑
Michelle	Boyle	07787874433	☐	☐	☐
Ken	Cheung	07432686545	☐	☑	☐
Ray	Fernandez	07324365221	☐	☑	☑
Mary	Glen	07333447711	☑	☑	☑
Mary	Hinshaw	07535446621	☑	☑	☑
Daniel	Kolowski	07956535255	☐	☑	☐
Rose	Manikin	07882224433	☐	☐	☐
Sarah	McDonald	07861012085	☐	☐	☑
Iain	McGregor	07665555224	☑	☑	☑
Rita	O'Reilly	07900670054	☐	☐	☐
Steven	Patterson	07774554432	☐	☑	☑
Isobel	Rasa	07656577711	☐	☑	☑
John	Robertson	07547665400	☑	☑	☑
Olga	Smith	07776634342	☐	☑	☑
Ann	Travers	07144232317	☑	☐	☑
Marshall	Wilson	07444675655	☐	☐	☑
Gabriella	Wisz	07446633646	☐	☑	☑

1F 1E 1P 1S

	Marks
New field added – EHIC?	1F
Entries in new field correct (either check box or Yes/No)	1E
Sort alphabetical – Surname (21 records)	1S
Print table on one page with selected fields in correct order – all data must be visible	1P
TOTAL	**4**

Check Cheung has not been deleted DNA 1P
Deposit Paid?/Passport Checked? may be Yes/No - ignore
DNA 1E if EHIC? population is True/False
If Daniel is missing ignore – probably consequential

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Task 6b

First Name	Surname	Contact Tel No	Medical Info
Rose	Manikin	07882224433	Diabetes
Henry	Belkaid	07111434322	Diabetes
Daniel	Kolowski	07956535255	Asthma

1D 1C 1C 1P

	Marks
Delete record (Ken Cheung)	1D
Criteria - asthma or diabetes no EHIC	 1C 1C
Print selected fields only (no sort or order required)	1P
TOTAL	**4**

EHIC? Only 0C 1C Rose Manikin Henry Belkaid Michelle Boyle Rita O'Reilly Daniel Kolowski

Asthma and no EHIC			
First Name	**Surname**	**Contact Tel No**	**Medical Info**
Daniel	Kolowski	07956535255	Asthma

0C 1C

Diabetes and no EHIC			
First Name	**Surname**	**Contact Tel No**	**Medical Info**
Rose	Manikin	07882224433	Diabetes
Henry	Belkaid	07111434322	Diabetes

0C 1C

Asthma or Diabetes only			
First Name	**Surname**	**Contact Tel No**	**Medical Info**
Rose	Manikin	07882224433	Diabetes
Henry	Belkaid	07111434322	Diabetes
Ray	Fernandez	07324365221	Asthma
Iain	McGregor	07665555224	Asthma
Sarah	McDonald	07861012085	Diabetes
Mary	Glen	07333447711	Diabetes
Daniel	Kolowski	07956535255	Asthma

1C 0C

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Task 7

PARIS ITINERARY

Park View High School
Paris Trip
16-22 October 2015

1H

Day 1	
0900 hours	Coach departs Park View High School and travels to Folkestone with comfort stops en route as required
1800 hours	Depart Folkestone (Eurotunnel)
1830 hours	Arrive Calais and continue to Paris
2100 hours	Arrive Hotel Haussmann, Rue Haussmann
Day 2	
0930 hours	(Depart hotel for) bus tour round the city (sights)
1200 hours	Lunch (at Montmartre)
1300 hours	Tour of (the) Sacre Coeur
1430 hours	(Climb) Eiffel Tower
1700 hours	Dinner
1900 hours	Bateaux Mouches Trip (, River Seine)
Day 3	
0800 hours	Full Day Trip to Disneyland Paris
Day 4	
0800 hours	Day Trip to French Cook School
1700 hours	Dinner
1900 hours	Evening Trip to Arc de Triomphe and the Champs-Elysees
Day 5	
0900 hours	Day Trip to the Parisian Art Galleries – the Louvre, Musee D'Orsay and the Pompidou Centre
Day 6	
0800 hours	Depart hotel for the Palace of Versailles
1500 hours	Arrive Notre Dame Cathedral for guided tour
1700 hours	Dinner
Day 7	
0730 hours	Return journey back home. Arrive Park View High School approximately 2100 hours

3K

1CP

1CP

1P

	Marks
Heading – Correct dates	1H
Entries for Day 2 correctly entered and make sense	3K
Swap Day 4 to Trip to Cook School and Palace of Versailles and Notre Dame Cathedral to Day 6	1CP 1CP
Layout/Presentation – DNA if blank row omitted each day (EXCEPT DAY 7)	1P
TOTAL	**7**

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Day 2 – information in brackets not required
Swapping information Day 4 and 6 – should be accurate but does not need to be identical to original text
The first CP mark is for the whole of Day 4 being accurate. The second CP mark should be awarded consequentially if the information is in Day 4 or Day 6. See Practice Script 3
Do not award Presentation mark if full stops at the end of statements
If no attempt at cut and paste DNA either CP mark
Accept with or without borders

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Task 8a

Paris Trip 2015	
Costings	
	COST
Accommodation	£8,990.00
Coach Hire	£3,557.25
Lunches	£1,680.00
Snacks	£1,008.00
Entertainment	£155.00
Cook School	£960.00
Entry to Museums	£1,200.00
Boat Trip	£288.00
TOTAL COSTS	£17,838.25
Number of Pupils	48
Number of Days	7
Lunch Allowance	£5.00
Snack Allowance	£3.00

	Marks
Insert Lowest Coach Hire Cost - appropriately named cell	1F
Insert formula using absolute cell/named cell references Lunch Replicated to Snacks	 1F 1R
Insert Total Cost formula	1F
Both printouts -Value - gridlines only Formulae - with gridlines and row/column headings - **show on value printout**	1P
TOTAL	**5**

1P

	A	B
1	**Paris Trip 2015**	
2	**Costings**	
3		
4		COST
5	Accommodation	8990
6	Coach Hire	=CHEAPEST
7	Lunches	=$B$15*$B$16*B18
8	Snacks	=$B$15*$B$16*B19
9	Entertainment	155
10	Cook School	960
11	Entry to Museums	1200
12	Boat Trip	288
13	**TOTAL COSTS**	=SUM(B5:B12)
14		
15	Number of Pupils	48
16	Number of Days	7
17		
18	Lunch Allowance	5
19	Snack Allowance	3

1F

1F

1R

1F

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TASK 8a - Scottish Figures

Paris Trip 2015	
Costings	
	COST
Accommodation	£8,990.00
Coach Hire	£2,534.25
Lunches	£1,680.00
Snacks	£1,008.00
Entertainment	£155.00
Cook School	£960.00
Entry to Museums	£1,200.00
Boat Trip	£288.00
TOTAL COST	£16,815.25
Number of Pupils	48
Number of Days	7
Lunch Allowance	£5.00
Snack Allowance	£3.00

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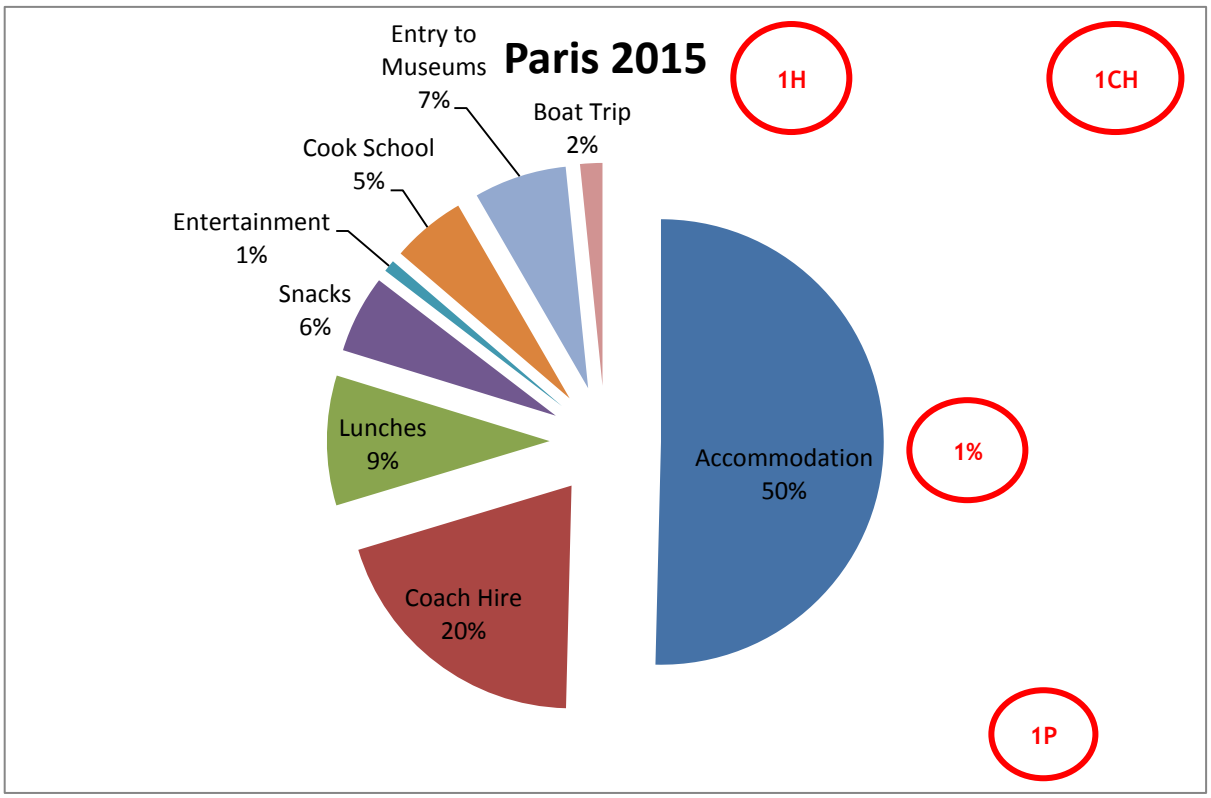
Task 8b



	Marks
Create a meaningful pie chart using correct data	1CH
Insert %	1%
Insert appropriate heading – minimum Paris 2015	1H
Printed on separate sheet	1P
TOTAL	**4**

Check figures with spreadsheet worksheet – changes will be insignificant
If printout is black and white – must be able to tell what each segment represents ie labelled segments or black and white pie chart selected from pie chart options (as this prints with spots and stripes) 0CH

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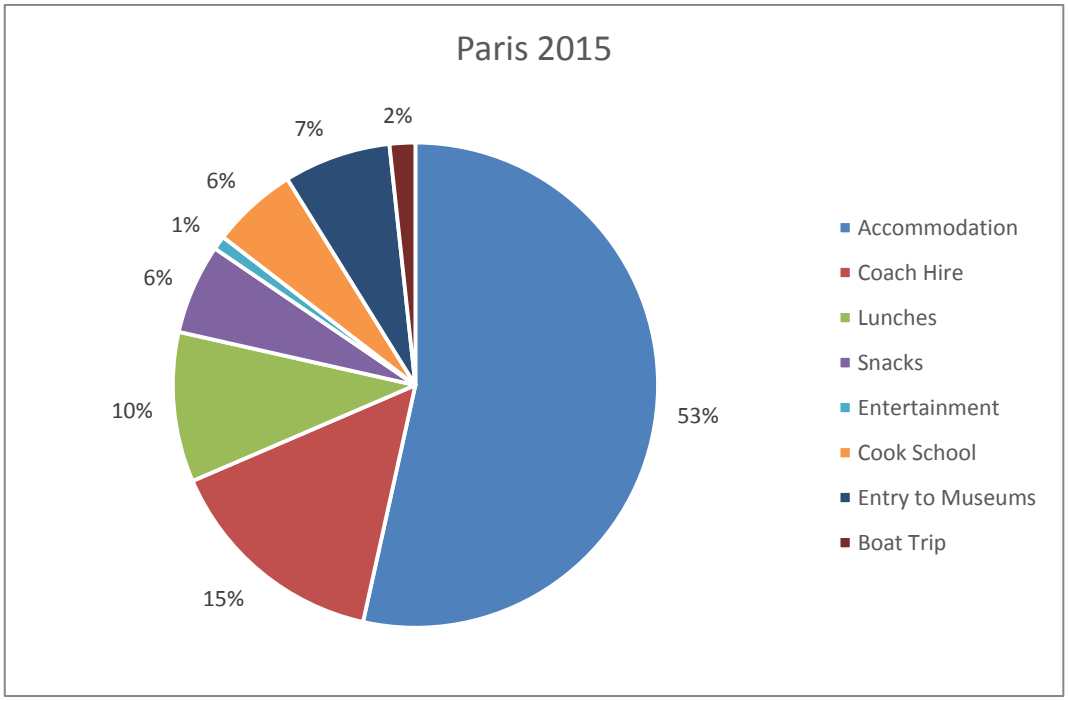
TASK 8b – Scottish Figures



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Task 9

1TS

Park View High School

Paris Trip

16-22 October 2015

1K

Sacre Coeur

- The **Basilica of the Sacred Heart of Paris**, commonly known as **Sacré-Cœur Basilica** is a Roman Catholic church. A popular landmark, the basilica is located at the summit of Montmartre, the highest point in the city.

Eiffel Tower

- Eiffel Tower is an iron lattice tower located on the Champ de Mars, named after the engineer Gustave Eiffel whose company designed and built the tower. It was erected in 1889

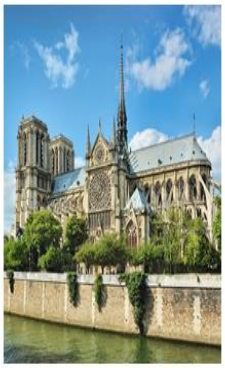
1G

Disneyland Paris

- Disneyland Paris, is an entertainment resort in Marne-la-Vallée, a new town in the eastern suburbs of Paris, located 32 km from the centre of Paris.
- Home to 2 theme parks, 7 hotels, and a shopping, dining and entertainment complex.

Notre Dame Cathedral

- **Notre Dame Cathedral** is French for **Our Lady of Paris.** The Cathedral is situated on the eastern half of the Ille de la Cite. The famous Rose window situated on the south facing side.



1L 1A 1N 1P

	Marks
Insert new slide (title slide)	1TS
Correct information (school name, Paris Trip and 16-22 Oct 2015) and shading on title slide	1K
Insert logo in bottom left hand corner on all slides	1L
Insert slide numbers on all slides	1N
Insert images (Sacre Coeur and Eiffel Tower)	1G
Arrange slides in order of attractions visited	1A
Printout – handout 6 slides per page	1P
TOTAL	**7**

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Graphics must be the same format as existing graphics
Accept a graphic on the Title Slide
Must have Park View High School or DNA 1K
Accept Clip Art
Do not penalise if additional slides are added but print should be 6 per page NOT one page – 1P

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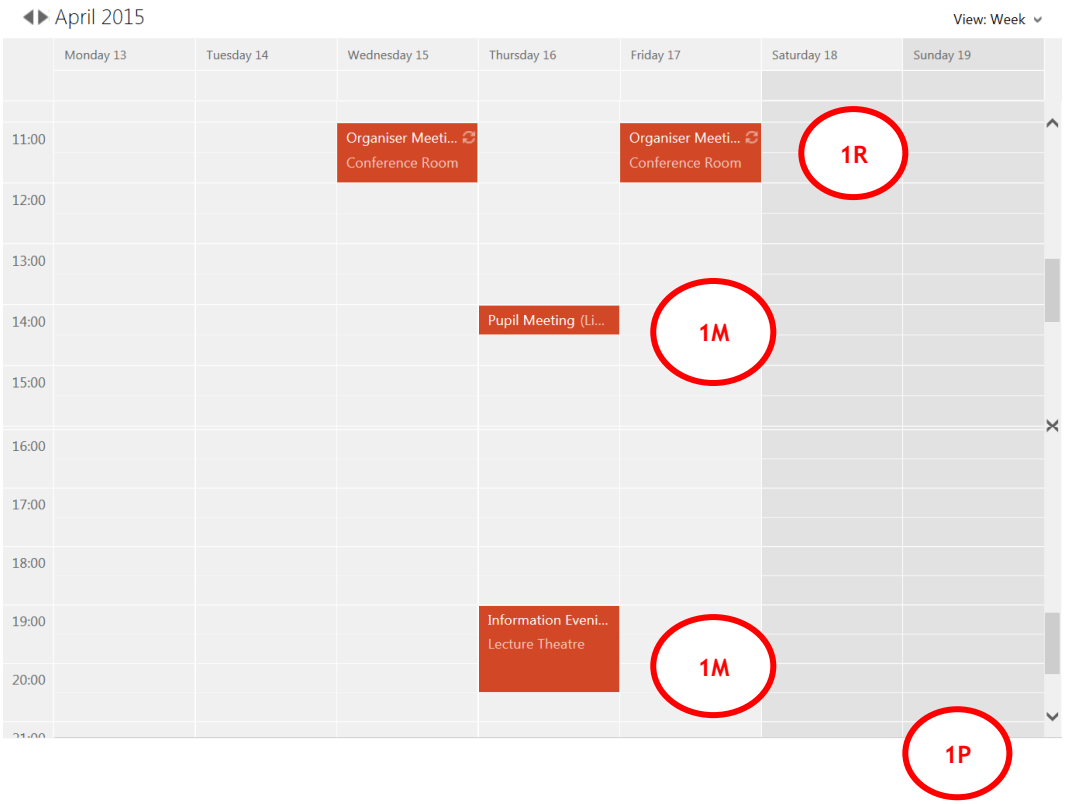
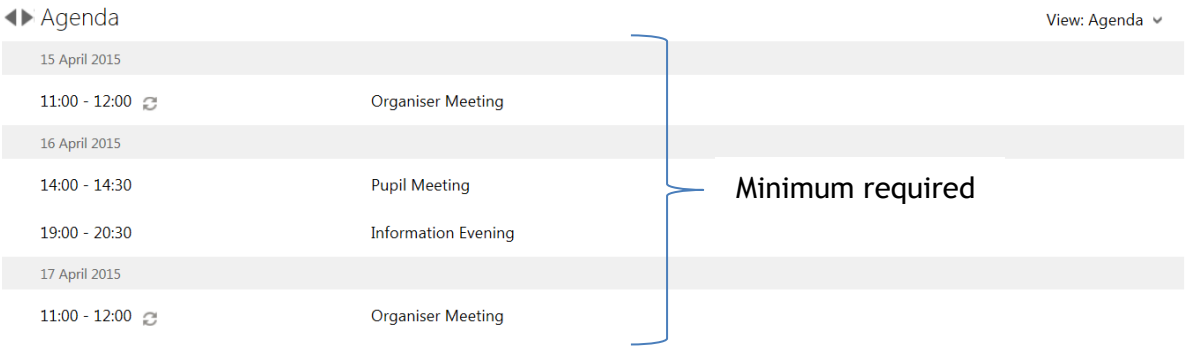
Task 10 – look for a supplementary sheet





	Marks
Recurring entry – no recurring icon necessary – must be accurate	1R
2 meetings (Thursday) – one for each – must be accurate	1M 1M
Print weekly view	1P
TOTAL	**4**

Any week from February to 20 April
If meetings truncated, supplementary printout(s) required
Location not necessary however if truncated without a supplementary printout DNA relevant mark each time
Accept 5 or 7 day week printout
Check times carefully

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Task 11

PARENTS TO BE PHONED 1H 1L

First Name	Surname	Parent Title	Parent First Name	Parent Surname	Contact Tel No
Rose	Manikin	Ms	Martha	Manikin	07882224433
Michelle	Boyle	Mr	Michael	Boyle	07787874433
Rita	O'Reilly	Mr	Peter	O'Reilly	07900670054

1C 1C 1P

	Marks
Criteria no deposit – one criteria no passport and no EHIC – all 3 criteria	 1C 1C
Appropriate heading - as shown, or Pupils with No Deposit, Passport and EHIC	1H
Logo at top RHS	1L
Print fields in report format – minimum as above	1P
TOTAL	**5**

Check for consequentiality from Task 6a
DNA 1H if candidate name is in heading

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Deposit Paid?					
First Name	**Surname**	**Parent Title**	**Parent First Name**	**Parent Surname**	**Contact Tel No**
Rose	Manikin	Ms	Martha	Manikin	07882224433
Isobel	Rasa	Miss	Angela	Rasa	07656577711
Henry	Belkaid	Mr	Thomas	Belkaid	07111434322
Katrina	Blue	Mrs	Kate	Blue	07555332211
Olga	Smith	Ms	Joanne	Roberts	07776634342
Marshall	Wilson	Mrs	Tina	Wilson	07444675655
Ray	Fernandez	Mr	Jon	Fernandez	07324365221
Steven	Patterson	Mr	Graham	Patterson	07774554432
Michelle	Boyle	Mr	Michael	Boyle	07787874433
Rita	O'Reilly	Mr	Peter	O'Reilly	07900670054
Sarah	McDonald	Mrs	Heather	McDonald	07861012085
Gabriella	Wisz	Mr	Artur	Wisz	07446633646
Daniel	Kolowski	Mr	Kris	Kolowski	07956535255

Passport Checked?					
First Name	**Surname**	**Parent Title**	**Parent First Name**	**Parent Surname**	**Contact Tel No**
Rose	Manikin	Ms	Martha	Manikin	07882224433
Rashid	Ahmed	Mr	Josef	Ahmed	07221112222
Marshall	Wilson	Mrs	Tina	Wilson	07444675655
Ann	Travers	Miss	Monica	Hill	07144232317
Michelle	Boyle	Mr	Michael	Boyle	07787874433
Rita	O'Reilly	Mr	Peter	O'Reilly	07900670054
Sarah	McDonald	Mrs	Heather	McDonald	07861012085

EHIC?					
First Name	**Surname**	**Parent Title**	**Parent First Name**	**Parent Surname**	**Contact Tel No**
Rose	Manikin	Ms	Martha	Manikin	07882224433
Henry	Belkaid	Mr	Thomas	Belkaid	07111434322
Michelle	Boyle	Mr	Michael	Boyle	07787874433
Rita	O'Reilly	Mr	Peter	O'Reilly	07900670054
Daniel	Kolowski	Mr	Kris	Kolowski	07956535255

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Task 12

1NL

PARK VIEW HIGH SCHOOL FEEDBACK FORM

1H

1S

Name	
Address	
E-mail	

Score each of the following out of 5 (where 1 is poor and 5 is excellent)	
Travel	
Accommodation	
Food	
Value for Money	
Excursions	

Would you recommend this trip to other pupils in the future? Yes/No*
(* delete as appropriate)

Comments	

1Ft

All completed forms will be entered into a draw to win an iPad!

3K

1P

	Marks
School name and logo DNA if Park View High – must have School, must have both logo and school name	1NL
Suitable heading – Feedback Form	1H
Accuracy of keying in	3K
Shading	1S
Footer inserted	1Ft
Presentation – use of whole page and appropriate spacing	1P
TOTAL	**8**

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If address does not have more space than the name DNA 1P
Check for capitalisation DNA 1K once
Accept scoring sentence with/without colon The whole sentence does not need to be included but must make sense – DNA 1P
Accept * statement with/without full stop
Anything to do with the asterisk statement and message – DNA 1K max

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Task 13

Park View High School
Paris Trip 2015

1G

.....

is awarded the

.....

Signature 1S

Special times and special places, special friends together; the moments pass so quickly but the memories last forever. 2K

1P

	Marks
Flags inserted from internet	1G
Space for Pupil's Name/Space for Award/Signature – all or nothing	1S
Text inserted accurately	2K
Presentation – sense, use of page, min 2 fonts and min 2 text formatting, line spacing	1P
TOTAL	**5**

National 5 Administration and IT: assignment — assessment task

Accept – Signed or Signature
If graphics are truncated DNA 1P
Accept one graphic showing both flags
DNA 1P if irregular line endings
If DTP template used accept, PUPIL NAME, DESCRIPTION

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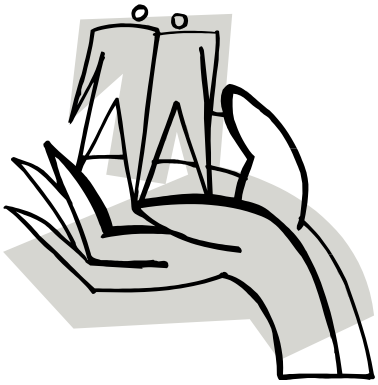
Task 14

SECURITY



Organisations have a responsibility to ensure the security of people and information. Describe **2** methods which organisations could use for each.

	Security of People		Security of Information	
1T	1	Install intercom/swipe card/keypads/iris/fingerprint recognition – prevents unauthorised entry.	1	Purchase/Install anti-virus software to ensure files are protected from viruses. 1T
1T	2	Employ security guards – prevents unauthorised entry.	2	(The organisation) should set up appropriate access rights for employees so that only authorised staff can view necessary information. 1T
	3	Install CCTV – to monitor who is entering and leaving the building.	3	(The organisation) should train staff to put passwords on files to prevent unauthorised editing/viewing.
	4	Provide/issue all staff and visitors with ID badges so that unauthorised visitors can be identified.	4	Provide locks on filing cabinets and computers – to ensure only authorised staff can access.
	5	Provide uniforms for staff so that members of staff can be identified.	5	Introduce appropriate back-up procedures so that a spare copy is available.
			6	Provide a log-in and password for staff to prevent unauthorised editing/viewing.
			7	Set up a system whereby employees are prompted to change their password regularly to prevent unauthorised editing/viewing.
			8	Install intercom/swipe card/keypads/iris recognition/fingerprint recognition which prevents unauthorised entry.
			9	Install alarms which will alert staff to an intruder.

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	Marks
Security of people	2T
Security of information	2T
TOTAL	**4**

Ensure description of method refers to people/information in the appropriate section
The method must be identified and described
Ignore keyboarding errors

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Appendix 1: Copyright

Tasks 3 & 9	Eiffel Tower	Majeczka/Shutterstock.com
	Disneyland Paris	http://lifeandstyle.alexandalexa.com/win-family-trip-disneyland/
	Notre Dame	AnnaKucherova/Shutterstock.com
	The Louvre	Editorial Image: Brian Kinney/Shutterstock.com
	Basilica of the Sacre Coeur	Aldorado/Shutterstock.com
Task 13	French flag	Igor Iakovlev/Shutterstock.com
	Scottish flag	Ayzek/Shutterstock.com

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