National
Qualifications
2016

2016 Administration and IT Assignment

National 5

Finalised Marking Instructions

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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 every 0-20 words. Flags may be included, where appropriate, to identify where marks are awarded.

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TASK 1

1L

Sounds on the Shore
453 Union Street
Aberdeen
AB11 6DB

1E

1K

Phone: 07725381221
E-mail: sos@fastmail.co.uk
Web: www.sos.co.uk

1P

	Marks
Essential Information	1E
Logo – first time used correctly	1L
Keyboarding	1K
Presentation – must be an appropriate size	1P
TOTAL	**4**

TASK 1
If essential information is missing, candidates cannot be awarded the keyboarding mark.
Essential information - name and address of organisation, phone, e-mail and web.
Accept if e-mail and/or web address are hyperlinks.
If Sounds on the Shore is keyed in consistently wrong – 1K max across whole assignment.
Should be no more than a third of the page.
If name 'Sounds on the Shore' not keyed in DNA 1K.

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TASK 2

Duties/tasks - Describe	Qualities/skills - Explain
Maintaining and updating databases – the ideal candidate must be able to search and sort databases and produce forms and reports	***Be able to work on your own or as part of a team to ensure tasks are completed effectively***
1T • Answering the telephone and transferring to appropriate member of staff • taking and passing on messages when the member of staff is not available	• be motivated and keen to learn, to keep up with technological changes 1T
1T • Making appointments in the electronic diary for meetings, events	• be reliable/responsible/hard working to ensure all tasks are completed on time 1T
1T • Word process letters to customers, prepare reports for management, prepare agenda and minutes, etc	• have good time keeping and attendance as employers need employees they can rely on 1T
• sending and receiving e-mails to/from customers/suppliers/employees	• have a good working knowledge of IT software to enable you to complete tasks
• using office equipment to support colleagues eg photocopying booklets	• good communication skills to create a good impression with the customer
• creating and updating spreadsheets to produce budgets, charts for sales figures, wage sheets, etc	• good organisational skills to ensure that tasks are carried out efficiently
• researching and booking travel and accommodation for colleagues going on business trips	•
• reception duties - dealing with visitors, to ensure visitors book is signed, badges issued, directing visitors	•
• file/file management to ensure that documents are stored securely and able to be found when needed	•

	Marks
Duties/tasks – Describe – more than just an outline	3T
Qualities/skills – Explain – identify skill and why	3T
TOTAL	**6**

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TASK 2
Do not accept send and receive e-mails on its own or answer and make telephone calls without a description.
The reason for each skill can be similar but the skill must be different.
Duties must be within the pay grade of an Admin Assistant - DNA paying bands.
Qualities/skills - explain – the 'why' might be given first.

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TASK 3a

ACT NAME	GENRE	AGENT NO	CONFIRMED	NO IN ACT	DAY	STAGE	
Dive!Dive!	Pop	168	Yes	4	Friday	Main	1F
Elemental	Pop	163	Yes	5	Saturday	Main	
Europhonics	Electronic	161	No	6	Friday	Main	
Fenomenon	Rap/Hip-hop	165	No	7	Friday	Main	
Gabriel M	Indie Rock	164	Yes	1	Friday	Main	
Kelvin Morris	Club/Dance	1610	No	1	Saturday	Main	
Pacific Triplets	Indie Rock	167	Yes	3	Saturday	Main	
Paris	Electronic	167	Yes	2	Friday	Main	
Sorelli	Rock	161	Yes	5	Saturday	Main	
The Heralds	Rock	164	Yes	2	Saturday	Main	
Torches	Indie Rock	166	Yes	3	Saturday	Main	11
ElectroDJs	Electronic	162	Yes	2	Saturday	North	
Emily Banks	Blues	164	No	1	Saturday	North	
Harmony Row	Folk	167	Yes	5	Friday	North	
Jack Jackson	Blues	169	Yes	1	Saturday	North	
Laura Lawson	R&B/Soul	166	Yes	1	Saturday	North	
Leanna	R&B/Soul	166	Yes	1	Saturday	North	
Marc Armand	Electronic	1611	Yes	1	Friday	North	
Radio Ghosts	Indie Rock	1611	No	3	Friday	North	
The Grandees	Rock	162	No	6	Friday	North	
The Unicorns	Rock	167	Yes	9	Friday	North	10
Blues Preachers	Folk	1611	Yes	3	Saturday	South	
Castille	Indie Rock	163	Yes	2	Saturday	South	
Enclosure	Pop	168	Yes	6	Saturday	South	
JJ-Rap	Rap/Hip-hop	165	Yes	2	Friday	South	
Julia Morre	R&B/Soul	161	Yes	1	Friday	South	
Kansas	Rock	169	Yes	5	Friday	South	
Kings of Mars	Rock	1611	Yes	5	Saturday	South	
Robot Riot	Rock	167	Yes	4	Friday	South	
The Candleford Co	Folk	168	No	8	Saturday	South	
Tom Tyler	R&B/Soul	169	Yes	1	Friday	South	10
Creed Assassin	Rock	167	Yes	4	Saturday	Unsigned	
Fox Rocks	Rock	167	Yes	4	Saturday	Unsigned	
Hickory Smoke	Folk	163	Yes	3	Saturday	Unsigned	
Hi-Gloss	Club/Dance	1610	No	5	Friday	Unsigned	
Island Fire	Pop	166	No	6	Friday	Unsigned	
Kenedi	Club/Dance	166	Yes	3	Friday	Unsigned	
Kno-alls	Pop	164	Yes	4	Saturday	Unsigned	
Minotaur	Club/Dance	161	Yes	1	Saturday	Unsigned	
Quinn and Miller	Rap/Hip-hop	165	Yes	2	Friday	Unsigned	9
					2K	2S	1P

	Marks
New Field – STAGE – if not all caps DNA 1F	1F
Sort in order of stage and act name – all or nothing	2S
Keyboarding	2K
Print table – on one page – accept check box or Yes/No DNA True/False	1P
TOTAL	**6**

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TASK 3a
If STAGE is not block caps DNA 1F.
If Moondust is included DNA 1P.
If Fenomenon and/or Hi-Gloss are confirmed DNA 1P.
If Stage names are all in caps or all lc or a mixture DNA 1K max.

UNSORTED

ACT NAME	GENRE	AGENT NO	CONFIRMED	NO IN ACT	DAY	STAGE
Sorelli	Rock	161	Yes	5	Saturday	Main
Minotaur	Club/Dance	161	Yes	1	Saturday	Unsigned
Europhonics	Electronic	161	No	6	Friday	Main
Julia Morre	R&B/Soul	161	Yes	1	Friday	South
ElectroDJs	Electronic	162	Yes	2	Saturday	North
The Grandees	Rock	162	No	6	Friday	North
Castille	Indie Rock	163	Yes	2	Saturday	South
Elemental	Pop	163	Yes	5	Saturday	Main
Hickory Smoke	Folk	163	Yes	3	Saturday	Unsigned
Emily Banks	Blues	164	No	1	Saturday	North
The Heralds	Rock	164	Yes	2	Saturday	Main
Kno-alls	Pop	164	Yes	4	Saturday	Unsigned
Gabriel M	Indie Rock	164	Yes	1	Friday	Main
Fenomenon	Rap/Hip-hop	165	No	7	Friday	Main
JJ-Rap	Rap/Hip-hop	165	Yes	2	Friday	South
Quinn and Miller	Rap/Hip-hop	165	Yes	2	Friday	Unsigned
Leanna	R&B/Soul	166	Yes	1	Saturday	North
Torches	Indie Rock	166	Yes	3	Saturday	Main
Laura Lawson	R&B/Soul	166	Yes	1	Saturday	North
Island Fire	Pop	166	No	6	Friday	Unsigned
Kenedi	Club/Dance	166	Yes	3	Friday	Unsigned
Pacific Triplets	Indie Rock	167	Yes	3	Saturday	Main
Creed Assassin	Rock	167	Yes	4	Saturday	Unsigned
Fox Rocks	Rock	167	Yes	4	Saturday	Unsigned
Harmony Row	Folk	167	Yes	5	Friday	North
Paris	Electronic	167	Yes	2	Friday	Main
Robot Riot	Rock	167	Yes	4	Friday	South
The Unicorns	Rock	167	Yes	9	Friday	North
Enclosure	Pop	168	Yes	6	Saturday	South
The Candleford Co	Folk	168	No	8	Saturday	South
Dive!Dive!	Pop	168	Yes	4	Friday	Main
Jack Jackson	Blues	169	Yes	1	Saturday	North
Kansas	Rock	169	Yes	5	Friday	South
Tom Tyler	R&B/Soul	169	Yes	1	Friday	South
Kelvin Morris	Club/Dance	1610	No	1	Saturday	Main
Hi-Gloss	Club/Dance	1610	No	5	Friday	Unsigned
Kings of Mars	Rock	1611	Yes	5	Saturday	South
Blues Preachers	Folk	1611	Yes	3	Saturday	South
Radio Ghosts	Indie Rock	1611	No	3	Friday	North
Marc Armand	Electronic	1611	Yes	1	Friday	North

1F

0S 2K 1P

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SORTED - STAGE

ACT NAME	GENRE	AGENT NO	CONFIRMED	NO IN ACT	DAY	STAGE
Dive!Dive!	Pop	168	Yes	4	Friday	Main
Pacific Triplets	Indie Rock	167	Yes	3	Saturday	Main
Sorelli	Rock	161	Yes	5	Saturday	Main
The Heralds	Rock	164	Yes	2	Saturday	Main
Kelvin Morris	Club/Dance	1610	No	1	Saturday	Main
Torches	Indie Rock	166	Yes	3	Saturday	Main
Elemental	Pop	163	Yes	5	Saturday	Main
Fenomenon	Rap/Hip-hop	165	No	7	Friday	Main
Paris	Electronic	167	Yes	2	Friday	Main
Europhonics	Electronic	161	No	6	Friday	Main
Gabriel M	Indie Rock	164	Yes	1	Friday	Main
Leanna	R&B/Soul	166	Yes	1	Saturday	North
Radio Ghosts	Indie Rock	1611	No	3	Friday	North
ElectroDJs	Electronic	162	Yes	2	Saturday	North
Laura Lawson	R&B/Soul	166	Yes	1	Saturday	North
The Unicorns	Rock	167	Yes	9	Friday	North
Marc Armand	Electronic	1611	Yes	1	Friday	North
Jack Jackson	Blues	169	Yes	1	Saturday	North
The Grandees	Rock	162	No	6	Friday	North
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Emily Banks	Blues	164	No	1	Saturday	North
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Tom Tyler	R&B/Soul	169	Yes	1	Friday	South
Castille	Indie Rock	163	Yes	2	Saturday	South
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Enclosure	Pop	168	Yes	6	Saturday	South
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The Candleford Co	Folk	168	No	8	Saturday	South
Kansas	Rock	169	Yes	5	Friday	South
JJ-Rap	Rap/Hip-hop	165	Yes	2	Friday	South
Robot Riot	Rock	167	Yes	4	Friday	South
Hi-Gloss	Club/Dance	1610	No	5	Friday	Unsigned
Minotaur	Club/Dance	161	Yes	1	Saturday	Unsigned
Creed Assassin	Rock	167	Yes	4	Saturday	Unsigned
Fox Rocks	Rock	167	Yes	4	Saturday	Unsigned
Hickory Smoke	Folk	163	Yes	3	Saturday	Unsigned
Island Fire	Pop	166	No	6	Friday	Unsigned
Quinn and Miller	Rap/Hip-hop	165	Yes	2	Friday	Unsigned
Kenedi	Club/Dance	166	Yes	3	Friday	Unsigned
Kno-alls	Pop	164	Yes	4	Saturday	Unsigned

1F

2K 0S 1P

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SORTED - ACT NAME

ACT NAME	GENRE	AGENT NO	CONFIRMED	NO IN ACT	DAY	STAGE
Blues Preachers	Folk	1611	Yes	3	Saturday	South
Castille	Indie Rock	163	Yes	2	Saturday	South
Creed Assassin	Rock	167	Yes	4	Saturday	Unsigned
Dive!Dive!	Pop	168	Yes	4	Friday	Main
ElectroDJs	Electronic	162	Yes	2	Saturday	North
Elemental	Pop	163	Yes	5	Saturday	Main
Emily Banks	Blues	164	No	1	Saturday	North
Enclosure	Pop	168	Yes	6	Saturday	South
Europhonics	Electronic	161	No	6	Friday	Main
Fenomenon	Rap/Hip-hop	165	No	7	Friday	Main
Fox Rocks	Rock	167	Yes	4	Saturday	Unsigned
Gabriel M	Indie Rock	164	Yes	1	Friday	Main
Harmony Row	Folk	167	Yes	5	Friday	North
Hickory Smoke	Folk	163	Yes	3	Saturday	Unsigned
Hi-Gloss	Club/Dance	1610	No	5	Friday	Unsigned
Island Fire	Pop	166	No	6	Friday	Unsigned
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Kansas	Rock	169	Yes	5	Friday	South
Kelvin Morris	Club/Dance	1610	No	1	Saturday	Main
Kenedi	Club/Dance	166	Yes	3	Friday	Unsigned
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The Grandees	Rock	162	No	6	Friday	North
The Heralds	Rock	164	Yes	2	Saturday	Main
The Unicorns	Rock	167	Yes	9	Friday	North
Tom Tyler	R&B/Soul	169	Yes	1	Friday	South
Torches	Indie Rock	166	Yes	3	Saturday	Main

1F 2K 0S 1P

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TASK 3b

CONFIRMED ACTS WITH 5 OR MORE MEMBERS

1H

ACT NAME	GENRE	NO IN ACT
Sorelli	Rock	5
Enclosure	Pop	6
Kings of Mars	Rock	5
Elemental	Pop	5
Fenomenon	Rap/Hip-hop	7
Kansas	Rock	5
Harmony Row	Folk	5
Hi-Gloss	Club/Dance	5
The Unicorns	Rock	9

1U 1C 1P

Criteria >=5 only

CONFIRMED ACTS WITH 5 OR MORE MEMBERS

1H

ACT NAME	GENRE	NO IN ACT
Sorelli	Rock	5
Enclosure	Pop	6
Kings of Mars	Rock	5
The Candleford Co	Folk	8
Elemental	Pop	5
Fenomenon	Rap/Hip-hop	7
Kansas	Rock	5
The Grandees	Rock	6
Harmony Row	Folk	5
Island Fire	Pop	6
Hi-Gloss	Club/Dance	5
Europhonics	Electronic	6
The Unicorns	Rock	9

1U 0C 1P

Check Task 11a

	Marks
Update Records – Fenomenon and Hi-Gloss to be confirmed	1U
Criteria – >=5 in act and confirmed – both criteria required to gain mark	1C
Insert header - must say confirmed act and >=5 or more than 4 and accurate	1H
Print specific fields in report format – act name, genre and no in act in that order (all field names and info must be visible)	1P
TOTAL	**4**

TASK 3b
If logo is missing DNA 1L in Task 13.
If candidate name is in the header DNA 1H.
If criteria is either>=5 only or >5 only – check Task 11a – if 'Fenomenon' and 'Hi-Gloss' appear DNA 1U. If no printout for 11a DNA 1U.

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TASK 4a

1TS

Steward Safety Briefing

29 AND 30 JULY 2014

Purpose

The purpose of this presentation is to provide a simple reference for Health and Safety guidance that all stewards at the Festival must adopt. It is intended to better ensure the health and safety of the Festival Crew and others attending the event.

Be Aware

Stewards must not interfere with anything provided to safeguard their health and safety.

Stewards must take reasonable care of their own health and safety.

Stewards should not attempt activities that they are not physically capable of. Supervisors should be advised of any relevant conditions, and the limitations that it imposes.

Emergency

Emergency evacuation/crowd control – the procedure on the back of the issued site plans should be read and understood. Stewards should ensure that they have a copy with them at all times.

Area supervisors will have been made aware of fire procedures and the use of fire extinguishers. Stewards should familiarise themselves with the location of these in their work area and in particular with the different types of fire extinguishers.

1G

Protection

Stewards should ensure that they wear appropriate protective clothing for activities. For most work no special equipment is required, but the following items may be appropriate:

- Hard hats in 'hard hat' areas – such as around stages when they are being constructed or dismantled.
- Gloves – particularly when carrying items with sharp edges
- Ear Plugs should be worn in areas of high noise – such as around amplified music or loud drumming.
- Hi-visibility jackets are to be worn at all times.
- Sun cream should be worn when spending extended periods in the sun.

1P

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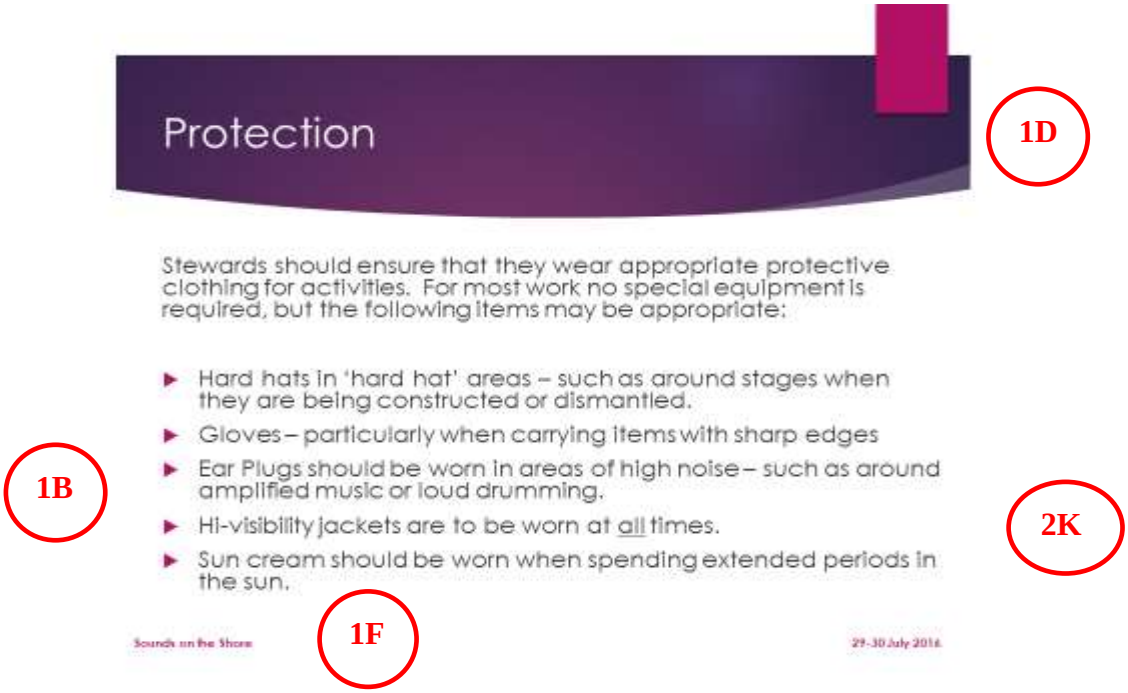

	Marks
New slide (title slide) - steward safety briefing, dates	1TS
Insert Graphics - slides 3 and 4 (anywhere on slide)	1G
Insert bullets on slide 5	1B
Design template applied	1D
Footer - LH festival name and RH - dates (all except title slide)	1F
Keyboarding - slide 1, footer and last 2 bullets of slide 5	2K
Print 3 slides per page	1P
Total	**8**

TASK 4a

Title Slide:

- 1TS is for using title slide layout and inputting correct information. Accuracy of information is included in keyboarding marks.
- If a key piece of information is missing DNA 1K each time, and DNA 1TS.
- If logo is missing DNA 1L in Task 13.
- If title slide is missing DNA 1TS and 2K.
- If year is missing DNA 1K, however 1TS can be awarded.

Footer:

- If footer is missing DNA 1F and 2K.
- If footer is illegible DNA 2K.
- The dates in the footer must be to the right of the festival name - not necessarily on the right-hand side of the slide.
- If the name of the festival is missing from the footer DNA 1F and 1K.
- If the date is missing from the footer DNA 1F and 1K.
- If candidate name appears beside or above any text in the footer - DNA 1F.
- If the year is missing from the date in the footer and/or title slide DNA 1K max.
- If logo instead of 'Sounds on the Shore' in the footer DNA 1K.

Slide 5 - if opening paragraph is bulleted DNA 1B.

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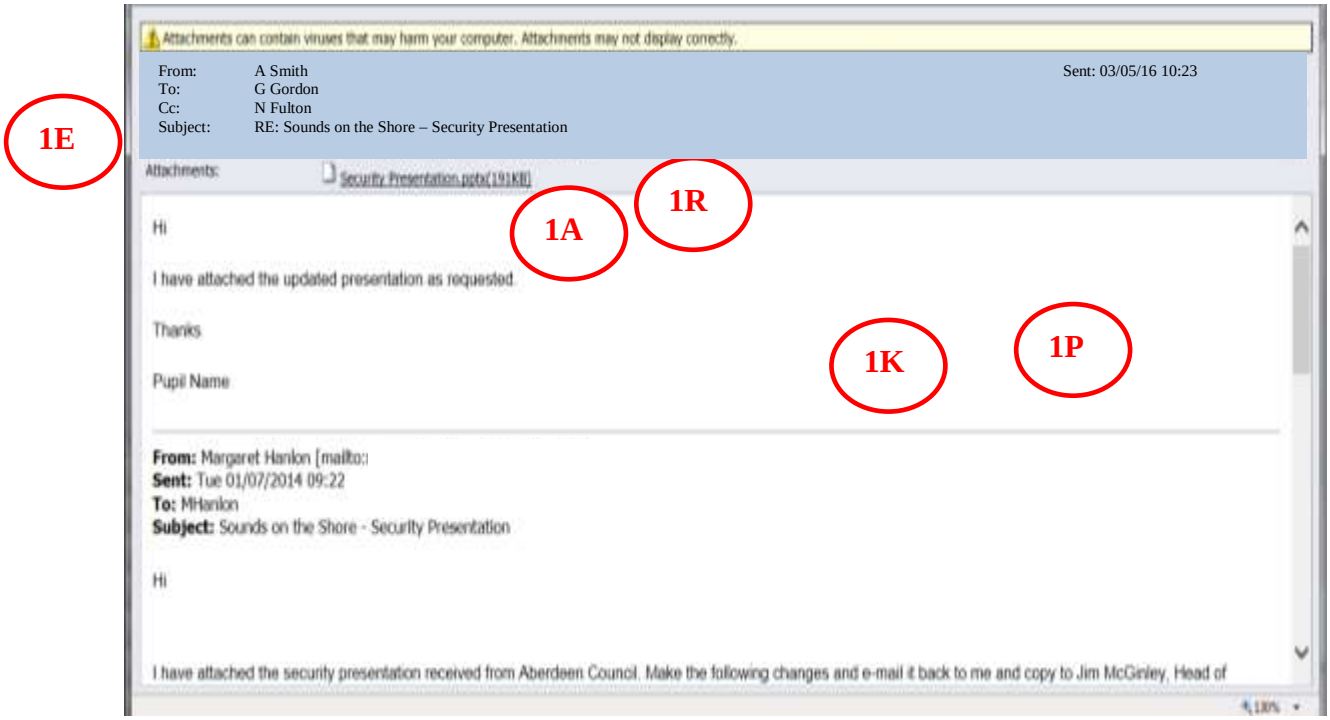
TASK 4b



	Marks
Evidence of Reply – Re: or email history	1R
Correct attachment – must be PowerPoint icon	1A
E-mail to 2 people	1E
Keyboarding	1K
Print evidence of sending	1P
TOTAL	**5**

TASK 4b
Accept both email addresses in To: box, or one in To: and one in CC:
Accept Kind Regards or Kind regards.
If Dear Jim McGinley and Mitch Goodwin – DNA 1K, must be Dear Jim and Mitch or Mr McGinley and Mr Goodwin (K).
If new e-mail has been started – check subject heading for sense and accuracy (K).

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TASK 5a

EVENT COSTS - PROJECTED		
Accommodation Charges:		
Single Room	£75	
Twin Room	£85	
Ticket Prices:		
Day Ticket	£40	
Weekend Ticket	£75	
INCOME		
Sponsorship:		
The Snack Company 1R	£25,000	1K
Soft Drinks Scotland Ltd	£12,500	
Ticket Sales - Day	£191,600	
Ticket Sales - Weekend	£241,125	£470,225
EXPENDITURE		
Accommodation:		
Single Room	£750	
Twin Room	£2,125	
Rent of Venue	£10,000	
Rent of Equipment	£15,750	
Catering - Performers/Crew	£15,000	
Wages - Performers/Crew	£200,000	
Printing -Tickets	£3,000	
Security	£20,000	
Policing	£50,000	
Washing/Toilet Facilities	£12,750	
Advertising	£18,950	
Insurance - Performers/Crew	£23,247	
Insurance - Audience	£42,900	£414,472
Profit		£55,753

Task 5a - Value View	Marks
Insert Sponsorship Rows in the correct place and format text correctly	1R
Keyboarding	1K
TOTAL	**2**

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	A	B	C
1	EVENT COSTS - PROJECTED		
2			
3	**Accommodation Charges:**		
4	**Single Room**	75	
5	**Twin Room**	85	
6			
7	**Ticket Prices:**		
8	**Day Ticket**	=IF(C33>500000,50,40)	
9	**Weekend Ticket**	=IF(C33>500000,90,75)	
10			
11	**INCOME**		
12	Sponsorship:		
13	The Snack Company	25000	
14	Soft Drinks Scotland Ltd	12500	
15	Ticket Sales - Day	=SUM('Ticket Sales'!D4:D13)	
16	Ticket Sales - Weekend	=SUM('Ticket Sales'!E4:E13)	=SUM(B13:B16)
17			
18			
19	**EXPENDITURE**		
20	Accommodation:		
21	Single Room	=10*B4	
22	Twin Room	=25*B5	
23	Rent of Venue	10000	
24	Rent of Equipment	15750	
25	Catering - Performers/Crew	15000	
26	Wages - Performers/Crew	200000	
27	Printing -Tickets	3000	
28	Security	20000	
29	Policing	50000	
30	Washing/Toilet Facilities	12750	
31	Advertising	18950	
32	Insurance - Performers/Crew	23247	
33	Insurance - Audience	42900	=SUM(B21:B33)
34	Profit		=C16-C33

2F 1F 1F 1F 1F 1F 1F

Task 5a - Formula View	Marks
Ticket Prices: Day } accept "£50","£40" and "£90","£75" Weekend } if used in formula	 2F 1F
Ticket Sales: Day } both must link to Ticket Sales worksheet – can be Weekend } absolute or relative	 1F 1F
Accommodation: Single Room/Twin Room formulae both required to gain mark	 1F
Total Income and Total Expenditure formula	1F
Profit formula	1F
TOTAL	**8**

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Alternative, also correct, version using named cells

	A	B	C
1	EVENT COSTS - PROJECTED		
2			
3	Accommodation Charges:		
4	Single Room	75	
5	Twin Room	85	
6			
7	Ticket Prices:		
8	Day Ticket	=IF(C33>500000,50,40)	
9	Weekend Ticket	=IF(C33>500000,90,75)	
10			
11	INCOME		
12	Sponsorship:		
13	The Snack Company	25000	
14	Soft Drinks Scotland Ltd	12500	
15	Ticket Sales - Day	=Dayticket*'Ticket Sales'!B14	
16	Ticket Sales - Weekend	=Weekendticket*'Ticket Sales'!C14	=SUM(B13:B16)
17			
18			
19	EXPENDITURE		
20	Accommodation:		
21	Single Room	=10*B4	
22	Twin Room	=25*B5	
23	Rent of Venue	10000	
24	Rent of Equipment	15750	
25	Catering - Performers/Crew	15000	
26	Wages - Performers/Crew	200000	
27	Printing -Tickets	3000	
28	Security	20000	
29	Policing	50000	
30	Washing/Toilet Facilities	12750	
31	Advertising	18950	
32	Insurance - Performers/Crew	23247	
33	Insurance - Audience	42900	=SUM(B21:B33)
34	Profit		=C16-C33
35			

2F 1F 1F 1F 1F 1F 1F

TASK 5a
Candidates should be awarded 2F if either IF statement is correct, and 1F if the other IF statement is correct.
If there is a space before the number in the IF statement marks can be awarded.
B15 and B16 formulae should be as shown, however if 'Ticket Sales'!D14 and 'Ticket Sales'!E14 are used (ie shaded cells): • check Task 5b to ensure figures match Task 5a. Candidates can then be awarded these formulae marks, however DNA 1P in Task 5b. • If no printout for Task 5b check Task 5a value view and if figures are correct award F marks
If any information is inserted in the shaded cells DNA 1P mark in Task 5b; however formula marks can be awarded.
Incorrect use of SUM function for addition – DNA 1F max.
Incorrect use of SUM function for multiplication/division/subtracting – DNA 1F max.
If named cells are used, check that the numbers on the value printout are correct before awarding mark.
Accept Ticket prices right or left-aligned – both must have same alignment or DNA 1FM.

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TASK 5b

TICKET SALES - WEEKS 1-10				
	Day Tickets	**Weekend Tickets**	**Income from Day Ticket Sales**	**Income from Weekend Ticket Sales**
Week 1	200	100	£8,000	£7,500
Week 2	250	160	£10,000	£12,000
Week 3	280	210	£11,200	£15,750
Week 4	320	275	£12,800	£20,625
Week 5	750	600	£30,000	£45,000
Week 6	870	350	£34,800	£26,250
Week 7	650	450	£26,000	£33,750
Week 8	900	620	£36,000	£46,500
Week 9	320	300	£12,800	£22,500
Week 10	250	150	£10,000	£11,250
Ticket Sales	4790	3215		
			Total Income	**£432,725**

1FM

TASK 5b - Value View	Marks
Format cells – currency/whole numbers/font size – only award mark if correct in both 5a and 5b printouts.	1FM
TOTAL	**1**

TASK 5b
Whole numbers, currency, size, font – must be consistent or DNA 1FM

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	A	B	C	D	E
1	**TICKET SALES - WEEKS 1-10**				
2					
3		**Day Tickets**	**Weekend Tickets**	**Income from Day Ticket Sales**	**Income from Weekend Ticket Sales** 1F
4	Week 1	200	100 1F	=B4*Dayticket	=C4*Weekendticket
5	Week 2	250	160	=B5*Dayticket	=C5*Weekendticket
6	Week 3	280	210	=B6*Dayticket	=C6*Weekendticket
7	Week 4	320	275	=B7*Dayticket	=C7*Weekendticket
8	Week 5	750	600	=B8*Dayticket	=C8*Weekendticket
9	Week 6	870	350	=B9*Dayticket	=C9*Weekendticket
10	Week 7	650	450	=B10*Dayticket	=C10*Weekendticket
11	Week 8	900	620	=B11*Dayticket	=C11*Weekendticket
12	Week 9	320	300	=B12*Dayticket	=C12*Weekendticket
13	Week 10	250	150	=B13*Dayticket	=C13*Weekendticket 1N
14	**Ticket Sales**	=SUM(B4:B13)	=SUM(C4:C13)		1R
15			1P	**Total Income**	**=SUM(D4:E13)** 1F

Task 5b - Formula View	Marks
Income – Day Tickets	1F
Income – Weekend Tickets	1F
Replication of columns D and E	1R
Total Income	1F
Using Named cells – Dayticket, Weekendticket – ignore spelling/capitals	1N
<u>Printouts for both 5a and 5b</u>: Value – gridlines only/portrait – both 5a and 5b Formulae – with gridlines and row/column headings/5a portrait and 5b landscape	1P
TOTAL	**6**

TASK 5b
Named cell mark can be evidenced in task 5a or 5b, however there must be evidence of both Dayticket and Weekendticket (must use names given) for the mark to be awarded. (This only occurs when Task 5b formula printout is missing).
If formula is keyed in to shaded cells (D14 and/or E14) DNA 1P.
Incorrect use of SUM function for addition – DNA 1F max.
Incorrect use of SUM function for multiplication/division/subtracting – DNA 1F max.
The replication mark is for replicating the same formula from D4 into D5:D13 and from E4:E13 it doesn't matter if that formula is incorrect.

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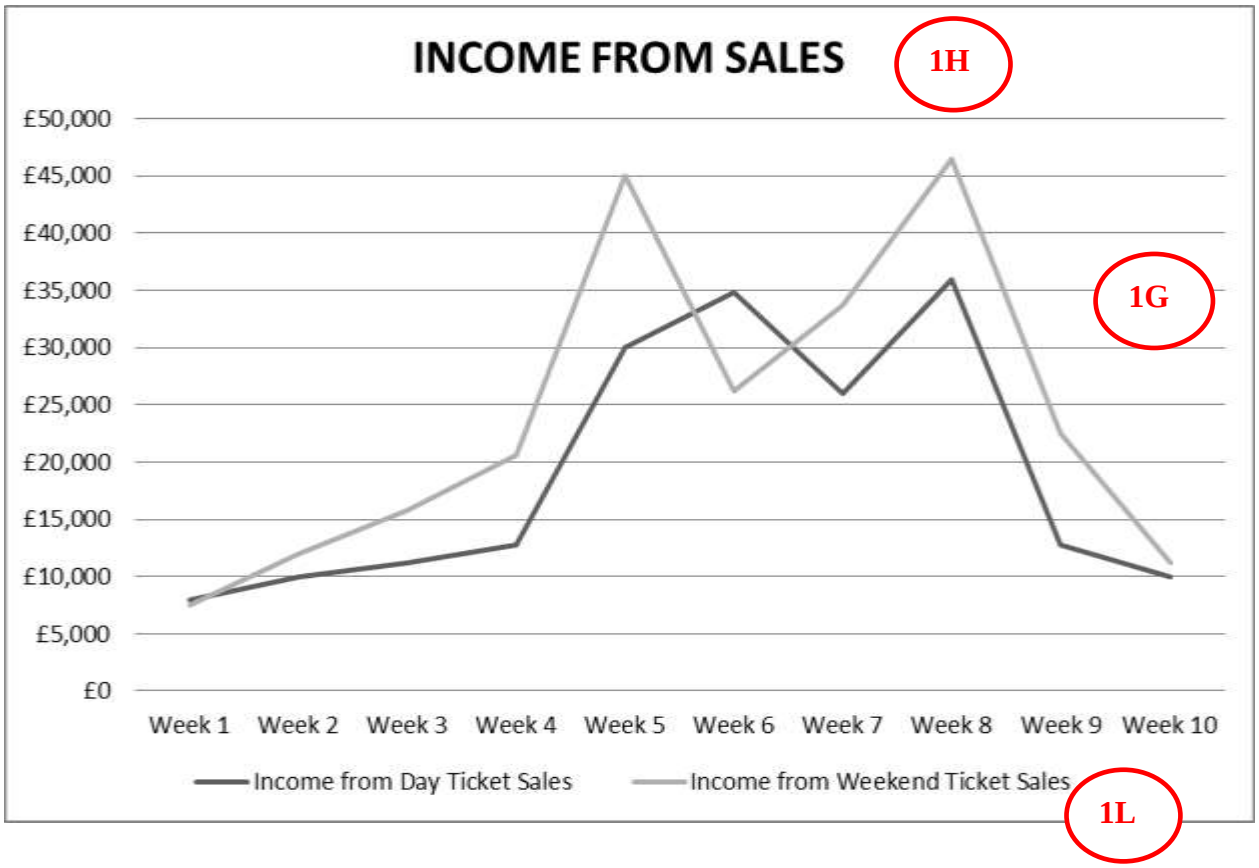
TASK 5c



	Marks
Create line graph using correct data	1G
Insert appropriate heading – minimum – Income from Sales	1H
Insert appropriate legend and print on one page	1L
TOTAL	**3**

TASK 5c
Ensure income from ticket sales is used, **not** number of tickets sold (1G mark).
Lines must be identifiable to be awarded 1G.

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TASK 6

29-30 July 2016

Sun, sea and live music, what's not to like?

Price: £75

1E 1K 1P

	Marks
Must have essential information – festival dates, price and statement	1E
Keyboarding must be accurate with the correct price and dates	1K
Presentation – long and skinny! (Max 3 cm deep, ignore length)	1P
TOTAL	**3**

TASK 6
If logo is missing or cropped – DNA 1L in Task 13.
If any of the essential information (dates, price and statement) is omitted DNA 1E **and** DNA 1K.
If price for both day ticket and weekend ticket is included DNA 1K.
Price shown must match weekend price in Task 5a - if price incorrect DNA 1K.
Depth measurement should be from border to border.
Date must include minimum of day and month to be awarded 1E.
If year is missing from the date DNA 1K, however 1E can still be awarded.
Accept statement in block caps.
If statement is not at the bottom DNA 1K.

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TASK 7

The Caledonian Hotel/Mercure Aberdeen City Centre

Aberdeen, United Kingdom

10-14 Union Terrace, Aberdeen AB10 1WE

4 Star Hotel

Hilton Garden Inn Aberdeen City Centre

Aberdeen, United Kingdom

31 St. Andrew Street, Aberdeen, Aberdeenshire AB25 1JA

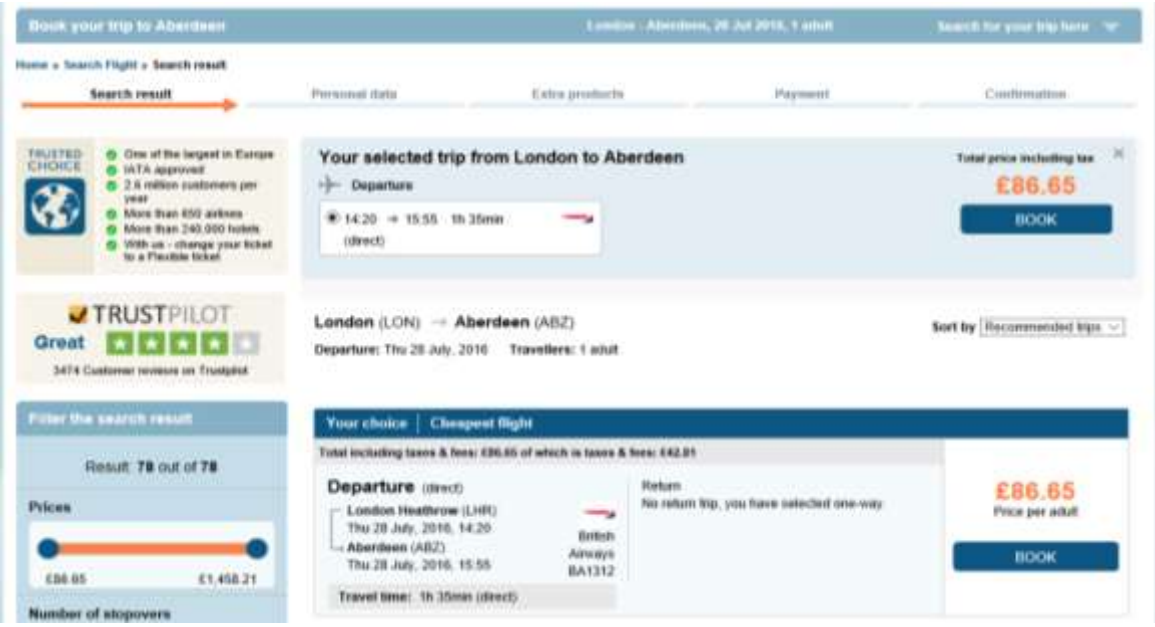
4 Star Hotel

Other Hotels

Copthorne Aberdeen Rox Hotel Double Tree

Skene House, Holburn or Whitehall or Rosemount

AM-PM City Centre Martin and Co Bauhaus



	Marks
4 or 5 Star Hotel – Aberdeen City Centre – within one mile	1S
Flight from London – Aberdeen on 28/7/16	1S
Correct flight time arriving between 1-5 pm	1S
TOTAL	**3**

TASK 7
Accept any 4 or 5 star hotel within a mile of the city centre.
Accept any London airport.

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TASK 8

AGENT | ACT | ACT1

1H

SOUNDS ON THE SHORE 2016

1S

ACT NAME	Moondust
GENRE	Indie Rock
AGENT NO	163
CONFIRMED	☑
NO IN ACT	3
DAY	Saturday
STAGE	Unsigned
AGENCY NAME	RMP Music
TITLE	Miss
FIRST NAME	Daniela
SURNAME	Grahams
STREET	135 Bath Street
TOWN/CITY	Glasgow
POSTCODE	G2 9JB
TEL NO	01413315698
E-MAIL	rmpmusic@live.co.uk

1F

1K

	Marks
All fields present and visible/legible (16) – if Agent No appears twice DNA	1F
Form header inserted (Sounds on the Shore 2016)	1H
Selected record printed (Moondust) in form format	1S
Keyboarding – DNA if <16 fields	1K
TOTAL	**4**

TASK 8
If candidate name is in header DNA 1H.
If year is missing from the header DNA 1H.

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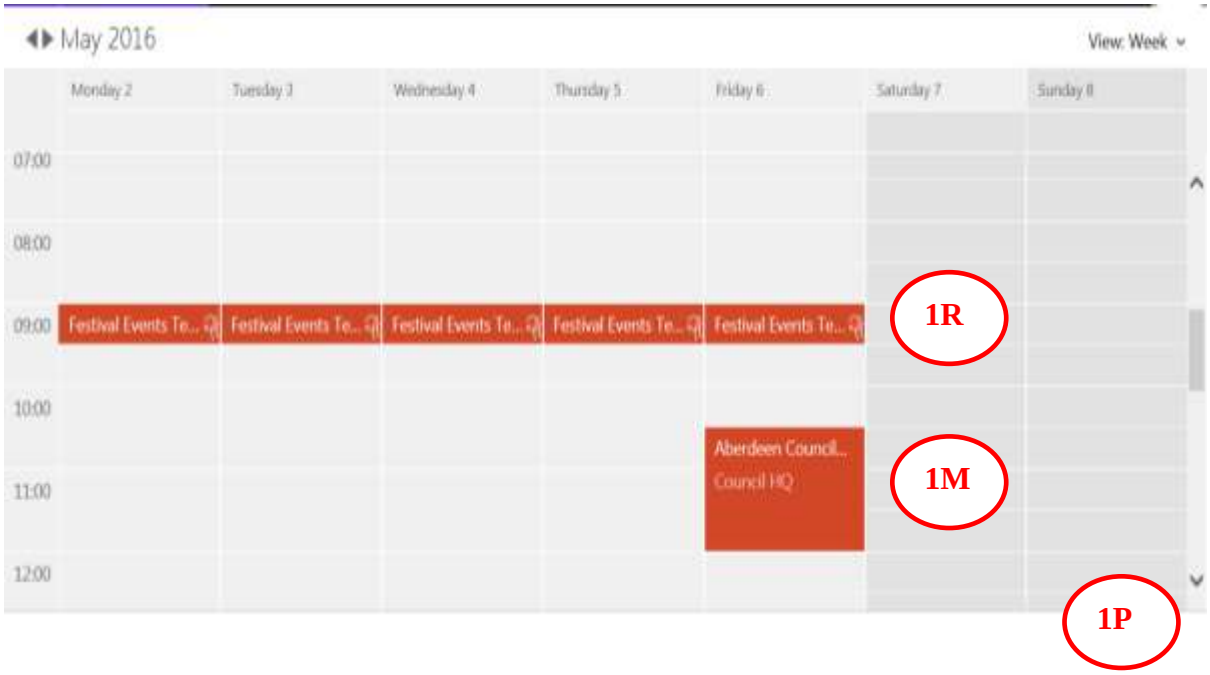
TASK 9



	Marks
Recurring event – Festival Events Team Briefing – 0900-0930	1R
Aberdeen Council Meeting – 1030-1200	1M
Print weekly/correct dates (first week in March, April or May 2016)	1P
TOTAL	**3**

TASK 9
Events must be in initial caps or DNA max 1.
Recurring meeting may not have recurring icon.
If keyboarding is incorrect DNA the event mark.

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TASK 10

1FP

FRIDAY 29 JULY 2016

AND

SATURDAY 30 JULY 2016

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Day 1 – Thursday 28 July 2016	
0800 hours	Backstage crews arrive
0900 hours	Set up stages
1100 hours	Meeting with security staff
1300 hours	Set-up equipment
1600 hours	Sound checks for each of the 3 stages
1800 hours	Dinner
2000 hours	Venue secured for the night
Day 2 - Friday 29 July 2016	
0900 hours	Final check of each stage
1200 hours	Final sound checks
1400 hours	Main Stage – Dive!Dive!; Europhonics
	South Stage – JJ Rap; Julia Morre
	North Stage – The Grandees; Harmony Row
	Unsigned Stage – Island Fire; Kenedi
1600 hours	Set-up each stage for next performers
1700 hours	Main Stage - Radio Ghosts; Gabriel M 1M
	South Stage – Robot Riot; Tom Tyler
	North Stage - Marc Armand
	Unsigned Stage – Quinn and Miller
1900 hours	Set-up stages for final performers
2000 hours	Main Stage – Fenomenon
	South Stage – Kansas
	North Stage – The Unicorns
	Unsigned Stage – Hi-Gloss; Moondust
2200 hours	End of performances
2300 hours	Secure venue

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Day 3 - Saturday 30 July 2016	
0900 hours	Final check of each stage
1200 hours	Final sound checks
1400 hours	Main Stage – Pacific Triplets; Kelvin Morris
	South Stage – Castille
	North Stage - Emily Banks; Leanna
	Unsigned Stage - Creed Assassin
1600 hours	Set-up each stage for next performers
1700 hours	Main Stage – Elemental; Torches
	South Stage – Enclosure; Kings of Mars
	North Stage – ElectroDJs
	Unsigned Stage – Minotaur; Kno-alls
1900 hours	Set-up stages for final performers
2000 hours	Main Stage – The Heralds; Sorelli
	South Stage - The Candleford Co; Blues Preachers
	North Stage - Jack Jackson; Laura Lawson
	Unsigned Stage - Fox Rocks; Hickory Smoke
2300 hours	Grand finale
2400 hours	Secure venue
Day 4 - Sunday 31 July 2016	
0900 hours	Breakfast
1000 hours	Clear and dismantle all stages
1400 hours	Depart venue

2K

1S

1P

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CONTACT DETAILS:

Address: 453 Union Street
Aberdeen
AB11 6DB

Phone: 07725381221
E-mail: sos@fastmail.co.uk
Web: www.sos.co.uk

	Marks
Design of front page - dates and border only on front page	1FP
Move – Radio Ghosts; Delete Paris	1M
Shading – each day	1S
Keyboarding	2K
Presentation – 4-page booklet, page break and following template for inserting information	1P
TOTAL	**6**

TASK 10
Logo mark awarded in Task 13.
If date is missing from front page – DNA 1FP and 1K.
If year is missing from the date on front page DNA 1K, however 1FP can still be awarded.
If wrong dates eg Thursday 28 – Sunday 31 July 2016 – DNA 1FP.
Where 1M is not awarded due to: • incorrect spacing with dash **OR** • incorrect spacing with semi-colon } **there should be no further impact on 2K in the task.**
Spacing at new and old location must be correct for 1M to be awarded.
If presentation of page 4 is distorted DNA 1P.
Does not need to be back to back but must be 2 landscape pages per sheet.

TASK 11a

1F

ACT NAME	TITLE	FIRST NAME	SURNAME	AGENCY NAME	STREET	TOWN/CITY	POSTCODE	DAY	STAGE
Europhonics	Mr	Franco	Mazzucco	International Music	Via Torino, 55	Milan	20121	Friday	Main
The Grandees	Ms	Caroline	Jenkins	Stage Agency	26 Cockburn Street	Edinburgh	EH5 2SN	Friday	North
Emily Banks	Mr	Paul	Lucas	PL Agency	81 Euston Street	London	NW1 2EZ	Saturday	North
Island Fire	Mr	Matt	Cassidy	NYC Music	94 West 44th Street	New York	NY 10036	Friday	Unsigned
The Candleford Co	Mr	Cormac	O'Reilly	Harmonise	27 St Augustine Street	Dublin	D8	Saturday	South
Kelvin Morris	Mr	David	Bishop	Bishop Agency	63 Warwick Way	London	SW1 4KP	Saturday	Main
Radio Ghosts	Mr	Armand	Jourdan	Les Musicales	7 Rue de Colisee	Paris	75008	Friday	North

1C 1P

	Marks
Criteria – not confirmed (7 records or could be 9 records if consequential to Task 3b)	1C
Correct Fields - accept those shown, and with/without confirmed or first name in any order	1F
Print on one page	1P
TOTAL	**3**

TASK 11a

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TASK 11b

MG/own initials

Today's date 1R

«TITLE» «FIRST_NAME» «SURNAME»
«AGENCY_NAME»
«STREET»
«TOWNCITY»
«POSTCODE» 1M

Dear «TITLE» «SURNAME»

SOUNDS ON THE SHORE – ABERDEEN JULY 2016

You have yet to confirm if «ACT_NAME» will be performing at the above festival. They have been allocated to play on «DAY» on the «STAGE» Stage. 1M

Without confirmation we are unable to name the act in any of our advertising campaigns, nor can you use the festival name or any other links to the festival in any of your marketing.

Please confirm attendance immediately so we can finalise stage allocation, running order and promotional material.

Yours sincerely 1CC

Mitch Goodwin
Festival Organiser 1K

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Sounds on the Shore
453 Union Street
Aberdeen
AB11 6DB

Phone: 07725381221
E-mail: sos@fastmail.co.uk
Web: www.sos.co.uk

1H

MG/own initials

Today's date

Mr Franco Mazzucco
International Music
Via Torino 55
Milan
20121

1P

Dear Mr Mazzucco

SOUNDS ON THE SHORE – ABERDEEN JULY 2016

You have yet to confirm if Europhonics will be performing at the above festival. They have been allocated to play on Friday on the Main Stage.

Without confirmation we are unable to name the act in any of our advertising campaigns, nor can you use the festival name or any other links to the festival in any of your marketing.

Please confirm attendance immediately so we can finalise stage allocation, running order and promotional material.

Yours sincerely

Mitch Goodwin
Festival Organiser

	Marks
Use headed paper from Task 1	1H
Ref/Date – correct ref and date	1R
Mail merge: address block – must have title, surname, agency name, full address Mail merge: salutation, act name, day and stage	1M 1M
Keyboarding	1K
Correct closure – must be lc sincerely	1CC
Print merge fields/print merged letter and overall presentation	1P
TOTAL	**7**

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TASK 11b
If ref or date not included DNA 1R and 1P.
Accept either agency name or name of recipient as the first line of the name/address block, both must be included.
Do not accept Dear First Name – DNA 1M.
If merge fields do not match query printout DNA award M marks where appropriate.
If no query printout DNA 2M.
Accept complimentary close as faithfully if salutation is Dear Sir/Madam.
If complimentary close not included DNA 1CC and 1P.
If either name or designation is not included DNA 1K and 1P.
Ensure the agency **and** the act shown on merged letter is one of those on query.
DNA 1P if: • Font/formatting is continued from headed paper • Inconsistent font, format and size is used throughout the task • Inconsistent or incorrect paragraph spacing • If complimentary close is omitted • Insufficient space for signature (4-6 line spaces) • Name or designation omitted • Designation is not below the name • If no character spaces between merge fields • If merge field(s) is in the wrong place
• If ref and date in wrong order and/or wrong place DNA 1P • If date and ref are included but spacing is incorrect DNA 1P
If date is inserted in block capitals DNA 1K.

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TASK 12

SECURITY

a) Organisations have a responsibility to ensure the security of information. Describe 3 ways **organisations** can do this.

1	Ensure that access to certain files is restricted by means of setting access levels/by providing keys to filing cabinets for paper files.	1T
2	Provide passwords for all employees and ensure they are changed regularly/to restrict access/which is specific to one employee.	
3	Train all staff to log off their computer or activate a secure screen saver when leaving their desk.	1T
4	Have a policy to encrypt files especially if they are stored on portable devices/only certain staff can decode the files.	
5	Staff training policy in place to ensure staff are aware of their ICT responsibilities.	1T
6	Install anti-virus software to prevent viruses corrupting information/prevent unauthorised access/hackers.	
7	Ensure that information is backed up to provide a copy in case data is lost or damaged/corrupted	
8	Ensure confidential/important files are saved as read-only for authorised staff to amend	

b) Outline 3 principles of the Data Protection Act.

1	Obtained/used/processed fairly and lawfully	1T
2	Used/obtained for a specific/intended purpose/reason	
3	Personal data cannot be transferred outwith the European Union	1T
4	Relevant, adequate and not excessive	
5	Accurate **and** up-to-date	1T
6	Kept no longer than necessary	
7	Individuals must be able to access the data held about themselves	
8	Keeping information secure	

	Marks
Security of information – describe – more than an outline	3T
Principles of DPA - outline	3T
TOTAL	**6**

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TASK 12
Task 12a – there must be an implication that information is at risk.
DNA CCTV or ID badges unless there is a direct link to the security of information.

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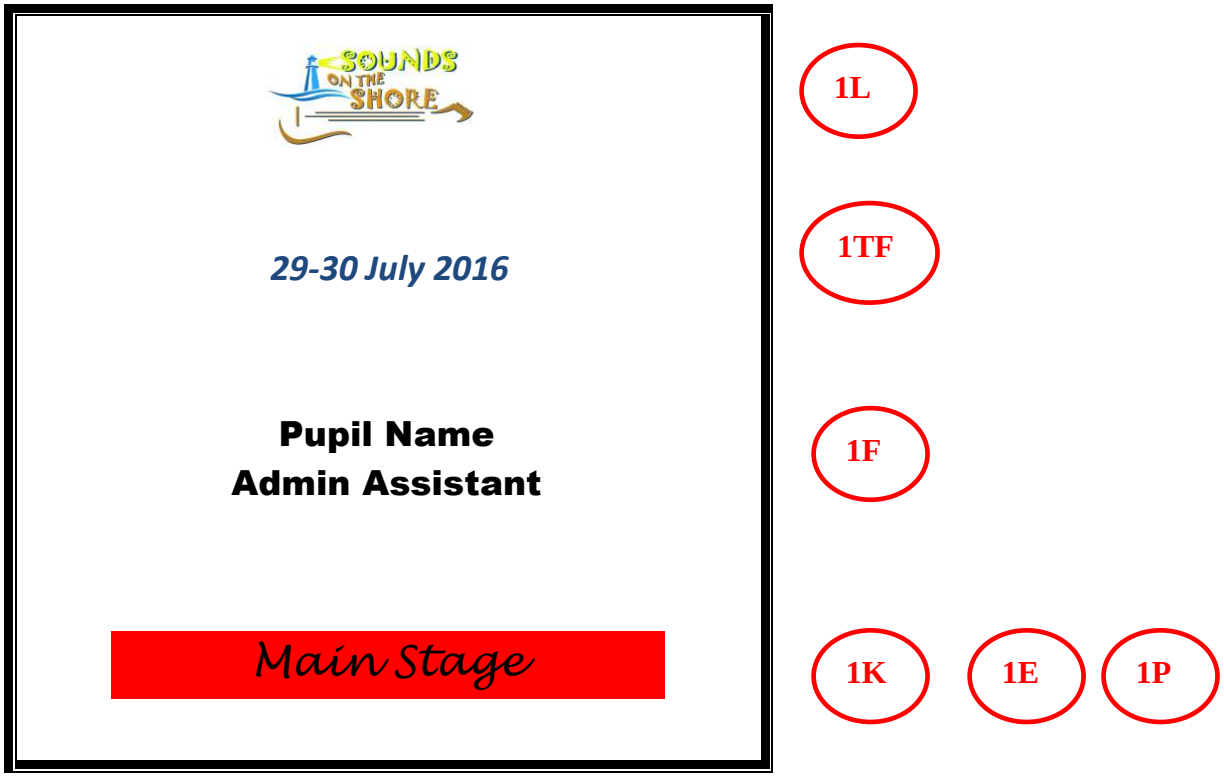
TASK 13



	Marks
Logo (only award mark if logo used correctly in other tasks)	1L
Fonts – minimum 2	1F
Text Format – minimum 2	1TF
Essential Information – 'Main Stage', dates, candidate name and job title	1E
Keyboarding	1K
Print – correct size – max 10 cm x 10 cm – border to border	1P
TOTAL	**6**

TASK 13
Logo should be correct in 3b, 4a, 6, 10 and 13 to be awarded 1L. If 1L is not awarded in Task 1 check the above tasks and if the logo has been inserted correctly **at least once** they should be awarded 1L.
If 'Main' only DNA 1E and 1K.
If year is not included DNA 1K, however 1E can be awarded.
Both first name and surname must be included.
Accept Administrative or Administration Assistant.

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TASK 14

SOUNDS ON THE SHORE 2016

1H

The first ever Sounds on the Shore festival took place this weekend and was rated an outstanding success. Thousands of festival goers enjoyed 2 days of top acts, exciting new talent and even some sunshine!

There was a wide variety of musical genres, with something for everyone on the 4 stages. Headline acts included chart-toppers Castille, rock legends The Heralds and international dj Kelvin Morris. Local folk band Hickory Smoke received rapturous applause on the Unsigned stage and have now signed their first major recording deal. Former Aberdeen University students, Sorrelli, closed the festival on Saturday night with a rousing set culminating in a spectacular fireworks show over the sea.

Feedback from acts has been very positive with many already putting us in their diaries for next year. Backstage facilities and security procedures in particular were highly praised. Feedback from ticket holders on our twitter and Facebook pages has been enthusiastic, although many suggest that the camping facilities could be improved. Catch up with all the gossip, chat and pictures at #soundsontheshore.

Police Scotland stated that there had been only a few arrests, mostly for breach of the peace and praised the behaviour of the crowds over the 2 days. Aberdeen Council added that they received a handful of complaints regarding noise and litter and that the majority of nearby residents were happy with the way the festival had been run.

Plans are now underway for next year's festival, which we hope will be even bigger and better.

Details of dates and acts will be released in November. Watch our website – www.sos.co.uk – for all the latest info.

2K 1R 1LS 1J

	Marks
Heading – resized/centred	1H
Line spacing 1.5 – watch for 1.15	1LS
Justify	1J
Search and replace - performers - acts	1R
Keyboarding	2K
TOTAL	**6**

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TASK 14
If new paragraphs' spacing is inconsistent – DNA 1K max.
Accept 1 or 2 spaces after a full stop.
Remember spacing between words may be extended due to justification.
1R can only be awarded if all spacing and capitalisation is correct at the replace points.

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Administration and IT

PRINCIPLES FOR MARKING 2016

General Marking Instructions

- Show award as 1P or 0B where the candidate is being awarded the mark.
- Underline **all** keyboarding errors.

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If a printout is missing for a task – no marks can be awarded for that task.

If there is a linked task eg a spreadsheet, and value view is missing, marks can be awarded on formula view where appropriate.

Two marks are available for inserting the logo – one mark awarded at the first point of use and the second mark at the last point – only if correctly used throughout.

Where a task requires specific information to be inserted in a footer the candidates name and/or task number should always be below the information.

Comments

Any comment visible on a printout or keyed in on document – do not award **one mark once only** across the **whole paper**.

Apply at the point where the first comment is visible.

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Standard Formats
Date Formats:

Accept any standard format eg:

- 12 May 2016
- 12th May 2016
- 12/5/16
- 12/06/2016
- May 12, 2016

DNA 'the 12th of May' or American dates in number format.

All dates must have a year – max 1 error per task.

There must be **consistency of style** within a task. If a template is used candidates must use the same style.

Standard Formats contd
Time Formats:

- If a template is used candidates must use the same style as the template.
- Accept a variety of formats eg

1000 hours	1000hrs
10:00 hours	10.00 hrs
10 am	10am
10.00 am	10.00am
2.30 pm and 4 pm within the one task	
Do not accept a.m. or p.m.	

There must be consistency in style throughout task

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Text Formatting

- Accept use of:

Size	Bold
Underline	Italics
Shading	Colour
Font change*	Right alignment
Centring	Justification
Border	Bullet points
*** unless change of font is asked for separately**	

Graphics

- Accept use of:

Clip Art	Photographs
Scanned Drawings	Word Art
Watermarks	Borders
Graphic must **not** be clipped by margin or cover any data	

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Capitalisation

Capital letters should be used at the start of sentences and for proper nouns.

- **Consistency is key**
- **Capitalisation inconsistency should be treated as one error within a task**

Headings

Headings should be enhanced in some way, eg:

- Block capitals with or without bold
- Initial capitals and bold
- Initial capitals and underscore
- Increased size of font

Do not accept change of alignment on own.

Headings with initial capitals eg 'Confirmed Acts with 5 or More Members' – conjunctions should not be capitalised.

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Other Errors

Do not accept alternative forms of spelling – accept only as given in task.

Each of the following would be treated as **one error** no matter how often they occur in the task.

- Incorrect spacing after punctuation at end of sentence
- Incorrect spacing for commas, colons, semi-colons, brackets
- Confusion of hyphen/dash
- Omission of apostrophe
- Do not highlight punctuation at the end of a heading

E-mail/Web/Phone Numbers

For e-mail accept – e-mail, E-mail, email, Email, E, suitable symbol, or on its own.

For web address – accept Web, Web Address, W, Website, suitable symbol or on its own.

For telephone number accept – Tel, Tel No, Telephone Number, T, Phone, suitable symbol or on its own **(There must be consistency in style over the above pieces of information)**

Accept with or without colons, but must be consistent throughout task

There should be no space in Telephone numbers – if there is, do not award **one mark once only** across the whole paper.

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E-mail

All e-mails must have appropriate subject heading. This year candidates are replying to an e-mail, so the subject heading is already inserted.

E-mail messages must make sense:

- There has to be an opening, eg Hi/Hello/Dear Name/Name
- There has to be a close eg Thanks/Regards/Yours faithfully/sincerely or a closing sentence followed by the candidate name (accept first name only). When using a one word close accept with or without a full stop.

Use of 'text speak' or 'emoticons' do not award 1K once.

E-diary

- Unless stated in question a week can be 5 or 7 days.
- If any information is truncated on diary printout, supplementary printouts should also be provided.
- Location is not necessary on printouts, however keyboarding will be marked for accuracy.

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Powerpoints

- The logo must be the same size and in the same general position on each slide, eg bottom left corner, but accept if candidate has moved the logo slightly to allow text or graphics to be seen.
- Accept the slide number in any position as long as it's consistent.
- Be aware that different backgrounds/design templates can change the font, size and capitalisation on original slides. New slides must be consistent.

Spreadsheet Formulae

The named cell should be as given or relevant.

Candidates are expected to use the most appropriate formula in a spreadsheet.

For addition – only accept the use of the + sign when adding 2 cells together or more than 2 non-adjacent cells. Addition of 3 or more adjacent cells should use the SUM function.

For subtraction, multiplication or division do not accept =SUM at the start of the formula – **even if the formula works**.

If statements must contain both conditions.

[END OF MARKING INSTRUCTIONS]

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